STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2024-03-27

NOTICE OF THE 21ST MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2024-03-27 AT 10:00

TO

The Speaker, Cllr Q Smit [Chairperson]
The Executive Mayor, Ald GMM Van Deventer
The Deputy Executive Mayor, Cllr JS Fasser
The Council Whip, Cllr P Crawley

COUNCILLORS

RA Adams
J Andrews
Ald JC Anthony
ZJ Dalling
MM Danana
I De Taillerfer
R Du Toit
A Ferns
E Groenewald
AJ Hanekom
RB Hendrikse
P Johnson
J Joon
O Jooste
X Kalipa
N Mananga-Gugushe
C Manuel
EP Masimini
NE Mcombring
XL Mdemka
NM Mkhontwana
RS Nalumango
NR Ndalasi
CD Noble
L Nkamisa
M Nkopane
N Ntsunguzi
N Olayi
WC Petersen
RO Pheiffer
WF Pietersen
MG Rataza
Ald JP Serdyn
MJ Slabbert
SR Schäfer
A Tomose
RB Van Rooyen
M Van Stade
CA Van Wyk
E Vermeulen
J Williams

Notice is hereby given in terms of Section 29, read with Section 18(2) if the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **21ST MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 27 MARCH 2024** at **10:00** to consider the items

SPEAKER
CLLR Q SMIT

A G E N D A

21ST MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2024-03-27

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1.	**OPENING AND WELCOME**

2.	**MAYORAL ADDRESS**

3.	**COMMUNICATIONS BY THE SPEAKER**

4.	**COMMUNICATIONS BY THE MUNICIPAL MANAGER**

5.	**DISCLOSURE OF INTERESTS**

6.	**APPLICATION FOR LEAVE OF ABSENCE**

7.	**CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S**

7.1	**20TH COUNCIL MEETING: 2024-02-21**

The minutes of the 20th Council meeting: 2024-02-21 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1

STELLENBOSCH
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Ref no.3/4/1/5

2024-02-21

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MINUTES

20TH MEETING OF THE

COUNCIL OF STELLENBOSCH MUNICIPALITY

2024-02-21 AT 10:00

M I N U T E S

20TH MEETING OF COUNCIL

OF STELLENBOSCH MUNICIPALITY

2024-02-21

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	(SEE PINK DOCUMENTATION)	

MINUTES **20TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY** **2024-02-21**

TO

The Speaker, Cllr Q Smit [Chairperson]
The Executive Mayor, Ald GMM Van Deventer
The Deputy Executive Mayor, Cllr JS Fasser
The Council Whip, Cllr P Crawley

COUNCILLORS

RA Adams	NR Ndalasi
J Andrews (until 11:15)	CD Noble
Ald JC Anthony	L Nkamisa
ZJ Dalling	M Nkopane
MM Danana	N Ntsunguzi
I De Taillerfer	N Olayi
R Du Toit	WC Petersen
A Ferns	RO Pheiffer
E Groenewald	WF Pietersen
RB Hendrikse	MG Rataza
P Johnson	Ald JP Serdyn
J Joon	MJ Slabbert
X Kalipa	SR Schäfer
N Mananga-Gugushe	A Tomose
C Manuel	RB Van Rooyen
EP Masimini	M Van Stade
NE Mcombring	CA Van Wyk
XL Mdemka	E Vermeulen
NM Mkhontwana	J Williams

****

OFFICIALS

Municipal Manager (G Mettler)
Chief Financial Officer (K Carolus)
Director: Community and Protection Services (G Boshoff)
Director: Corporate Services (A De Beer)
Director: Planning and Economic Development (A Barnes)
Director: Infrastructure (S Chandaka)
Chief Audit Executive (F Hoosain)
Senior Administration Officer (T Samuels)

****

1.	**OPENING AND WELCOME**

The Speaker, Cllr Q Smit welcomed all at the 20th Council meeting in the Council Chamber.

2.	MAYORAL ADDRESS

- Dit is met hartseer dat ek verslag moet doen oor die onlangse heengaan van wyle Cyril Jooste. Hy is gedurende Desember 2009 tot burgemeester van Stellenbosch verkies en was in die pos tot Junie 2011. Daarna het hy as Speaker van Stellenbosch Raad vanaf Junie 2011 gedien tot Augustus 2016. Hy was bekend as 'n baie streng Speaker en het geen ongehoorsaamheid aan die reëls. Ons gebede en gedagtes is by sy familie in hierdie tyd van hartseer.

- All councillors and residents - Higher stages of load shedding places tremendous pressure on water supply operations across the country. Please use water sparingly, as this assists in adequately replenishing reservoir levels.

  To report water interruptions, please send a WhatsApp to our dedicated Service Line on 0769510768. Residents can also send an email to **engineering. services@stellenbosch.gov.za**. It is vital that we all do our bit to conserve and save water. We know South Africa is considered a water scarce country.

  Residents are asked to use water sparingly because of the declining dam water levels in the Western Cape. The sweltering high temperatures we have experienced combined with high water usage in recent weeks has contributed to the slight decline of the dam levels in the province

- Ek wil almal inlig van die 7de Adam Small Fees wat vanaf 23 – 25 Februarie 2024 in Pniel plaasvind. Die Pniël Erfenis en Kultuurtrust en ATKV bied die fees aan, met die Adam Small gedenklesing wat op Saterdag, 24 Februarie 2024 deur Prof Hein Willemse gelewer word.

- In 2023, Stellenbosch Municipality participated in the Municipal Waste Recognition Programme (MWRP). The primary objective of this programme is to assess municipalities' adherence to the National Environmental Management: Waste Act and to address national and provincial waste management priorities.

  Stellenbosch Municipality proudly secured the 2nd prize in the MWRP. As part of their recognition, the top 3 municipalities received infrastructure in the form of shipping containers, aimed at enhancing waste management initiatives. We have now taken possession of the shipping container, which will be designated for the collection and storage of electronic waste.

  Electronic waste, commonly known as E-Waste, includes ICT equipment, consumer electronics and household appliances. Due to the presence of both valuable and potentially hazardous materials in E-Waste, it is essential to refrain from disposing of it in regular bins. Instead, residents are encouraged to utilise the designated E-Waste drop-off facility.

  Proper recycling can recover valuable components from E-Waste, while hazardous materials can be treated to ensure safe disposal. Stellenbosch Municipality urges all residents to contribute to responsible waste management by using the E-Waste drop-off located at the Stellenbosch Waste Drop-off, situated off Adam Tas Road in Devon Valley.

- The municipality is expanding our landfill site at a cost of R126 million. The 1st phase will be completed by the end of March 2024. This will extend the lifespan of the landfill site by ± 20 years for our growing towns.

- I attended the US Dream Walk on 1 February 2024. For thousands of Maties the Dream Walk symbolises the official start to their academic journey – for all practical reasons a dream coming true. The moment you pass underneath that banner of the Dream Walk hanging across Victoria Street, you know that you are now officially a Matie. Welcome to all the students to our beautiful town.

- On 2nd of February 2024, I visited Huguenot Fine Chocolates in Franschhoek accompanied by the Municipal Manager and colleagues from the Western Cape Department of Economic Opportunities. This local business received support from the municipality and the Department through its Alternative Energy Support Programme. The Alternative Energy Support Programme was established to assist Small, Medium, and Micro Enterprises (SMMEs) in adopting alternative energy solutions, ensuring their operational continuity during instances of load shedding. A budget of R12.5 million was allocated to the project for the fiscal year 2023/24. The department initiated a pilot project, installing 12 Solar Backup systems at municipal SMME trading hubs across seven municipalities.

- I was honoured to be part of the unveiling of the Blue Heritage Plaque at Rhenish Primary School, a prestigious recognition bestowed upon schools with a rich history and significant impact on the surrounding community. Initiated by the Centre for Conservation Education and the Stellenbosch Heritage Foundation in 2015, the Blue Plaque Schools Project honours educational heritage and celebrates its impact on our community.

  Rhenish Primary School also joins other local schools, such as Paul Roos Gymnasium, Hoër Meisieskool Bloemhof and Pieter Langeveldt Primary School in having a Blue Heritage Plaque.

- Veels geluk aan Huis Horison, wie hul 50ste bestaansjaar vier vanjaar. Meeste Stellenbossers is bekend met Huis Horison en die goeie werk wat daar gedoen word. Dit is ‘n residensiële en beskutte werksentrum in Stellenbosch wat spesialiseer in die versorging van volwassenes met intellektuele gestremdheid. Mag daar nog 50 wonderlike jare vir julle voorlê.

- President Ramaphosa het gisteraand die datum vir die 2024 Nasionale en Provinsiale verkiesings aangekondig. Die verkiesing vind plaas op 29 Mei 2024. Alle ongeregistreerde kiesers word aangemoedig om aanlyn te registreer voor die datum van die verkiesing in die Staatskoerant geproklameer word. Daarna sal geen meet registrasies kan plaasvind nie.

3.	COMMUNICATIONS BY THE SPEAKER

- Due to the announcement of the National Election Day as 29 May 2024, there will be a change in the Council meeting scheduled for 27 May 2024. A communication in this regard will be distributed in due time, after a discussion between the Speaker, the Executive Mayor and the Municipal Manager;

- Item 11.6.2 has been withdrawn from the Council Agenda;

- Amendments were received on items 11.3.3; 13.1 and 13.2;

- The All Wards Meeting will take place on 2024-02-23 at 10:00 in the Council Chamber. All Ward Committee Councillors are requested to attend this meeting.

- The Ward Committee Policy is currently under review and was sent out for internal comments. The closing dated for comments is 2024-02-22 at 12:00 whereafter the Policy, with track changes, will be presented at the All Wards Meeting on 2024-02-23, whereafter it will be distributed for public participation.

- The following Councillors celebrated their birthdays:

  Cllr WC Petersen – 8 February
  Cllr S Schafer – 21 February

Thank you."

4.	COMMUNICATIONS BY THE MUNICIPAL MANAGER

- "Good morning and a warm welcome to

  The Executive Mayor,

  The Deputy Executive Mayor,

  The Speaker,

  Councillors,

  Our guests; and

  Officials

- It is with great sadness that I have to inform you that one of our employees, Mr Sam Houman passed away on 11 February 2024. Mr Houman was in the services of Stellenbosch municipality for the past 25 years at the water waste services operation in Franschhoek. Please keep his family, friends and colleagues in prayer during this difficult time.

- It is the month of Lent, a very important period in the Christian calendar as it is a period of reflection, renewal of our spiritual life as well as a period of forgiveness. Please keep that in mind.

- Today is also International Mother Language Day, it is important for a very diverse linguistic country like South Africa where we celebrate our language and our diversity.

- A delegation from Sweden is currently visiting our municipality. Stellenbosch is very privileged to have learned from the Swedish, and they from us, because we are unique in what we do and how we address our problems as South Africans. The program that we are doing with our Swedish partnership is the Local Democracy Program which are focussing on Gender Based Violence. Gender based violence in South Africa is currently amongst the highest in the world and we need to look at innovative ways to address this issue. We are particularly focussing on creating safe urban spaces for women and children and to address gender based violence in that way, but most importantly it is about looking at lighting, renewable lighting, even in times of loadshedding.

- It is election time and I urge all Councillors to treat each other and officials with the utmost respect.

5.	DISCLOSURE OF INTERESTS

Cllr R Pheiffer disclosed his interest in Item 13.1 and Speaker gave permission that Councillor Pheiffer be recused when this item is dealt with.

6.	APPLICATION FOR LEAVE OF ABSENCE

6.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Cllr A Hanekom - 21 February 2024
Cllr O Jooste - 21 February 2024
Cllr RS Nalumango - 21 February 2024
Cllr J Andrews - 21 February 2024 (from 11:30 due to illness)

7.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S

7.1	19TH COUNCIL MEETING: 2024-01-24

The minutes of the 19th Council meeting: 2024-01-24 **were confirmed as correct without any changes**.

8.	STATUTORY MATTERS

8.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JANUARY 2024

Collaborator No: 762914
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 14 February 2024 & 21 February 2024

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR JANUARY 2024

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2023/2024 to report the deviations to Council.

3. DELEGATED AUTHORITY

Council

FOR NOTING.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2023/2024) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during January 2024.

20TH COUNCIL MEETING: 2024-02-21: ITEM 8.1

NOTED

the deviations as listed for the month of January 2024.

FOR FURTHER DETAILS CONTACT:

NAME	**Dalleel Jacobs**
POSITION	***Senior Manager: Supply Chain Management***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 8137***
E-MAIL ADDRESS	***Dalleel.Jacobs@stellenbosch.gov.za***
REPORT DATE	**06 February 2024**

9.	REPORT BY THE MUNICIPAL MANAGER ON OUTSTANDING RESOLUTIONS

No report submitted as outstanding resolutions serves at Section 80 Committees.

10.	ITEMS FOR NOTING

10.1	REPORT/S BY THE EXECUTIVE MAYOR

10.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [OCTOBER 2023 – DECEMBER 2023]

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 21 February 2024

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR ON MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE EXECUTIVE MAYOR IN CONSULTATION WITH THE MAYORAL COMMITTEE [OCTOBER 2023 – DECEMBER 2023]

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor on matters resolved under the authority delegated to the Executive Mayor, in consultation with the Mayoral Committee, for meetings from October 2023 to December 2023 **(**see **APPENDIX 1)**.

3. DELEGATED AUTHORITY

As per the delegations from Council and powers vested in the Executive Mayor by legislation. In terms of the Stellenbosch Municipality System of Delegations (2019) EM12 and section 56(5) of the Structures Act, the Executive Mayor must report to Council at such intervals as the latter may determine on decisions taken.

The Executive Mayor is herewith reporting on the decisions taken by the Executive Mayor in consultation the Mayoral Committee.

4. EXECUTIVE SUMMARY

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

"An Executive Mayor must report to the municipal council on all decisions taken by the Executive Mayor."

20TH COUNCIL MEETING: 2024-02-21: ITEM 10.1.1

NOTED

the decisions by the Executive Mayor taken in consultation with the Mayoral Committee meeting from October 2023 until December 2023.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	***MANAGER: COUNCILLOR SUPPORT***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021 8088314***
E-MAIL ADDRESS	***Donovan.Muller@stellenbosch.gov.za***
REPORT DATE	***09 February 2024***

10.2	REPORT/S BY THE SPEAKER

NONE

10.3	REPORT/S BY THE MUNICIPAL MANAGER

NONE

11.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER]

11.1	PROTECTION SERVICES: (PC: CLLR R PHEIFFER)

NONE

11.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR JC ANTHONY]

NONE

11.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)

11.3.1	UPDATED REPORT ON OUTDOOR DINING AND CONSIDERATION OF GENERAL CONDITIONS FOR OUTDOOR DINING

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 14 February 2024 & 21 February 2024

1. SUBJECT: UPDATED REPORT ON OUTDOOR DINING AND CONSIDERATION OF GENERAL CONDITIONS FOR OUTDOOR DINING

2. PURPOSE

To provide feedback on the Outdoor Dining Applications as well as to submit General Conditions for Outdoor Dining for consideration and approval.

3. DELEGATED AUTHORITY

In terms of the approved System of Delegations the Executive Mayor, in consultation with the Executive Mayoral Committee, has the delegated Authority to consider applications for Lease Agreements, up to a contract value not exceeding R5M and not exceeding a period of 10 years.

The approval of lease agreements of three (3) years and less has been delegated to the Municipal Manager. The council approves all policies.

4. EXECUTIVE SUMMARY

During the Council Meeting of June 2022, it was resolved that communication was to be handed to all restaurants and businesses indicating that they need to apply for lease agreements in order to comply with the Outdoor Dining Policy of the municipality.

The department delivered the communication (letters requesting all restaurants that are using council property for outdoor dining to apply for a lease) and the municipality received applications from a number of restaurants and businesses and items have been prepared for consideration by the Mayoral Committee. 40 applications have served before the Mayoral Committee since August 2023 and 35 other establishments have received the communication to apply but have failed to file applications. Attached hereto as **APPENDIX 1** is an update on all establishments who have received formal notifications.

Council further needs to consider the general conditions for Outdoor Dining attached hereto as **APPENDIX 2** for approval. If the conditions are approved Council may withdraw approval for outdoor dining if establishments do not comply within a specific time period of if they do not meet the provisions of their lease agreements.

A further meeting was held with the Hermitage Advisory Committee on Monday, 29 January 2024, and they undertook revert back to the department within a week. We have to date not received inputs.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.3.1

RESOLVED (majority vote with 6 abstentions)

(a) that Council takes note of the report; and

(b) that the amended General Conditions on Outdoor dining be approved.

FOR FURTHER DETAILS CONTACT:

NAME	**Yolande van den Berg**
POSITION	***Contract Management Property Management department***
DIRECTORATE	***CORPORATE SERVICES***
CONTACT NUMBERS	***021-8088073***
E-MAIL ADDRESS	***Yolande.vandenBerg@stellenbosch.gov.za***
REPORT DATE	***2024-02-06***

11.3.2	CONSIDERATION OF THE REQUEST FROM THE DEPARTMENT OF WASTE MANAGEMENT TO USE THE BUILDING ON A PORTION OF FARM 1653, LA MOTTE ALSO KNOWN AS LA REFUGE FOR OFFICE SPACE

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 14 February 2024 & 21 February 2024

1. SUBJECT: CONSIDERATION OF THE REQUEST FROM THE DEPARTMENT OF WASTE MANAGEMENT TO USE THE BUILDING ON A PORTION OF FARM 1653, LA MOTTE ALSO KNOWN AS LA REFUGE FOR OFFICE SPACE

2. PURPOSE

For Council to consider the request from the Department of Waste Management to use the building on a portion of Farm 1653, La Motte for office space, given that Council already resolved in February 2023 to sell the property on auction.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The property known as Farm 1653 La Motte was initially sold to the Stellenbosch Municipality by the Cape Winelands Municipality. One of the properties on this farm is a building where an NGO known as La Refuge requested to use the building as a safe house for abused women and children.

On 31 March 2021, after a public participation process was followed, a decision was made by the Mayoral Committee that the property can be leased out for 12 months to the non-profit organisation, subject to certain conditions. The non-profit organisation was unable to implement the centre due to financial issues. The organisation was unable to provide the municipality with any plan or acceptance of the council resolution and for this reason never took possession of the property.

In February 2023 the future use of the property served Council again as an in-committee item where it was decided that the property is no longer needed to provide basic municipal services and that the property should be sold by way of auction.

The department started the process to appoint the auctioneer and prepared the terms of reference for the auction and requested a valuation of the property to be used as the reserve price at the auction. The latter has recently been provided and we were awaiting dates for the auction.

On 23 January 2024 a memorandum was received from Infrastructure Directorate indicating that they have an interest in using the property for the Waste Management Department and Roads and Storm Water Department who are both looking for offices in the area. (**ANNEXURE A)**. Since this property was initially used as offices by the Cape Winelands Municipality no assessment was done by the property maintenance department on what is it required to be able to use it as offices. The premises are currently vacant and can be occupied as offices immediately if Council agrees. There is no money on the budget of properties to deal with any renovations in this building nor is there capacity with the project manager to handle the project. Should the request be approved, the Infrastructure Department will have to take full responsibility for the renovations, costs and future maintenance.

Should Council consider the request favourably, the Council resolution of February 2023 should be revied and rescinded.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.3.2

RESOLVED (majority vote with 6 abstentions)

(a) that the use of the property for Infrastructure Services be approved;

(b) that the Council resolution dated 2023-03-22, be reviewed and rescinded; and

(c) that the use of the rest of the property be investigated and a report be brought back to Council.

FOR FURTHER DETAILS CONTACT:

NAME	**Yolande van den Berg**
POSITION	***Contract Management Property Management***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021-8088073***
E-MAIL ADDRESS	***Yolande.vandenBerg@stellenbosch.gov.za***
REPORT DATE	***2024 – 02- 06***

11.3.3	BOTMASKOP ESTATE DEVELOPMENT PROPOSED LAND SWOP: BOTMASKOP ESTATE DEVELOPMENT ERF 3363 AND REMAINDER OF FARM 333, STELLENBOSCH

Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **14 February 2024 and 21 February 2024**

1. SUBJECT: BOTMASKOP ESTATE DEVELOPMENT PROPOSED LAND SWOP: BOTMASKOP ESTATE DEVELOPMENT ERF 3363 AND REMAINDER OF FARM 333, STELLENBOSCH

2. PURPOSE

To consider the request on a possible land swap between the Municipality and Botmaskop Estate Development.

3. DELEGATED AUTHORITY

Council must consider the matter.

4. EXECUTIVE SUMMARY

The Botmaskop Development was approved by the Municipality several years ago. On 16 April 2018 an encroachment agreement was entered into between the municipality and the Reset Properties on the land they are now requesting to swap.

The developers of the Botmaskop Development has now requested that council consider a possible land swap for this encroached area (adjacent to the Botmanskop Estate Development), portions of erf 3363 and Remainder of Farm 333 Stellenbosch for a similar size portion of land higher up against the mountain portion of portion 2 of farm 490 Stellenbosch. Both portions of land are 4.69 hectares.

The matter served before the Mayoral Committee in November 2023 and was referred back to obtain a valuation report on the properties and for further refinement. A valuation report has now been received and is attached to the item as **APPENDIX 3.** It is evident from the valuation report that the properties in question are the same in hectares as well as value.

The Property Management Policy provide that an exchange of Land Agreements may be concluded, subject thereto that reasons for justifying such a step is recorded in writing. Because this will also be seen as an asset transfer the asset transfer regulations will also be applicable to such a transaction including a public participation process to indicate the intended land swap. This land that is requested for the swap currently forms part of the Botmanskop nature area. The developers wrote a letter **(APPENDIX 4**) further clarifying their intention with the area.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.3.3

RESOLVED (majority vote with 5 abstentions)

(a) that the land indicated be considered for a potential land swap, subject to public participation process; and

(b) that the matter be brought back to the Council after the public participation process.

FOR FURTHER DETAILS CONTACT:

NAME	Yolande van den Berg
POSITION	*Contract Management Property and Property Maintenance*
DIRECTORATE	*CORPORATE SERVICES*
CONTACT NUMBERS	*021-8088073*
E-MAIL ADDRESS	*Yolande.vandenBerg@stellenbosch.gov.za*
REPORT DATE	*2024-02-16*

11.4	FINANCIAL SERVICES: (PC: CLLR J FASSER)

NONE

11.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)

NONE

11.6	INFRASTRUCTURE SERVICES : (PC : CLLR P JOHNSON)

11.6.1	STATUS REPORT ON ALTERNATIVE ENERGY PROGRAMMES

Collaborator No:
IDP KPA Ref No: Green & Sustainable Valley
Meeting Date: 14 February 2024 & 21 February 2024

1. SUBJECT: STATUS REPORT ON ALTERNATIVE ENERGY PROGRAMMES

2. PURPOSE

To inform Council about the progress from the Municipality as well as Provincial initiatives regarding the loadshedding mitigation initiatives underway, in order to ultimately reduce the impact of electricity loadshedding in the Municipality.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

4.1 Eskom advised the Municipality to prepare an application to serve at their Loadshedding Committee, for the Municipality to be considered as curtailment customer. Upon receipt of the said application, Eskom then rejected the application. The matter has been escalated to Province for intervention with Eskom as well.

4.2 The Municipality has advertised a tender on 03rd February 2024, for the possible purchase of 20MW of electricity from an Independent Power Producer (IPP), which closes on 02nd March 2024.

4.3 The Supervisory Control and Data Acquisition (SCADA) project is continuing with implementation and the fitting of main substations with the additional equipment.

4.4 Municipal Court Building: Contractor is on site busy with the completion of the snag list for the retrofitting of solar installation.

4.5 The Generator tender has been concluded and orders for 5 generators have been placed for critical infrastructure locations and the LaMotte Fire Station with available funding.

4.6 The Department has developed further strategies and estimates have been developed with respect to the upgrades of the existing network which for example R80 million for the substation upgrade and R22 million per megawatt of battery storage, pending positive outcomes from the above items.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.6.1

NOTED

the Alternative Energy Generation strategies identified by the AEG Committee and the progress with the Alternative Energy Generation projects initiated.

11.6.2	ELECTRICITY BULK CONTRIBUTION LEVY

Collaborator No: 762679
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 14 February 2024 & 21 February 2024

1. SUBJECT: ELECTRICITY BULK CONTRIBUTION LEVY

2. PURPOSE

To inform Council on the progress of the review of the Electricity Bulk Infrastructure Contribution Levy calculation. 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.

3. DELEGATED AUTHORITY

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.

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.

4. EXECUTIVE SUMMARY

A Development Charge ('DC') also known as Development Contribution Levy 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.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.6.2

The Speaker **RULED** that this matter be withdrawn from the agenda.

FOR FURTHER DETAILS CONTACT:

NAME	***Shane Chandaka***
POSITION	***Director***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8215***
E-MAIL ADDRESS	***shane.chandaka@stellenbosch.gov.za***
REPORT DATE	***2024 – 01 - 24***

11.6.3	UPDATE OF THE ELECTRICITY MASTER PLAN REPORT

Collaborator No: 762680
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 06 February 2024 & 21 February 2024

1. SUBJECT: UPDATE OF THE ELECTRICITY MASTER PLAN REPORT

2. PURPOSE

To submit the updated Electricity Master Plan to Council in line with the Service Delivery Budget Implement Programme Key Performance Indicator (SDBIP KPI). The Electricity Master Plan needs to be reviewed every five years in line with the Municipality's Distribution License conditions.

3. DELEGATED AUTHORITY

In terms of the Electricity Regulation Act, 2000 (Act no 4 of 2000), the National Energy Regulator of South Africa (NERSA) must monitor the supply and demand balance of the electricity systems to achieve an efficient, effective, sustainable and orderly development and operation of the electricity network.

To achieve this objective, National Energy Regulator of South Africa (NERSA) through its licensing conditions require municipalities to perform master planning which is valid for and reviewed every five years.

4. EXECUTIVE SUMMARY

The Electricity Masterplan is the strategic planning document that informs the Electrical Services Department in terms of planning, management, and budgeting processes for current and future Electrical Services projects. The Electricity Masterplan also informs the operations and maintenance of the electricity network infrastructure to address the increase in electricity demand and supply in the WC024.

The current Electricity masterplan was updated in September 2015 and was valid for five years therefore the current Masterplan was due for review by September 2020.

However due to the changes in the electricity industry (load shedding, Alternative Energy Generation (AEG) initiatives) the municipality delayed the reviewing of the Electricity Master Plan in order to finalise the Energy Master Plan first. This was done in order for the outputs of the Energy Master Plan to be used as inputs for the Electricity Master Plan study. The finalisation and approval of the Spatial Development Framework (SDF) further played a vital role in the updating of the Electricity Master Plan.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.6.3

RESOLVED (majority vote with 5 abstentions)

(a) that the content of this report be noted; and

(b) that the Updated Electricity Masterplan dated November 2023, detailed in **ANNEXURE A**, be noted and approved as stipulated by National Energy Regulator of South Africa (NERSA) through its licensing conditions requirements.

11.6.4	THE INTEGRATED WASTE MANAGEMENT PLAN FOR STELLENBOSCH MUNICIPALITY

Collaborator No: 762681
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 14 February 2024 & 21 February 2024

1. SUBJECT: THE INTEGRATED WASTE MANAGEMENT PLAN FOR STELLENBOSCH MUNICIPALITY

2. PURPOSE

To obtain Council's approval to circulate the draft Integrated Waste Management plan (IWMP) for public comment (**APPENDIX 1**).

3. DELEGATED AUTHORITY

Municipal Council, however, the mayor may request the Portfolio Committee to render assistance in terms of Section 80 of the Local Government Municipal Structures Act, Act 117 of 1998, as amended.

4. EXECUTIVE SUMMARY

In terms of Section 25 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) each council must, within a prescribed period after the start of its elected term, adopt a single, inclusive, and strategic plan (IDP) for the development of the municipality. In relation to waste management, the IDP is required to include sectoral environmental plans which would be an IWMP for waste management.

Stellenbosch Municipality has appointed JG Afrika (Pty) Ltd to draft a fourth generation IWMP. This IWMP has been internally reviewed and requires public comment to be finalised.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.6.4

RESOLVED (majority vote with 5 abstentions)

(a) that Council accepts the draft Integrated Waste Management Plan and approve that the draft Integrated Waste Management Plan be circulated for public comment;

(b) that the draft Integrated Waste Management Plan be submitted to Department of Environmental Affairs & Development Planning for comment. In this process internal stakeholders will also be given an opportunity to comment; and

(c) that relevant comments be incorporated for final approval and adoption by Council in a return item after the public participation process.

FOR FURTHER DETAILS CONTACT:

NAME	Clayton Hendricks
POSITION	***Senior Manager: Waste Management***
DIRECTORATE	***INFRASTRUCTURE SERVICES***
CONTACT NUMBERS	***021 -808 8228***
E-MAIL ADDRESS	***Clayton.hendricks@stellenbosch.gov.za***
REPORT DATE	***22 January 2024***

11.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: J WILLIAMS)

NONE

11.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: CLLR C VAN WYK)

NONE

11.9	COMMUNITY SERVICES:(PC: CLLR X KALIPA)

11.9.1	GRANT IN AID POLICY REVIEW

Collaborator No:
IDP KPA Ref No: **Good Governance and Compliance**
Meeting Date: **14 February 2024 & 21 February 2024**

1. SUBJECT: GRANT IN AID POLICY REVIEW

2. PURPOSE

To obtain council approval for the reviewed Grant in Aid Policy.

3. DELEGATED AUTHORITY

For approval by Council.

4. EXECUTIVE SUMMARY

Feedback reports and comments received during the April 2023 period for comments on the draft budget raised concern and led the department to reconsider the Grant in Aid policy with specific reference to:

a. Consequences relating to misappropriation of funds and
b. The misuse of the comment/appeal period after the closing date for applications.

The recommended changes in the attached GiA Policy **(ANNEXURE A)** aims to address the above concerns.

After in-principle approval of the reviewed Grant in Aid Policy was obtained at the Special Council Meeting on 27-09-2023, same was advertised for public comment in the Eikestad News of 26 October 2023 as Notice 138/23 **(ANNEXURE B)** with a closing date of 24 November 2023.

By the closing date, no comments were received.

Further amendments to paragraph 8.5 of the policy to read “a period up to 5 (five) years” were made at the Executive Mayoral Committee on 2024-02-14 were included in the reviewed policy attached as **ANNEXURE A.**

that the revised Grant in Aid Policy be adopted and recommended for approval by Council with the amendment of paragraph 8.5 on page 12 of the Grants in Aid Policy to read "a period of up to 5 (five) years.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.9.1

RESOLVED (majority vote with 1 abstention)

that the revised Grant in Aid Policy be adopted and approved by Council with the amendment of paragraph 8.5 on page 12 of the Grants in Aid Policy to read "a period of up to 5 (five) years.

FOR FURTHER DETAILS CONTACT:

NAME	Michelle Aalbers
POSITION	Manager Community Development
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	8408
E-MAIL ADDRESS	Michelle.aalbers@stellenbosch.gov.za
REPORT DATE	29-11-2023

11.10	RURAL MANAGEMENT: (PC: CLLR J JOON)

NONE

11.11	MUNICIPAL MANAGER

NONE

12.	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]

NONE

13.	REPORTS BY THE MUNICIPAL MANAGER

13.1	APPOINTMENT OF AN APPEAL COMMITTEE: THE FRANSCHHOEK CLAIMANTS TRUST / EXECUTIVE MAYOR STELLENBOSCH LOCAL MUNICIPALITY & OTHERS

Collaborator No:
IDP KPA Ref No: *Good Governance & Compliance*
Meeting Date: 21 February 2024

1. SUBJECT: APPOINTMENT OF AN APPEAL COMMITTEE: THE FRANSCHHOEK CLAIMANTS TRUST / EXECUTIVE MAYOR STELLENBOSCH LOCAL MUNICIPALITY & OTHERS

2. PURPOSE

For Council to consider the appointment of an appeal committee of councillors to consider and hear the appeals lodged by the Franschhoek Gegriefde Grondeisers Groep and Wards 1 and 2 Committees that was referred back to the Municipality.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The Franschhoek Claimants Trust ("the Trust") submitted a planning application for Erf 1692 Franschhoek for the removal of a restrictive title deed condition, rezoning, subdivision and departures in terms of section 15(2) of the Stellenbosch Municipality Land Use Planning By-law ("the By-law"). The land use application was approved by the Municipal Planning Tribunal on 18 August 2020. The approval letter gave notification of a right to appeal the decision to the Appeal Authority in terms of section 79(2) of the By-law. Two groups lodged appeals in terms of section 79(2), namely the Franschhoek Gegriefde Grondeisers Groep and a Group referred to as Ward 1 and Ward 2 Committees.

The land use application was submitted by Headland Planners (Pty) Ltd, who was appointed by Surrey Holmes (Pty) Ltd, a development company appointed by the Trust to develop the property. The appointment of Surrey Holmes by the Trust was affected by means of a consent document signed by eight of the Trust's trustees, which authorized Surrey Holmes to undertake a proposed construction of the property. Headland Planners was appointed in terms of a special power of attorney, supported by resolution of Surrey Holmes authorizing Headland Planners to submit the application on behalf of the Trust.

The basis of the appeal of the Franschhoek Gegriefde Grondeisers Groep was that the land use application did not contain proof of any mandate given by the claimants of the Trust to the Trust's trustees to enter into an agreement with Surrey Holmes; and also, did not contain proof of approved minutes of an Annual General Meeting ("AGM") which was held by the Trust on 19 August 2017.

The basis for the appeal of Ward 1 and Ward 2 was that there was no consultation with the claimants, and that the trustees failed to follow proper procedure in authorizing Surrey Holmes to develop the property. It was stated that at the AGM of 19 August 2017 the claimants did not support the recommendation by the trustees to develop the property in terms of a proposal presented by Surrey Holmes.

20TH COUNCIL MEETING: 2024-02-21: ITEM 13.1

Cllr R Pheiffer recused himself for the duration of this matter.

RESOLVED (majority vote with 5 abstentions)

(a) that Council takes note of the obligation as per the Court decision to again hear the appeal from the two groups by an appeal authority consisting of a committee of Councillors other than the current appeal authority (Executive Mayor).

(b) that Council approves the appointment of an appeal committee consisting of the councillors listed below as Appeal Authority to consider the appeals submitted by the Franschhoek Gegriefde Grondeiser Groep and Ward 1 and 2 Committees:

- Cllr Carli van Wyk
- Cllr Mynard Slabbert
- Cllr Lwando Nkamisa
- Cllr Wilfred Pietersen
- Cllr Nombulelo Ntsunguzi

(c) that the Committee be assisted by the attorney as per the legal panel.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	***Director***
DIRECTORATE	***Corporate Services***
CONTACT NUMBERS	***021 808 8018***
E-MAIL ADDRESS	Annalene.DeBeer@stellenbosch.gov.za
REPORT DATE	***12 February 2024***

13.2	RETURN ITEM: PREFERENTIAL PROCUREMENT PPOLICY AND SUPPLY CHAIN MANAGEMENT POLICY

Collaborator No: *8/1*
BUDGET KPA Ref No: Good Governance and Compliance
Meeting Date: 21 February 2024

1. SUBJECT: RETURN ITEM: PREFERENTIAL PROCUREMENT POLICY AND SUPPLY CHAIN MANAGEMENT POLICY

2. PURPOSE

To request Council to approve the revised Preferential Procurement Policy and Supply Chain Management Policies.

3. DELEGATED AUTHORITY

COUNCIL

4. EXECUTIVE SUMMARY

Stellenbosch Municipality approved a new Preferential Procurement Policy on 12 January 2023. However, a difference in interpretation arose between the Auditor – General, Provincial Treasury as well as several Municipalities in the Western Cape pertaining to the allocation of specific goals for goods and services under R30 000.00 (Thirty Thousand Rand). To address the interpretation challenges and eliminate any ambiguity the Municipality's Preferential Procurement Policy will be revised to include the allocation of specific goals for procurement of goods and services under R30 000.00 (Thirty Thousand Rand).

Amendments to the Supply Chain Regulations as per Government Gazette of 14 December 2023, No, 49863, issued by National Treasury also requires a revision to the Municipality's Supply Chain Management Policy. These amendments are to ensure the effective functioning of our Supply Chain Management system.

The revised Preferential Procurement and Supply Chain Management Polices was tabled at Council on 24 January 2024 and thereafter advertised for public comment (**APPENDIX 3**). At the time of writing the item no comments were received.

20TH COUNCIL MEETING: 2024-02-21: ITEM 13.2

RESOLVED (majority vote with 5 abstentions)

(a) that Council takes note of the comments received during the public participation process as well as the municipality's response, attached hereto as Appendix 4;

(b) that Council approves the revised Preferential Procurement Policy attached as Appendix 1; and

(c) that Council approves the revised Supply Chain Management Policy attached as Appendix 2;

14.	**CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER**

14.1	**QUESTION BY CLLR R HENDRIKSE OF GOOD PARTY: WHAT IS THE STATUS QUO AND OUTCOME OF THE APPEAL TO THE SUPREME COURT REGARDING THE HIGH COURT JUDGEMENT?''**

A Notice of a Question, dated 2024-02-08, was received from Councillor R Hendrikse.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2.**

20TH COUNCIL MEETING: 2024-02-21: ITEM 14.1

It is noted that Cllr R Hendrikse was satisfied with the written response from the Municipal Manager, and she had no follow-up question.

14.2	**QUESTION BY CLLR R HENDRIKSE OF THE GOOD PARTY: WHAT WAS THE COST OF THE APPEAL TO THE SUPREME COURT REGARDING THE HIGH COURT JUDGEMENT?''**

A Notice of a Question, dated 2024-02-13, was received from Councillor R Hendrikse.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2.**

20TH COUNCIL MEETING: 2024-02-21: ITEM 14.2

It is noted that Cllr R Hendrikse was satisfied with the written response from the Municipal Manager, and she had no follow-up question.

14.3	**QUESTION BY CLLR C NOBLE OF GOOD PARTY: PRE-EMPT EITHER JUDICIAL OR QUASI-JUDICIAL DECISIONS THAT COULD BRING COUNCIL INTO DISREPUTE**

A Notice of a Question, dated 2024-02-13, was received from Councillor C Noble.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2.**

20TH COUNCIL MEETING: 2024-02-21: ITEM 14.3

It is noted that Cllr C Noble was satisfied with the written response from the Municipal Manager, and he had no follow-up question.

14.4	**QUESTION BY CLLR C NOBLE OF GOOD PARTY: LEGAL STATUS: MR PIET SMIT?"**

A Notice of a Question, dated 2023-06-13, was received from Councillor C Noble.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2.**

20TH COUNCIL MEETING: 2024-02-21: ITEM 14.4

It is noted that Cllr C Noble was satisfied with the written response from the Municipal Manager, and he had no follow-up question.

14.5	**QUESTION BY CLLR M VAN STADE OF GOOD PARTY: HOW MANY IMMOVABLE PROPERTIES OF THE MUNICIPALITY WERE DISPOSED OF BY WAY OF SALE, LETTING OR SERVITUDE REGISTRATION IN TERMS OF SECTION 14 OF THE MFMA AND THE MUNICIPAL ASSET TRANSFER REGULATIONS (MATR) UNDER THE FORMER PROPERTY MANAGER MR PIET SMIT?**

A Notice of a Question, dated 2024-02-13, was received from Councillor M Van Stade.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2.**

20TH COUNCIL MEETING: 2024-02-21: ITEM 14.5

It is noted that Cllr M Van Stade was not satisfied with the written response from the Municipal Manager and that he will submit his follow-up question in writing.

14.6	**QUESTION BY CLLR M VAN STADE OF GOOD PARTY: HOW MANY OF THESE PROPERTY TRANSACTION WERE LAWFUL AND FULLY COMPLIANT THE MFMA AND THE MUNICIPAL ASSET TRANSFER REGULATIONS?**

A Notice of a Question, dated 2024-02-13, was received from Councillor M Van Stade.

The said Question is attached as **APPENDIX 1** and the appropriate response as **APPENDIX 2.**

20TH COUNCIL MEETING: 2024-02-21: ITEM 14.6

It is noted that Cllr M Van Stade was not satisfied with the written response from the Municipal Manager and that he will submit his follow-up question in writing.

15.	CONSIDERATION OF URGENT MOTIONS

NONE

16.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

NONE

17.	REPORTS SUBMITTED BY THE SPEAKER

NONE

18.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR

NONE

19.	MATTERS TO BE CONSIDERED IN–COMMITTEE

SEE PINK DOCUMENTATION

The meeting adjourned at 12:20.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……**without amendments.**

8.	STATUTORY MATTERS

8.1	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR FEBRUARY 2024

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR FEBRUARY 2024

2. PURPOSE

To comply with Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy 2023/2024 to report the deviations to Council.

3. DELEGATED AUTHORITY

Council

FOR NOTING.

4. EXECUTIVE SUMMARY

Regulation 36(2) of the Municipal Supply Chain Management Regulations and Section 36 of the Supply Chain Management Policy (2023/2024) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to Council the SCM deviations that occurred during February 2024

5. RECOMMENDATION

that Council notes there were no deviations approved for the month of February 2024.

6. DISCUSSION / CONTENTS

6.1. Background/Legislative Framework

The regulation applicable is as follows:

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

Deviation from and ratification of minor breaches of, procurement processes

36. (1) A supply chain management policy may **allow the accounting officer**—
(*a*) To **dispense with the official procurement processes** established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only—
(i) in an emergency;
(ii) if such goods or services are produced or available from a single provider only;
(iii) for the acquisition of special works of art or historical objects where specifications are difficult to compile;
(iv) acquisition of animals for zoos; or
(v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes; and

(*b*) to ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.

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

6.2. Discussion

Reporting the deviations as approved by the Accounting Officer for February 2024:

No deviations were approved as indicated below:

None

6.3 Legal Implications

The regulation applicable is:

GNR.868 of 30 May 2005: Municipal Supply Chain Management Regulations: Deviations from and ratification of minor breaches of, procurement processes.

6.4 Staff Implications:

No additional staff implications

6.5 Previous / Relevant Council Resolutions

None.

6.6 Risk Implications

The Supply Chain regulations makes provision that deviations even provide a list of which deviations may be allowed and under what circumstances. The measures in place to deal with deviations mitigate the risk to an acceptable level. The auditor general also audit the deviations during the yearly audit.

6.6 Comments from Senior Management:

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

6.7.1 Municipal Manager

Supports.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-03-20: ITEM 6.1

that Council notes there were no deviations for the month of February 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
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DIRECTORATE	***Finance***
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REPORT DATE	14 March 2024

8.2	ANNUAL REPORT OVERSIGHT REPORT 2022/23

Collaborator No: 3/4/5/2/32 X 8/1/2/6
IDP KPA Ref No: Good Governance and Compliance
Date: Council: 27 March 2024

1. SUBJECT: ANNUAL REPORT OVERSIGHT REPORT 2022/23

2. PURPOSE

To submit the Annual Report Oversight Report 2022/23 to Council for **Adoption**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The draft Annual Report 2022/23 was referred by the Council on 24 January 2024, to the Municipal Public Accounts Committee (MPAC), which fulfilled the function of the Oversight Committee. The appointment and mandate of the MPAC / Oversight Committee were informed as per Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) Circular 32 of 2006.

Committee members, including the two co-opted members, have scrutinised the Draft Annual Report 2022/23 and requested, where required, responses from the relevant Directorates. The Annual Report 2022/23 was objectively reviewed by the MPAC Members to ascertain whether the Annual Report 2022/23 is a true and accurate reflection of the municipality's performance for the year under review.

The public was invited to attend a public hearing and to submit any representations on the Draft Annual Report 2022/23. All the councillors were also invited to attend the public hearing, which was held on 09 February 2024, and to deliberate on the Draft Annual Report 2022/23.

5. RECOMMENDATIONS

In accordance with Section 129(1) of the MFMA, it is **RECOMMENDED** to the Council:-

(a) that the Council, having fully considered the Annual Report Oversight Report 2022/23 of the Stellenbosch Municipality, **ADOPTS** the Annual Report Oversight Report 2022/23;

(b) that the Council, having fully considered the Annual Report 2022/23, attached as Annexure B to the Annual Report Oversight Report 2022/23, **APPROVES** the Annual Report 2022/23 without any reservations;

(c) that the Annual Report Oversight Report 2022/23 be made public in accordance with Section 129(3) of the MFMA, and;

(d) that the Annual Report Oversight Report 2022/23 be submitted in accordance with Sections 129(2) and 132(2) of the MFMA to the Auditor General of South Africa (AGSA), the Provincial Treasury: Western Cape, the Department of Local Government: Western Cape, and the Provincial Legislature: Western Cape.

6. DISCUSSION

6.1 Background

The format of the Annual Report 2022/23 is guided nationally by the MFMA Circular 63 of 2012, which seeks to establish uniform reporting by all municipalities. It is envisaged with this template that national and provincial governments can better benchmark municipalities when there is a single reporting framework.

The Draft Annual Report 2022/23 was completed and submitted to the Council on 24 January 2024 to be released for public comment. Consequently, the Draft Annual Report 2022/23 was released for public comment on 25 January 2024. Comments on the Draft Annual Report 2022/23 closed on 23 February 2024. No feedback from the community was received on or before 23 February 2024.

However, the Provincial Treasury made a written submission to the municipality on 23 February 2024. This submission was tabled in the MPAC on 29 February 2024.

All directorates were presented with the opportunity to review their information and provide feedback at the MPAC.

The MPAC's Annual Report Oversight Report 2022/23 is attached hereto as **ANNEXURE A.**

Commentaries from the MPAC and responses from the Directorates are incorporated as **ANNEXURE A** of the MPAC's Annual Report Oversight Report 2022/23.

The Final Annual Report 2022/23 is attached to the MPAC's Annual Report Oversight Report 2022/23 as **ANNEXURE B.**

6.2 Financial Implications

There are no financial implications beyond that which has been provided for in the 2022/23 MTREF Budget.

6.3 Legal Implications

In terms of Section 129(1) of the MFMA:

"The council of a municipality must consider the annual report of the municipality and of any municipal entity under the municipality's sole or shared control, and by no later than two months from the date on which the annual report was tabled in the council in terms of section 127, adopt an oversight report containing the council's comments on the annual report, which must include a statement whether the council has -

(a) approved the annual report with or without reservations;

(b) rejected the annual report; or

(c) referred the annual report back for revision of those components that can be revised."

6.4 Staff Implications

This report has no additional staff implications for the municipality.

6.5 Risk Implication

Addressed in the item.

6.6 Previous / Relevant Council Resolutions

Item 8.1 of the 19th Meeting of the Council of Stellenbosch Municipality.

6.7 Comments from Senior Management

6.7.1 Director: Community and Protection Services

Supported

6.7.2 Chief Financial Officer

Supported

6.7.3 Director: Infrastructure Services

Supported

6.7.4 Director: Corporate Services

Supported

6.7.5 Director: Planning and Economic Development

Supported

6.7.6 Comments from the Municipal Manager

Supported

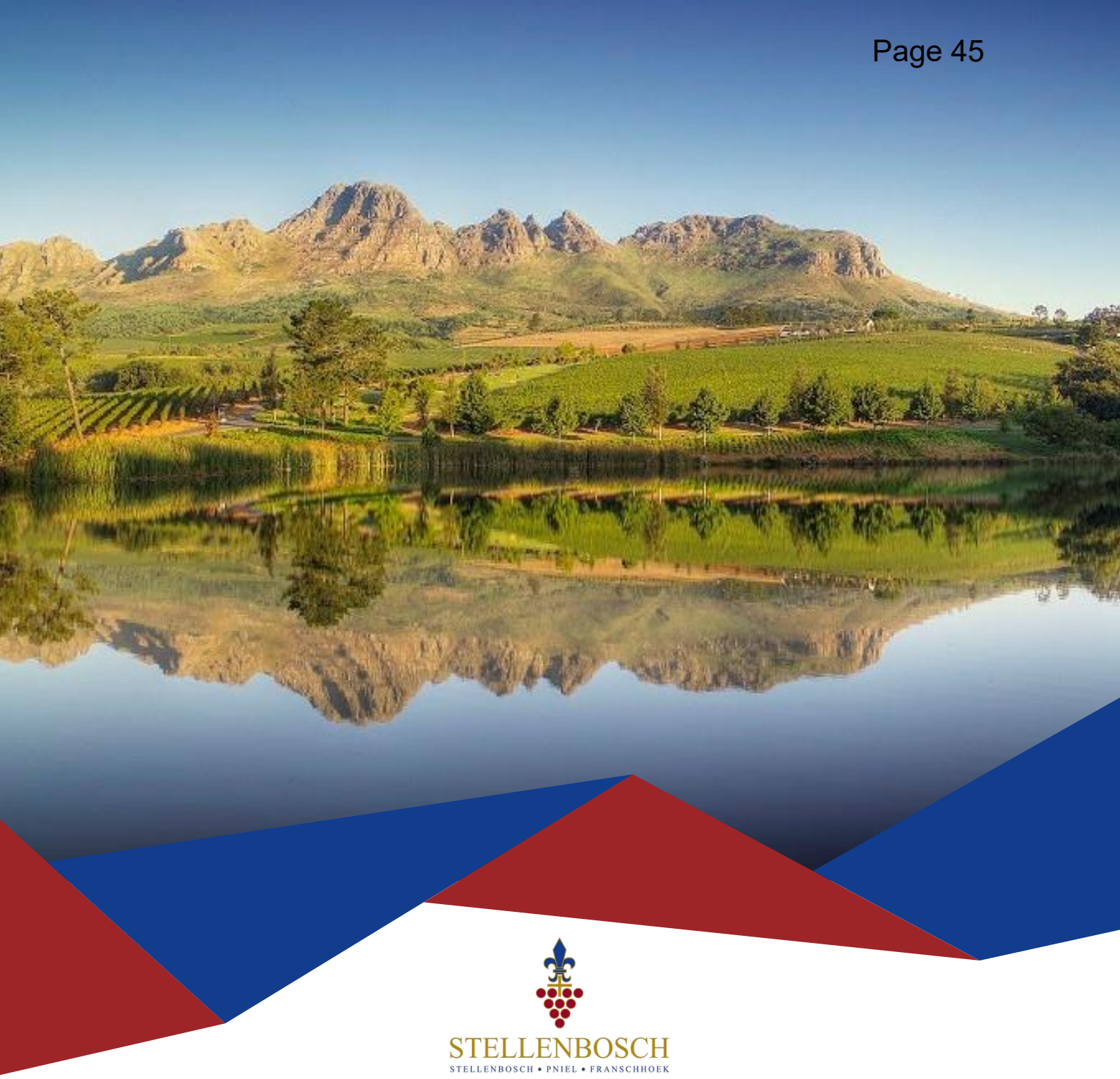
ANNEXURES

Annexure A: Annual Report Oversight Report 2022/23

FOR FURTHER DETAILS CONTACT:

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POSITION	*Municipal Manager*
DIRECTORATE	*Office of the Municipal Manager*
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REPORT DATE	*04 March 2024*

ANNEXURE A



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

ANNUAL REPORT 2022/23

The Annual Report is compiled in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)

List of Abbreviations

Abbreviation	Description
ABS	Access to Basic Services
ACDP	African Christian Democratic Party
AGSA	Auditor-General of South Africa
AH	Agri-Hub
AMEU	Association of Municipal Electricity Utilities
ANC	African National Congress
ANPR	Automatic Number Plate Recognition System
APAC	Audit and Performance Audit Committee
ATC	Adam Tas Corridor
BAC	Bid Adjudication Committee
BBBEE	Broad-Based Black Economic Empowerment
BEC	Bid Evaluation Committee
BICLS	Bulk Infrastructure Development Contribution Levies
BPAMS	Building Plan Approval Management System
CAC	Civic Amenity Centre
CAPEX	Capital Expenditure
CBD	Central Business District
CBP	Community-Based Planning
CCTV	Closed Circuit Television
CDW	Community-Development Worker
CEB	Compressed Earth Block
CEO	Chief Executive Officer
CFO	Chief Financial Officer
CGI	Compliance and Governance Index
CIGFARO	Chartered Institute of Government Finance, Audit and Risk Officers
CITP	Comprehensive Integrated Transport Plan
CoCT	City of Cape Town
COGTA	Cooperative Governance and Traditional Affairs
COPE	Congress of the People
CRSES	Centre for Renewable and Sustainable Energy Studies
CWDM	Cape Winelands District Municipality
DA	Democratic Alliance
DAG	Development Action Group
DC	Development Cost
DCAS	Department of Cultural Affairs and Sport
DEA and DP	Department of Environmental Affairs and Development Planning
DEDAT	Department of Economic Development and Tourism
DEFF	Department of Environment, Forestry and Fisheries
DOE	Department of Education
DORA	Division of Revenue Act
DSD	Department of Social Development
DWS	Department of Water and Sanitation
ECD	Early Childhood Development

Abbreviation	Description
EE	Employment Equity
EHP	Emergency Housing Policy
EIA	Environmental Impact Assessment
EPWP	Expanded Public Works Programme
ESTA	Extension of Security of Tenure Act
FBAR	Final Basic Assessment Report
FPSU	Farmer Production Support Unit
GAMAP	Generally Accepted Municipal Accounting Practice
GDP-R	Gross Domestic Product - Regional
GRAP	Generally Recognised Accounting Practice
HCE	Housing Consumer Education
HDA	Housing Development Agency
HR	Human Resources
HSDG	Human Settlements Development Grant
IBR	Inverted Box Rib
ICT	Information and Communication Technology
IDP	Integrated Development Plan
IFRS	International Financial Reporting Standards
iGRAP	Interpretations of Standards of Generally Recognised Accounting Practice
IHSP	Integrated Human Settlement Plan
IIC	Infrastructure Innovation Committee
IMATU	Independent Municipal Trade Union
IMESA	Institute of Municipal Engineers of South Africa
IMFO	Institute for Municipal Finance Officers
INEP	Integrated National Electrification Programme
IPC	Integrated Planning Committee
IPPS	Independent Power Producers
IRDP	Integrated Residential Development Programme
ISAMAO	Institute of South African Municipal Accounting Officers
ISSP	Informal Settlement Support Programme
ISUPG	Informal Settlements Upgrade Partnership Grant
IUDG	Integrated Urban Development Grant
IWA	International Water Association
IWAA	Integrated Water Availability Assessment
IWMP	Integrated Waste Management Plan
IZS	Integrated Zoning Scheme
JPI	Joint Planning Initiative
JSE	Johannesburg Stock Exchange
KIWMF	Kraaifontein Integrated Waste Management Facility
KPA	Key Performance Area
KPI	Key Performance Indicator
LED	Local Economic Development
LETRP	Large Employer Trip Reduction Programme
LGMTEC	Local Government Medium Term Expenditure Committee

Abbreviation	Description
LGSETA	Local Government Sector Education and Training Authority
LM	Local Municipality
LR	Labour Relations
LUMS	Land Use Management System
LUPA	Land Use Planning Act
LUPO	Land Use Planning Ordinance
MAYCO	Executive Mayoral Committee
MERO	Municipal Economic Review Outlook
MFMA	Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
MGRO	Municipal Governance Review and Outlook
MIG	Municipal Infrastructure Grant
MILE	Municipal Institute of Learning
MINMAY	Provincial Ministers, Provincial Heads of Departments, Mayors, and Municipal Managers
MIQ	Municipal Data and Intelligence
MM	Municipal Manager
MMC	Member of the Mayoral Committee
MMF	Municipal Managers Forum
MOBI	Municipal Benchmarking Initiative
MOU	Memorandum of Understanding
MPAC	Municipal Public Accounts Committee
MPC	Multipurpose Centre
MPI	Municipal Productivity Index
MRF	Material Recovery Facility
MSA	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
mSCOA	Municipal Standard Chart of Accounts
***m*SDF**	Municipal Spatial Development Framework
MTAB	Metropolitan Transport Advisory Board
MTECH	Medium Term Expenditure Committee
MVA	Mega Volt Amp
NDP	National Development Plan
NDOHS	National Department of Human Settlements
NASHO	National Association of Social Housing Organisation
NDoPW&I	National Department of Public Works and Infrastructure
NDPW	National Department of Public Works
NEMA	National Environment Management Authority
NPV	Net profit value
NGO	Non-Governmental Organisation
NHBRC	National Housing Building Regulation Council
NMT	Non-Motorised Transport
NPO	Non-Profit Organisation
NRTLEC	National Road Traffic Legislation Enforcement Code
NT	National Treasury
OHS	Occupational Health and Safety
OPEX	Operating Expenditure

Abbreviation	Description
ODAs	Other Development Agency's
PDO	Predetermined Objectives
PDoHS	Provincial Department of Human Settlement
PDoI	Provincial Department of Infrastructure
PIE	Prevention of Illegal Evictions
PMS	Performance Management System
PID	Project Initiation Document
PPDO	Provincial Predetermined Objectives
PPP	Public Private Partnership
PRASA	Passenger Rail Agency of South African
PSDF	Provincial Spatial Development Framework
PSP	Provincial Strategic Plan
PT	Provincial Treasury
RBIG	Regional Bulk Infrastructure Grant
REFSO	Renewable Energy Finance and Subsidy Office
RTIA	Road Traffic Infringement Agency
RFP	Request for Proposal
RTMC	Road Traffic Management Corporation
RTS	Refuse Transfer Station
RUMC	Rural-Urban Market Centre
SAB	South African Breweries
SABS	South African Bureau of Standards
SALGA	South African Local Government Association
SAMDI	South African Management Development Institute
SAMRAS	South African Municipal Resource Accounting System
SAMWU	South African Municipal Workers Union
SANEDI	South African National Energy Development Initiative
SANS	South Africa National Standards
SAPS	South African Police Service
SASSA	South African Social Security Agency
SCA	Stellenbosch Civic Association
SCMU	Supply Chain Management Unit
SDBIP	Service Delivery and Budget Implementation Plan
SHIs	Social Housing Institutions
SDF	Spatial Development Framework
SEDA	Small Enterprise Development Agency
SITA	State Information Technology Agency
SMME	Small Medium Micro Enterprises
SMS	Short Message Service
SOP	Standard Operating Procedure
SPA	Stellenbosch People's Alliance
SPLUMA	Spatial Planning and Land Use Management Act
SPV	Special Purpose Vehicles
SSI	Stellenbosch Safety Initiative

Abbreviation	Description
STOD	Sustainable Transit-Oriented Development Plan
SU	Stellenbosch University
SWWTW	Stellenbosch Wastewater Treatment Works
TASK	Tuned Assessment of Skills and Knowledge
TIATCP	Technical Innovation Agency Technical Centre Programme
VTS	Vehicle Testing System
WC	Western Cape
WCO24	Greater Stellenbosch
WCWDM	Water Conservation and Water Demand Management
WCWSS	Western Cape Water Supply System
WMO	Waste Management Officer
WoF	Working on Fire
WRC	Water Research Commission
WTP	Water Treatment Plan
WWF	World Wildlife Fund

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CHAPTER 1: EXECUTIVE MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

COMPONENT A: EXECUTIVE MAYOR'S FOREWORD



It is a privilege to present the Annual Report of Stellenbosch Municipality for the 2022/23 financial year. This report continues the tradition of the municipality's transparent reporting and aligns with the latest governance standards, including the 2016 King Report on Corporate Governance for South Africa (King IV) and international integrated reporting standards.

The dedication of both our municipal team and our residents, who have embraced our vision of transforming into a true Valley of Opportunity and Innovation, has inspired me in my role as Executive Mayor over the previous financial year.

Our municipality, with its diverse towns, remains a beacon for the rest of South Africa, demonstrating what can be achieved through collaborative efforts towards a shared vision of a better future.

I extend my gratitude to the residents, stakeholders, investors, and visitors for their ongoing support and constructive engagement. Your commitment keeps us accountable and propels us forward in realising our goals.

Building on the accomplishments of the previous financial year, often in the face of significant challenges, I am confident that together the municipality will continue to make substantial progress in the years ahead. The Stellenbosch Municipality, both in its management and political dimensions, stands resilient, providing a solid foundation to enhance the well-being of our community.

This report offers insights into the municipality's financial, operational, social, and environmental performance from 01 July 2022 to 30 June 2023. It also reflects on our progress towards the objectives outlined in the Integrated Development Plan (IDP).

Stellenbosch Municipality maintains a robust position with stringent financial controls and a commitment to good governance. Our unwavering stance against misconduct and corruption ensures that every public penny contributes to the welfare of our citizens.

The Council remains steadfast in prioritising the maintenance, upgrade, and development of our infrastructure. Special attention has been given to bulk infrastructure upgrades and critical infrastructure maintenance to ensure sustainable service delivery.

Team Stellenbosch's resilience and collaborative spirit, both within the government and among residents, are commendable. I extend my appreciation to every municipal employee contributing to excellent service delivery, making our municipality even greater. May this report inspire us all to intensify our efforts to position Stellenbosch as one of the best-run and financially stable municipalities in the country.

The content of this report aligns with key deliverables in the municipality's IDP and sector plans, reflecting our commitment to addressing challenges within our strategic focus areas and long-term vision.

I believe the 2022/23 Annual Report provides a comprehensive overview of the administration's financial, operational, social, and environmental performance for the past 12 months.

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ADV GESIE VAN DEVENTER
EXECUTIVE MAYOR

COMPONENT B: MUNICIPAL MANAGER'S OVERVIEW



As we reflect on the accomplishments and challenges of the 2022/23 financial year, I am delighted to share that Stellenbosch Municipality has demonstrated commendable performance in service delivery, governance, and financial management.

The past year brought both trials and triumphs, with challenges like loadshedding testing the resilience of our residents, officials, management team, and stakeholders. Despite these hurdles, we collectively emerged stronger and more united.

This report offers insights into the municipality's performance over the past 12 months, highlighting our ability to navigate challenges and maintain essential services.

While unavoidable delays affected construction projects, essential municipal service delivery and emergency services remained uninterrupted. The transition between the two councils during the local government election was seamless, a testament to the maturity of our organisation and its leadership.

I take pride in the clean audit opinion once again received from the Auditor General of South Africa (AGSA). This achievement reflects good management, effective control measures, and compliance with audit requirements. My heartfelt appreciation goes to the management team, officials, and the Council for their dedication to maintaining our clean audit status.

The Draft Annual Report for 2022/23 highlights the fiscal health of Stellenbosch Municipality, with all senior management positions filled and all municipal departments fully operational, albeit with some capacity constraints in our planning department.

Our caring local government has continued to make sizable investments in infrastructure development, maintenance, and upgrades under the guidance of our values of innovation, integrity, accountability, and transformation. Key priorities include safety and security, ensuring dignified living opportunities, and fostering an environment conducive to economic growth.

Our commitment is not rooted in promises but in measurable outcomes. We remain open to resident scrutiny, monitoring commitments, and taking action if they are unfulfilled. My gratitude to all municipal employees, management, and executives for their diligence, passion, and hard work over the past year. It is an honour to be part of a municipality dedicated to making a positive difference in the lives of its constituents.

I extend special thanks to our directors and senior management for their exemplary leadership and guidance. Your strategic vision has been instrumental in navigating the challenges faced and achieving the successes outlined in this report.

Stellenbosch is steadfast in overcoming these challenges that are within our control despite a challenging economic environment that includes higher-than-normal inflation, supply chain disruptions, the effects of climate change, and energy security issues. Collaboration with stakeholders will be instrumental in building resilience.

I extend sincere appreciation to the Executive Mayor and Mayoral Committee, the entire Council, the Audit and Performance Audit Committee (APAC), my management team, and all officials for their contributions towards realising our vision of becoming a true Valley of Opportunity and Innovation for all.

May this Draft Annual Report 2022/23 serve as a reflection on the past year's challenges and achievements, motivating us to strive for even greater accomplishments as we navigate the future together.

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MS GERALDINE METTLER
MUNICIPAL MANAGER

COMPONENT C: EXECUTIVE SUMMARY AND MUNICIPAL OVERVIEW

1.1 Introduction

The Stellenbosch Municipal Draft Annual Report 2022/23 addresses the performance of the Stellenbosch Municipality in the Western Cape, South Africa, concerning its core legislative obligations. Local government must create a participatory framework that defines and enhances the relationship between elected leaders and their communities. This requires that the municipal councils provide regular and predictable reporting on programme performance and the general state of affairs in their locality.

The report reflects on the performance of the Stellenbosch Municipality for the period of 01 July 2022 to 30 June 2023. The layout of the annual report is prepared in terms of Section 121(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), in terms of which the municipality must prepare for each financial year.

The Annual Report comprises six chapters with the following broad overview:

- **Chapter 1:** An overview of the municipality's overarching strategy, accountability processes, social and demographic profile, and key highlights and challenges regarding finance, institutional transformation, and key basic service delivery.

- **Chapter 2:** Details about the governmental workings of the municipality and addressing the key aspects of good governance.

- **Chapter 3:** Highlights the municipality's performance for the year, with a focus on service delivery and the municipality's predetermined objectives.

- **Chapter 4:** Provides insight into the municipality's human resources and organisational management areas, focussing on organisational structure and legislation.

- **Chapter 5**: An overview of the municipality's financial performance, reflecting on the municipality's financial position, assets, cash flow, and intergovernmental grants received by the municipality.

- **Chapter 6:** An overview of the audit key findings as per the Auditor-General of South Africa.

The purpose is to establish a transformed and well-governed municipal environment that remains robust and will continue to stimulate the growth and well-being of the constituents of the Stellenbosch municipal areas.

STRATEGIC OVERVIEW

Vision, Mission, and Values



1.2 Strategic Focus Areas

The strategic focus areas within a municipality are the building blocks of the Council's strategy. The focus areas, as depicted in the diagram below, illustrate the expansion of the vision statement and create structure around how the municipality will achieve its strategic goals.

Table 1: Strategic focus areas

SFA 1: Valley of Possibility

Predetermined Objectives

1.1 Create an environment conducive to business development and job creation.
1.2 To facilitate and coordinate support for emerging entrepreneurs by utilising internal SCM processes and linking SMMEs with opportunities in the market.
1.3 To provide, upgrade, and maintain an effective engineering infrastructure to support effective service delivery.
1.4 To ensure the provision of non-motorised transport routes as a functional mode of transport.

SFA 2: Green and Sustainable Valley

Predetermined Objectives

2.1 Managing human use of the biosphere and its resources.
2.2 Enhancing the integrity of the environment is imperative for long-term sustainability.
2.3 Incorporating biodiversity into the environment is an imperative for long-term sustainability
2.4 Ensuring spatial sustainability.
2.5 Facilitate the efficient use of all forms of capital available to Stellenbosch.
2.6 Building human capacity and ability.
2.7 Efficient information management.

SFA 3: Safe Valley

Predetermined Objectives

3.1 To implement an integrated safety strategy that incorporates multi-stakeholder engagement and social crime preventions.
3.2 To develop and implement institutional crime prevention strategies, with a focus on improved law enforcement and neighbourhood watches.

SFA 4: Dignified Living

Predetermined Objectives

4.1 To develop and maintain sustainable human settlements that will meet the diverse range of housing needs.
4.2 To develop and implement a social infrastructure master plan for the upgrading and maintenance of social facilities in all wards.
4.3 To involve and build the capacity of stakeholders in the planning and management (governance) of the areas where they live. (Promote participatory planning and integrated implementation).
4.4 To provide access to basic services for households in the WC024 area.

SFA 5: Good Governance and Compliance

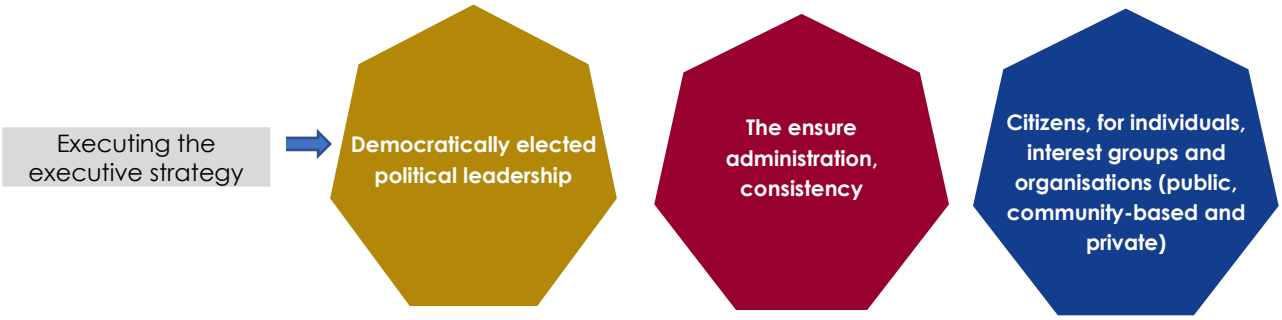
Predetermined Objectives

5.1 To develop, align, and implement effective management information systems.
5.2 An effective asset management system to optimise the use of municipal assets.
5.3 To manage integrated development planning and the efficient measurement of predetermined objectives as per the regulatory framework.
5.4 To involve the community in the planning and management of programmes and projects impacting their ward(s),
5.5 To review municipal governance processes as per the Risk-Based Audit Plan
5.6 A skilled and capable workforce that supports the growth objectives of the municipal area
5.7 A responsive, accountable, effective, and efficient local government system
5.8 To implement an effective revenue management system.
5.9 To provide accurate and relevant financial information for decision-making.
5.10 To develop and implement a responsive, accountable, effective, and efficient customer care structure and system.

1.3 Core Principles in Executing the Strategy

This section refers to the linkage between political leadership, the administration, and the community. The diagram below illustrates the three components a municipality should encompass:

Figure 1: Core principles for executing the strategy



For sustainable municipal management, political leadership and the administration must work together. Ultimately, democratically elected political leadership is responsible for policy direction. The administration provides advice and implements policy.

International best practice shows that the only way to carry out sustainable urban management is to engage in meaningful partnerships with communities, where communities take full responsibility for the development of their neighbourhoods. Stellenbosch Municipality is committed to ensuring that the real social and economic development of its poorest communities is realised through extensive community input and ownership.

A component of community participation focuses on ward-based planning, where the desired outcome is to have a ward-based plan for each of the 23 wards. Ward-based plans are a form of participatory planning designed to promote community action with clear linkages to the IDP. These plans mobilise communities and citizens to take responsibility for their destinies and capture what communities see as their desired outcomes. These plans also help to fast-track the implementation of the IDP. This ensures that the focus areas of the IDP become the collective responsibility of community members, ward councillors, ward committees, the business community, NGOs and CBOs, and all other stakeholders in the greater Stellenbosch.

Participatory processes present an opportunity for visionary local leaders to implement a shared agenda and show tangible and measurable results through collectively addressing the ward priorities.

1.4 Alignment with Institutional Structures and Processes

The municipality focuses on prudent arrangements that provide internal and external alignment with its organisational strategies. This best supports the execution of the long-term goals and purposes, which require all stakeholder engagements, both external and internal, to be aligned with and committed to achieving the vision of the organisation. The administration strongly focuses on action against deliverables, which in turn creates effectiveness and efficiency in decision-making and delivering services to all citizens.

1.5 The tools of governance

Policy

Defining / framing the position of government and direction for action concerning issues where clear choices exist (for example, to focus on private or public transport, to grow a settlement outwards or contain it inwards).

Indicating where resources should focus functionally or spatially, in what form, and when.

Plan Making

Legislation

Directing, constraining, and potentially rewarding the behaviour of different actors in society (in the interest of all citizens).

The process of directing, constraining, and potentially rewarding (potentially) the behaviour of various actors in society (in the best interests of all citizens).

Regulation

Fiscal Measures

Service fees, charges, and taxes are used to raise government revenue and direct action in support of policy and legislation (via fiscal "incentives").

The priorities and areas of government spending include investments in infrastructure, facilities, and programmes to support spatial and sectoral or functional area policies and plans.

Financial Measures

Institutional Measures

Arrangements for decision-making, the allocation of powers, responsibilities, agreements, and relationships between government and other actors, human resource capacity / competency, and measurement systems within government and between government and other actors.

The approach taken to the management of government assets (land, public facilities, and so on).

Asset Management

Knowledge and information management

The government's investment in and dissemination of knowledge about existing / anticipated conditions that require management.

The "positive" and "negative" positions taken by the government on issues. This could be through the media, public meetings / engagements events, and so on.

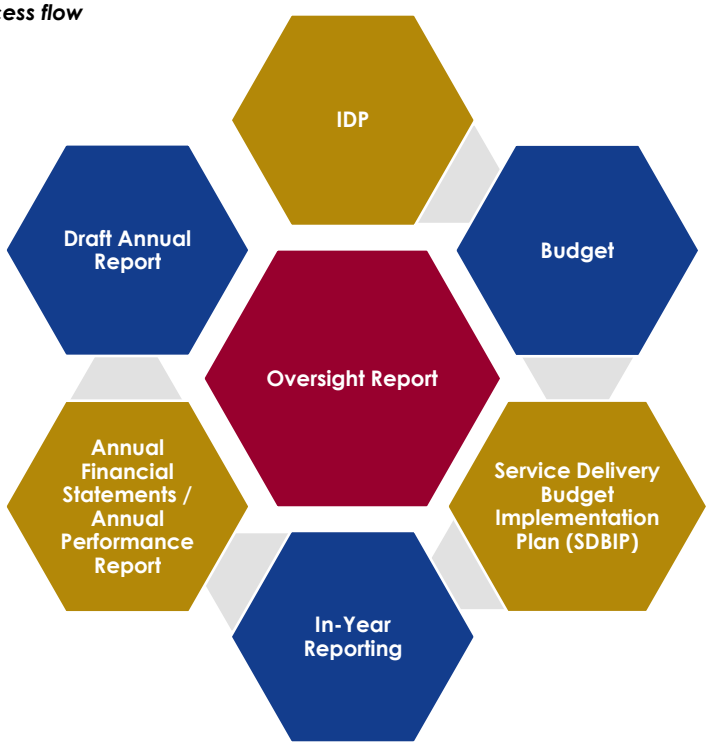
Advocacy

Planning techniques are used to bridge the gap between local experiential knowledge, the technical needs of strategy development, and the demand for strategic frameworks to be ready to cope with rapid decision-making to reduce the risk of unforeseen issues.

Through extensive, organised information-sharing and planning workshops, this procedure aims to establish a starting position about how to guide the development and administration of the town. The strategy becomes the overarching strategic framework, which is then built on with technical work.

To ensure alignment between the Council's strategic processes is adhered to, the municipal accountability cycle needs to be implemented:

Figure 2: Accountability Process flow



1.6 Demographical Overview of the Greater Stellenbosch at a Glance

Table 2: Socio-economic summary

Population Estimates, 2022		Actual households, 2021	
Population	**175 411**	Households	**59 626**

Education	2022	Poverty	2022
Matric Pass Rate	**84.7%**	Gini-Coefficient	**0.61**
Learner Retention Rate	**82.0%**	Poverty Head Count Ratio (UBPL)	**66.68%**
Learner-Teacher Ratio	**26.7**		

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 clinics)	**64.5%**	**60.2**	**12.5%**

Safety and Security	The annual number of reported cases in 2022/23			
Residential Burglaries	DUI	Drug-related Crimes	Murder	Sexual Offences
869	**251**	**1 463**	**77**	**207**

Access to Basic Service Delivery	Percentage of households with access to basic services, 2022/23			
Water in dwelling	Refuse Removal	Electricity	Sanitation	Housing
86,4%	**87,3%**	**96.9%**	**96.8%**	**87.3%**

Road Safety 2021/22	
Fatal Crashes	**31**
Road User Fatalities	**39**

Labour, 2023
Unemployment Rate (narrow definition)
15,2%

Socio-economic Risks	
Risk 1	Job losses
Risk 2	Low learner retention
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	
25.7%	**18.1%s**	**17.2%**	

Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)
Statistics South Africa 2022

1.7 State of the Greater Stellenbosch

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 several rural communities such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesdal, Lanquedoc, Groot Drakenstein, Muldersvlei, Klapmuts, 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 several 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 the Cape 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 as well as Boland College and the surrounding schools in the area. 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.

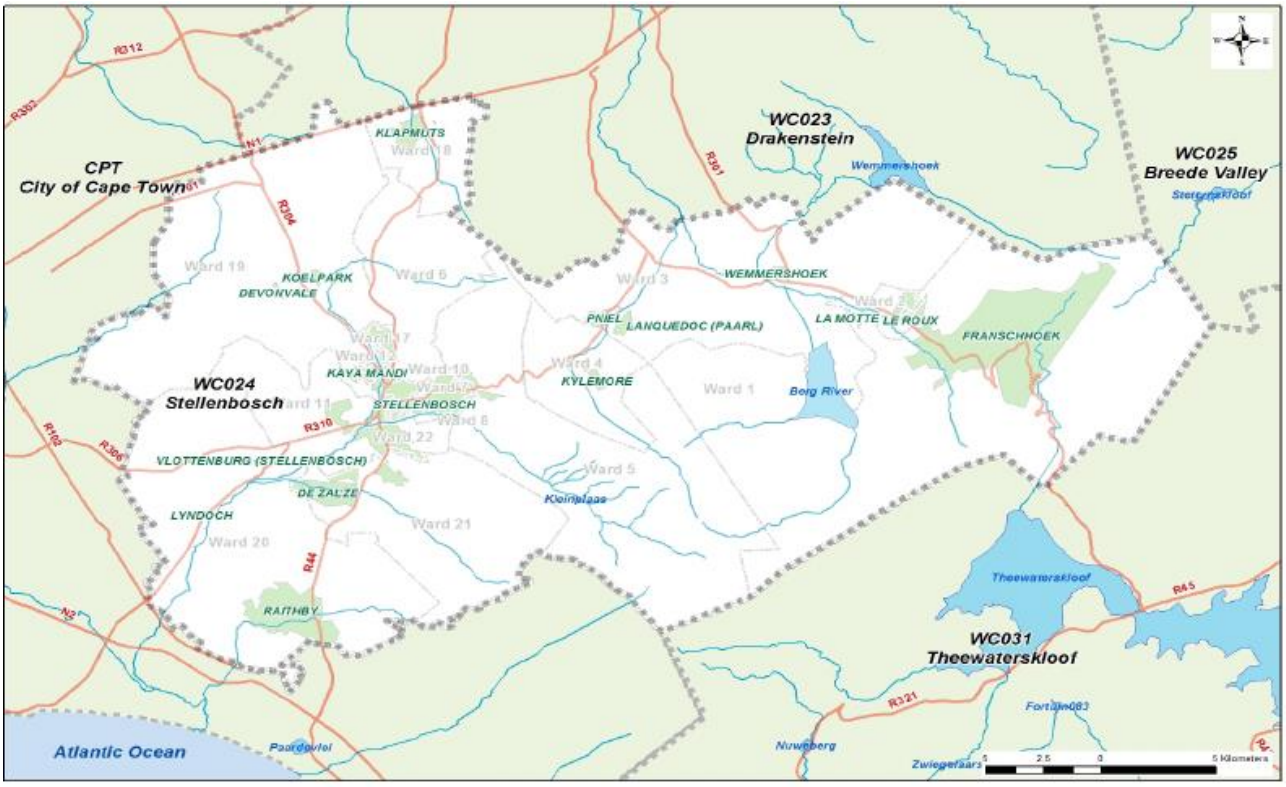
A variety of sports facilities are available. Coetzenburg, with its athletics and rugby stadiums, has delivered star performances over many generations. The municipal area is surrounded by arts and culture characters with facilities such as the Adam Small Theatre, Oude Libertas Amphitheatre (renowned for its summer season of music, theatre, and dance), Spier Amphitheatre, Dorp Street at Theatre, and Aan de Braak Theatre).

The following municipalities share their borders with Stellenbosch Municipality:

- The City of Cape Town (South);
- Drakenstein Municipality (North);
- Breede Valley Municipality (North-East); and
- The Theewaterskloof Municipality (South-West).

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

Map 1: Locality map of municipal boundaries



1.8 Ward Demarcation

The ward demarcation was structured according to the election outcomes on 01 November 2021 which increased from 22 to 23 wards for the year under review.

Table 3: Municipal Ward Demarcation

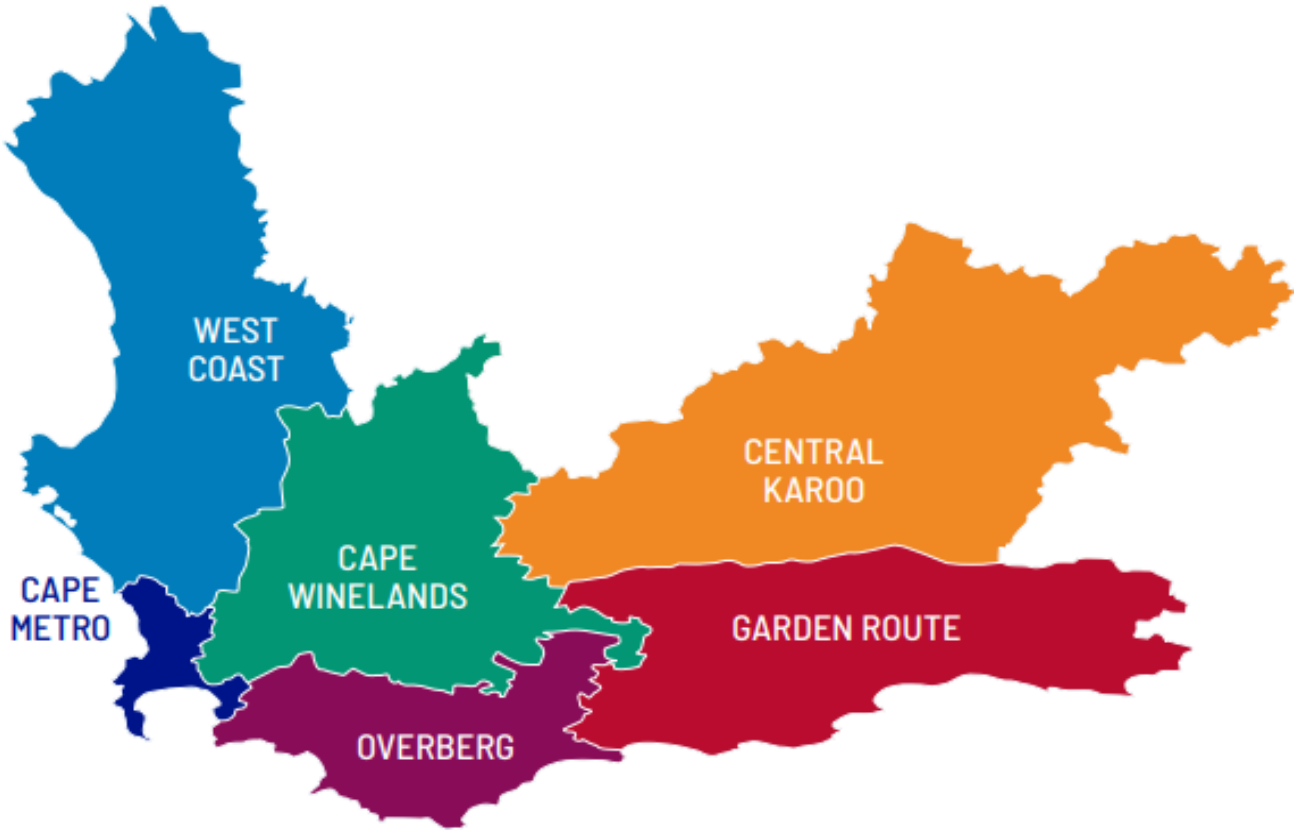
Ward	Areas
1	Mooiwater, Franschhoek Town and Surrounding Farms
2	Langrug, La Motte, Dennegeur, Groendal, Domaine des Anges
3	Lanquedoc, Meerlust, Wemmershoek to La Motte Wine Farm and Leopards Leap Wine Farm, Maasdorp
4	Kylemore, Johannesdal, Pniël and Surrounding Farms
5	Ida's Valley (Hillside Village, La Gratitude Park (Kreefgat), The Ridge, La Roche, Lindida, Bloekomlaan (Moses / Martin) Lindley)
6	The Hydro, Rustenberg and Surrounding Farms, Kelsey Farm
7	Mostersdrift, Karindal, Rozendal, Uniepark, Simanswyk and Universiteitsoord
8	Stellenbosch University campus and university residence area; Coetzenburg, (partially:) Koloniesland, Victoria Street, Bosman Street, Noordwal East, Riebeck Street
9	Stellenbosch CBD, Part of the US campus (residential areas within both these areas), the Southern border is the Eerste River, the Northern border is Merriman Street, the Eastern border is Die Laan and the Western border is Bird Street
10	Tennantville, 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, 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, Olienhout Street, Banghoek Rd, Acedemia, Bosman Street, Smuts Rd, Joubert Street, De Beer Rd, De Villiers Rd from Ryneveld Street to Cluver Rd on the left-hand 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, Snake Valley, Enkanini, Watergang, Watergang TRA 2 and Watergang Informal Settlements (Thublitsha)
13	Kayamandi: Zone J, Red Bricks, Zone K and L, Hostels, Dairy and University Hostels, Old Bricks Houses Red Roofs, Zwelitsha, Costaland
14	Kayamandi: Zone P, I, F, D and O, Costaland, Marikana, Watergang, Smarties (Mgabadeli Street), Monde Crescent
15	Kayamandi: Zone M, N, O, 4th and 5th Avenue, 10th, 12th and 14th Street, Long Street, Retreat Street, Forest Drive, School Crescent
16	The borders are Tenant Rd, Long Street, Crombi Rd to the 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, Gemsbok, 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 Spirits Company, Wine Estate Le Bonheur, Anura Vinyard, Dalewood Farms, Blueberry Bar, Klapmust Transfer Station, Trophy SA, DKL Transport Pty, Welgelee Estate).

Ward	Areas
19	De Novo, Kromme Rhee, Vaaldraai, Muldersvlei, Koelenhof and surrounding Farms, Koelenhof Station, Slayley, Hunting, Koelenhof Farms, Poultrey / 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, Paradyskloof, 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 Street, Schroder Rd, Die Braak, Bird Street from Dorp Street, Dennesig area, Muller Rd, Banghoek Road, Reyneveld Street, Plankenburg Industrial area, and Kayamandi Corridor.

Source: Statistics South Africa and IEC

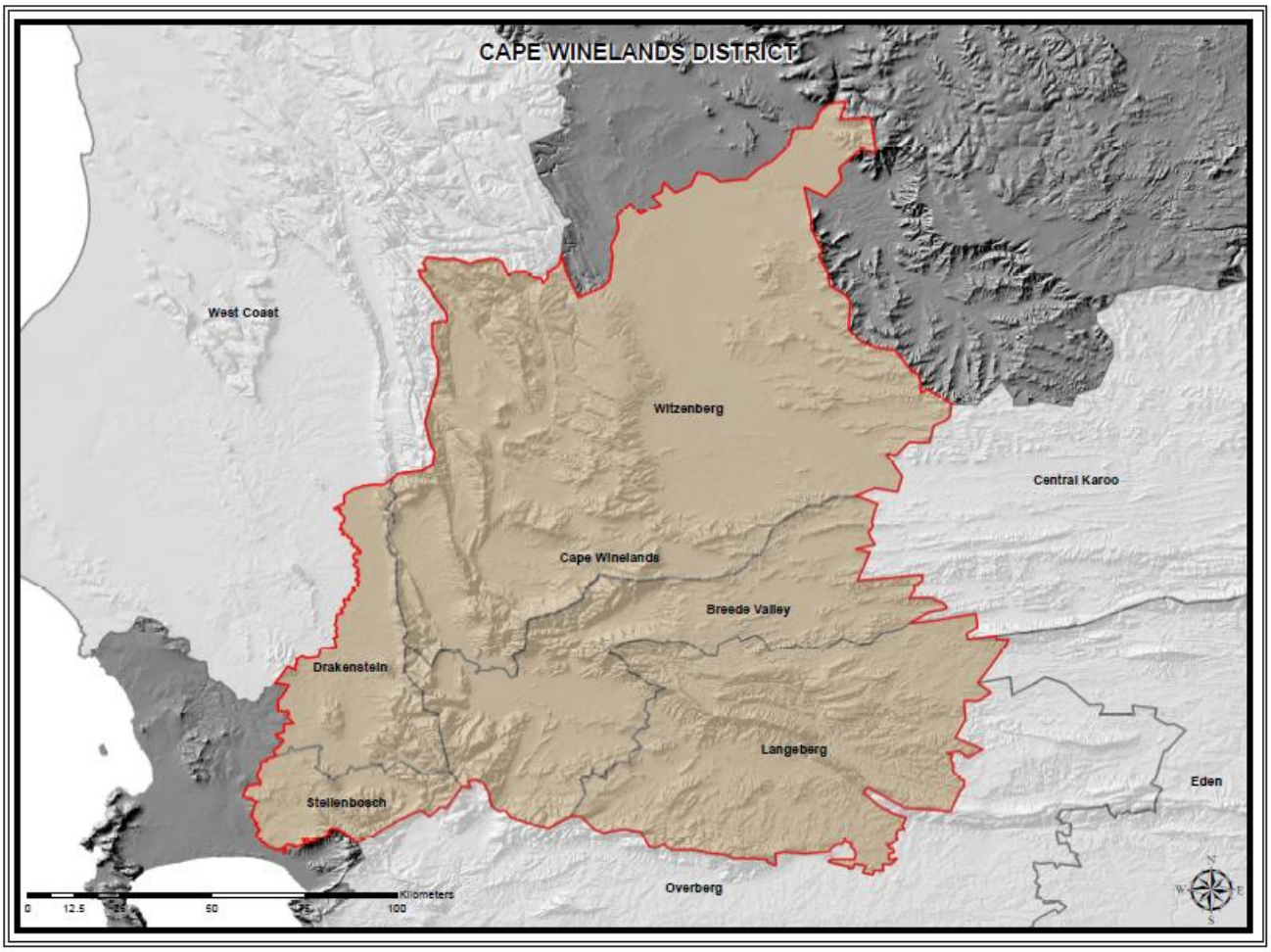
Below is a map of the Cape Winelands District concerning the provincial district boundaries:

Map 2: Locality of Cape Winelands in relation to Provincial Boundaries



Below is a map of the municipalities of the Cape Winelands District:

Map 3: Locality map of Stellenbosch Municipality in relation to Cape Winelands District Boundaries



The Cape Winelands District Municipality is located close to 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 makes the Cape Winelands district ideally located as an investment destination. The Cape Winelands District municipal area incorporates Drakenstein, Stellenbosch, Breede Valley, Langeberg, and Witzenberg local municipalities.

1.9 Socio-Economic Context

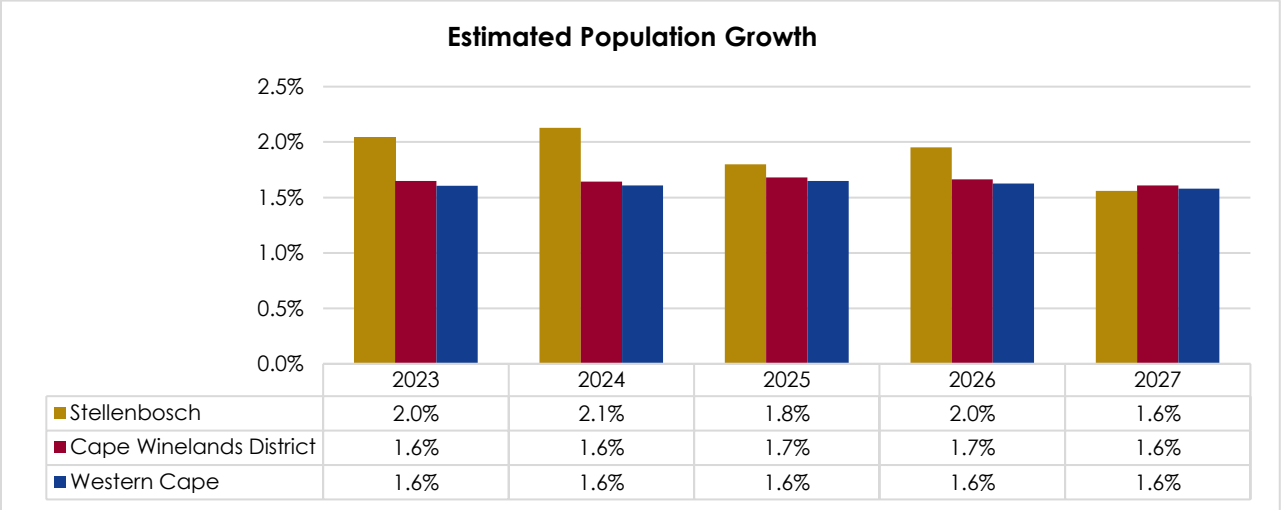
The socio-economic information is primarily sourced from the census conducted by Statistics South Africa (Stats SA) for 2022, administrative data from sector departments, the Municipal Review and Outlook (MERO), Global Insight Regional Explorer and Quantec.

The GDPR performance, risk, and vulnerability factors can be read in detail within the Local Government Socio-economic Profile 2023 for the Stellenbosch municipal area.

1.9.1 Population Growth and Household

In 2022, the Stellenbosch municipal area, a prominent region within the Cape Winelands, accommodated 21 per cent of the area's population, totalling **175 411** individuals. Projections indicate a steady rise, estimating a population of **192 951** residents by 2027, marking an average annual population growth rate of 2.0 per cent during this period. This growth rate surpasses the Cape Winelands District's average annual population growth rate of 1.7 per cent by 0.3 percentage points. The socio-economic implications of this demographic shift are multifaceted, impacting various sectors including housing, employment, and education within the region.

Graph 1: Estimated Population Growth



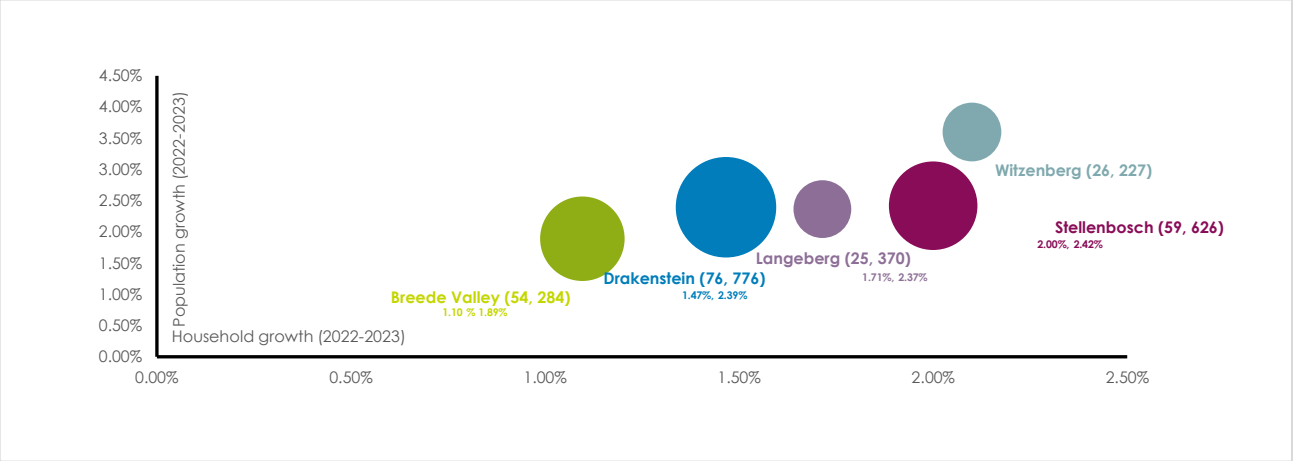
	2023	2024	2025	2026	2027
Stellenbosch	2.0%	2.1%	1.8%	2.0%	1.6%
Cape Winelands District	1.6%	1.6%	1.7%	1.7%	1.6%
Western Cape	1.6%	1.6%	1.6%	1.6%	1.6%

Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) Statistics South Africa 2022

Household size refers to the number of people per household.

The average size of households is expected to remain an average of 2.9 individuals from 2022 to 2026. The trend of average household size could be attributed to a wide range of factors, including but not limited to underlying socio-economic factors like patterns in employment opportunities, educational access, and housing market dynamics that shape this trend.

Graph 2: Population and HH Growth



1.9.2 Population and urbanisation density



Population density is a vital metric, quantifying the number of individuals residing in a specific area. It is influenced by various factors such as economic conditions, social dynamics, connectivity, and accessibility, shaping the concentration of people within a defined region.

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 for WC024 was 245 recorded persons per square kilometer.

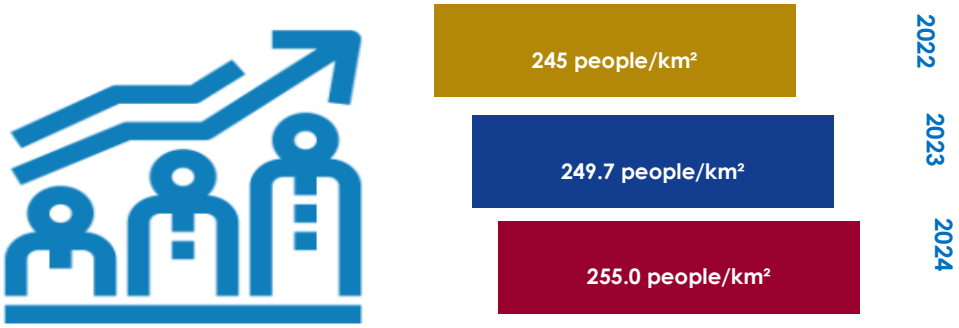
In order of highest to lowest, the table and figure depict the various local municipal areas compared as follows:

Table 4: Urbanisation Density per people/km2

Rapid Urbanisation density	Stellenbosch	Drakenstein	Breede Valley	Langeberg	Witzenberg
Population Density per people/**km²**	245	194	51	27	14

Source: Western Cape Local Government Social–Economic Profile 2023 (Stellenbosch Municipality) Statistics South Africa 2022

Figure 3: Urbanisation Density within WC024



Source: Western Cape Local Government Social–Economic Profile 2023 (Stellenbosch Municipality) Statistics South Africa 2022

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.

The Stellenbosch Local Municipality displays a significant urbanisation trend, with approximately 75.8 per cent of its population residing in urban areas. Out of a total population of around 200 000, roughly 50 000 individuals inhabit rurally classified regions, representing a quarter of the total populace.

Map 4: Urbanisation trend

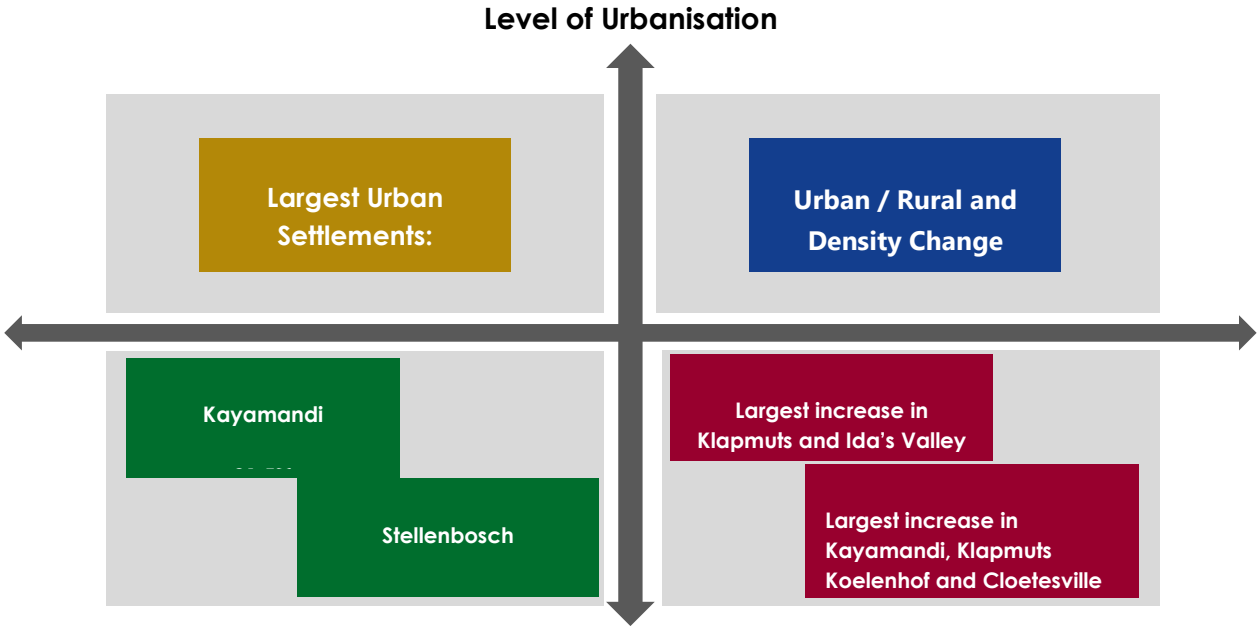


Within the urban landscape, the greater Stellenbosch area accommodates approximately 100 000 residents, distributed across various suburbs, including Kayamandi (40 000 inhabitants), Stellenbosch town (over 22 000 residents), Cloetesville, Ida's Valley, and others.

Noteworthy urbanisation growth has been observed in specific areas such as Klapmuts, Ida's Valley, Koelenhof, Cloetesville, Paradyskloof, and Franschhoek, while a population decline has been noted in Dalsig.

The relatively modest change in urbanisation percentage between 2001 and 2021 can be attributed to several factors. Despite a population increase from 30 000 to 50 000 in rural regions, the proportion it represented remained relatively stable during this period. Although Kayamandi contributes significantly to the urban population, its relative share has diminished due to the substantial growth in smaller suburbs and locations, including Klapmuts, Ida's Valley, and Paradyskloof, among others. The urban edge surrounding Kayamandi is under pressure, raising concerns about potential population overflow into rural areas and necessitating further verification and quantification. It is important to note that the demarcation of suburb boundaries in Stellenbosch complicates the comparison of urbanisation trends, requiring possible regrouping for accurate analysis. This nuanced understanding of urban and rural dynamics is crucial for informed socio-economic planning and development initiatives within the Stellenbosch municipality.

Figure 4: Level of urbanisation



Source: Western Cape Local Government Social–Economic Profile 2023 (Stellenbosch Municipality) Statistics South Africa 2022

1.9.3 Racial Split

The race dynamics in the Stellenbosch municipal area present a diverse demographic landscape. The population comprises Black African individuals, accounting for 37.0 per cent of the total, and the Coloured community, constituting 37.8 per cent. White residents make up 23.3 per cent of the population, while individuals categorised as Indian / Asian represent a smaller proportion at 0.5 per cent.

This cross-analysis highlights the intricate racial composition within the Stellenbosch community, underscoring the significance of cultural diversity and its potential impact on economic and social interactions.

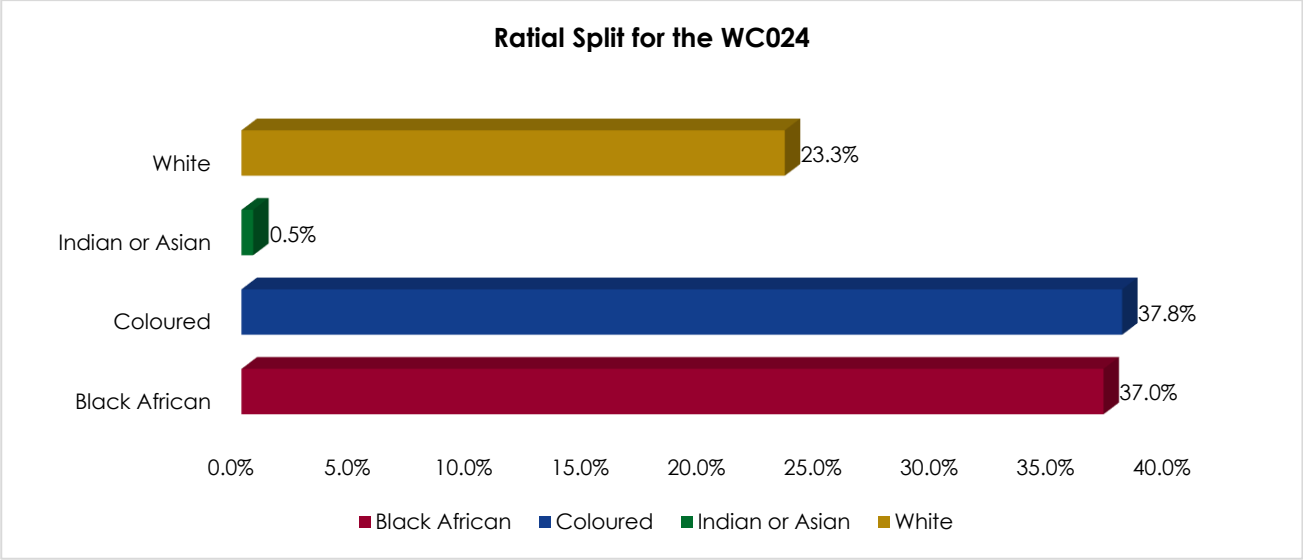
The table and graph below indicate the ratio split within the Cape Winelands District.

Table 5: Racial Split

Race	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
Black African	28.2%	30.1%	27.6%	**37.0%**	29.1%	19.4%
Coloured	61.8%	64.1%	61.8%	**37.8%**	62.3%	70.6%
Indian or Asian	0.4%	0.2%	0.4%	**0.5%**	0.5%	0.3%
White	9.6%	5.7%	10.2%	**23.3%**	8.1%	9.6%

Source: Western Cape Local Government Social–Economic Profile 2023 (Stellenbosch Municipality) Statistics South Africa 2022

Graph 3: Racial split for the WC024



Source: Western Cape Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

1.9.4 Basic Service Delivery

The Constitution stipulates that every citizen has the right to adequate housing access 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 basic services such as potable water, basic sanitation, safe energy sources and refuse removal services, to ensure that households enjoy a decent standard of living.

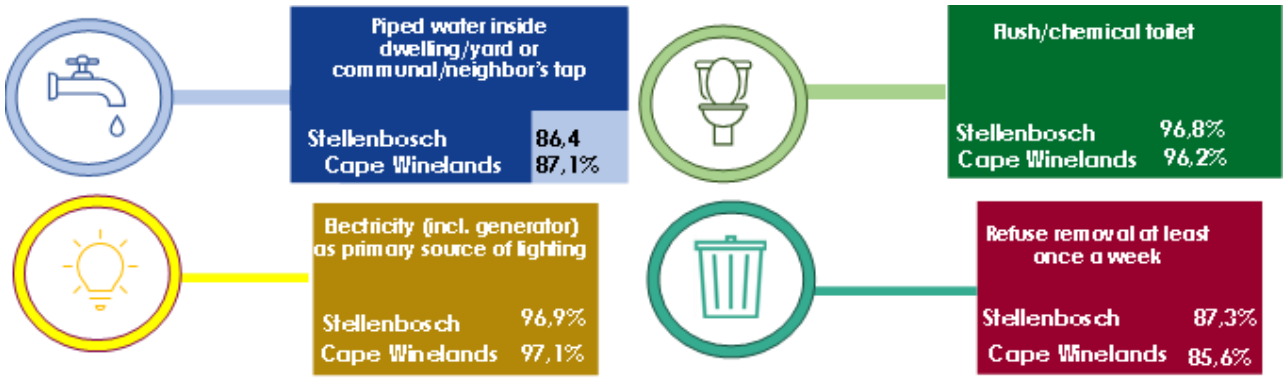
This section considers to what extent this has been achieved by reflecting on the latest available information from Quantec Research for 2021. The latest official statistics were collected by Statistics South Africa for the 2016 Community Survey; the 2021 Census will provide the updated official statistics. The information on free basic services is obtained from Statistics South Africa's Non-Financial Census of Municipalities Survey findings.

Housing and Household Services

During 2023, the Stellenbosch municipal area, which comprises 59 626 households, 87.3 per cent had access to formal housing, lower than the Cape Winelands District average of 88.8 per cent. The area also recorded a significantly higher proportion of informal dwellings, totalling 11.8 per cent, in contrast to the District's 10.3 per cent.

Service delivery access levels within the municipal area were considerably higher than the access to formal housing, with access to piped water access (86.4 per cent), flush or chemical toilet access (96.8 per cent), electricity access (including generators) for lighting (96.9 per cent), for lighting at 96.9 per cent and the removal of refuse at least weekly by the local authority at 87.3 per cent of households. These access levels were above the District figures for electricity and refuse removal services.

Figure 5: Service delivery access levels (HH)



Source: Western Cape Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

Free Basic Services

The following table indicates the percentage of average registered indigent households that have access to free basic municipal services. The total indigent households exclude all informal households and include formal households that have been registered as indigent households. The total i.t.o. free basic electricity includes only indigent households claiming 100 kWh from the Stellenbosch Municipality. It also does not include the totals where the electricity distribution is conducted by ESKOM.

Per the approved Indigent Policy of the municipality, all households earning less than R6 500 per month will receive free basic services as prescribed by national policy and in terms of Stellenbosch Municipality's Indigent Policy.

The table below indicates the number of households receiving free basic services.

Table 6: Access to Free Basic Services

Year	Number of Households							
	Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse Removal	
	Access	%	Access	%	Access	%	Access	%
2018/19	6 813	13.01	6 813	13.01	4 833	9.23	6 813	13.01
2019/20	6 666	100%	6 666	100%	4 932	100%	6 666	100%
2020/21	7 283	100%	7 283	100%	5 189	100%	7283	100%
2021/22	4 681	100%	4 681	100%	4 982	84.25%	4 681	100%
2022/23	5 744	100%	5 744	100%	5 744	100%	5 744	100%

Source: Western Cape Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

Municipalities offer free basic services to financially vulnerable households, and the number of households receiving these services in the Stellenbosch municipal area sharply declined in 2020. The strained economic conditions are anticipated to increase demand for these services, leading to a rise in the number of indigent households. However, this trend is area-specific and contingent on the qualifying criteria applied. These findings underscore the persistent challenges and socio-economic factors influencing housing and essential service access within the Stellenbosch municipal area, emphasising the need for targeted interventions to uphold citizens' constitutional rights and enhance overall living standards.

1.9.5 Gender Ratio

According to Stats SA, the Stellenbosch municipal area presented a gender ratio of 94.2, indicating that there are 94.2 men for every 100 women in the population. This ratio translates to 48.5 per cent males and 51.5 per cent females.

The slight increase in the ratio observed towards 2023 suggests a potential influx of working males to the area or a rise in female mortality rates. This demographic shift carries significant socio-economic implications, as it impacts workforce dynamics and social structures within the municipal area.

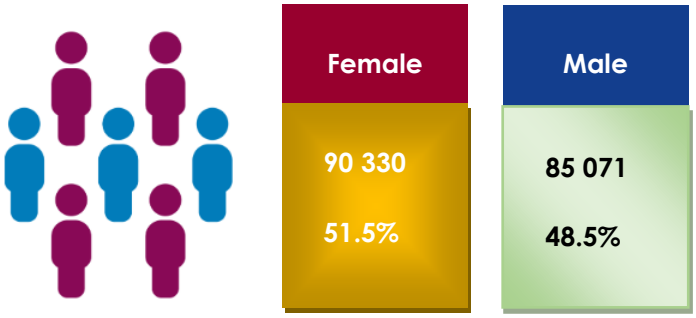
The table and figure below reflect the gender ratio within the Stellenbosch municipal area.

Table 7: Gender Ratio

Year	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2022	94,1	97.7	93.8	**94,2**	93.3	92.7
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 Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

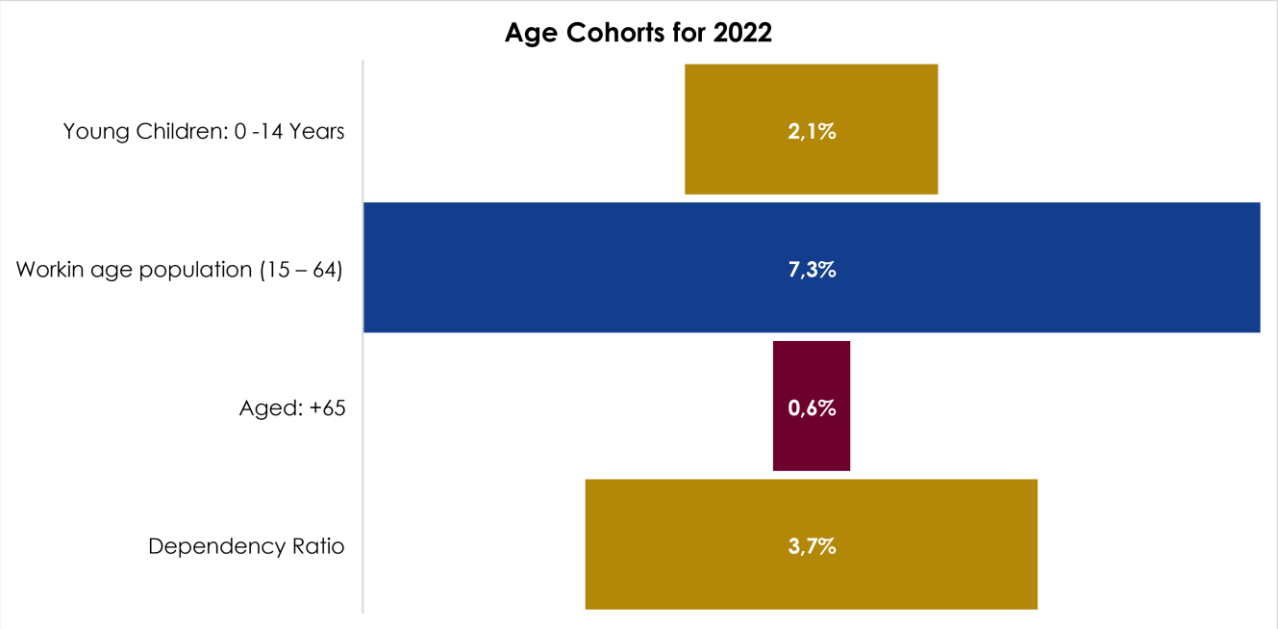
Figure 6: Ratio of % Females and Males



1.9.6 Age Cohorts

Within the Stellenbosch municipal area, a distinct age composition was apparent in 2022. The youth population was the largest, accounting for a substantial 73.1 per cent of residents.

Figure 7: Age Cohorts



Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

Statistics South Africa 2022

1.9.7 Education

The socio-economic impact of education within municipalities is profound and complex, touching various aspects of community development and individual well-being. Quality education equips individuals with essential skills, knowledge, and critical thinking abilities, empowering them to participate meaningfully in the local economy. As the educational attainment level rises within a municipality, there is a corresponding increase in employment opportunities and higher earning potential for residents. Additionally, an educated workforce attracts investments and industries, fostering economic growth and stability. Education also plays a pivotal role in reducing poverty and promoting social equity by breaking the cycle of intergenerational poverty.

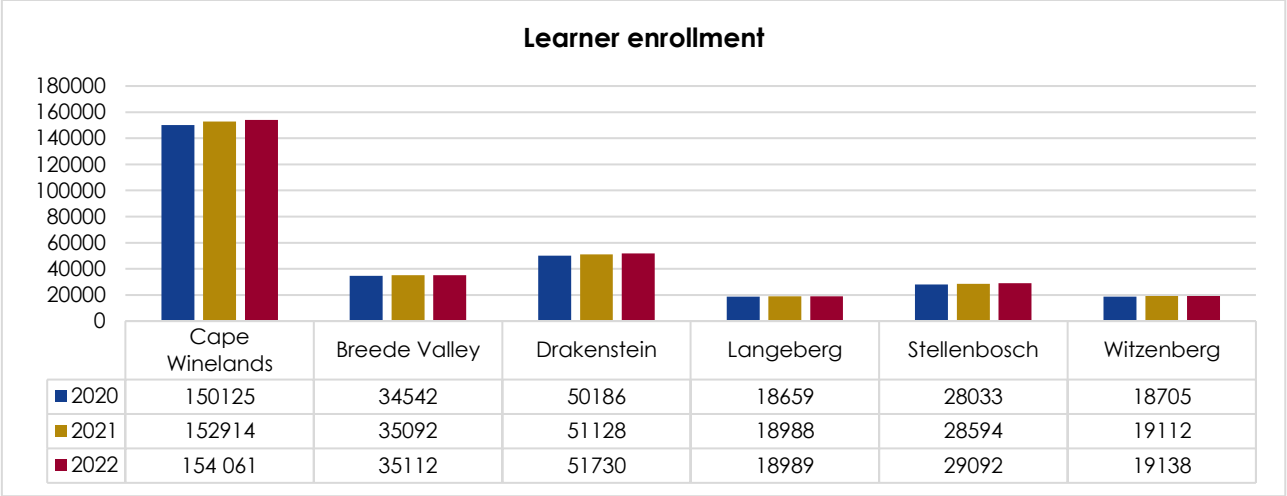
All the data below are sourced from the Local Government Socio-economic Profile 2023 for the Stellenbosch municipal area.

1.9.8 The learner enrollment, learner-teacher ratio, and learner retention rate

Learner enrollment in Stellenbosch experienced a notable surge from 28 033 enrolments in 2020 to 29 092 in 2022 which reflects an increase of 1 059 learners. It is evident that the educational growth depicts a positive socio-economic trend within the region, presenting an enhanced emphasis on education and potentially indicating improved access to educational facilities.

The graphs below depict the learner enrollments, learner-teacher ratio, and learner retention from 2020 to 2022.

Graph 4: Learner Enrollment

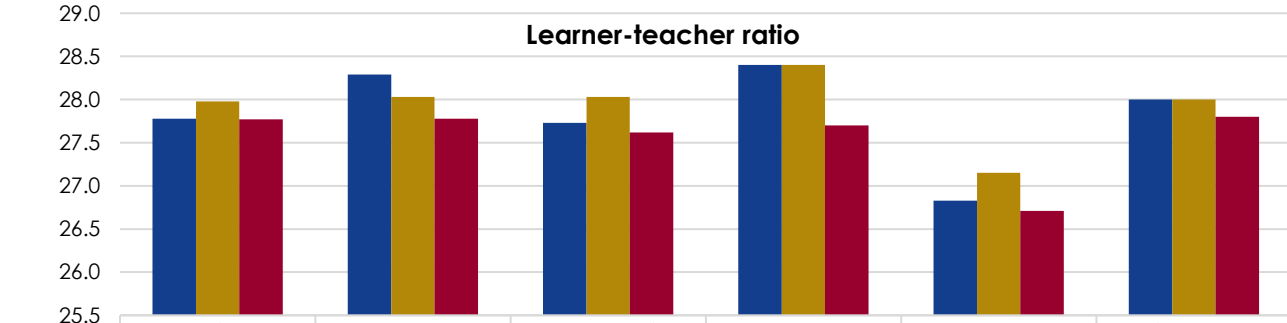


	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	150125	34542	50186	18659	28033	18705
2021	152914	35092	51128	18988	28594	19112
2022	154 061	35112	51730	18989	29092	19138

It is crucial to establish healthy learner-teacher ratios to see the schools' capacity to accommodate the students. Lower learner-teacher ratios are associated with enhanced teacher-student interaction, fostering better-quality education. The 2022 Schools Realities Publications emphasise that government-paid teachers face high learner-teacher ratios, indicating larger class sizes. Despite a minor decrease from 26.8 students per teacher in 2020 to 26.6 in 2022, the ratio remains within the recommended range of 35:1 to 40:1.

This suggests relatively uncrowded classrooms, aligning with established standards and ensuring a conducive learning environment, ultimately impacting the socio-economic landscape positively.

Graph 5: Learner-teacher ratio



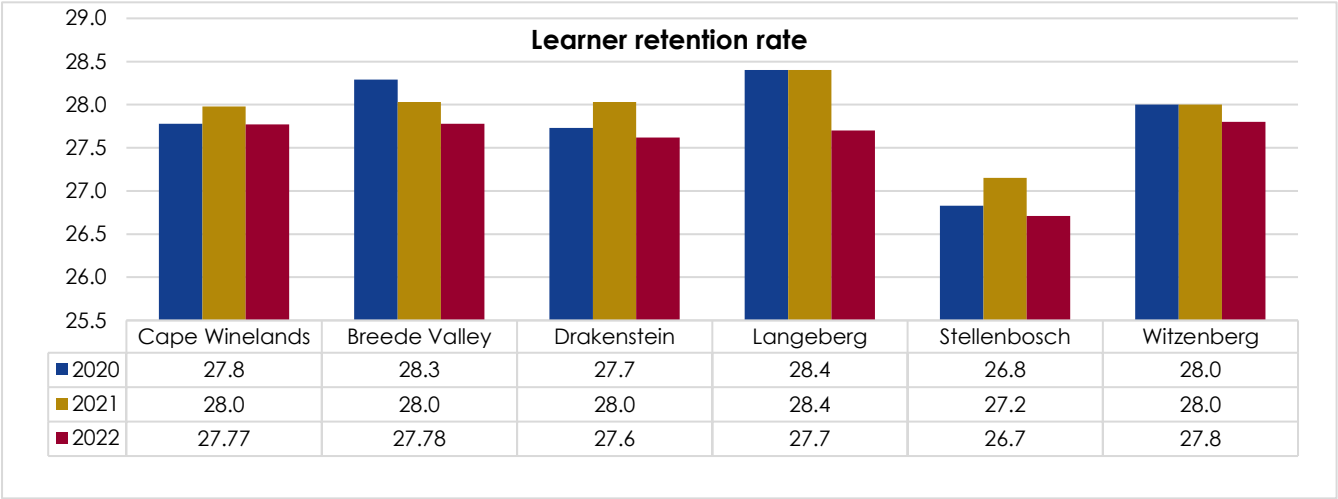
	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	27.8	28.3	27.7	28.4	26.8	28.0
2021	28.0	28.0	28.0	28.4	27.2	28.0
2022	27.77	27.78	27.6	27.7	26.7	27.8

The learner retention rate measures the proportion of learners in Grade 12 who remained in Grade 10 two years prior. This can reflect essential socio-economic factors and personal circumstances that have a significant impact on education.

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. Despite the learner retention rate progressing in the Stellenbosch municipal area improving from 79.1

per cent in 2021 to 82 per cent in 2022, 18 per cent of the learners did not complete their studies. Addressing these factors is necessary for encouraging a more conducive learning environment, ensuring higher retention rates, and ultimately enhancing the region's overall socio-economic landscape.

Graph 6: Learner retention rate

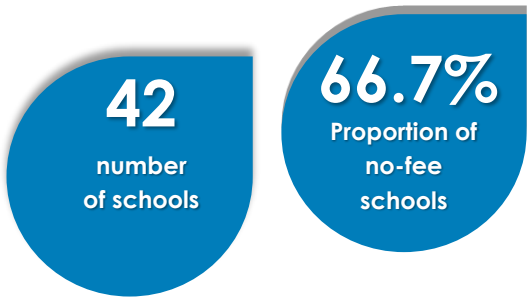


	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	27.8	28.3	27.7	28.4	26.8	28.0
2021	28.0	28.0	28.0	28.4	27.2	28.0
2022	27.77	27.78	27.6	27.7	26.7	27.8

1.9.9 Education Infrastructure and Facilities

The number of schools within the Stellenbosch municipal area is recorded at 42 in 2022. Over the Medium-Term Expenditure Framework (MTEF), a substantial budget has been allocated for vital upgrades, additions, and the construction of new facilities in specific schools. This allocation is slated for use in enhancing the infrastructure of key educational institutions, including Aviation, Elsenburg Agri School, New Klapmuts Primary and High Schools, and New Stellenbosch Primary School. Such investments signify a proactive approach to bolstering the educational landscape, fostering an environment conducive to quality learning.

The proportion of no-fee schools in the Stellenbosch municipal area remains at 66.7 per cent in 2022.



The provision of library facilities within schools emerges as a crucial factor in narrowing the academic achievement gap, granting students access to valuable information and directly correlating with improved educational outcomes, whereby 71.4 per cent are equipped with libraries.

1.9.10 Education Outcomes

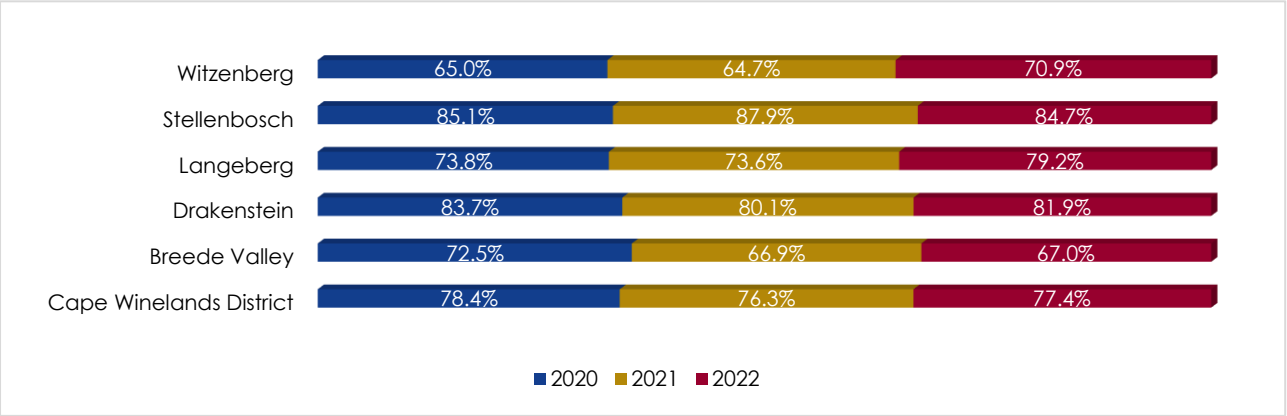
Education remains one of the key avenues through which the state is involved in the economy. In preparing individuals for future engagement in the labour market,



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.

The graph below depicts the Matric pass rates from 2020 to 2022.

Graph 7: Education Outcomes



1.9.11 Healthcare Facilities

According to the LGSEP 2023, 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 13 TB clinics. The municipal area has 14 out of the 78 primary healthcare facilities within the Cape Winelands District.

All the data below are sourced from the Local Government Socio-economic Profile 2023 for the Stellenbosch Municipal area and Department of Health.

The figure depicts the total healthcare facilities.

Figure 8: Healthcare facilities



1.9.12 Emergency Medical Services

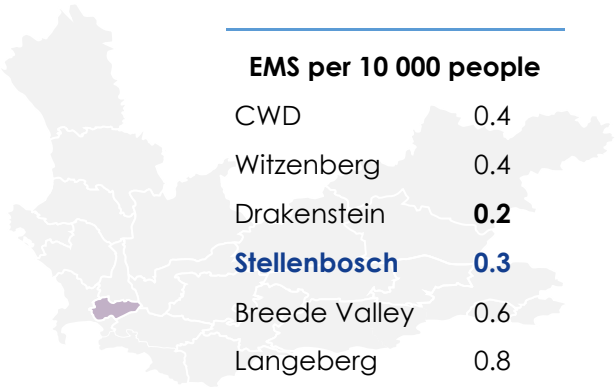
The provision of more operational ambulances can provide greater coverage for emergency medical services. This number below only refers to provincial ambulances and excludes all private service providers, and it remained unchanged between 2021/22 and 2022/23.

Figure 9: EMS



Number of ambulances:

6



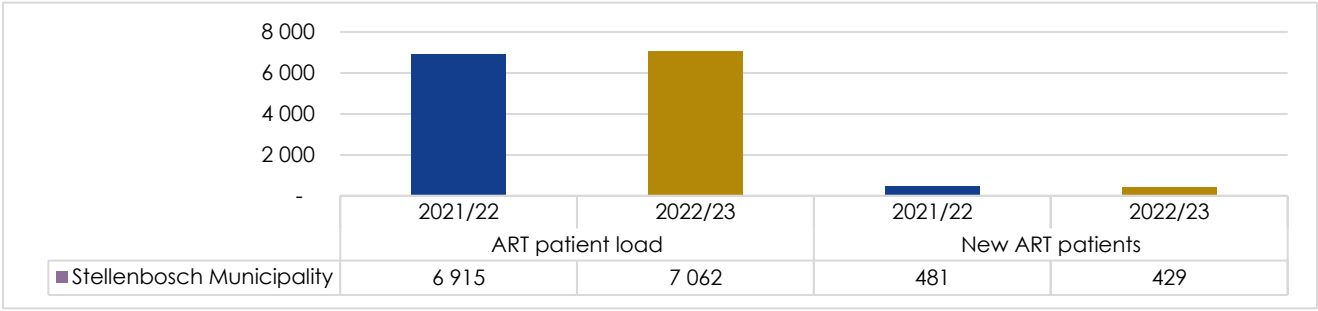
EMS per 10 000 people	
CWD	0.4
Witzenberg	0.4
Drakenstein	**0.2**
Stellenbosch	**0.3**
Breede Valley	0.6
Langeberg	0.8

1.9.13 HIV / AIDS and TB



The number of patients adhering to their ART treatment plans in the municipal area showed a slight increase, from 6 915 registered patients in 2021/22 to 7 062 in 2022/23, while the number of new patients receiving ART declined from 481 to 429 during the same period. Similarly, the number of registered patients receiving TB treatment exhibited an average annual decrease of 9.7 per cent between 2021/22 and 2022/23.

Graph 8: HIV/AIDS Management



1.9.14 Child Health

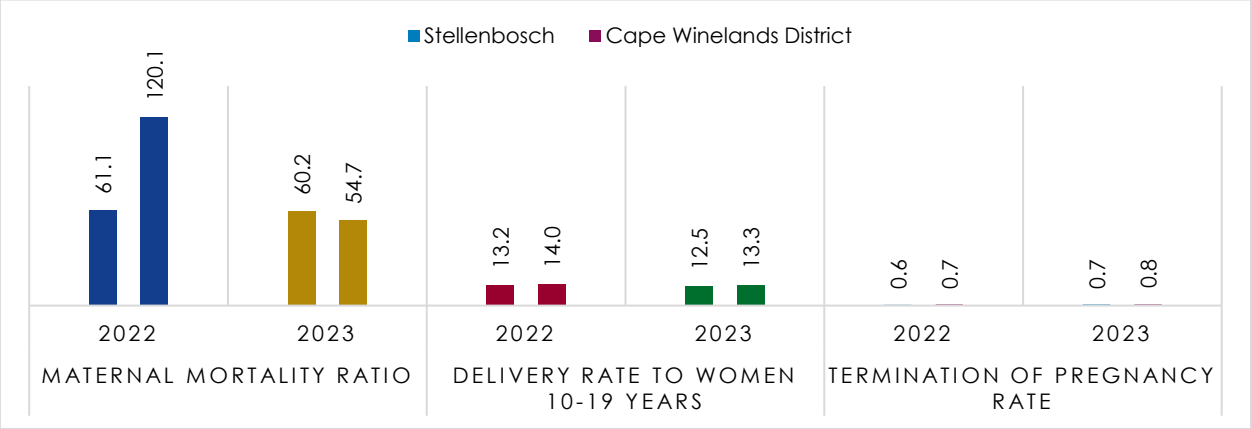


The immunisation coverage rate for children under the age of one in the municipal area worsened from 73.3 per cent to 64.5 per cent between 2021/22 and 2022/23. The overall Child Welfare and Development (CWD) rate also showed improvement, rising from 60.6 per cent to 62.2 per cent. However, there was a notable increase in malnourished children under the age of five, with severe acute malnutrition rising from 1.5 to 1.6 per 100 000 people between 2021/22 and 2022/23.

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.

1.9.15 Maternal Health

Graph 9: Maternal health



In 2021/22, the Stellenbosch municipal area recorded the lowest number of maternal deaths (61.1 per cent) and teenage pregnancies (13.2 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, these numbers decreased to 60.2 per cent for maternal deaths and 12.5 per cent for teenage pregnancies in 2022/23. Meanwhile, the termination of pregnancy rate remained steady at 0.7 per cent during this period.

1.9.16 Safety and Security

All the data below are sourced from the Local Government Socio-economic Profile 2023 for the Stellenbosch Municipal area.

The dashboard below gives a snippet of the safety and security cases within the Cape Winelands Region:

Figure 10: Actual Numbers of reported crime



Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and Department of Health

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 increased from 1 224 cases in 2021/22 to 1 463 cases in 2022/23. The Cape Winelands District's drug-related offences surged from 6 047 in 2021/22 to 6 783 in 2022/23. When considering the rate per 100 000 people, with 734 drug-related offences per 100 000 people in 2022/23, the Stellenbosch area's rate is above the district's rate of 700 per 100 000 population.

Murder

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

Within the Stellenbosch area, the number of murders de-escalated from 90 cases in 2021/22, reaching 77 cases in 2022/23. The Stellenbosch municipal area's murder rate (per 100 000 people) decreased from 46 in 2021/22 to 38 in 2022/23, reflecting a similar trend in the Cape Winelands District, where the rate increased from 45 to 41 for the same period.

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 2022/23, there were 207 sexual offences in the Stellenbosch area, compared to 989 reported cases in the Cape Winelands District. The incidence of sexual offences (per 100 000 people) in the Stellenbosch municipal area (104) was higher than that of the district (102) in 2022/23.

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 declined from 262 in 2021/22 to 251 in 2022/23. This translates into a rate of 126 per 100 000 people in 2022/23, which is above the district's 79 per 100 000 people.

Residential Burglaries

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

Stellenbosch's rate of 436 residential burglaries per 100 000 people, which is well below the district's rate of 453 for 2022/23, indicates that the targeted strategies that were implicated to address these crime rates improved the safety and security in the community.

Common Assault

In Stellenbosch, the crime rate per 100 000 people for common assault showed a concerning upward trend with 510 reported incidents per 100 000 people, which increased from 527 in 2021/22 to 557 in 2022/23. This escalation in common assault cases per capita suggests a challenging security environment, which could potentially have socio-economic implications. Addressing this rising trend is vital to ensuring the safety and well-being of the community and fostering a secure environment for residents, businesses, and investors. Implementing effective crime prevention measures and community outreach initiatives may be essential to reversing this trend and creating a safer atmosphere conducive to economic growth and development.

Commercial Crime

In Stellenbosch, the crime rate per 100 000 people for commercial crime showed a steady upward trend over the analysed period. In 2020/21, there were 340 reported incidents per 100 000 people, which increased slightly to 443 in 2021/22 but then increased significantly to 528 in 2022/23. This fluctuation in commercial crime rates could indicate varying challenges faced by local businesses and law enforcement in combating economic offences. Addressing this issue is crucial as it directly impacts the business environment, investor confidence, and the overall economic stability of the municipality. Implementing robust measures to combat commercial crimes, such as fraud and embezzlement, is essential for fostering a secure and trustworthy business environment, supporting economic growth, and attracting investments in the Stellenbosch municipal area.

Damage to Property

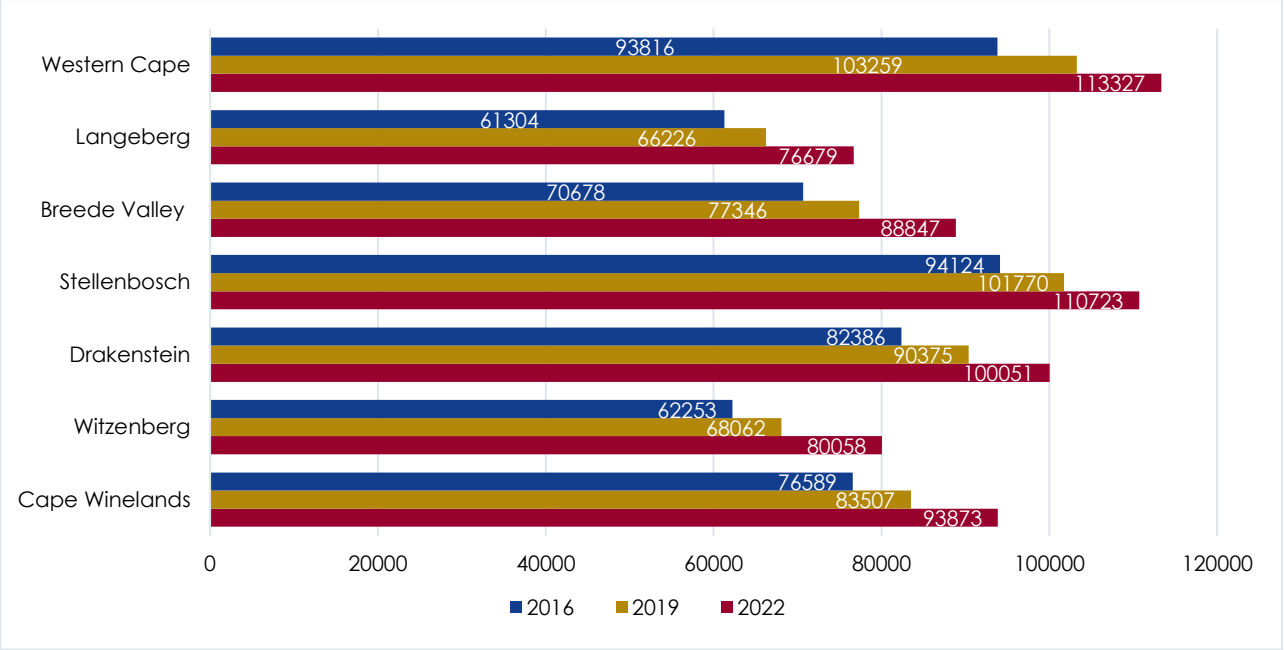
A stable atmosphere is conducive to economic growth and development in Stellenbosch. In Stellenbosch, the crime rate per 100 000 people for malicious damage to property demonstrated a consistent downward trend over the analysed period. In 2020/21, there were 434 reported incidents per 100 000 people, which decreased to 414 in 2021/22 and slightly increased to 419 in 2022/23. This fluctuation indicates a positive development in addressing property damage-related crimes in the area. Lower incidents of malicious damage to property contribute to a more secure environment, instilling confidence in residents and potential investors, which can positively impact the socio-economic landscape. This trend reflects efforts to maintain public safety, enhance security measures, and promote business confidence across the municipality.

1.9.17 Poverty

GDPR Per Capita

In terms of Gross Domestic Product per capita (GDPR), an increase is only witnessed when economic growth surpasses population growth. According to the LGSEP 2023, the real GDPR per capita was R93 873, indicating that the Stellenbosch municipal area has grown significantly with a per capita income of R110 7, marking the highest figure in the Cape Winelands District for 2022. All the data below are sourced from the Local Government Socio-economic Profile 2023 for the Stellenbosch Municipal area.

Graph 10: GDPR per capita



Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

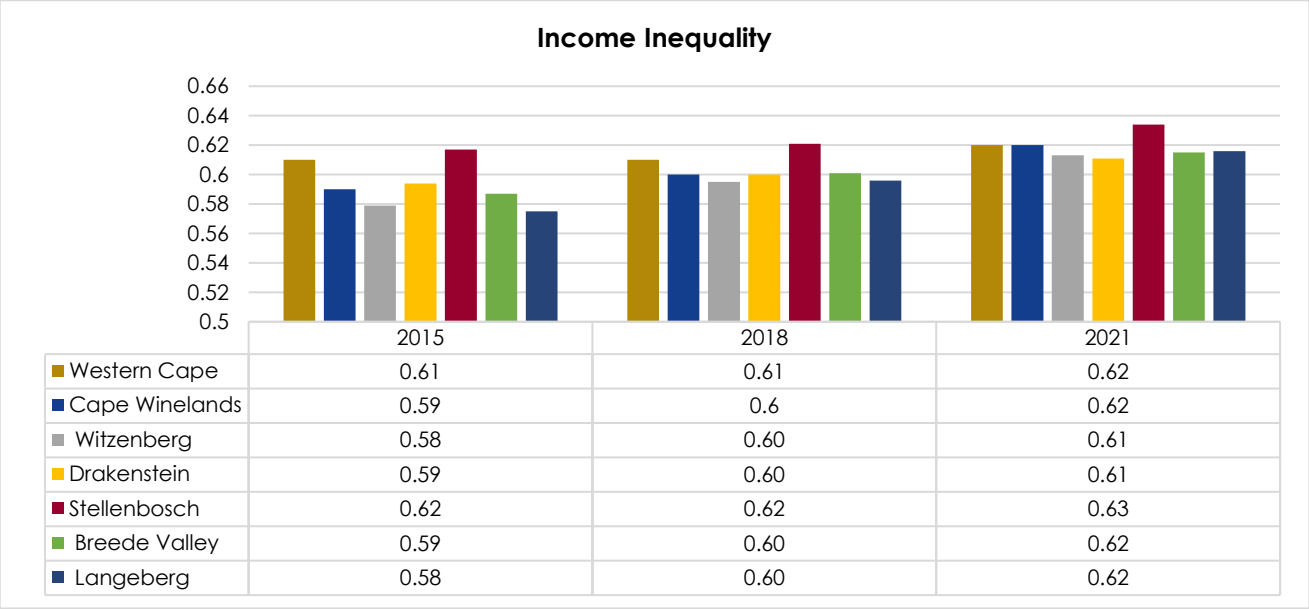
Despite a moderate regression in the period between 2016 and 2022, this highlights the municipality's robust economic potential, particularly noteworthy considering the recent economic challenges posed by the recession and the global COVID-19 pandemic, which impacted economic activities regionally and globally.

Income Inequality

South Africa suffers amongst 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. In the Cape Winelands District, income inequality worsened to 0.69 in 2022, a trend expected to exacerbate due to the potential aftermath of the COVID-19 pandemic. Stellenbosch improved its income inequality, with inequality levels declining from 0.63 in 2021 to 0.61 in 2022, aligning below the district's trajectory.

Graph 11: Income Inequality



	2015	2018	2021
Western Cape	0.61	0.61	0.62
Cape Winelands	0.59	0.6	0.62
Witzenberg	0.58	0.60	0.61
Drakenstein	0.59	0.60	0.61
Stellenbosch	0.62	0.62	0.63
Breede Valley	0.59	0.60	0.62
Langeberg	0.58	0.60	0.62

Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

a) Poverty Line[1]

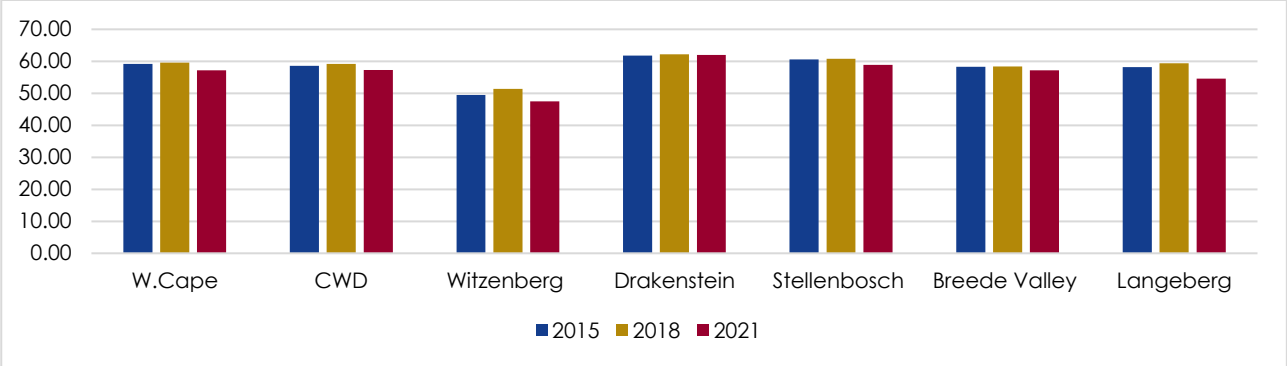
The Upper Bound Poverty Line[2] (UBPL) headcount ratio is the proportion of the population living below the UBPL i.e. that cannot afford to purchase adequate levels of food and non-food items.

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.

In 2022, 66.7 per cent of Stellenbosch's population fell below the UBPL. In 2022, 66.7 per cent of Stellenbosch's population fell below the UBPL, a slight improvement from 2016 and 2019. Stellenbosch and Drakenstein had the highest poverty rates in the Cape Winelands District, with Stellenbosch's 66.7 per cent slightly above the district's 64.8 per cent in 2022. Addressing these socio-economic challenges is essential for ensuring sustainable growth and development within the municipality.

[1] This refers to the amount of money that an individual will need to afford the minimum required daily energy intake. This is also commonly referred to as the "extreme" poverty line. *Source- STATSASA, Statistical Release, 2019. P0310.1*
[2] This refers to the food poverty line plus the average amount derived from non-food items of households whose food expenditure is equal to the food poverty line. *Source- STATSASA, Statistical Release, 2019. P0310.1*

Graph 12: Poverty Line



Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

1.9.18 Economy Labour Market Performance

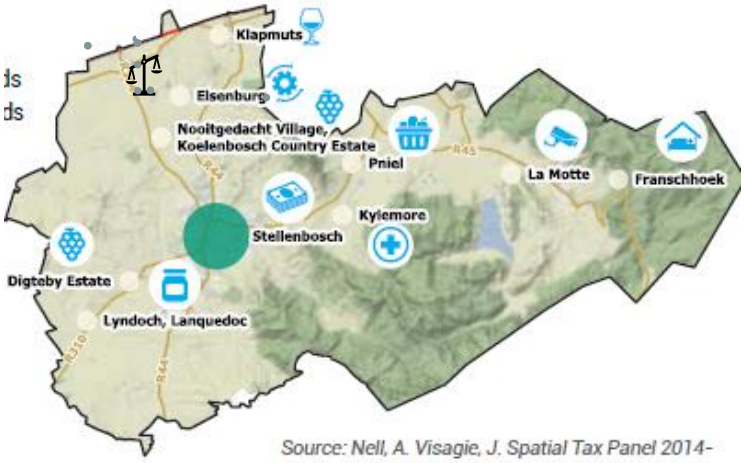
In 2022, monetary intermediation emerged as the primary driver of formal employment in the Stellenbosch municipal area, employing **14 117** individuals. Beverage manufacturing, predominantly in the wine industry, followed closely, providing jobs for 7 142 people. All the data below are sourced from the Local Government Socio-economic Profile 2023.

Table 8: Top five sectors

Sectors	Number of FTE Jobs
Monetary Intermediation	14 117
Manufacturing of beverages	7 142
Higher Education	5 450
Restaurants and mobile food service activities	4 864
Growing of perennial crops	4 761

5 Sectors Jobs

The significant disparity in median monthly incomes between these sectors, with figures of R27 446 and R8 940 respectively, vividly illustrates the pervasive socioeconomic inequality within the municipality.



Source: Nell, A. Visagie, J. Spatial Tax Panel 2014-

This inequality not only poses challenges to the well-being of residents but also carries implications for municipal revenue generation. Disparities in income levels can impact local tax revenues, potentially affecting the municipality's capacity to fund essential services and infrastructure projects.

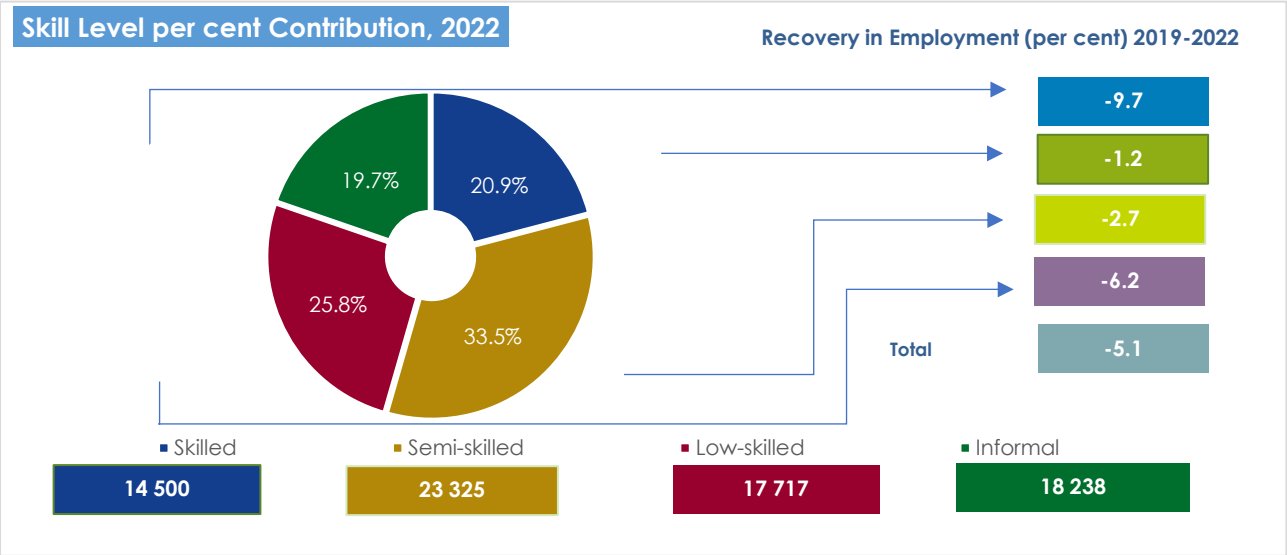
Addressing this inequality is crucial not only for social equity but also for sustaining a stable and prosperous municipal economy.

Formal and Informal Employment

The presence of Stellenbosch University and the diverse industries in the area have led to a diverse workforce composition, with 20.9 per cent classified as skilled workers and 33.5 per cent as semi-skilled workers. Informal sector activities, particularly in trade, agriculture, and personal services, contribute

significantly to employment, accounting for 19.7 per cent of the workforce in 2021. However, a notable challenge exists for low-skilled workers, constituting 25.8 per cent of the workforce, as recent job creation trends have favoured semi-skilled and skilled workers, limiting opportunities for this demographic.

Graph 13: Skill level Contribution, 2022



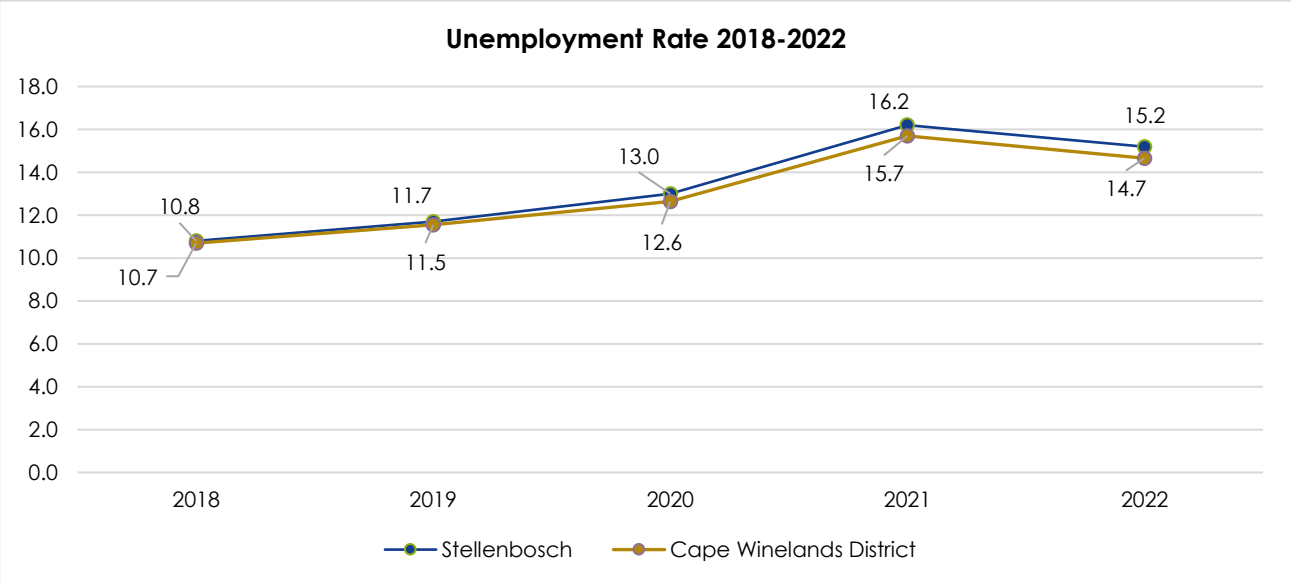
Source: Western Cape Local Government Social–Economic Profile 2023 (Stellenbosch Municipality)

Unemployment

It is crucial to facilitate access to education and skills development initiatives in communities where high unemployment rates occur. Social transformation needs to be promoted and provide enough relevant opportunities and resources for affected demographic areas.

Not only does this initiative enhance the socio-economic landscape, but it also has implications for municipal revenue. A skilled and educated workforce can contribute to a more vibrant local economy, generating higher tax revenues to support municipal projects and services.

Graph 14: Unemployment Rate



Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

Free Basic Services per basic service

The provision of free basic services is summarised in the tables below.

Table 9: Free basic electricity to indigent HH

Electricity			
Financial year	Indigent Households		
	No. of HH	Unit per HH (kWh)	Value R'000
2017/18	6 453	100	6 216
2018/19	6 813	100	8 415
2019/20	4 932**	100	6 888
2020/21	5 198	100	7 711
2021/22	4 982	100	24 289
2022/23	5 744	100	24 822
*Average for the year **Only Indigent consumers who claimed free units			

Table 10: Free basic water services to indigent HH

Water			
Financial year	Indigent Households		
	No. of HH	Unit per HH (kl)	Value R'000
2015/16	6 486	10	7 760
2016/17	5 686	10	7 280
2017/18	6 453	10	2 391
2018/19	6 813	6	2 634
2019/20	6 666	6	2 741
2020/21	7 283	6	3 178
2021/22	4 681	6	8 829
2022/23	5 744	6	8 385
*Average for the year			

Table 11: Free basic sanitation to indigent HH

Sanitation			
Financial year	Indigent Households		
	No. of HH	Service per HH per week	Value R'000
2017/18	6 453	102.98	8 330
2018/19	6 813	112.25	9 177
2019/20	6 666	135.99	9 518
2020/21	7 283	145.73	11 075
2021/22	4 681	134.32	10 039
2022/23	5 744	143.05	9 434
*Average for the year			

Table 12: Free basic refuse removal services to indigent

Refuse Removal			
Financial year	Indigent Households		
	No. of HH	Service per HH per week	Value R'000
2017/18	6 453	1	8 662
2018/19	6 813	1	9 543
2019/20	6 666	1	10 878
2020/21	7 283	1	17 926
2021/22	4 681	1	17 159
2022/23	5 744	1	13 889
*Average for the year			

1.10 Basic Service Delivery Highlights and Challenges

1.10.1 Key Basic Services Delivery Highlights

It should be noted that the detailed highlights and challenges will be discussed in Chapter 3 under each respective service.

The following key basic service areas were achieved by the municipality:

Table 13: Key Basic Service Delivery Highlights

Service Area	Highlight	Description
Roads and Transport	The Distillery Road Bridge	This multi-disciplinary project had high historical significance and was completed on 28 February 2023, marking it the first bridge upgrade undertaken by the Stellenbosch Municipality.
Water and Wastewater Services	Capital Upgrades on Wastewater Treatment Works	Pniël WWTW Upgrade to 4.5MLD is completed. This WWTW is now able to treat current and future demand in the Dwarsriver Area, unlocking development.
	Capital Upgrades on Wastewater Treatment Works	Wemmerhoek WWTW Phase 1 Upgrade is completed. The Phase 1 upgrade allowed for redundancy in sludge handling and the ability to cope with the effect of loadshedding on sludge handling. Designs for the Phase 2 Upgrade (Quality and Capacity Improvement) are 90% complete, and funding is ready for implementation starting 28 February 2024.
	Capital Upgrades on Water Storage	Polkadraai Bulk Upgrade (Reservoirs and Pipelines) Phase 1 Upgrade: 70% complete, with Skilpadvlei Reservoir placed in operation. The Phase 1 upgrade will increase storage capacity in the area, and together with the Phase 2 upgrade (designs completed and ready for implementation in 2024/25), it will allow the transfer of water from Blackheath to Kayamandi.
	Improvements in disinfection	The introduction of improved operational procedures and minor dosing equipment upgrades have improved the disinfection of drinking water municipality-wide, with a corresponding reduction of risk to consumers.
Electricity	Installation of 1 300 electrical connections in Enkanini	2 300 of the 4 000 identified connections for Enkanini have been completed. The bulk infrastructure has also been upgraded to support the electrification of Enkanini.

Service Area	Highlight	Description
	Completion of the Cost of Supply Study	The cost of supply study enables the municipality to understand the real cost of providing electricity. This study also assists the municipality in determining the annual tariffs.
	Completion of the Energy Masterplan	The Energy Masterplan enables the municipality to understand the potential sources that can be utilised within the WC024 other than conventional means of electricity generation.
	Completion of the Electricity Infrastructure Masterplan	The Electricity Infrastructure Masterplan informs the municipality of the required network upgrades, network refurbishment, enabling new developments, and ensuring that the lifecycle of the infrastructure is optimally utilised.
	Appointment of a service provider to holistically investigate alternative energy generation initiatives	The service provider has been appointed to holistically investigate all possible options to mitigate the impact of loadshedding.
Waste Management	Street bins	Additional street bins were procured and delivered in February 2023.
	Builders' rubble diverted	Total builders' rubble diverted 17 667 tons.
	Garden waste	Total garden waste diverted: 5 460 tons.
	Recycling	Year on year increase in recycling collection was 23%.
	Appointments of Area Cleaning Assistant Superintendents and 3x general workers for refuse collection	Two assistant superintendents and three general workers for refuse collection were appointed to enhance service delivery within the WC024.
	Inclusion of Franschhoek in the Recycling Programme	An appointed contractor provides a door-to-door service for collecting recyclable waste. 39 tons of recyclable waste were collected during this financial year.

1.10.2 Key Basic Services Challenges

Despite the highlights, challenges were experienced by the municipality, as outlined below; however, actions were put in place to address these challenges:

Table 14: Key Basic Service Challenges

Service Area	Challenge	Actions to address
Roads, Transport and Stormwater	Increasing demand to address backlogs, undertake maintenance and repair, for infrastructure upgrades and new infrastructure, and not sufficient resources to address all needs and demands.	Prioritise projects and accept that not all needs and demands will be met in the short term and will be effected incrementally as budgets permit.
Water and Wastewater Services	Staff shortages and resignations / retirements are continuing to impact operations.	The department is in the process of reviewing its organogram and places a lot of effort into recruitment.
	Depots and Plants: Disciplinary Issues.	The department is continuously addressing the items with counselling sessions and disciplinary processes.
	Due to the continuous interruption of electricity supply because of loadshedding, the water and wastewater infrastructure was not designed to operate in such conditions.	Standby generators are used where possible.
	Infrastructure Vandalism: Vandalism of water and wastewater infrastructure is a challenge. There is an increase in vandalism cases during loadshedding.	The municipality is investigating the safeguarding of critical infrastructure, but it remains a challenge due to budget constraints.

Service Area	Challenge	Actions to address
	Procurement processes to procure services / goods which impact the operations and maintenance of infrastructure and the implementation of capital projects.	The municipality is considering more efficient means of procuring quickly and efficiently.
Electricity	Installation of hot water load control devices: access to properties to install the hot water load control devices remains a challenge.	Continuous visits and communication with these residents are ongoing.
	Token Identifier: Access to properties to reset meters remains a challenge.	Continuous visits and communication with these residents are ongoing.
	Installation of 1 300 electrical connections to **Enkanini**: The consultant underperformed, which caused a delay in the completion of the project.	Consultant was placed on terms that resulted in improved performance.
	Bulk upgrades to enable the **Enkanini Electrification project**: The medium-voltage route had to be altered due to the encroachment of houses onto the road reserve, which forced the department to install their electrical cables in the middle of the road. The re-routing resulted in delays and additional costs for the project.	The department embarked on a contract variation to complete the project.
	Staff shortages are impacting service delivery; although the impact is not experienced by the public, staff's wellbeing is severely affected, which is a great concern to the department's management. Even though the electricity infrastructure and customers have grown over the years, the staff complement has decreased.	Continuous engagement with executive management.
	Due to the continuous interruption of electricity supply because of loadshedding, the electricity infrastructure is starting to show signs of malfunctioning as it was not designed to operate in such conditions.	Investigations to improve the electricity infrastructure operations under these conditions are ongoing and attended to on an ad-hoc basis.
	Illegal connections: The installation of illegal connections persists despite engagement with stakeholders.	Engagement with stakeholders is ongoing, and on several occasions, the department embarked on an operation to remove these illegal connections.
	Infrastructure Vandalism: Vandalism of electricity infrastructure persists, and it appears that with loadshedding this act is on the increase.	The department has requested the safeguarding of the critical infrastructure, but it remains a challenge due to budget constraints.
Waste Management	Absence of a Youth Environmental Coordinator (YCOP) to assist with social engagement and awareness.	The municipality must explore filling the position within the department to increase social engagement and awareness.
	Increase in illegal dumping	Appointment of a Youth Environmental Coordinator (YCOP) to assist with social engagement and awareness.

Service Area	Challenge	Actions to address
	Staff Constraints	Effective and efficient recruitment and selection processes.

1.11 Financial Viability Highlights

Table 15: Municipal Viability Highlights

Highlight	Description
Long-Term Financial Plan	The municipality has developed a long-term financial planning tool that can be updated regularly for strategic planning.
Current Ratio	The municipality maintained a very good current ratio of 1.92:1. This compares well with the norm of 1.5 to 2:1.
Collection Rate	The municipality maintained a good collection rate for service debtors of 96%, which is above the norm of 95%. This indicates that the municipality's creditor control and debt collection processes are in place and the revenue is managed effectively.
Finance Charges	Finance charges represent 3.08% of the total operational expenditure. This compares favourably with the norm of 6% to 8%.
Liability Management	Capital costs (interest paid and redemption) represent 4.76% of total operating expenditure. This indicates that the municipality can take on additional financing from borrowing to invest in infrastructure projects.
mSCOA Specimen Financial Statements	The municipality implemented the National Treasury mSCOA specimen annual financial statements preparation template, where the financial statements are compiled utilising the data strings extracted from the financial system.
Debt Management	The municipality's total debt represents 26% of the total operational expenditure. This compares favourably with the norm of 45% and is an indication that the municipality can take on additional financing from borrowings.

1.12 Financial Viability Challenges

Table 16: Financial Viability Challenges

Challenge	Description
Financial Viability	The traceability of all debtors poses a challenge to the debt collection process. Low economic growth, an increase in unemployment, and above-inflation increases in the cost of water impact the affordability of municipal accounts.
Revenue Leakage	An integrated revenue enhancement approach was followed to combat revenue leakages.

1.13 Financial Overview

Table 17: Financial Viability and Management Financial Overview (000')

Details	Original budget	Adjustment Budget	Actual
	R'000		
Income			
Grants (Operating and Capital)	366 410	344 598	311 442
Taxes, Levies and Tariffs	1 666 592	1 632 137	1 582 733
Other	223 849	233 003	306 948
Sub-Total	2 256 851	2 209 738	2 201 123
***Less* Expenditure**	2 102 065	2 119 665	1 947 880
Net surplus / (deficit)	**154 786**	**90 073**	**253 243**

1.13.1 Operating Ratios

Table 18: Operating Ratios

Detail	Expected norm	Actual	Variance
Employee Cost	35%-40%	27.86%	-(9%-15%)
Repairs and Maintenance	15%	2.67%	-12.33%
Finance Charges	15%	3.08%	-11.95%

Employee cost is below the national norm of between 35% to 40%, representing a positive outcome. Repairs and maintenance are below the norm, which indicates that expenditure on repairs and maintenance would have to be increased in future budgets to properly maintain the Council's assets. Finance charges are 11.95% lower than the norm of 15%, this can be attributed mainly to the municipality's ability to fund its capital programmes to some extent from its resources (CRR) and not external finance.

1.13.2 Total Capital Expenditure

Table 19: Total Capital Expenditure (000')

Detail	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	R'000							
Original Budget	452 759	463 792	418 057	528 041	558 276	375 751	406 054	409 273
Adjustment Budget	437 183	482 580	499 855	563 550	577 905	453 880	403 508	378 709
Actual	**348 861**	**410 562**	**433 682**	**493 303**	**405 931**	**392 941**	**347 610**	**321 506**

1.14 Municipal Standard Chart of Accounts

MFMA Circular No. 80: Municipal Financial Systems and Processes requirements in support of the Municipal Standard Chart of Accounts (mSCOA) issued in terms of the Local Government: Municipal Finance Management, 2003 (Act No. 56 of 2003) (MFMA). In the MFMA SCOA Circular 1, it was indicated that mSCOA is a business reform rather than a mere financial reform and requires a multi-dimensional relationship.

The mSCOA was implemented in Stellenbosch Municipality on 01 July 2017. The municipality is in continuous engagement with the service provider, National Treasury, and other municipalities through various working groups as well as online platforms to improve mSCOA compliance and functionality.

1.15 Organisational Development Overview

The municipality, regarding municipal transformation and organisational development, achieved the following highlights:

Table 20: Organisational development highlights

Highlight	Description
Filling of critical posts	Critical posts are filled as and when required with the availability of funds.
Organisational Stability	All staff placements were made in terms of the new organisational structure.

1.16 MFMA Competencies

In terms of Section 83(1) of the MFMA, the accounting officer, senior managers, chief financial officer, non-financial managers, and other financial officials of a municipality must meet the prescribed financial management competency levels that are key to the successful implementation of the MFMA. The National Treasury prescribed such financial management competencies in Government Notice 493, dated 15 June 2007.

To help the above officials get the required financial skills, the National Treasury created an outcome-based NQF Level 6 qualification in municipal finance management with the help of many stakeholders and key players in local government.

In terms of Government Notice 493 of 15 June 2007, "(1) No municipality or municipal entity may, with effect as of 1 January 2013 (exempted until 30 September 2015 as per Government Notice 179 of 14 March 2014), employ a person as a financial official if that person does not meet the competency levels prescribed for the relevant position in terms of these Regulations."

The table below provides details of the financial competency development progress as required by the regulation (Government Notice 493 of 15 June 2007):

Table 21: Financial Competency Development: Progress Report

Description	A Total number of officials employed by municipality (Regulation 14(4)(a) and (c))	B Total number of officials employed by municipal entities (Regulation 14(4)(a) and (c)	Consolidated: Total of A and B	Consolidated: Competency assessments completed (Regulation 14(4)(b) and (d))	Consolidated: Total number of officials whose performance agreements comply with Regulation 16 (Regulation 14(4)(f))	Consolidated: Total number of officials that meet prescribed competency levels (Regulation 14(4)(e))
Financial Officials						
Accounting Officer	1	0	1	1	1	1
Chief Financial Officer	1	0	1	1	1	1
Senior Managers	4	0	4	4	4	4
Any other financial officials	1	0	1	1	1	1
Supply Chain Management Officials						
Heads of supply chain management units	1	0	1	1	1	1
Supply chain management senior managers	2	0	2	2	2	1

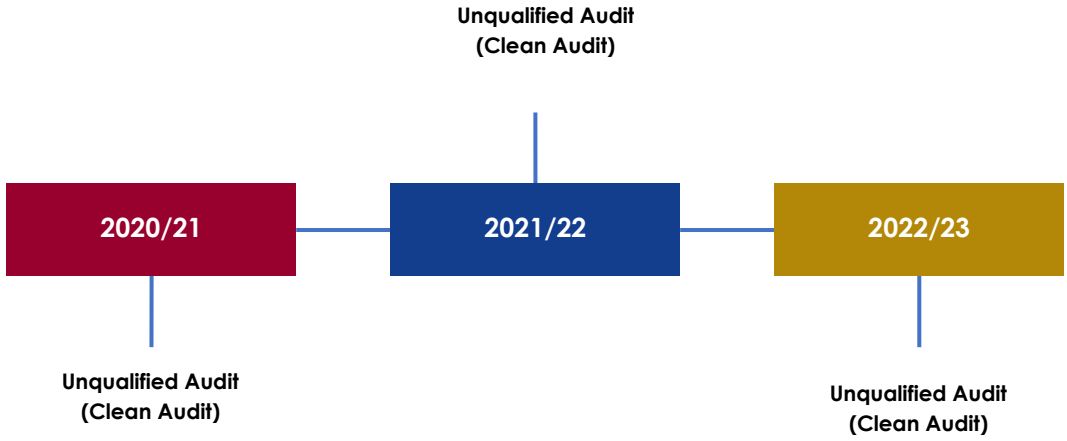
1.17 Auditor General of South Africa's Report

The Auditor-General of South Africa has a constitutional mandate and, as the Supreme Audit Institution (SAI) of South Africa, exists to strengthen the country's democracy by enabling oversight, accountability, and governance in the public sector through auditing, thereby building public confidence. In short, the Auditor-General checks the spending of public money by looking at whether it has been used for the purposes intended. This process is concluded by annually checking all government spending.

The audit outcomes of a municipality are based on the fair presentation and absence of significant misstatements in financial statements, performance information for predetermined objectives that was reliable and credible, and all financial / non-financial information that complied with laws and regulations.

The diagram below indicates the audit outcome progress from 2020/21 to 2022/23.

Figure 11: Audit Outcome Progress 2020/21 - 2022/23



CHAPTER 2: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

2.1 Introduction

Good governance is an approach to government that is committed to creating a system founded on strengthening democracy, promoting transparency, building public administrative capacity, responding to public needs, and respecting human rights. It is measured by eight factors: **participation, rule of law, transparency, responsiveness, consensus-oriented countability, effectiveness and efficiency, equitability, and inclusivity**. Within the context of good governance, corruption is minimised, the views of minorities are considered, and the voices of the most vulnerable in society are heard in decision-making. It is also responsive to the present and future needs of society.

2.2 National Key Performance Indicators - Good Governance and Public Participation

The following table indicates the municipality's performance in terms of the National Key Performance Indicators required in terms of the Local Government: Municipal Planning and Performance Management Regulations 796 of 2001 and Section 43 of the MSA. This key performance indicator is linked to the National Key Performance Area: Good Governance and Public Participation.

Table 22: National KPI - Good Governance and Public Participation

KPA and Indicators	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan.	85.08%	86.5%	87.5%	70.25%	86.57%	84.29%	84.79%

2.3 Performance Highlights - Good Governance and Public Participation

Table 23: Highlights of Good Governance and Public Participation

Highlight	Description
Audit Outcomes	Finalised (unqualified with no findings)
MSA Sections 79 and 80 Committees of Council	The establishment of functional S.80 and S.79 Committees of the Council and held meetings regularly.
Public Participation	The new Council had the opportunity to participate in the IDP sessions held in January 2022 and April 2022 with all 23 wards.
Communication	The municipality stays abreast with communication trends. Public participation has been rolled out via online streaming at satellite offices.
Compliance	The municipality adhered to all laws and regulations in terms of compliance.

2.4 Challenges - Good Governance and Public Participation

Table 24: Challenges of Good Governance and Public Participation

Description	Actions to address
Fraud and Corruption Management	Active reporting has been sustained via the fraud hotline, direct phone calls received, and walk-in responses. Regrettably, it has come to light that the fraud hotline and the Regulations for Senior Managers (Misconduct and Financial Misconduct) are being exploited to target individuals and management unjustly.

2.5 Public satisfaction with municipal services

No formal community surveys were developed; the community makes use of the social space to state their satisfaction or dissatisfaction with services, and the municipality will try its utmost to address the needs of the public.

COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

2.6 Political Governance Structure

The Council performs both legislative and executive functions. It focuses on legislative, oversight, and participatory roles and has delegated its executive function to the Executive Mayor and the Mayoral Committee. Its primary role is to debate issues publicly as well as facilitate political debates and discussions. Apart from their functions as policymakers, councillors are also actively involved with community work and in the various social programmes in the municipal area.

Stellenbosch Municipality is represented by 45 councillors, of whom 23 were elected directly as ward councillors. The rest of the councillors were elected based on the proportion of votes cast for the different political parties. The political composition of the Council is as follows from the previous Council and the newly elected Council:

2.6.1 Council – 01 July 2022 to 30 June 2023

Below is a table that categorises the councillors within their specific political parties and wards.

Table 25: Council for the period 01 July 2022 to 31 May 2023

No.	Name of Councillor	Capacity	Political Party	Ward Councillor and Proportional (PR)
1	G van Deventer (Ms)	Executive Mayor	DA	PR
2	JS Fasser (Mr)	Deputy Executive Mayor including Finance Portfolio	DA	PR
3	Q Smit (Mr)	Speaker	DA	PR
4	P R Crawley	Chief Whip	DA	PR
5	R A Adams	MayCo member	DA	Ward Councillor: Ward 4
6	J Andrews	Part-time	PA	PR
7	JC Anthony	Part-time	DA	Ward Councillor: Ward 18
8	Z J Dalling	Mayco member	DA	Ward Councillor: Ward 09
9	M M Danana	Part-time	ANC	Ward Councillor: Ward 14
10	I De Taillefer	Part-time	VF Plus	PR
11	R Du Toit	MayCo member	DA	Ward Councillor: Ward 10
12	A Ferns	Part-time	DA	Ward Councillor: Ward 7

No.	Name of Councillor	Capacity	Political Party	Ward Councillor and Proportional (PR)
13	E Groenewald	Part-time	DA	Ward Councillor: Ward 22
14	A Crombie (until March 2023 – passed away)	Part-time	DA	PR
	S Schafer (from April 2023 – replacement of Cllr Crombie)	Part-time	DA	PR
15	A J N Hanekom	Part-time	DA	PR
16	R B Hendrikse	Part-time	GOOD	PR
17	P Johnson	MayCo member	DA	Ward Councillor: Ward 17
18	J Joon	MayCo member	DA	Ward Councillor: Ward 20
19	O L Jooste	Part-time	ACDP	PR
20	X Kalipa	MayCo member	DA	
21	N Mananga-Gugushe	Part-time	ANC	PR
22	C Manuel	Part-time	DA	Ward Councillor: Ward 3
23	E P Masimini	Part-time	ANC	Ward Councillor: Ward 15
24	N E Mcombring	Part-time	DA	Ward Councillor: Ward 6
25	X L Mdemka	Part-time	DA	PR
26	M M Mkhontwana	Part-time	EFF	PR
27	R S Nalumango	Part-time	ANC	PR
28	Z R Ndalasi	Part-time	EFF	PR
29	L Nkamisa	MayCo member	DA	Ward Councillor: Ward 23
30	M Nkopane	Part-time	ANC	Ward Councillor: Ward 13
31	C D Noble	Part-time	GOOD	PR
32	N Ntsunguzi	Part-time	ANC	PR
33	N Olayi	Part-time	DA	PR
34	W C Petersen	Part-time	DA	Ward Councillor: Ward 2
35	R O Pheiffer	Part-time	DA	Ward Councillor: Ward 1
36	W F Pietersen	Full-time MPAC Chairperson	PDM	PR
37	M G Rataza	Part-time	ANC	PR
38	J P Serdyn	Part-time	DA	Ward Councillor: Ward 11
39	FJ Badenhorst (until 8 March 2023)	MayCo member	DA	Ward Councillor: Ward 21
	M Slabbert (from 8 March 2023)	Part-time	DA	Ward Councillor: Ward 21
40	Q Smit	Speaker	DA	PR
41	A Tomose	Part-time	ANC	Ward Councillor: Ward 12
42	M Van Stade	Part-time	GOOD	PR
43	R B Van Rooyen	Part-time	DA	Ward Councillor: Ward 5
44	C Van Wyk	MayCo member	DA	Ward Councillor: Ward 8
45	E Vermeulen	Part-time	DA	Ward Councillor: Ward 16
46	J Williams	MayCo member	DA	Ward Councillor: Ward 19

Table 26: Council from 01 June 2023 – 30 June 2023

No.	Name of Councillor	Capacity	Political Party	Ward Councillor and Proportional (PR)
1.	G van Deventer (Ms)	Executive Mayor	DA	PR
2.	JS Fasser (Mr)	Deputy Executive Mayor including Finance Portfolio	DA	PR
3.	Q Smit (Mr)	Speaker	DA	PR
4.	A Hanekom (Mr)	Part-time	DA	PR
5.	S Schafer (Mr)	Part-time	DA	PR
6.	X Kalipa (Mr)	MayCo Member	DA	PR
7.	P Crawley (Ms)	Chief Whip	DA	PR
8.	X Mdemka (Ms)	Part - time	DA	PR
9.	N Olayi (Mr)	Part-time	DA	PR
10.	R Pheiffer (Mr)	MayCo Member	DA	Ward Councillor: Ward 1
11.	WC Petersen (Mr)	Part-time	DA	Ward Councillor: Ward 2
12.	C Manuel (Mr)	Part-time	DA	Ward Councillor: Ward 3
13.	R Adams	Part-time	DA	Ward Councillor: Ward 4
14.	RB van Rooyen (Mr)	Part-time	DA	Ward Councillor: Ward 5
15.	NE Mcombring (Ms)	Part-time	DA	Ward Councillor: Ward 6
16.	A Ferns (Ms)	Part-time	DA	Ward Councillor: Ward 7
17.	C van Wyk (Ms)	MayCo Member	DA	Ward Councillor: Ward 8
18.	Z Dalling (Ms)	Part-time	DA	Ward Councillor: Ward 9
19.	R du Toit (Ms)	MayCo Member	DA	Ward Councillor: Ward 10
20.	J Serdyn (Ms)	Part-time	DA	Ward Councillor: Ward 11
21.	E Vermeulen (Ms)	Part-time	DA	Ward Councillor: Ward 16
22.	P Johnson (Mr)	MayCo Member	DA	Ward Councillor: Ward 17
23.	J C Anthony (Ald)	MayCo Member	DA	Ward Councillor: Ward 18
24.	J Williams (Mr)	MayCo Member	DA	Ward Councillor: Ward 19
25.	J Joon (Mr)	MayCo Member	DA	Ward Councillor: Ward 20
26.	M J Slabbert (Mr)	Part-time	DA	Ward Councillor: Ward 21
27.	E Groenewald (Ms)	Part-time	DA	Ward Councillor: Ward 22
28.	L Nkamisa (Mr)	MayCo Member	DA	Ward Councillor: Ward 23
29.	RS Nalumango (Ms)	Part-time	ANC	PR
30.	N Ntsunguzi (Ms)	Part-time	ANC	PR
31.	MG Rataza (Mr)	Part-time	ANC	PR
32.	N Mananga – Gugushe (Ms)	Part-time	ANC	PR
33.	A Tomose (Mr)	Part-time	ANC	Ward Councillor: Ward 12
34.	M Nkopane (Ms)	Part-time	ANC	Ward Councillor: Ward 13
35.	MM Danana (Mr)	Part-time	ANC	Ward Councillor: Ward 14
36.	EP Masiminini (Mr)	Part-time	ANC	Ward Councillor: Ward 15
37.	CD Noble (Mr)	Part-time	GOOD	PR
38.	RB Hendrikse (Ms)	Part-time	GOOD	PR
39.	M van Stade (Mr)	Part-time	GOOD	PR
40.	ZR Ndalasi (Mr)	Part-time	EFF	PR
41.	NM Mkhontwana (Ms)	Part-time	EFF	PR

No.	Name of Councillor	Capacity	Political Party	Ward Councillor and Proportional (PR)
42.	OL Jooste (Mr)	Part-time	ACDP	PR
43.	W Pietersen (Mr)	Full-time MPAC Chairperson	PDM	PR
44.	J Andrews (Mr)	Part-time	PA	PR
45.	I De Taillefer (Ms)	Part-time	VF Plus	PR

The table below indicates the Council meetings attendance for the 2022/23 financial year.

Table 27: Council meetings for the 2022/23 financial year

Meeting dates	Number of items (resolutions) submitted	Percentage Attendance of Council Meetings	Percentage Apologies for non-Attendance
22 June 2022	19	100%	4
27 July 2022	22	100%	2
24 August 2022	17	100%	4
26 October 2022	27	100%	2
23 November 2022	24	100%	5
12 January 2023 (Special Council)	1	100%	5
30 January 2023	16	100%	-
22 February 2023	10	100%	1
29 March 2023	18	100%	4
26 April 2023	22	100%	-
24 May 2023	23	100%	3
27 June 2023	15	100%	7
26 July 2023	23	100%	6

2.7 Executive Mayoral Committee

The Mayoral Committee assists the Executive Mayor of the municipality, who oversees the municipality's political executive branch. The Executive Mayor is at the centre of the system of governance since executive powers are vested in the executive mayor to oversee the day-to-day affairs of the municipality. This encompasses an overarching strategic and political responsibility. The key element of the executive model is that executive power is vested in the Executive Mayor, in addition, delegated powers by the Council were assigned. There was a reshuffle of the Mayco committee due to the resignation of Councillor Badenhorst. The new portfolios and committee were implemented on 01 May 2023.

Although accountable for the strategic direction and performance of the municipality, the Executive Mayor operates in consultation with the Mayoral Committee.

The Executive Mayoral Committee positions were occupied as follows:

Table 28: Executive Mayoral Committee

Executive Mayoral Committee 1 July 2022 – 31 May 2023		Executive Mayoral Committee 01 June 2023– 30 June 2022	
Name of member	**Portfolio**	**Name of member**	**Portfolio**
G van Deventer (Adv) [Ms]	Executive Mayor	Alderwoman Cllr G van Deventer	Executive Mayor
Cllr J Fasser	Deputy Executive Mayor, including Integrated Human Settlements	Cllr J Fasser	Deputy Executive Mayor, including Financial Services

Executive Mayoral Committee 1 July 2022 – 31 May 2023		Executive Mayoral Committee 01 June 2023– 30 June 2022	
Name of member	**Portfolio**	**Name of member**	**Portfolio**
Cllr R Adams	MayCo member: Chairperson: Sport, Youth and Culture	Cllr JC Anthony	MayCo member: Sport, Youth and Culture
Cllr FJ Badenhorst	MayCo member: Chairperson: Protection Services	Cllr R Du Toit	MayCo member: Human Settlement
Cllr Z Dalling	MayCo member: Chairperson: Infrastructure Services	Cllr P Johnson	MayCo member: Infrastructure
Cllr R Du Toit	MayCo member: Chairperson: Local Economic Development	Cllr J Joon	MayCo member: Rural Management
Cllr P Johnson	MayCo member: Chairperson: Finance	Cllr X Kalipa	MayCo member: Community Development
Cllr J Joon	MayCo member: Chairperson: Parks, Open Spaces, and Environment	Cllr L Nkamisa	MayCo member: Corporate Services
Cllr L Nkamisa	MayCo member: Chairperson: Corporate Services	Cllr R Pheiffer	MayCo member: Protection Services
Cllr C Van Wyk	MayCo member: Planning	Cllr C Van Wyk	MayCo member: Planning, LED, and Tourism
Cllr J Williams	MayCo member: Rural Management	Cllr J Williams	MayCo member: Parks, Open Spaces, and Environment

The table below indicates the dates of the Executive Mayoral Committee meetings and the number of reports submitted to the Council for the 2022/23 financial year.

Table 29: Executive Mayoral Committee Meetings held for the period 01 July 2022 – 30 June 2023

Meeting dates	Number of items submitted
20 July 2022	15
16 August 2022	11
14 September 2022	4
19 October 2022	16
16 November 2022	17
19 January 2023	9
15 February 2023	8
22 March 2023	19
19 April 2023	14
17 May 2023	12
14 June 2023	5

2.7.1 Portfolio Committees

In terms of Section 80 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998), if a council has an executive committee, it may, in terms of Section 79, appoint committees of councillors to assist the executive committee or executive mayor. Section 80 stipulates that committees are permanent committees that specialise in a specific functional area of the municipality and, in some instances, may make decisions on specific functional issues. They advise the executive committee on policy matters and make recommendations to the council.

The tables below show a comparison of the portfolio committees and meeting dates from 01 July 2022 until 31 May 2023 and the newly elected mayoral committee from 01 June 2022 until 30 June 2023.

2.7.1.1 Comparison of the Planning LED and Tourism - Portfolio Committee for the periods of 01 July 2022 - 31 May 2023 and 01 June 2023 – 30 June 2023

Table 30: Comparison of the Planning; LED and Tourism Committee

Period 01 July 2022 – 31 May 2023		Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 31 June 2023	
Planning Portfolio Committee		LED and Tourism Committee		Planning, LED, and Tourism Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**	**Name of member**	**Capacity**
Cllr C Van Wyk	Portfolio Chairperson	Cllr R Du Toit	Portfolio Chairperson	Cllr C Van Wyk	Portfolio Chairperson
Cllr JC Anthony	Committee member	Cllr N Mcombring	Committee member	Cllr A Hanekom	Committee member
Cllr M Danana	Committee member	Cllr R Pheiffer	Committee member	Cllr M Slabbert	Committee member
Cllr A Hanekom	Committee member	Cllr De Taillerfer	Committee member	Cllr M Danana	Committee member
Cllr R Hendrikse	Committee member			Cllr R Hendrikse	Committee member

2.7.1.2 Planning; LED and Tourism Portfolio Committee meetings for the periods of 01 July 2022 – 31 May 2023 and 01 June – 30 June 2023

Table 31: Planning: LED and Tourism Committee Portfolio Committee Meeting dates

Period 01 July 2022 – 31 May 2023		Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 31 June 2023	
Planning Portfolio Committee meeting dates		LED and Tourism Committee meeting dates		Planning Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
04 October 2022	2	06 September 2022	2	-	0
02 May 2023	4	06 October 2022	1	-	0
01 August 2023	2	03 November 2023	1	-	0
		06 December 2022	1	-	0
		07 February 2023	1	-	0
		02 March 2023	1	-	0
		06 April 2023	1	-	0
		04 May 2023	1	-	0

2.7.1.3 Comparison of the Infrastructure Committee for the periods of 01 July 2022 – 31 May 2023 and 01 June – 30 June 2023

Table 32: Infrastructure Services Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Infrastructure Portfolio Committee		Infrastructure Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr Z Dalling	Portfolio Chairperson	Cllr P Johnson	Portfolio Chairperson
Cllr R van Rooyen	Committee member	Cllr R Van Rooyen	Committee member
Cllr N Mcombring	Committee member	Cllr N Mcombring	Committee member
Cllr R Nalumango	Committee member	Cllr R Nalumango	Committee member
Cllr Z Ndalasi	Committee member	Cllr Z Ndalasi	Committee member

2.7.1.4 Infrastructure Services Portfolio Committee meetings for the periods of 01 July 2022 – 31 May 2023 and 01 June – 30 June 2023

Table 51: Infrastructure Services Portfolio Committee Meeting dates

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Infrastructure Portfolio Committee meeting dates		Infrastructure Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
06 October 2022	8	01 June 2023	2
01 December 2022	2	-	0
02 March 2023	1	-	0

2.7.1.5 Comparison of the Financial Services Portfolio Committee for the periods of 01 July 2022 – 31 May 2023 and 01 June – 30 June 2023

Table 33: Financial Services Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Financial Services Portfolio Committee		Financial Services Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr P Johnson	Portfolio Chairperson	Cllr J Fasser	Portfolio Chairperson
Cllr W Petersen	Committee Member	Cllr W Petersen	Committee member
Cllr E Groenewald	Committee Member	Cllr E Groenewald	Committee member
Cllr A Tomose	Committee Member	Cllr A Tomose	Committee member
Cllr R Hendrickse	Committee Member	Cllr R Hendrikse	Committee member

2.7.1.6 Financial Services Portfolio Committee meetings for the periods of 01 July 2022 – 31 May 2023 and 01 June – 30 June 2023

Table 34: Financial Services Portfolio Committee Meeting dates

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Financial Portfolio Committee meeting dates		Financial Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
-	0	-	0

2.7.1.7 Comparison of the Protection Services Portfolio Committee for the periods of 01 July 2022 – 31 May 2023 and 01 June – 30 June 2023

Table 35: Comparison of the Protection Services Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Protection Services Portfolio Committee		Protection Services Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr R Badenhorst	Portfolio Chairperson	Cllr R Pheiffer	Portfolio Chairperson
Cllr C Manuel	Committee member	Cllr C Manuel	Committee member
Cllr A Hanekom	Committee Member	Cllr M Slabbert	Committee member
Cllr M Nkopane	Committee member	Cllr M Nkopane	Committee member
Cllr N Mkhontwana	Committee member	Cllr N Mkhontwana	Committee member

2.7.1.8 Protection Portfolio Committee meetings for the periods of periods of 01 July 2022 – 31 May 2023 and 01 June – 30 June 2023

Table 36: Protection Services Portfolio Committee Meeting Dates

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Protection Portfolio Committee meeting dates		Protection Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
03 August 2022	4	07 June 2023	0
07 September 2022	6	-	0
05 October 2022	2	-	0
01 February 2023	3	-	0
01 March 2023	3	-	0
03 May 2023	9	-	0

2.7.1.9 Comparison of the Human Settlements Portfolio Committee for the period of 01 July 2022 - 31 May 2023 and 01 June 2023 – 30 June 2023

Table 37: Human Settlements Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Human Settlements Portfolio Committee		Human Settlements Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr J Fasser	Deputy Executive Mayor – Portfolio Chairperson	Cllr R Du Toit	Portfolio Chairperson
Cllr E Vermeulen	Committee member	Cllr E Vermeulen	Committee member
Cllr J Serdyn	Committee member	Cllr J Serdyn	Committee member
Cllr N Ntsunguzi	Committee member	Cllr N Ntsunguzi	Committee member

2.7.1.10 Human Settlements Portfolio Committee meetings for the period of 01 July 2022 - 31 May 2023 and 01 June 2023 – 30 June 2023

Table 38: Human Settlements Portfolio Committee meeting dates

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Human Settlements Portfolio Committee meeting dates		Human Settlements Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
01 March 2023	1	07 June 2023	3
05 April 2023	1	-	0

2.7.1.11 Comparison of the Rural Management Portfolio Committee for the periods of 01 July 2022 - 31 May 2023 and 01 June 2023 – 30 June 2023

Table 39: Rural Management Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Rural Management Portfolio Committee		Rural Management Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr J Williams	Portfolio Chairperson	Cllr J Joon	Portfolio Chairperson
Cllr X Mdemka	Committee member	Cllr J Serdyn	Committee member
Cllr C Manuel	Committee member	Cllr C Manuel	Committee member
Cllr E Masimini	Committee member	Cllr E Masimini	Committee member

2.7.1.12 Rural Management Portfolio Committee meetings for the periods of 01 July 2022 - 31 May 2023 and 01 June 2023 – 30 June 2023

Table 40: Rural Management Portfolio Committee meeting dates

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Rural Management Portfolio Committee meeting dates		Rural Management Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
01 March 2023	1	07 June 2023	1

2.7.1.13 Comparison of the Youth, Sport, and Culture Portfolio Committee for the periods of 01 July 2022 - 31 May 2023 and 01 June 2023 – 30 June 2023

Table 41: Youth, Sport, and Culture Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Youth, Sport, and Culture Portfolio Committee		Youth, Sport, and Culture Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr R Adams	Portfolio Chairperson	Ald J C Anthony	Portfolio Chairperson
Cllr R Pheiffer	Committee member	Cllr R Van Rooyen	Committee member
Cllr R van Rooyen	Committee member	Cllr N Mcombring	Committee member
Cllr C Noble	Committee member	Cllr C Noble	Committee member
Cllr J Andrews	Committee member	Cllr J Andrews	Committee member

2.7.1.14 Youth, Sport, and Culture Portfolio Committee meetings for the periods of 01 July 2022 - 31 May 2023 and 30 June 2023 – 30 June 2023

Table 42: Rural Management Portfolio Committee meeting dates

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Youth, Sport, and Culture Portfolio Committee meeting dates		Youth, Sport, and Culture Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
04 August 2022	8	01 June 2023	4
01 September 2022	5		
13 October 2022	5		
03 November 2022	9		
02 February 2023	4		
02 March 2023	8		
04 May 2023	16		

2.7.1.15 Comparison of the Community Development (Parks, Open Spaces, Environment) Portfolio Committee for the periods of 01 July 2022 - 31 May 2023 and 30 June 2023 – 30 June 2023

Table 43: Community Development (Parks, Open Spaces, Environment) Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Community Development (Parks, Open Spaces, Environment) Portfolio Committee		Community Development (Parks, Open Spaces, Environment) Portfolio Committee	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr J Joon	Portfolio Chairperson	Cllr J Williams	Portfolio Chairperson
Cllr E Vermuelen	Committee member	Cllr E Vermeulen	Committee member
Cllr A Hanekom	Committee member	Cllr Z Dalling	Committee member
Cllr M Nkopane	Committee member	Cllr M Nkopane	Committee member

2.7.1.16 Community Development (Parks, Open Spaces, Environment) Portfolio Committee meetings for the periods of 01 July 2022 - 31 May 2023 and 30 June 2023 – 30 June 2023

Table 44: Community Development (Parks, Open Spaces, Environment) Portfolio Committee meeting dates

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Community Development (Parks, Open Spaces, Environment) Portfolio Committee meeting dates		Community Development (Parks, Open Spaces, Environment) Portfolio Committee meeting dates	
Meeting dates	**Number of reports submitted**	**Meeting dates**	**Number of reports submitted**
10 August 2022	2	05 June 2023	3
12 September 2022	1		
10 October 2022	1	-	0
07 November 2022	2	-	0
06 March 2023	2	-	0
08 February 2023	2	-	0

2.7.1.17 Corporate Services Portfolio Committee for the period of 01 July 2022 until 30 June 2023

Table 45: Corporate Services Portfolio Committee

Period 01 July 2022 – 31 May 2023		Period 01 June 2023 – 30 June 2023	
Name of member	**Capacity**	**Name of member**	**Capacity**
Cllr L Nkamisa	Portfolio Chairperson	Cllr L Nkamisa	Portfolio Chairperson
Ald JC Anthony	Committee member	Cllr Z Dalling	Committee member
Cllr J Serdyn	Committee member	Cllr J Serdyn	Committee member
Cllr M Rataza	Committee member	Cllr M Rataza	Committee member
		Cllr I de Taillefer	Committee member

2.7.1.18 Corporate Services Portfolio Committee meetings for the period of 01 July 2022 until 30 June 2023

Table 46: Corporate Services Portfolio Committee Meeting Dates

Period 01 July 2022 – 30 June 2023	
Meeting dates	**Number of reports**
22 August 2022	1
05 September 2022	1
07 February 2023	1
07 March 2023	1
06 June 2023	1
01 August 2023	2

2.7.1.19 Community Services Portfolio Committee for the period of 01 June 2023 until 30 June 2023

Table 47: Community Services Portfolio Committee

Period 01 June 2023 – 30 June 2023	
Name of member	**Capacity**
Cllr X Kalipa	Portfolio Chairperson
Cllr N Mcombring	Committee member
Cllr R Van Rooyen	Committee member
Cllr M Nkopane	Committee member
Cllr N Mkhontwana	Committee member

2.7.1.20 Community Services Portfolio Committee meetings for the period of 01 June 2023 until 30 June 2023

Table 48: Community Services Portfolio Committee Meeting Dates

Period 01 June 2023 – 30 June 2023	
Meeting dates	**Number of reports**
03 August 2023	3
07 September 2023	2

2.7.2 Section 79 Committees

2.7.2.1 Municipal Public Accounts Committee (MPAC)

Table 49: MPAC Committee

Period 01 July 2022 – 30 June 2023	
Name of member	**Capacity**
Cllr W Pietersen	Chairperson
Cllr A Ferns	Committee Member
Cllr R Adams	Committee Member until 01 June 2023
Cllr N Olayi	Committee Member
Cllr N Gugushe	Committee Member
Cllr S Schafer (from 01 April 2023- replaced Cllr A Crombie)	Committee Member (from 01 April 2023- replaced Cllr A Crombie)
Cllr O Jooste	Committee Member
Cllr A Crombie (until March 2023 (passed away)	
Cllr X Kalipa	Committee Member until 30 May 2023

Table 50: MPAC Meeting Dates

Period 01 July 2022 – 30 June 2023	
Meeting dates	**Number of reports**
19 August 2022	3
31 August 2022	1 (IN COMMITTEE)
20 April 2023	3
14 June 2023	4

2.7.2.2 Local Labour Forum (LLF)

Table 51: Local Labour Forum (LLF)

Period 01 July 2022 – 30 June 2023	
Name of member	**Capacity**
Cllr L Nkamisa	Deputy Chairperson
Cllr N Mananga-Gugushe	Committee Member
Cllr I De Tailerfer (Ms)	Committee Member
Cllr C Van Wyk	Committee Member
Cllr R Pheiffer	Committee Member

Table 52: Local Labour Forum Meeting Dates

Period 01 July 2022 – 30 June 2023	
Meeting dates	**Number of reports**
25 July 2022	4
29 August 2022	3
26 September 2022	6
31 October 2022	7
28 November 2022	8
30 January 2023	10
27 March 2023	6
24 April 2023	9
29 May 2023	9
31 July 2023	7
28 August 2023	7

2.7.2.3 Councillor Disciplinary Committee

Table 53: Councillor Disciplinary Committee Portfolio Committee

Period 01 July 2022 – 30 June 2023	
Name of member	**Capacity**
Cllr R Badenhorst	Chairperson for period 1/07/2022 – 6 Dec 2022
Cllr P Johnson	Chairperson from 31 Jan 2023 - Current
Cllr C Van Wyk	Committee Member
Cllr J Fasser	Committee Member
Cllr N Rataza	Committee Member
Cllr R Hendrikse	Committee Member

Table 54: Councillor Disciplinary Committee Portfolio Committee meeting dates

Period 01 July 2022 – 30 June 2023	
Meeting dates	**Number of reports**
-	0

2.7.2.4 Rules Portfolio Committee

Table 55: Rules Portfolio Committee

Period 01 July 2022 – 30 June 2023	
Name of member	**Capacity**
Cllr Q Smit	Chairperson
Chief Whip P Crawley	Committee Member
Cllr J Andrews	Committee Member
Cllr I De Taillefer	Committee Member
Cllr O Jooste	Committee Member
Cllr Z Ndalasi	Committee Member
Cllr M Rataza	Committee Member
Cllr W Pietersen	Committee Member
Cllr W Van Stade	Committee Member

Table 56: Rules Portfolio Committee Meeting dates

Period 01 July 2022 – 30 June 2023	
Meeting dates	**Number of reports**
-	0

2.8 Strategic Governance Structure

The Municipal Manager is the Chief Accounting Officer of the municipality. The Municipal Manager is the head of the administration and primarily serves as the chief custodian of service delivery. The Municipal Manager is assisted by the Management Team, which reports directly to the Municipal Manager. The structure of the management team is outlined in the diagram below:

Table 57: Top Management Structure



Geraldine Mettler

Municipal Manager

Strategic Management; Internal Audit; Corporate Governance; Risk Management; Intergovernmental Relations; International Relations; Integrated Development Planning; Organisational Performance Management; Communications; and Knowledge Management.



Annalene de Beer

Director: Corporate Services

Administrative Services; Legal and Compliance; Human Resources Management; Individual Performance Management; Information and Communication Technology; Councillor's Support; Committee Services; Municipal Court; and Properties Management and



Anthony Barnes

Director: Planning and Economic Development

Development Management; Development Planning; Integrated Human Settlements; Building Management; Heritage Resource Management; Spatial Planning and Land Use Management; Local Economic Development and Tourism, Housing Development; Informal Settlements; and Housing Administration.



Kevin Carolus

Chief Financial Officer

Revenue Management; Expenditure Management; Budget Preparation and Management; Management of Financial Statements; Supply Chain Management; Financial Systems; and Asset Management.



Shane Chandaka

Director: Infrastructure Services

Roads, Transport and Storm Water; Water and Wastewater Services; Electrical Services; Waste Management; and Infrastructure Planning, Development, and Implementation.

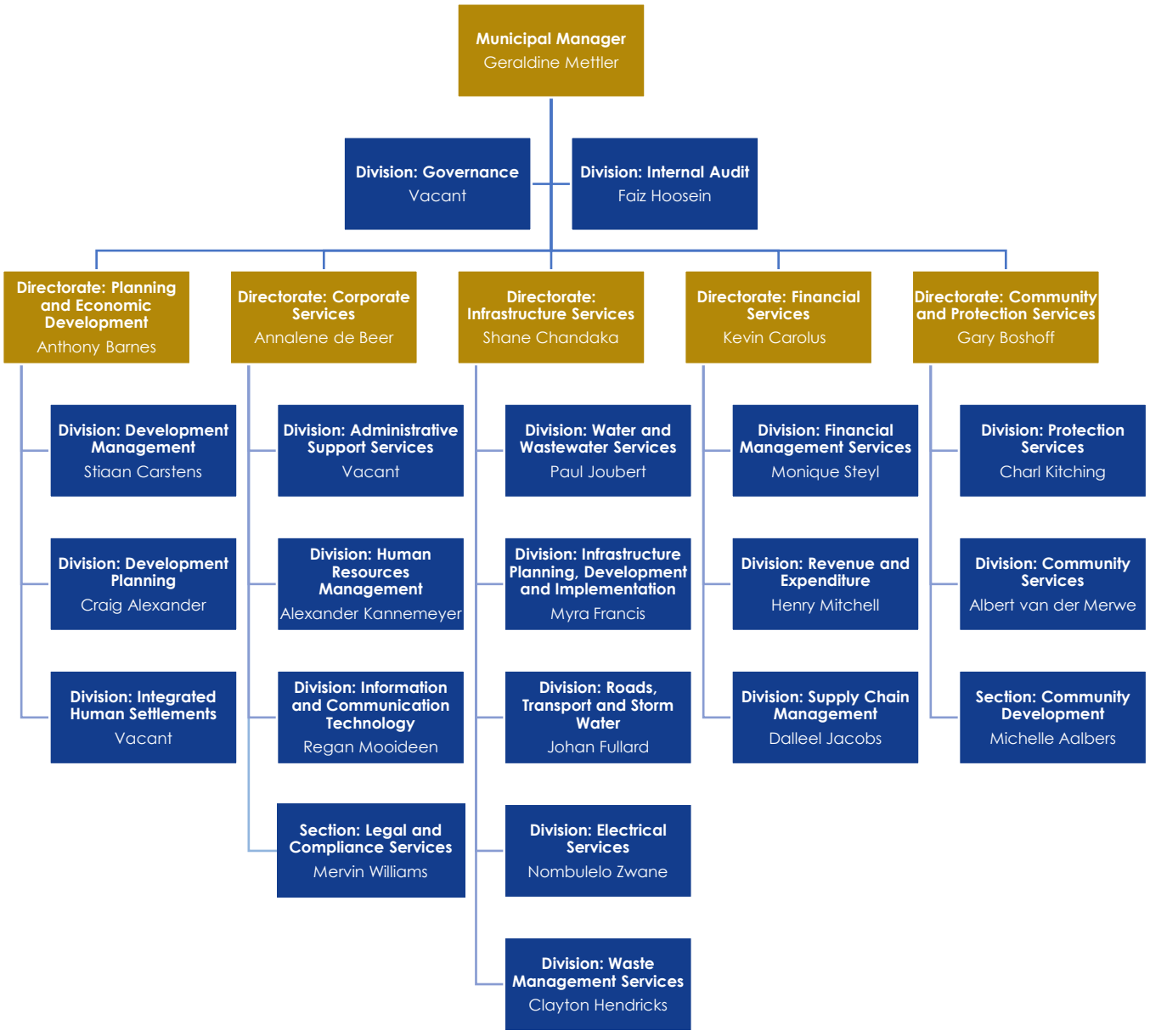


Gary Boshoff

Director: Community and Protection Services

Community Development; Protection Services; Disaster Management and Fire Services, Traffic and Law Enforcement Services; Library Services; Parks and Cemeteries; Recreation, Sport, and Halls; and Environmental Management.

Table 58: Macro Structure



COMPONENT B: PUBLIC ACCOUNTABILITY

MSA Section 15(b) requires a municipality to establish and organise its administration to facilitate a culture of accountability amongst its staff. Section 16(i) states that a municipality must develop a system of municipal governance that complements formal representative governance with a system of participatory governance. Section 18(i)(d) requires a municipality to supply its community with information concerning municipal governance, management, and development.

The participation outlined above is required in terms of the:

- preparation, implementation, and review of the IDP;
- establishment, implementation, and review of the performance management system;
- monitoring and review of performance, including the outcomes and impact of such performance; and
- preparation of the municipal budget.

2.9 Intergovernmental Relations

2.9.1 National Intergovernmental Structures

The Municipal Managers Forum, facilitated by the Department of Cooperative Government and Traditional Affairs (COGTA), meets twice per annum. New legislation and its implications, as well as challenges for local government, e.g., financial sustainability, professionalism, and oversight structures, are discussed.

The Directorate: Infrastructure Services is represented by the Director: Infrastructure Services as a member of the national WRC / SALGA Municipal Benchmarking Initiative in Water Services, which collaborates in a national programme towards the improvement of water services, co-driven by SALGA and the Water Research Commission (WRC) and in collaboration with eThekwini Municipality, MILE (Municipal Institute of Learning), representatives of other municipalities, the Institute of Municipal Engineers (IMESA), and the Department of Water and Sanitation (DWS).

2.9.2 Provincial Intergovernmental Structures

a) Office of the Municipal Manager

Stellenbosch Municipality is a keen participant in joint intergovernmental planning initiatives of the Provincial Government. MinMay (Provincial Ministers, Provincial Heads of Departments, Mayors, and Municipal Managers) and the Premier's Coordinating Forum are provincial forums for fruitful interaction regarding local government cooperation and challenges. These meetings are held biannually. The Provincial Municipal Managers Forum meets quarterly.

The Chief Audit Executive and Chief Risk Officer fora are held quarterly in conjunction with the Provincial Treasury, where all municipalities share best practices and consult on areas for improvement.

Stellenbosch is represented on the Provincial IDP Managers Forum and the Provincial Public Participation and Communication Forum, all of which are facilitated by the Provincial Department of Local Government.

b) Financial and Corporate Services

The Directorate: Financial Services participates in several provincial forums quarterly. The forums include the Supply Chain Management (SCM) Forum, the Municipal Property Rates Act Forum, the Management Accountants Forum, and the Chief Financial Officer Forum.

The Municipal Court is in full operation and collaborates with the Department of Justice regularly.

c) Planning and Economic Development

The municipality is represented by the Manager: Spatial Planning on the task team set up by DEA&DP to revise the Provincial Spatial Development Framework (PSDF). Through this inter-governmental process, Stellenbosch Municipality can provide input into the format and substance of this document that will have a legal bearing on all local municipalities in the Western Cape.

The DEA&DP and the municipality established a working group to consult monthly or more regularly as the need arises about environmental authorisation applications and land use (spatial planning) matters. Slow response times to applications by developers, entrepreneurs, farmers, service providers (Eskom, Telkom, cellular operators, etc.), waste management bodies, mining operators, and road authorities cause delayed investment and infrastructure provisions. This has negative effects on the economy, hence, the working group was established to increase the speed with which the applications are administered.

The working group consists of the technical role players, and it is overseen by the portfolio councillors of the municipality. This structure ensures prior commitment to and understanding of matters to be reported to the relevant portfolio committees or the council. The working group is administered by the DEA&DP, and meetings are in liaison with the Directorate: Planning and Economic Development, which must invite and ensure attendance by affected internal role players.

Monthly Technical Meetings between the PDoHS and Stellenbosch Municipality:

a) The PDoHS and the municipality meet monthly to discuss all housing development policies and budget-related matters in housing delivery. During the meeting, the overall performance of each municipality is discussed in detail as well as mitigating options if the need arises.
b) Applications for new and existing projects are also discussed with the PDoHS. The municipality receives information relating to beneficiary administration, outstanding approvals, informal settlement challenges, title deed transfers, farmworker evictions, and other matters concerning housing delivery. Legislation and court rulings are also discussed to ensure that senior officials are aware of any new implementation programmes, circulars, and legal precedents.
c) The Section: Informal Settlements also represents the municipality at the bi-monthly Informal Settlements Support Programme (ISSP) meetings of the Provincial Settlements (PDoHS). The latter programme aims to interpret national and provincial guidelines concerning the upgrading of informal settlements. The purpose of these monthly meetings is to discuss best practices in informal settlements within the Cape Winelands region; and
d) The Section: Informal Settlements furthermore collaborates between various municipal departments and Stats SA. The collaboration is aimed at regularising the municipality's data collection efforts into a format that is acceptable to Stats SA and that the collected data eventually will meet the standards as required by Stats SA.

e) Infrastructure Services

The Directorate participates in the Stellenbosch River Collaborative Steering Committee to develop a multi-stakeholder collaborative governance process within which to deal with issues of water quality and pollution in the Stellenbosch rivers. The participants include the Winelands Water Users Association, Stellenbosch Municipality, the Department of Water Affairs, the Department of Environmental Affairs, Cape Nature, the WWF, Wildlands, and key stakeholders in the wine industry such as Spier and the Distell Group.

The 3rd Generation Integrated Waste Management Plan (IWMP) gives direction regarding waste-to-energy, alternative waste management options, and waste management project proposals. This innovative approach was recognised by the DEA&DP when the municipality was requested to assist three other local municipalities in taking this approach. The municipalities of Beaufort West, Prins Albert, and Laingsburg were assisted in this manner by the visit of the Waste Management Department team, who trained their local officials as well as assisted with the first data collection exercise.

Stellenbosch Municipality is represented at the quarterly Waste Management Officers Forums, where best practices, changing legislation, feedback from national and provincial government policy changes, etc. are discussed to keep all municipalities in the Western Cape abreast of all issues about waste management. The Western Cape Recycling Action Group (RAG) quarterly forums, although more geared towards private-sector contributions to waste minimisation, also provide a platform for municipalities to engage with each other and the private sector for waste minimisation opportunities.

The Department: Electrical Services is extensively involved with other local municipalities' electricity departments through the Association of Municipal Electricity Utilities (AMEU). The AMEU promotes quality of service and management excellence amongst its members in the field of electricity supply and facilitates communication between its members and between members and the technical, economic, and political environment to influence that environment.

f) Community and Protection Services

Traffic Services liaises with Western Cape Government: Department Transport and Public Works continuously on matters related to transport administration and licencing, traffic law administration (motor-vehicle licensing), and the issuing of learner and driving licences.

The department further engages with RTIA, RTMC, the Director of Public Prosecutions, and the Department of Justice regarding legislative requirements and adherence.

To execute the Safely Home Programme, the department interacts with various engineering entities, such as provincial engineers and Cape Winelands District Council. The Western Cape Government developed the Provincial Strategic Plan (PSP), which gave rise to policies, programmes, and projects forming partnerships among government, citizens, civil society, and business. Various spheres of government are being engaged to co-create a culture of wellness and safety in the workplace and to promote wellness and safety through integrated service delivery models to address the social determinants of health through interaction with the Department of Education (DoE), the Department of Health Department, and SAPS.

The municipality engages in numerous partnerships to facilitate service delivery.

Table 59: Municipal Partnerships

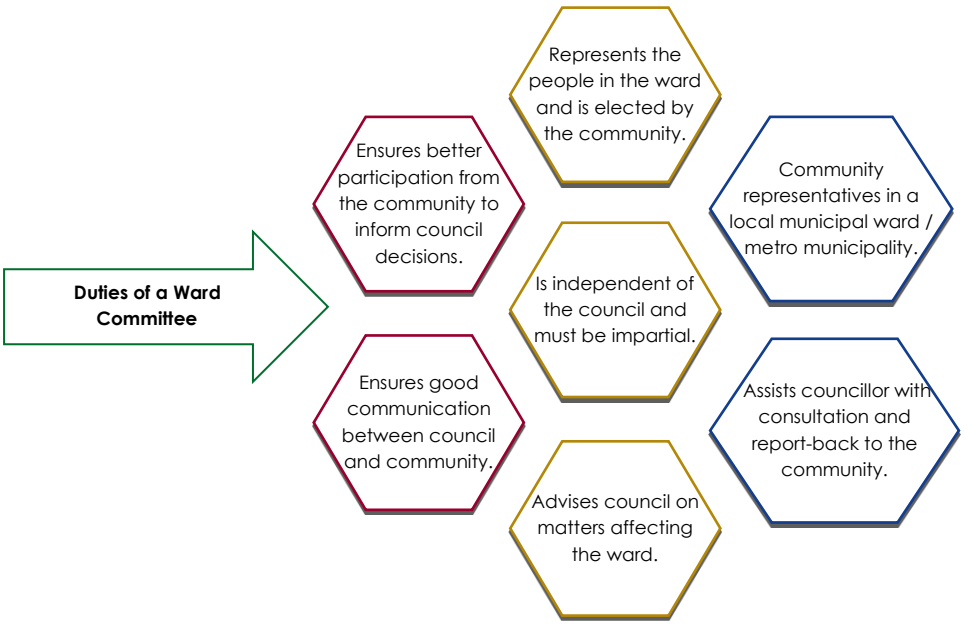
Name of Partner / Partnership	Purpose
Mayor / Rector Forum	A partnership with the University of Stellenbosch to ensure aligned development planning and that the municipality draws from the university's expertise and resources.
Memorandum of Cooperation between the Stellenbosch Municipality and Stellenbosch University (SU)	Cooperation in terms of closed-circuit television in the interest of the security of the town and the campus with a view to a crime-free university town.
Landfill Monitoring Committee	A partnership with the Devon Valley residents, whereby residents monitor the Stellenbosch landfill site.
IMESA (Institute for Municipal Engineers South Africa)	A partnership with IMESA aimed to strengthen knowledge and capacity related to municipal infrastructure and service delivery.
Integrated Development Committee (IPC)	A partnership with the university and other stakeholders aimed at exploring spatial and urban planning possibilities for Stellenbosch to meet the needs of the municipality and university.
Department of Social Development, DCAS, Cape Winelands District Municipality	Joint implementation of programmes focussing on common issues within WC024.
SALGA Municipal Benchmarking Initiative	The partnership is aimed at improving efficiency and effectiveness through comparative process benchmarking, peer-to-peer operational knowledge sharing, and iterative performance improvements.
Bergriver Improvement Programme	The partnership was formed to improve the quality of the stormwater run-off from the Langrug Informal Settlement. The project entails the implementation of biomimicry, waste recycling, and a sustainable urban drainage lab.
LTAB	The partnership was formed between political leaders to discuss land transport-related matters that affect transport in the area.
Transport Working Group	The Transport Working Group was established to discuss transport-related matters that affect Stellenbosch, including all relevant governmental institutions and other role players.
IPC	The Integrated Planning Committee is a working group between the City of Cape Town, Stellenbosch, Saldanha, Overstrand, Theewaterskloof, and Drakenstein Municipality that discusses all transport-related matters to effectively promote regional planning.
NMT Working Group	A working group that discusses all non-motorised transport matters in the Stellenbosch area. The group consists of NMT users, officials, representatives from the university, and the disabled fraternity.
Drought Steering Committee	This is a committee consisting of a panel of role players in the drought intervention plan, including consultants, to discuss, plan, manage, and act on the drought intervention strategies that culminated from various source documents, including WCWDM strategies, WSDP, audit reports, and various master plans and processes. It also oversees the SCM and construction phases of the plans.
GreenCape	The GreenCape partnership represents cooperation with the province's 110% green initiatives, focussing on alternative waste management initiatives and energy efficiency.
CSIR	The partnership is aimed at multidisciplinary research and development by supporting innovation in Stellenbosch.
Genius of Space	This initiative developed from and forms part of the Western Cape 110% Green Initiative. The Biomimicry Genius of Space project is a registered flagship project of 110% Green. This initiative combines two priorities of the Western Cape Government – the Berg River and the Green Economy – to find an innovative solution to water pollution in the Berg River.
General	Municipal Partnerships.
District Intergovernmental Structures	
District Coordinating Forum	This forum meets quarterly and seeks to promote and facilitate intergovernmental relations between the district municipality and the local municipalities in the district. The Stellenbosch Municipality participates in this forum and the Cape Winelands District Municipal Managers Forum and benefits from this involvement by being exposed to good practices in other municipalities and strengthening the relationship with the district municipality in forging joint partnerships in the interest of good governance and service delivery. The Cape Winelands District Municipality supports community development and uses indigenous sports to create social cohesion amongst communities in the district. Special focus and attention were given to communities in rural areas. The Stellenbosch, Drakenstein, and Breede Valley municipalities have participated in various indigenous

Name of Partner / Partnership	Purpose
	games that were hosted by the Cape Winelands Municipality. The relationship between Stellenbosch Municipality and the district municipality has improved, and the Department: Community Services has managed to exceed all expectations. A targeted approach was followed, and sports were used as a catalyst to cement this relationship with the district. The areas that the Department of Community Services targeted were communication, sharing of resources, capacity building, and financial resources. The improved relationship between the district municipality and Stellenbosch Municipality enabled the communities to also participate in the provincial and national Indigenous Games.

2.9.3 Ward Committees

Stellenbosch Municipality has a Ward Committee system in place, which plays a crucial role in achieving the aims of local governance and democracy, as mentioned in the Constitution of 1996. A ward committee is independent of the Council and not politically aligned. The figure below depicts the main duties of the ward committees.

Table 60: Duties of Ward Committees

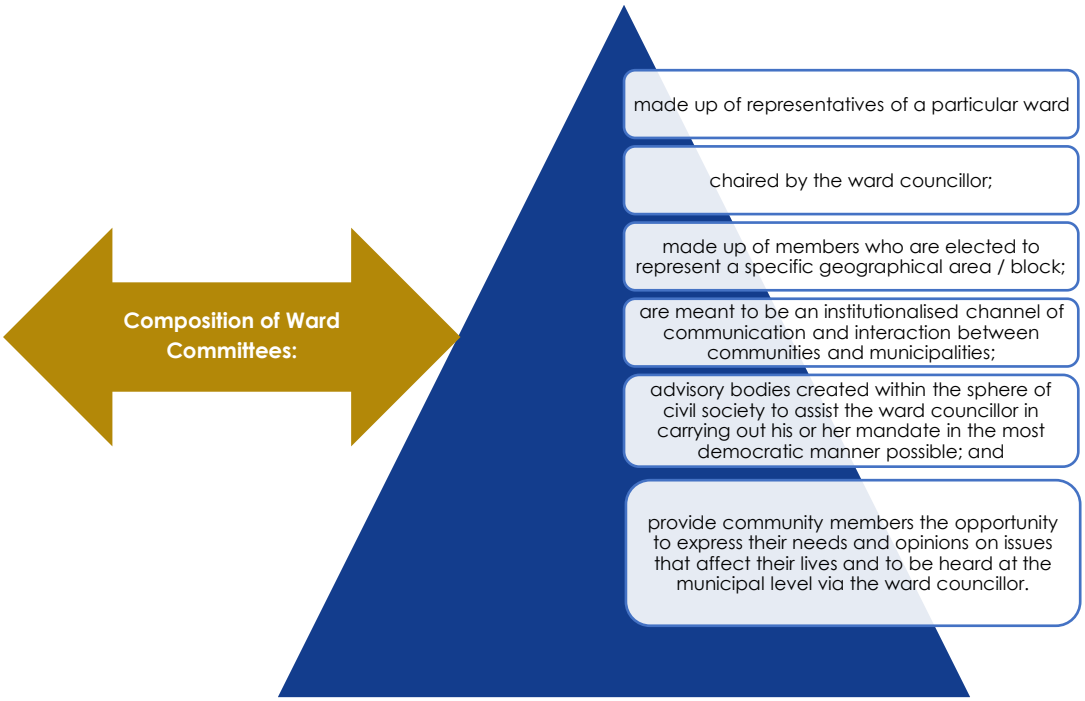


The dawn of democracy in 1994 brought about a new democratic local governance system that promotes certain basic values and principles. Such values and principles include transparency, accountability, an open and inclusive system of governance through community involvement in governance, and the planning and democratisation of development. This certainly placed South Africa on par with other democratic governments throughout the world and positioned it as a reputable reference for an effective decentralised system of government.

Participation remains a key pillar of good governance and constitutes an integral component in the policymaking process, development planning, and budgeting. Section 152 of the Constitution places the participation of communities at the centre of service delivery and other matters of local government. Correspondingly, the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998) and the MSA provide the legislative framework for the establishment of ward committees by municipalities.

Section 42 of the MSA stipulates that a municipality, through appropriate mechanisms, processes, and procedures established in terms of Chapter 4 of said Act, must involve the local community in the development, implementation, and review of the municipality's performance management system and allow the community to participate in the setting of appropriate key performance indicators and performance targets for the municipality.

A general understanding has emerged that a ward committee is an area-based committee whose boundaries coincide with ward boundaries.



Ward committees ought to be elected by the constituents of the ward. The maximum number of members for a ward committee is ten, and women ought to be adequately represented. The ward councillor is a member and functions as the chairman of the ward committee. While lacking formal authority, ward committees guide the ward councillor, who subsequently presents detailed recommendations to the council. The establishment and yearly revision of the IDP for the region are tasks that these committees perform with vital importance.

The ward committee supports the ward councillor, who receives reports on development, participates in development planning processes, and facilitates wider community participation. The municipality constantly strives to ensure that all ward committees function optimally in terms of the provision of community information, convening meetings, ward planning, service delivery, IDP input, and performance feedback to communities.

Stellenbosch Municipality rolled out the establishment of the 23 ward committees from 24 January to 23 February 2022.

Ward committees in all 23 wards are operational, and all wards have access to a ward administrator, except Ward 5. During the review period of this annual report, the then-ward councillor for Ward 21, Rikus Badenhorst, resigned as ward councillor on 6 December 2022.

This left a vacancy in Ward 21, and the new ward councillor, Mynard Slabbert, was elected in a by-election on 8 March 2023. During this time (from the resignation of the ward councillor until the by-election), no ward committee meetings were held for Ward 21.

The filling of vacancies remains a problem for ward committees. Vacancies occur for a variety of reasons, and ward councillors find it difficult to fill the vacancies. The ward committee policy allows for the option of co-opting ward committee members. Vacancies must be filled within 60 days of the vacancy being declared, and all vacancies on ward committees for the review period were filled.

The tables below specify the ward committees from 1 July 2022 until 30 June 2023:

Ward 1: Franschhoek town, Bo-Hoek Farms, Mooiwater

Table 61: Ward 1 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr R Pheiffer	Chairperson
R Plaatjies [resigned 04.05 2023]	Geographic Block 1 and 4
M Nyanga	Geographic Block 1
W Jefthas	Geographic Block 2
B Mnqayi	Geographic Block 3
S Schäfer [resigned April 2023]	LED, Tourism and Agriculture
A Bauer	Youth Sports, Culture and Community Safety
A Killlian	Infrastructure and Community Services
G Mihalopoulus	Town Planning and Property
A Tafeni [resigned 19.10.2022]	None
L Juries	Geographic Block 4
K Brown	Ward Administrator

Ward 2: Langrug, La Motte, Dennegeur, Groendal, Domaine des Anges

Table 62: Ward 2 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr W Petersen	Chairperson
S Peters	Geographic Block 1- Boonzaaier Rd to Jafthas Crescent
F Simons [resigned Sept 2022] C Atshipara [appointed 25.10.2022]	Geographic Block 2 – La Motte Village (80 housses)
J Petersen	Geographic Block 3 – Bosbou La Motte
N Fata	Geographic Block 4 – Zwalitsha Sections A, B, C, R, S + t
M Phori	Geographic Block 5- Inkanini Sections D, E, F, G, H, I, J
J Jacobs	Geographic Block 6 – Santa Rosa Street to R 45
J Manuel	Geographic Block 87– Skool Street to R 45
D Malan [Co-opted 25.10.2022]	Geographic Block 8 -Le Petite and Domain des Anges
N Joni [Co-opted 25.10.2022]	Geographic Block 9 – Mazaleni K, L, M, N, O, P, Q,
E Philander [Co-opted 25.10.2022]	Geographic Block 10 - Dennegeur
R Pearce	Ward Administrator

Ward 3: Lanquedoc, Meerlust, Wemmershoek, Maasdorp and Surrounding Farms

Table 63: Ward 3 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr C Manuel	Chairperson
M Pieterse	Geographic Block 1
N Mkosana [Co-opted 27.10.2022]	Geographic Block 2
J Williams [Co-opted 27.10.2022]	Geographic Block 3
M Adams	Geographic Block 4
L Plaatjies	Geographic Block 5
M Krediet [Co-opted 27.10.2022]	Geographic Block 5
W Moses	Geographic Block 8
C Stuurman [Co-opted 27.10.2022]	
G Viljoen	Ward Administrator

Ward 4: Pniël, Kylemore and Johannesdal

Table 64: Ward 4 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr R Adams	Chairperson
Y Carolissen	Geographic Block 2
S Jooste	Geographic Block 2
A Lackay	Geographic Block 3
K April	Geographic Block 3
A Williams	Geographic Block 5
S Phillips	Geographic Block 6
K Petersen	Geographic Block 7
E Parks	Ward Administrator
-	-

Ward 5: The Ridge, Lindida and Ida's Valley (Hydro in the direction of Ida's Valley and Omega Street to Jonkershoek)

Table 65: Ward 5 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr R van Rooyen	Chairperson
N Rhode	Geographic Block 1
R Arends	Geographic Block 2
C Toutie	Geographic Block 3
J Meyer	Geographic Block 4
J Naude	Geographic Block 4
G Louw	Geographic Block 6
E Hendricks	Geographic Block 6
A Pieterse	Geographic Block 8
D February	-

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
L Hendricks	-
D Jefthas [resigned 27.01. 2023]	Ward Administrator

Ward 6: Ida's Valley and farms (Nietvoorbij, Timberlea, Morgenhof, Remhooghte, Muratie, Groenhof, Delheim, Lievland, Kanonkop, Uitkyk, Glenelly, Emerie, Laundry, Packham, L'Avenir)

Table 66: Ward 6 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr N Mcombring	Chairperson
D Jones	Geographic Block 1
G August	Geographic Block 2
P Gordon	Geographic Block 4
M Davids	Geographic Block 5
O Bergstedt	Geographic Block 6
M Hendricks	Geographic Block 7
A Constable [co-opted in May 2023]	Geographic Block 8
P Constable	Geographic Block 8
L Leith [resigned 13.06.2022] C Abels [appointed 02.05.2023]	Ward Administrator

Ward 7: Mostertsdrift, Koloniesland, Karindal, Rozendal, Uniepark, Simonswyk, Universiteitsoord and De Weides

Table 67: Ward 7 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr A Ferns	Chairperson
B Buys	Geographic Block 1
P Carstens	Geographic Block 2
A Marent-Hegewisch	Geographic Block 3
B Swanepoel	Geographic Block 4
D Botha	Geographic Block 5
J Wiese	Environment sector
J Turkstra	Elderly sector
W van Aswegen	Security sector
A Gantz	Business sector
D Poolman	Student sector + De Weides and Univeristeitsoord
R Loftie-Eaton	Ward Administrator

Ward 8: University Areas: Marais, Merriman, Victoria Street, Bosman Street, Noordwal east, Riebeck Street

Table 68: Ward 8 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr C van Wyk	Chairperson
L Erasmus	Geographic Block 1
M Khan	Geographic Block 1
M Wiehman	Geographic Block 2
S van der Bank	Geographic Block 2
A van Wyk	Geographic Block 3
M Swarts [co-opted 23.02.2023]	Geographic Block 4
R Segers	Ward Administrator

Ward 9: Eerste River, Krige Street, Merriman, Bosman, Victoria (lower part), Neethling, Plein Street, Church Street, Upper Dorp Street, Drostdy Street.

Table 69: Ward 9 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr ZJ Dalling	Chairperson
A Louw	Geographic Block 1
M Slabber (co-opted 06.06.2023)	Geographic Block 1
W Sezoe	Geographic Block 2
J Meyer	Geographic Block 1
C van der Bank	Geographic Block 2
D Pieterse	Geographic Block 2
G Cillié [co-opted 07.02.2023]	Geographic Block 2
T Kumm	Geographic Block 3
K Morake	Geographic Block 3
D Hall	Geographic Block 4
T Hall (co-opted 06.06.2023)	Geographic Block 4
Dr L Combrinck	Geographic Block 5
R Segers	Ward Administrator

Ward 10: Tennant Street, Bell Street, Lappan Street, Lackey Street, Langstraat- Suid, La Colline – Faure Street, Dr Malan Street to Irene Park, Conde Street, Mount Albert, Taylor, Voorplein to Kromriver, Municipal Flats (Lavanda, Aurora, Phyllaria), Molteno Avenue to Paul Kruger Street and Banghoek Avenue

Table 70: Ward 10 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr R du Toit	Chairperson
P Hough	Geographic Block 1
G Lamberts	Geographic Block 1

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
D Smit	Geographic Block 2
S Adonis	Geographic Block 2
R Hind	Geographic Block 3
S Williams	Geographic Block 3
L Neft [Resigned 06.12.2022] J Blanckenberg [co-opted 02.08.2022]	Geographic Block 3
G Daniels	Geographic Block 3
N Nketane	Geographic Block 3
N Moffat	Ward Administrator

Ward 11: Dorp Street to Herte Street, Mark Street, Alexander Street, the bottom of Bird Street to the Stellenbosch Train Station, all areas in Onder-Papegaaiberg and surrounding businesses.

Table 71: Ward 11 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr J Serdyn	Chairperson
E Schreiber	Geographic Block 2
R Fourie	Geographic Block 3
P Carinus	Geographic Block 4
C Roux	Geographic Block 4
S Spangenberg	Geographic Block 5
M Snyman	Geographic Block 5
F Malan	Geographic Block 5
I Fourie	Geographic Block 6
M Claassen	Geographic Block 6
F Liebenberg [co-opted in Nov 2022]	
R Segers	Ward Administrator

Ward 12: Kayamandi: Enkanini, Snake Valley, Watergang, Thubelitsha, New Watergang(106), Zone O (next to Enkanini), Chris Hani Drive, Municipal Flats (10th and 13th Street), School Crescent, Ekuphumleni, Siyahlala, Zone A, George Blake

Table 72: Ward 12 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr A Tomose	Chairperson
T Naku	Geographic Block 1
P Lamla	Geographic Block 2
P Menze	Geographic Block 3
A Mxokozeli	Geographic Block 4
T Qhu	Geographic Block 5
T Gugushe	Geographic Block 6
Z Mantshi	Geographic Block 7

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Y Makuleni	Geographic Block 8
T Ntshinga	-
N Ntshwanti	-
G Zongolo	Ward Administrator

Ward 13: Kayamandi: Old Location from Lamla Street to Luyolo Street, Red Bricks, Old Hostels

Table 73: Ward 13 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr M Nkopane	Chairperson
M Mgingqi [co-opted in September 2022]	Geographic Block 1
Z Ndlovu	Geographic Block 1
M Ndebe	Geographic Block 2
S Maxhavulana	Geographic Block 3
B Beni [co-opted in September 2022]	Geographic Block 4
S Lobi	Geographic Block 5
S Mngwazana	Geographic Block 6
M Zondiwe	Geographic Block 7
N Bhayibhile	Geographic Block 8
M Naku	Geographic Block 9
Z Mithi	Ward Administrator

Ward 14: Kayamandi: Zone I Setona Street), Zone O(lower part) Mgabadeli Crescent, Monde Crescent, Costa Land, Strong Yard, Zone M (8th Avenue), Zone P

Table 74: Ward 14 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr M Danana	Chairperson
L Magazi	Geographic Block 1
A Mpanyu	Geographic Block 1
D Mdunyelwa	Geographic Block 3
B Mbaqa	Geographic Block 4
A Bululu	Geographic Block 4
N Samente	Geographic Block 5
L Mbasane	Geographic Block 6
N Boyce	Geographic Block 7
N Mpemnyama	Geographic Block 8
N Nojoko [co-opted in October 2022]	-
E Mpemnyama	Ward Administrator

Ward 15: Kayamandi: Bassi Street, Vineyard Street, Mjandana Street, Zone O, N, X, M Long Street, Retreat Road, Forest Drive road, Thubelitsha / Watergang, Zone O Middle part (Fire Street), Municipal Workers Formal houses, 4,5,6,7and 8th Avenue, 10th Avenue and 11,1214th Close street

Table 75: Ward 15 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr E Masimini	Chairperson
N Sesman	Geographic Block 1
T Lepheana	Geographic Block 3
M Nongogo	Geographic Block 6
N Kuni	Geographic Block 8
M Moni	Geographic Block 6
E Jumat	Geographic Block 5
L Xelenga	Geographic Block 2
L Gula	Geographic Block 4
N Nkopane [co-opted on 25.07.2022]	Geographic Block 7
S Garhane [co-opted on 25.07.2022]	Geographic Block 7
P Nyakaza	Ward Administrator

Ward 16: Long Street, Eike Street, Jakaranda Street, Short Street, Curry Street, Quarry Street, Primrose Street, Pine Street, Hoop Street, North End Street, Vredelust Street Noord Vredelust West Street, Laai Street, Last Street, Arnolds Street, Anthony Street, Carriem Street, Davidse Street, Cupido Street, Ismael Street, Crombi Street, Chippendale Street Bergstedt Street, Achilles Street, Africa Street, Cornelson Street Cloetesville

Table 76: Ward 16 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr E Vermeulen	Chairperson
C Williams	Geographic Block 1
M Bailey	-
J Williams	Geographic Block 1
N Willemse	Geographic Block 1
P Fray	Geographic Block 2
M Fredericks	Geographic Block 2
A Flink	Geographic Block 3
M Johannes	Geographic Block 4
P Appollis	Geographic Block 4
J Isaacs	Geographic Block 4
Y Lamberts	Ward Administrator

Ward 17: Longstreet, Kloof Street, Fir Street, Williams Street, Rhode Street, Hendrickse Street, February Street, Weltevrede 2 and Welgevonden, King Street, Hine Street, Fontein Street, Wilger Street, Raziet Street, Pool Street, Valentyn Street, Ortell Street, King Street, Isaac Street, Stellita Park, Gabriel Street, Part of Lackay Street

Table 77: Ward 17 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr P Johnson	Chairperson
G Jacobs	Geographic Block 2
L van der Rheede	Geographic Block 2
B Louw	Geographic Block 4
W Khan [co-opted in April 2023]	Geographic Block 5
M Burton [co-opted in April 2023]	Geographic Block 4
D Smith	Geographic Block 5
C Olivier [co-opted in April 2023]	Geographic Block 4
S Jacobs [resigned 06.07.2022] B Klaasen [appointed 03.01.2023]	Ward Administrator

Ward 18: Klapmuts and surrounding farms

Table 78: Ward 18 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Ald JC Anthony	Chairperson
G Wentzel	Geographic Block 1
W Johannes	Geographic Block 2
E Mbikwana	Geographic Block 3
S Hector	Geographic Block 4
N Peter	Geographic Block 5
N Chelesi	Geographic Block 6
P Nogwaza	Geographic Block 7
M Everts	Sport sector
Pastor W Cloete	Religious sector
G du Toit	Safety sector
M Maluqua	Ward Administrator

Ward 19: Elsenburg, Vaaldraai, Slaley, Kromme Rhee, De Novo, Bottelary and surrounding Farms, De Hoop, Simonsig and surrounding Farms, Weltevrede 1 and 2, Smartie Town.

Table 79: Ward 19 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr J Williams	Chairperson
A Afrika	Elsenburg, Vaaldraai, Muldersvlei and Surrounding Farms.
J May	De Hoop, Koelenhof Railway Houses and Surrounding Farms.
A Kamfer	Groenland and Surrounding Farms.
C Pedro	Koopmanskloof, Bellvue and Surrounding Farms.

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
R Kinnear	De Novo and Surrounding Farms.
A van der Westhuizen	Weltevrede 1
C Februarie	Smartie Town.
A September	Weltevrede. 2
C Wesso	Ward Administrator

Ward 20: Vlottenburg, Raithby, Lynedoch, Mooiberge, Meerlust and Polkadraai

Table 80: Ward 20 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr J Joon	Chairperson
C Matthys	Raithby
D Fortuin [co-opted in March 2023]	Stellenboschkloof pad, Vlottenburg
R Muller	Mooiberge
I Johnson	Lynedoch
E Jacobs	Meerlust, Lynedoch
H Brink	Vlottenburg
B Moses [co-opted in March 2023]	Polkadraai, Vlaeberg
P Taaibosch	Religious sector
J Casper	Health sector
J Fortuin	Ward Administrator

Ward 21: Jamestown, Paradyskloof, De Zalze, Techno Park, Blaauwklippen and surrounding farms

Table 81: Ward 21 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr R Badenhorst [resigned 6 December 2022] Cllr M Slabber [elected 8 March 2023]	Chairperson
P de Wet	Geographic Block 1
A Verwey	Geographic Block 2
R Kriel	Geographic Block 2
R Spies	Geographic Block 3
S McNaughton	Geographic Block 4
W Adams	-
S de Wet	-
A Okkers	-
N Williams	Ward Administrator

Ward 22: Krigeville, Dalsig, Welgelegen, Brandwacht, Die Boord and Kleingeluk

Table 82: Ward 22 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr E Groenewald	Chairperson
P Schaafsma	Geographic Block 1
C Neethling	Geographic Block 2
I Maree	Geographic Block 3
W Joubert	Geographic Block 4
H Slabber	Geographic Block 5
S Wilson	Geographic Block 6
A Pelser	Geographic Block 7
H Hill	Geographic Block 8
Prof P Kruger	Geographic Block 9
M Vlok	Geographic Block 10
N Gulube [resigned 19.07.2022] S Mogale [appointed 03.01.2023]	Ward Administrator

Ward 23: From Eerste Rivier, Piet Retief street, Mill street, Bird Street, Merriman Avenue, Ryneveld Street, Jan Celliers Street, George Blake drive, Du Toit street, Bergzicht, Herte Street, Krige Street, Skone Uitsig

Table 83: Ward 23 Committee Members

Period 1 July 2022 – 30 June 2023	
Name of representative	**Capacity representing**
Cllr L Nkamisa	Chairperson
J Venter	Geographic Block 1
M Serfontein	Geographic Block 1
M Maleka [co-opted in November 2022]	Geographic Block 2
A Nompume	Geographic Block 2
T Seyisi	Geographic Block 3
M Lokhat	Religious sector
T Dube	Education and Youth sector
L van Wyk	Education and Youth sector
L Nicolas	-
T Theron	-
N Gulube [resigned 19.07.2022] S Mogale [appointed 03.01.2023]	Ward Administrator

Table 84: Ward Committee Functionality

Ward Number	Number of reports submitted to the Office of the Speaker	Number of Public meetings	Meeting dates of ward committees		Committee functioning effectively (Yes/NO)
1	**7**	**3**	27/07/2022 31/08/2022 28/09/2022 26/10/2022	26/02/2023 22/02/2023 26/04/2023 21/06/2023	**Yes**
2	**7**	**2**	21/07/2022 29/08/2022	07/02/2023 23/03/2023	**Yes**

Ward Number	Number of reports submitted to the Office of the Speaker	Number of Public meetings	Meeting dates of ward committees		Committee functioning effectively (Yes/NO)
			13/09/2022 25/10/2022 29/11/2022	16/04/2023 25/05/2023 22/06/2023	
3	**7**	**2**	26/07/2022 30/08/2022 27/09/2022 27/10/2022	24/01/2023 23/03/2023 26/04/2023 18/05/2023 22/06/2023	**Yes**
4	**7**	**2**	28/07/2022 23/08/2022 25/08/2022 24/10/2022 14/12/2022	24/01/2023 22/05/2023 21/06/2023	**Yes**
5	**7**	**1**	02/08/2022 06/09/2022 11/10/2022 15/11/2022	07/02/2023 14/03/2023 02/05/2023 06/06/2023	**Yes**
6	**7**	**3**	02/08/2022 13/09/2022 06/10/2022 02/11/2022	02/02/2023 15/03/2023 05/04/2023 03/05/2023 31/05/2023	**Yes**
7	**7**	**1**	10/08/2022 08/09/2022 06/10/2022 16/11/2022 07/12/2022	08/02/2023 08/03/2023 19/04/2023 10/05/2023 14/06/2023	**Yes**
8	**7**	**3**	01/09/2022 29/09/2022 27/10/2022 16/11/2022	23/02/2023 25/05/22023	**Yes**
9	**7**	**3**	06/09/2022 11/10/2022 01/11/2022	07/02/2023 02/05/2023	**Yes**
10	**7**	**1**	02/08/2022 06/09/2022 04/10/2022 01/11/2022 06/12/2022	07/02/2023 15/03/2023 04/04/2023 02/05/2023 22/06/2023	**Yes**
11	**7**	**2**	13/07/2022 02/08/2022 13/09/2022 07/11/2022	14/02/2023 14/03/2023 11/04/2023 23/05/2023 13/06/2023	**Yes**
12	**7**	**2**	01/08/2022 05/09/2022 22/09/2022 03/10/2022 07/11/2022	23/01/2023 15/02/2023 07/03/2023 03/04/2023 08/05/2023 12/06/2023	**Yes**
13	**7**	**2**	28/07/2022 12/08/2022 06/09/2022 20/10/2022 22/11/2022 01/12/2022	30/01/2023 27/02/2023 29/03/2023 24/04/2023 16/05/2023 06/06/2023	**Yes**

Ward Number	Number of reports submitted to the Office of the Speaker	Number of Public meetings	Meeting dates of ward committees		Committee functioning effectively (Yes/NO)
14	**7**	**1**	26/07/2022 30/08/2022 25/20/2022 29/11/2022 06/12/2022	26/01/2023 28/02/2023 28/03/2023 24/04/2023 16/05/2023 06/06/2023	**Yes**
15	**7**	**2**	26/07/2022 30/08/2022 25/09/2022 25/10/2022 29/11/2022	23/02/2023 07/02/2023 07/03/2023 04/04/2023 06/06/2023	**Yes**
16	**7**	**0**	26/07/2022 18/08/2022 27/20/2022 29/11/2022	24/01/2023 07/02/2023 23/03/2023 11/04/2023 29/05/2023 13/06/2023	**Yes**
17	**7**	**1**	03/08/2022 31/10/2022 29/11/2022 12/12/2022	01/02/2023 25/04/2023 16/05/2023 06/06/2023	**Yes**
18	**7**	**1**	01/08/2022 21/08/2022 05/09/2022 24/10/2022 07/11/2022 14/12/2022	09/01/2023 06/02/2023 06/03/2023 24/04/2023 08/05/2023	**Yes**
19	**7**	**2**	23/07/2022 15/08/2022 05/09/2022 03/10/2022 07/11/2022 05/12/2022	25/01/2023 06/02/2023 23/03/2023 25/04/2023 18/05/2023 05/06/2023	**Yes**
20	**7**	**5**	01/08/2022 16/08/2022 13/09/2022 17/10/2022 06/12/2022	07/02/2023 14/03/2023 13/04/2023 09/05/2023	**Yes**
21	**7**	**1**	02/08/2022 06/09/2022 04/10/2022 01/11/2022	04/04/2023 02/05/2023 06/06/2023	**Yes**
22	**7**	**3**	27/07/2022 10/08/2022 14/09/2022 12/10/2022 09/11/2022	08/02/2023 08/03/2023 19/04/2023 03/05/2023 14/06/2023	**Yes**
23	**7**	**0**	05/07/2022 02/08/2022 23/09/2022 04/10/2022 01/11/2022	07/02/2023 07/03/2023 09/05/2023 06/06/2023	**Yes**

COMPONENT C: CORPORATE GOVERNANCE

Corporate governance is the set of processes, practices, policies, laws, and stakeholders affecting the way an institution is directed, administered, or controlled. Corporate governance also includes the relationships among the many stakeholders involved and the goals for which the institution is governed.

2.10 Risk Management

Section 62 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) states that the Accounting Officer should take all reasonable steps to ensure that the municipality has and maintains effective, efficient, and transparent systems of financial and risk management and internal control, as well as the effective, efficient, and economical use of the resources of the municipality.

This responsibility was delegated to the Chief Risk Officer. During the year under review, the following was done:

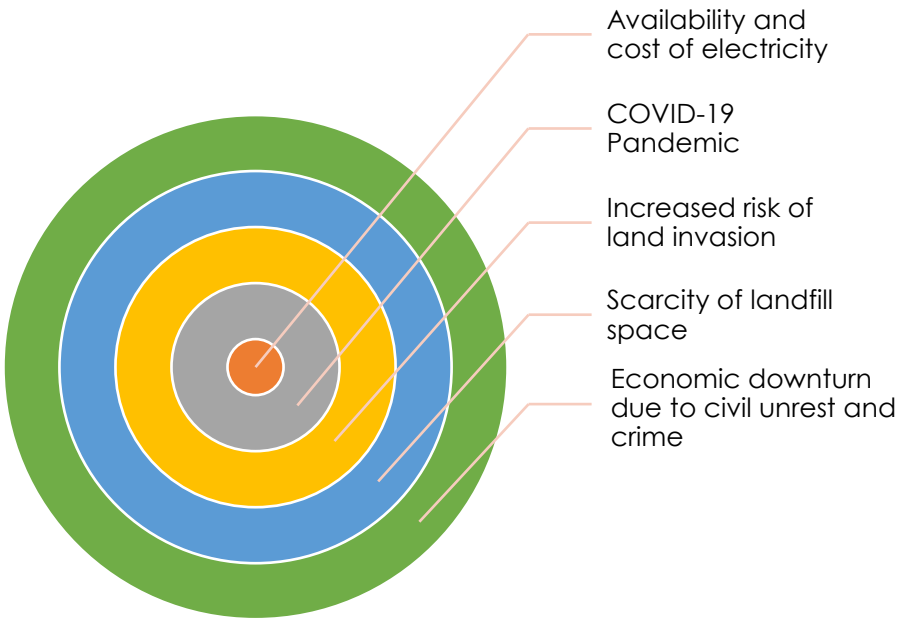
- continuous awareness-raising throughout the municipality;
- the Risk Management Committee was established to facilitate and govern the risk management process, with a term of reference, and has been operational since January 2013;
- the Chief Audit Executive has a seat on the Risk Management Committee, where all risk and fraud management-related activities are reported;
- the Risk Management Committee reports to the APAC;
- risk registers have also been completed at an operational level;
- the previous year's strategic registers were revisited, and an acceptable risk appetite was determined;
- the revised risk register was adopted by the Council; and
- risks were also identified that could prevent the achievement of the predetermined objectives and were noted in the SDBIP.

Although the Chief Risk Officer is responsible for coordinating and facilitating risk management at all levels within the municipality, the municipal manager and management are the drivers of risk management and the mitigation of risk exposure in the municipality.

As the new financial year started, conversations and assessments turned to the impact of the ongoing electricity and energy crisis. This was necessary as the municipality started to focus on the impact of continuous and persistent loadshedding, the sustainability of the national power supply, and how to manage the availability and cost of electricity over the next decade and beyond.

During the financial year, the municipality implemented the Barn Owl system. It is an electronic risk management system to ensure more accuracy and detail with ratings, reporting, and assessments to assist in providing information and reports to management. This is to assist and better inform managers when using risk management in the decision-making process. The top 5 risks identified for 2022/23 are as follows:

Table 85: The top 5 risks identified for 2022/23



a) Likelihood rating scale

Table 86: Risk likelihood rating scale

Impact and Likelihood Rating		
Likelihood Grading		
10	Certain	91% - 100% chance of occurring
9	Almost Certain	81% - 90% chance of occurring
8	Expected	71% - 80% chance of occurring
7	Probable	61% - 70% chance of occurring
6	Possible	51% - 60% chance of occurring
5	Potential	41% - 50% chance of occurring
4	Occasional	31% - 40% chance of occurring
3	Remote	21% - 30% chance of occurring
2	Improbable	11% - 20% chance of occurring
1	Rare	0% - 10% chance of occurring
Impact Grading		
10	Catastrophic	A critical event resulting in the long-term cessation of the majority or all core organisational activities. Inability to achieve the municipality's strategy and objectives. Requires external support.
9	Critical	A critical event resulting in the long-term cessation of several core organisational activities. Drastically reduced ability to achieve the municipality's strategy and inability to achieve most of the objectives. Requires intervention from the Council.
8	Major	A major event resulting in the long-term cessation of a core organisational activity. Severely reduced ability to achieve the municipality's strategy and inability to achieve certain objectives. The material at the organisational level.

Impact and Likelihood Rating		
Likelihood Grading		
		Requires intervention from the Municipal Manager and Audit Committee involvement.
7	Significant	Significant long-term disruption of services. Significantly reduced ability to achieve the municipality's strategy and objectives. Requires intervention from the Director.
6	Moderate	Short / medium-term disruption of services. Reduced ability to achieve the municipality's strategy and objectives. Requires intervention from the Head of the Department.
5	Marginal	Disruption of normal operations / services. Limited effect on the achievement of the municipality's strategy and objectives. Requires intervention from the Line Manager.
4	Immaterial	Irritation in rendering or receiving services. No material impact on the achievement of the municipality's strategy and objectives. Can be dealt with by senior staff.
3	Minor	The impact will be coped with in the short term through normal operational processes performed by staff
2	Insignificant	The impact of adverse events is minimal.
1	Negligible	The impact of the adverse event has little (if any) impact on services.

The rating determines the risk exposure. Through this management gets to understand the extent to which potential events might impact their objectives on a scale from 1 as a minimum and 100 as a maximum.

b) Inherent risk exposure

Table 87: Inherent risk exposure grid

Inherent Risk Exposure: the inherent risk exposure is determined by comparing the inherent risk rating against the risk appetite		
Inherent Risk Exposure		
Inherent Risk	**Magnitude**	**Definition**
0 -25	**Low Risk**	Level of inherent risk is within the risk appetite – Low level of a control intervention required if any.
26 -50	**Moderate Risk**	Unacceptable level of risk – Moderate level of control intervention is required to achieve an acceptable level of residual risk.
51 – 75	**High Risk**	Unacceptable level of risk – High level of control intervention is required to achieve an acceptable level of residual risk.
76 – 100	**Extreme Risk**	The extreme level of risk – Immediate level of control. Intervention is required to achieve an acceptable level of residual risk.

The strategic risk register below indicates all the focus areas, risks and mitigation measures taken to address these identified risks within the organisation.

2.10.1 Strategic Risks Identified

Table 88: Risk register

Strategic Risks							
Risk Item	**Risk Description**	**Risk Background**	**Strategic Focus Areas**	**Impact Rating**	**Likelihood Ratings**	**Inherent Risk Exposure/Risk Appetite (1-100)**	**Directorate**
1	Availability and cost of electricity	Continuous and persistent loadshedding; sustainability of the national power supplier	Green and Sustainable Valley, Dignified Living	**10**	**10**	**100**	Directorate: Infrastructure Services
2	Increased risk of a land invasion	Legal precedents are set under the disaster management declaration, limiting the municipal scope to evict. Illegal invasions and land grabs. Compromising housing development and housing opportunities.	Dignified Living, Safe Valley, Financial Sustainability, Good Governance and Compliance	**9**	**10**	**90**	All Directorates
3	Economic downturn due to civil unrest, crime and continuous loadshedding.	Increase in criminal activities, civil unrest, and reputational risk due to the perceived increase in the said activities. The impact of prolonged loadshedding—not sufficient light at night as streetlights, CCTV cameras, and traffic lights are not functioning—can lead to more criminal activities.	Safe Valley, Dignified Living	**10**	**8**	**80**	Directorate Community and Protection Services
4	Scarcity of landfill space	Unavailability of suitable land; costs of SLAs and alternative waste disposal; legislative requirements, i.e., EIA applications and approvals, etc.	Green and Sustainable Valley	**8**	**8**	**64**	Directorate: Infrastructure Services
5	Increase in community unrest due to the fact that the growth in demand for housing exceeds the resources available for development.	Lack of bulk infrastructure; lack of identified and suitable land; unrealistic eviction judgements; housing backlogs; migration.	Dignified Living, Safe Valley	**8**	**8**	**64**	Directorate: Community and Protection Services
Operational Risks							
1	Insufficient burial space in the greater Stellenbosch	"Planning and funding; land availability. Insufficient funding. Compliance and impact of COVID-19 burials after experiencing a 2nd and 3rd wave."	Dignified Living	**8**	**8**	**64**	Directorate: Community and Protection Services

Strategic Risks							
Risk Item	**Risk Description**	**Risk Background**	**Strategic Focus Areas**	**Impact Rating**	**Likelihood Ratings**	**Inherent Risk Exposure/Risk Appetite (1-100)**	**Directorate**
2	Timeous Capital Spending	A steady increase in budget allocation; growing population and demand for services; demand management.	Good Governance and Compliance	**10**	**4**	**40**	Directorate: Financial Services
3	COVID-19 Pandemic	Manage the COVID-19 pandemic within the context of the prescribed regulations, taking the possible 4th wave and intensity of new infections into account.	Safe Valley, Dignified Living	**8**	**4**	**32**	Transversal
4	Climate Change	Changing weather patterns, unpredictable rainfall, flash floods, droughts, natural disasters, and fires (seasonal and other).	Green and Sustainable Valley; Safe Valley	**8**	**4**	**32**	Office of the Municipal Manager
5	High Vacancy Rate	A skilled and capable workforce is necessary to support growth objectives, and quality and timeous service delivery need to be provided by all departments.	Good Governance and Compliance	**8**	**4**	**32**	Directorate: Corporate Services

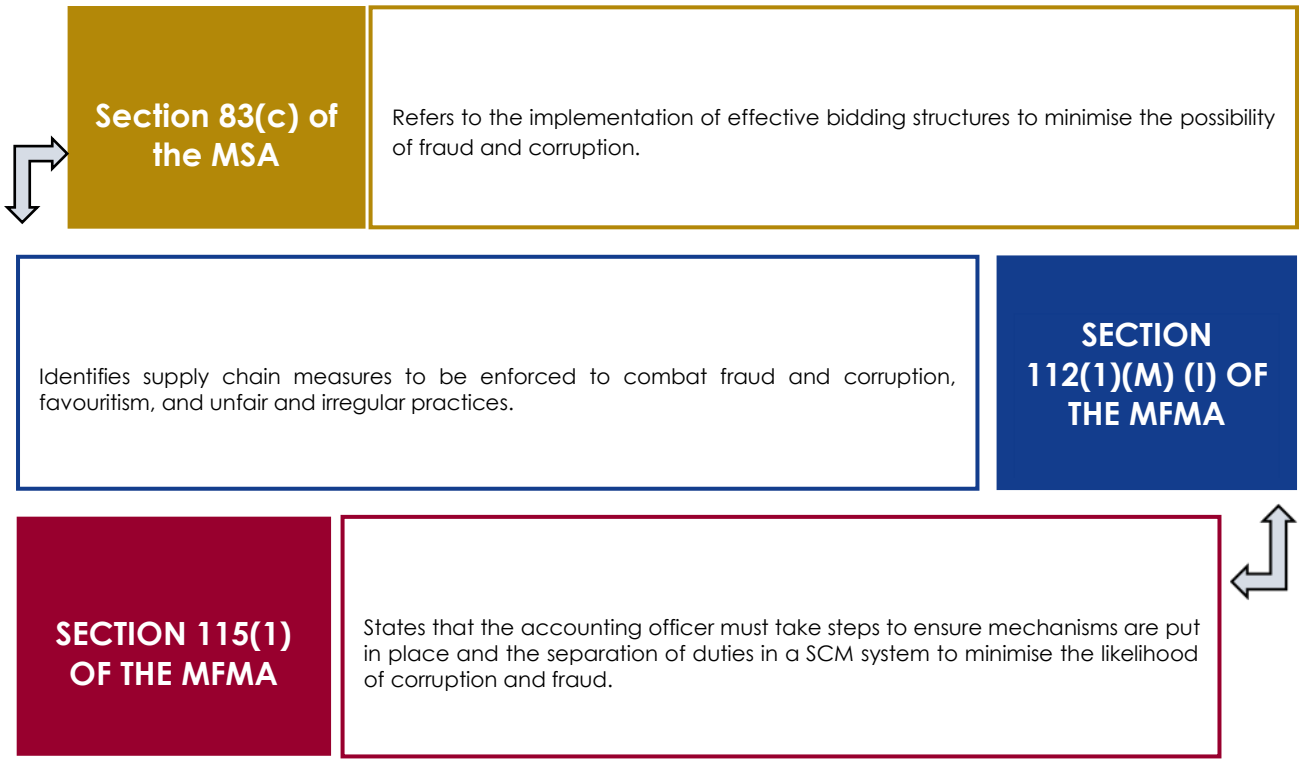
2.10.2 Anti-Corruption and Anti-Fraud

Management and the Council have taken ownership of combating fraud and corruption throughout the municipality.

The Anti-Fraud and Corruption Prevention Plan was consulted with key internal stakeholders and the Audit and Audit Performance Committee. The Council approved a new plan in March 2023. The plan intends to strengthen fraud and corruption prevention at all levels within the municipality and re-invest in the management of fraud and corruption at all levels.

The fraud hotline, or tip-offline, is also fully functional and managed by an independent service provider. A toll-free number and e-mail service are available to members of the public to report any suspected fraudulent or corrupt activities.

Figure 12: Anti-Corruption and Anti-Fraud Legislation



2.11 Functions of the Audit and Performance Audit Committee (APAC)

The Municipal Audit and Performance Audit Committee's objectives and functions are based on Section 166(2)(a-e) of the MFMA, further supplemented by the Local Government: Municipal Planning and Performance Management Regulation, as well as the approved Audit and Performance Audit Committee Charter approved on 28 March 2018 by the Council.

The objectives of the APAC of the Stellenbosch Municipality are to:

- Assist the Council in discharging its duties relating to the safeguarding of the Council's assets;
- Develop and oversee the operation of an adequate internal process and control system;
- Oversee the preparation of accurate financial reporting and statements in compliance with all applicable legal requirements, corporate governance, and accounting standards;
- Provide support to the Council on the risk profile and risk management of the Council; and

- Ensure that there is an internal audit function in place and that the roles of the internal and external audit functions are coordinated.

The APAC is responsible for the oversight of internal controls, financial reporting, and compliance with regulatory matters and mainly makes recommendations to management.

The responsibilities of the APAC are further to review the:

- Effectiveness of the Council's system of internal control and risk management;
- Financial reporting and financial statements;
- Internal audit function;
- AGSA's report;
- Council's compliance with legislation and regulation;
- Compliance with the Council's Code of Conduct and Ethics; and
- Performance Management System to make recommendations in this regard to the Council.

The APAC members are as follows:

Table 89: Members of the Audit and Performance Audit Committee

Period 01 July 2022 – 30 June 2023	
Name of representative	**Capacity**
LC Nene	Chairperson (appointed 1 May 2022)
VJ Botto	Member (appointed 1 September 2017)
TW Lesihla	Member (appointed 1 September 2017)
J Williams (Ms)	Member (appointed 1 April 2019)

Table 90: APAC meetings held from 01 July 2022 to 30 June 2023

Period 01 July 2022 – 30 June 2023
Meeting dates
29 August 2022
29 November 2022
29 March 2023
29 June 2023
29 August 2022

The APAC advises the Council, political office-bearers, the Accounting Officer, and management of the municipality on matters concerning duties as described in the Audit and Performance Audit Committee Charter.

The APAC is also accountable for identifying major risks to which the Council is exposed and determining the extent to which those risks have been mitigated.

2.12 Internal Auditing

Section 165(2)(a), (b), and (c) of the MFMA requires that:

The internal audit unit of a municipality must:

a. prepare a risk-based audit plan and an internal audit programme for each financial year; and

b. advise the accounting officer and report to the Audit Committee on the implementation of the internal audit plan and matters relating to:

- internal audit;
- internal controls;
- accounting procedures and practices;
- risk and risk management;
- performance management;
- loss control; and
- compliance with this Act, the annual Division of Revenue Act, and other applicable legislation.

c. perform such other duties as may be assigned to it by the accounting officer.

Stellenbosch Municipality's internal audit function is performed by in-house staff. The main focus areas were compliance with applicable laws, regulations, policies, and procedures, which resulted in both assurances and consulting work. During the year under review, the internal audit activity was able to effectively execute 87% of the initially adopted risk-based audit plan.

In addition, process flowcharts for all identified audit areas have been documented, highlighting the key controls and / or control gaps for process owners / line managers to consider and implement. Follow-up reviews were conducted relating to previously reported matters during the previous financial year.

2.12.1 Risk Register and Three-Year Strategic Plan

Table 91: √ Confirms audit activity completed in the financial year

Audit Activity/ Audit Universe	Year 1 2022/23	Year 2 2023/24	Year 3 2024/25	Combined Assurance Provider
Statutory Internal Audits				
MFMA Compliance	✓	✓	✓	IA and AG
MSA Compliance	✓	✓	✓	IA and AG
DORA Compliance	✓	✓	✓	AG
Performance Management and SDBIP (Quarterly)	✓	✓	✓	IA
Risk-based audits (Auditable Areas)				
Office of the Municipal Manager: Pre-review of MM and Directors' performance evaluations	✓	✓	✓	IA
Financial Services: Supply Chain Management	✓	✓	✓	AG
Financial Services: Asset Management	✓	✓	✓	IA (rolled over from 2021/ 2022
Financial Services: Expenditure Management	-	-	-	AG
Financial Services: Budget Process (Included in MFMA Audit)	N/A	N/A	N/A	AG
Financial Services: Revenue Management (Income and Debtors)		-	✓	IA
Financial Services: Cash Receipts, Banking, and Investments	-	-	-	AG

Audit Activity/ Audit Universe	Year 1 2022/23	Year 2 2023/24	Year 3 2024/25	Combined Assurance Provider
Financial Services: Accounting and Financial Reporting	-	-	-	AG
Financial Services: Year-end Inventory review – stores (direct assistance for the AG)	✓	✓	✓	IA
Corporate Services: Recruitment and Selection	✓	-	-	IA
Corporate Services: Information and Communication Technology	✓	✓	✓	Outsource
Corporate Services: Archives/ Records Management (Audit Conducted by Western Cape Provincial Government)	N/A	N/A	N/A	External Assurance
Corporate Services: Staff Regulations	-	✓	✓	IA
Planning and Economic Development: Housing Administration	-	✓	-	IA
Community and Protection Services: Traffic Services and Administration	-	-	✓	IA
Disaster and Climate Change Readiness Assessment	-	✓	✓	IA
Other				
Internal Quality Assurance review	✓	✓	✓	IA
State of Records review (direct assistance for the AG)	✓	✓	✓	IA
AG audit action plan	✓	✓	✓	IA
AG: Asset verification (Direct assistance)	✓	✓	✓	IA
AG: Employee verification (Direct assistance)	✓	✓	✓	IA
Governance	✓	✓	✓	IA
Risk Management	✓	✓	✓	IA
Follow up audits	✓	✓	✓	IA
Ad hoc review(s) / Special requests	✓	✓	✓	IA

Legend:

Legend
No coverage
High-risk (Annual audit of a business process)
Medium risk
Low risk
Compliance (Statutory requirement)

Risk assessment updates were performed during the 2022/23 financial year and all relevant risks were populated into an updated Risk Register for the municipality. This Risk Assessment Plan forms the basis of the **2022/23** financial year's Risk-Based Audit Plan. New updates to the Stellenbosch Municipality's risk profile were captured during **2022/23** in consultation with the Risk Management Committee. This will ensure that adequate audit coverage is obtained from Internal Audit in consultation with the AGSA and management.

2.12.2 Annual Risk-Based Audit Plan

The Risk-Based Audit Plan 2022/23 was implemented with the available resources. The table below provides details on audits completed.

Table 92: Annual Risk-Based Audit Plan

Audit Activity	Status
DoRA Compliance	Combined Assurance – AG
MGRO 1 and 2 (MGAP)	Report submitted to PT
Statutory audits	
Pre-determined Objectives	
Quarter 4	Final Report submitted
Quarter 1	Final Report submitted
Quarter 2	Final Report submitted
Quarter 3	Final Report submitted
Performance Reviews: MM and Directors (annual assessments)	Final Report submitted
Risk-based audits	
Office of the Municipal Manager: Pre-review of Municipal Manager and Directors performance evaluations	Finalised: Results submitted to Municipal Manager
Financial Services: Asset Management	Rolled over approved at APAC 29 March 2023
Financial Services: Revenue Management (Income and Debtors)	Final report: June 2023
Financial Services: Year-end Inventory review – stores (direct assistance for the AG)	Finalised
Corporate Services: Recruitment and Selection	Final report: March 2023
Corporate Services: Information and Communication Technology	In progress
Other scheduled audits	
Internal Quality Assurance Review	Report submitted: June 2023
State of Records review (direct assistance for the AG)	Ongoing
AG audit action plan	Q1: March 2023 Q2: June 2023
Governance Review	Ongoing
Follow-up audits: SCM: Tender Management Risk Management Development Contributions	Final report: March 2023
Ad hoc requests	
Ad hoc review(s) / Management requests / Consulting Activities: Visit Stellenbosch	Finalised

2.12.3 PMS Audits

The actual performance was subjected to an internal audit review, and the results of their findings were submitted to the APAC. Quarterly audits were performed and reported to the APAC.

2.13 Supply Chain Management

The Supply Chain Management (SCM) Policy applicable to the 2021/22 financial year was revised and adopted by the Council on 26 May 2021 (as Appendix 17 of the budget-related policies in the Council item) in terms of sections 17(1)–(3) of the MFMA.

The changes referred to above will ensure that the Department: SCM has the required legislative mandate to further streamline procedures and processes to promote more efficient and effective service delivery to all internal and external stakeholders.

2.13.1 Competitive bids over R200 000

The following table details the number of Bid Committee meetings held for the 2022/23 financial year:

Table 93: Bid Committee Meetings

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
46	220	64

The attendance figures of members of the Bid Specification Committee are as follows:

Table 94: Attendance of Members of the Bid Specification Committee

Member	% Attendance
Supply Chain Management Representative	100%
Relevant technical expert responsible for a function	100%

The attendance figures of members of the Bid Evaluation Committee are as follows:

Table 95: Attendance of Members of the Bid Evaluation Committee

Member	% Attendance
Supply Chain Management Representative	100%
Relevant technical expert responsible for a function	100%

The attendance figures of members of the Bid Adjudication Committee are as follows:

Table 96: Attendance of Members of Bid Adjudication Committee

Member	% attendance
Chief Financial Officer (Chairperson)	100%
Director Planning and Economic Development	100%
Director: Infrastructure Services	100%
Director: Community and Protection Services	100%
Director: Corporate Services	100%

The percentages indicated above include the attendance of those officials acting in the position of a bid committee member and / or chairperson.

2.13.2 Awards made by the Bid Adjudication Committee

The Bid Adjudication Committee awarded 72 bids with a value of R 159 363 190.41, excluding annual tenders awarded based on approved rates. The ten highest bids awarded by the bid adjudication committee are as follows:

Table 97: Ten Highest Bids Awarded by Bid Adjudication Committee

Bid Number	Title of bid	Directorate and Section	Successful Bidder	Value of bid awarded
B/SM 12/23	CONSTRUCTION OF NEW CELLS AND ASSOCIATED INFRASTRUCTURE AT STELLENBOSCH LANDFILL	Infrastructure Services	BURGER and WALLACE CONSTRUCTION (PTY) LTD	R91 230 000
B/SM 46/22	THE FRANSCHHOEK AREA OF STELLENBOSCH	Infrastructure Services	ADENCO CONSTRUCTION (PTY) LTD	R23 385 070.17
B/SM 17/23	ELECTRIFICATION OF INFORMAL HOUSES IN THE ENKANINI INFORMAL SETTLEMENT OF STELLENBOSCH FOR THE PERIOD ENDING JUNE 2024	Infrastructure Services	MONTHEO CONSTRUCTION GROUP	R22 316 374.38

2.13.3 Awards made by the Accounting Officer

In terms of paragraph 5.2 of the Council's SCM Policy, only the accounting officer may award a bid that is over R 10 million. The accounting officer may not sub-delegate the right to make such an award.

The table below indicates the bids awarded by the accounting officer:

Table 98: Awards made by the Accounting Officer

Bid Number	Title of bid	Directorate and Section	Value of bid awarded
B/SM 12/23	CONSTRUCTION OF NEW CELLS AND ASSOCIATED INFRASTRUCTURE AT STELLENBOSCH LANDFILL	Infrastructure Services	BURGER and WALLACE CONSTRUCTION (PTY) LTD
B/SM 46/22	THE FRANSCHHOEK AREA OF STELLENBOSCH	Infrastructure Services	ADENCO CONSTRUCTION (PTY) LTD
B/SM 17/23	ELECTRIFICATION OF INFORMAL HOUSES IN THE ENKANINI INFORMAL SETTLEMENT OF STELLENBOSCH FOR THE PERIOD ENDING JUNE 2024	Infrastructure Services	MONTHEO CONSTRUCTION GROUP

2.13.4 Objections Lodged

The table below indicates the total objections lodged during the year under review.

Table 99: Objections Lodged

Tender Nr	Description	Date of finalisation of the appeal
B/SM 26/22	Sindele Cleaning	2022-07-15
B/SM 53/22	Uhambo	2022-10-12
B/SM 59/22	Mailtronic	2022-11-24
B/SM 11/23	Max Amp Electrical	2023-03-29
B/SM 09/23	Grand Landscaping	2023-05-09
B/SM 59/23	Klaasen Cleaning	2023-06-30

The municipality also had six (6) appeals, which were resolved, along with one (1) objection, which was also dealt with.

2.13.5 Formal Quotations (above R30 000 and below R200 000) Procurement Processes

The number of formal quotations approved by the Snr. Manager: SCM for the year under review follows:

Table 100: Formal Quotations (above R 30 000 and below R 200 000)

Description	Financial Years					
	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Number of Awarded Formal Quotations	206	203	145	122	8	91
Total Formal Quotations advertised	264	249	159	139	131	124
Percentage awarded	**78.03%**	**81.53%**	**91.19%**	**88%**	**67.94%**	**73.39%**

2.13.6 Deviation from the normal Procurement Processes

Paragraph 4.36 of the Council's SCM Policy allows the Accounting Officer to dispense with the official procurement process. The following table indicates the number of certificates of emergencies and deviations approved in terms of Section 4.36 of the SCM Policy.

Table 101: Deviation from Normal Procurement Process

Description	Financial Years				
	2018/19	2019/20	2020/21	2021/22	2022/23
Certificate of Emergencies: Approved by the Directors i.t.o. Section 4.36.4 of the SCM Policy	0	0	0	0	0
Deviations: Approved by the Accounting Officer i.t.o. Section 4.36.1 of the SCM Policy	42	32	19	12	17
TOTAL	**42**	**32**	**19**	**12**	**17**

Deviations from the normal procurement processes have been monitored closely to mitigate the risk associated with them.

2.13.7 Disposal Management

The system of disposal management envisages the following:

- immovable property is sold only at market-related prices, except when the public interest or the plight of the poor demand otherwise;
- movable assets are sold either by way of written price quotations, a competitive bidding process, an auction, or at market-related prices, whichever is most advantageous;
- 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;
- immovable property is let at market-related rates, except when the public plight of the poor demands otherwise;
- all fees, charges, rates, tariffs, scales of fees, or other charges relating to the letting of immovable property are annually reviewed;
- where assets are traded in for other assets, the highest possible trade-in price is negotiated; and
- 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.

The municipality complies with Section 14 of the MFMA, which deals with the disposal of capital assets, as well as with the Asset Transfer Regulations.

2.13.8 Supply Chain Management Performance Management

The SCM Policy requires that an internal monitoring system be established and implemented to determine, based on retrospective analysis, whether the SCM processes were followed and whether the objectives of the SCM policy were achieved.

Monitoring internal processes is an ongoing process. Procedure manuals for various SCM processes have been developed, approved, and are being implemented.

2.13.9 Service Providers Strategic Performance

Section 76(b) of the MSA states that KPIs should inform the indicators set for every municipal entity and service provider with whom the municipality has entered into a service delivery agreement. According to the AGSA's office:

a) Service provider means a person or institution or any combination of persons and institutions that provide a municipal service;
b) External service provider means an external mechanism referred to in Section 76(b) that provides a municipal service for a municipality; and
c) A service delivery agreement means an agreement between a municipality and an institution or person mentioned in Section 76(b) in terms of which a municipal service is provided by that institution or person, either for its account or on behalf of the municipality.

Section 121(b) of the MFMA and Section 46 of the MSA further state that a municipality should include the following aspects related to service providers in its annual report:

- The performance of each service provider;
- A comparison of the performance with targets set for and performance in the previous financial year; and
- Measures are taken to improve performance.

2.13.10 B-BBEE Compliance Performance Information

Section 121(3)(k) of the MFMA indicates that the annual report of a municipality should include any other information as may be prescribed. The Broad-Based Black Economic Empowerment (B-BBEE) Act (Act 53 of 2003; as amended by Act 46 of 2013) read in conjunction with the B-BEE Regulations of 2016 states in Section 13G(1) that all spheres of government, public entities, and organs of state must report on their compliance with broad-based black economic empowerment in their annual financial statements and annual reports. Under the explanatory notice (Notice 1 of 2018) issued by the B-BBEE Commission, the following table provides details on the municipality's compliance concerning broad-based black economic empowerment, which only focuses on the organisational aspect of the compliance reform: It should be noted that a consultant is currently in the process of doing an in-depth rating of BBEE compliance in terms of supply chain and socio-economic activities.

a) Management Control

Table 102: B-BBEE Compliance Performance Information - Management Control

Category	% for each category	Race Classification			Gender		Disability
		A	C	W	F	M	
Directors	4 / 6 = 66.67%	0	4	2	2	4	0
Senior Management	18 / 25 = 72%	3	15	7	4	21	0

b) Skills Development

Table 103: B-BBEE Compliance Performance Information- Skills Development

Category	% for each category	Race Classification		Gender		Disability	Total amounts spend
		Category	Total	Category	Total		
Black Employees	278	A	996	F	79	None	Total Spent: R3 267 622 R3 071 564.68 (94% of the total spent)
		C	179	M	199		
		I	0				
Non-Black employees	19	W	19	F	2	None	R196 057.32 (6% of the total spent)
				M	17		
Black People on internships, apprenticeships, learnership	40	A	13	F	16	None	R424 790.86 (13% of total)
				M	24		
Unemployed black people on any programme under the learning programme matrix	2	C	2	M	2	None	R19 605.73 (0.6% of the total spent)
Black people absorbed at the end of learnership, internship and apprenticeship	0	0	0	0	0	None	0

2.14 By-laws and Policies

Section 11 of the MSA gives municipal councils the executive and legislative authority to pass and implement by-laws and policies.

By-laws and policies approved in the 2022/23 financial year are listed below.

Table 104: By-laws and Policies approved

By-laws and Policies Revised	Date Approved	Department
By-laws		
Stellenbosch Municipality Rules of Order By-law	27.07.2022	Corporate Services
Municipality's Stormwater By-law delegations and proposed admission of guilt fines	26.10.2022	Infrastructure Services
Municipality's Parking By-law delegations and proposed admission of guilt fines	26.10.2022	Infrastructure Services
Stellenbosch Municipality Integrated Waste Management By-law Delegation and Admission of Fines	26.10.2022	Infrastructure Services
Municipal Land use by-law	23.11.2022	Planning and Economic Development
Policies (*Financial policies were approved by the Council for the 2022/23 financial year)		
Accounting Policy	25.05.2022	Finance
Borrowing, Funds and Reserves Policy	25.05.2022	Finance
Budget Implementation and Monitoring Policy	25.05.2022	Finance
Cash Management and Investment Policy	25.05.2022	Finance
Cost Containment Policy (2019-09-25)	25.05.2022	Finance
Credit Control and Debt Collection Policy	25.05.2022	Finance
Development Charges Policy	25.05.2022	Finance

By-laws and Policies Revised	Date Approved	Department
Financing of External Bodies Performing Municipal Functions Policy	25.05.2022	Finance
Grants-In-Aid Policy	25.05.2022	Finance / Community and Protection Services
Indigent Policy	25.05.2022	Finance
Inventory Management Policy	25.05.2022	Finance
Irrecoverable Debt Policy	25.05.2022	Finance
Liquidity Policy	25.05.2022	Finance
Petty Cash Policy	25.05.2022	Finance
Preferential Procurement Policy	25.05.2022	Finance
Rates Policy	25.05.2022	Finance
SCM Policy for Infrastructure Procurement and Delivery Management	25.05.2022	Finance
Special Ratings Area Policy	25.05.2022	Finance
Supply Chain Management Policy	25.05.2022	Finance
Tariff Policy	25.05.2022	Finance
Travel and Subsistence Policy	25.05.2022	Finance
Virementation Policy	25.05.2022	Finance
Ward Allocation Policy	25.05.2022	Finance
Wayleave Policy	25.05.2022	Finance

2.15 Municipal Website

The municipal website is an integral part of a municipality's communication infrastructure and strategy. It serves as a tool for community participation, improves stakeholder involvement and facilitates stakeholder monitoring and evaluation of municipal performance. Section 75 of the MFMA requires that municipalities place key documents and information on their website, including the IDP, the annual budget, adjustments budgets and budget-related documents and policies.

Below is a website checklist to indicate compliance with Section 75 of the MFMA.

Table 105: Municipal Website Checklist

Documents Published on the Stellenbosch Municipality's Website	Yes / No	Publishing Date
Current annual and adjustments budgets and all budget-related documents	Yes	Within legislated period
All current budget-related policies	Yes	Within legislated period
Current annual and adjustment budgets and all budget-related documents	Yes	Within legislated period
All current budget-related policies	Yes	Within legislated period
The Annual Report 2022/23	-	Pending
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act for 2022/23	Yes	Within legislated period
All service delivery agreements for 2022/23	Yes	Within legislated period
All long-term borrowing contracts for 2022/23	Yes	Within legislated period
All supply chain management contracts above a prescribed value for 2022/23	Yes	Within legislated period
An information statement containing a list of assets over a prescribed value that have been disposed of in terms of section 14(2) or (4) during 2022/23	Yes	Within legislated period

2.16 Communication

According to Section 75 of the MFMA, the municipal website is a crucial part of its communication infrastructure and strategy because it is a key tool for fostering stakeholder involvement, encouraging community participation, and facilitating the monitoring and evaluation of municipal performance. This platform plays a pivotal role in ensuring transparency and accessibility to key documents and information.

Local government, as outlined in the Constitution of the Republic of South Africa Act 1996, Section 152(1)(e), has a statutory obligation to encourage community involvement in municipal affairs. The Municipal Systems Act (MSA) further supports this by endorsing community participation. Stellenbosch Municipality, in line with its Communication Policy adopted in July 2020, is committed to high levels of transparency, accountability, and participatory democracy.

Effective communication platforms played a vital role during the year, contributing to transparency and community engagement. The municipality ensured the timely dissemination of information through various channels, including the municipal website, social media platforms, and traditional media outlets. Comprehensive responses to media inquiries, proactive release of statements, and positive news stories contributed to enhancing the municipality's corporate identity and brand.

The municipal website, regularly updated with official notices, tenders, news stories, and meeting agendas, remains a central hub for public engagement. Plans are underway to enhance user-friendliness and navigation for increased customer satisfaction. Social media platforms, including Facebook, Twitter, Instagram, and LinkedIn, have become effective tools for reaching a wider audience, disseminating alerts, and diverting traffic to the website.

Embracing the Digital Age:

In the digital age, the municipality recognises the significance of reaching more customers and residents through online media, social media, the municipal website, and various handheld devices. These platforms enable us to connect with a broader audience, ensuring that important information is accessible anytime, anywhere. As the municipality navigates this digital landscape, it aims to leverage technology to enhance communication, foster engagement, and meet the evolving needs of its community.

The municipality's growing Instagram and LinkedIn profiles, along with its expanding social media and online footprint, signify the municipality's commitment to staying connected with the community. In addition to traditional communication channels, the municipality distributes newsletters with account updates monthly, providing a comprehensive overview of municipal activities.

Building a Strong Stellenbosch Brand and Corporate Identity:

Beyond communication, the municipality is actively participating in building a strong Stellenbosch brand and corporate identity. Its involvement extends to creating a positive and recognisable image that resonates with the municipality's community and stakeholders.

Leading in Social Media Presence:

The municipality is proud to announce that it now boasts the largest Facebook page of any municipality in the Western Cape, apart from the metro. This achievement reflects the municipality's commitment to effectively engaging with its community and keeping them informed through the most widely used social media platform.

Communication Checklist:

- Regular updates on the municipal website;
- Active engagement on social media platforms (Facebook, Twitter, Instagram, LinkedIn);
- Placement of municipal advertisements in community and regional newspapers;
- Executive Mayor's monthly newsletter, pamphlets, posters, notice boards, and regular IDP / Ward meetings for community communication; and
- Establishment of an interdepartmental communication forum for improved internal communication.

This comprehensive approach to communication ensures that Stellenbosch Municipality remains transparent, responsive, and actively engages with its community and stakeholders.

Below is a communication checklist for compliance with the communication requirements.

Table 106: Communication Activities

Communication activities	Yes / No
Communication Unit	Yes
Communication Strategy	Yes
Communication Policy	Yes
Customer satisfaction surveys	No
Functional complaint management systems	Yes
Newsletters distributed at least quarterly	Yes

CHAPTER 3: SERVICE DELIVERY PERFORMANCE

3.1 Overview of performance within the organisation

This section provides an overview of the key service achievements of the municipality that came to completion during the 2022/23 financial year in terms of the deliverables achieved compared to the key performance objectives and indicators in the IDP.

To improve performance planning, implementation, measurement, and reporting, the municipality implemented the following actions:

- Departmental operational plans were developed for monitoring and reporting operational programmes. An electronic performance management system is operational within the municipality. The same system forms the basis for performance evaluations of the directors the municipal manager; and
- The municipality endeavoured during the development of the TL SDBIP as well as with the development of the Departmental SDBIP that the "SMART" principle be adhered to in the setting of indicators and objectives. The emphasis was placed on ensuring that targets were specific and time-bound, thus making them measurable.

COMPONENT A: BASIC SERVICES

This component includes the municipal functions, basic service delivery highlights and challenges, details of services provided for water, wastewater (sanitation), electricity, waste management, housing services, and a summary of free basic services.

3.2 Municipal Functions

3.2.1 Analysis of Functions

The municipal functional areas are indicated below.

Table 107: Municipal Functional Areas i.t.o. the Constitution

Municipal Function	Yes / No
Constitution Schedule 4, Part B functions:	
Air pollution	Yes
Building regulations	Yes
Childcare facilities	Yes
Electricity and gas reticulation	Yes
Firefighting services	Yes
Local tourism	Yes
Municipal airports	No
Air pollution	Yes
Building regulations	Yes
Municipal planning	Yes
Municipal health services	No
Municipal public transport	Yes
Municipal public works only in respect of the needs of municipalities in the discharge of their responsibilities to administer functions specifically assigned to them under this Constitution or any other law	No

Municipal Function	Yes / No
Constitution Schedule 4, Part B functions:	
Pontoons, ferries, jetties, piers, and harbours, excluding the regulation of international and national shipping and matters related thereto	No
Stormwater management systems in built-up areas	Yes
Trading regulations	Yes
Water and sanitation services are limited to potable water supply systems and domestic wastewater and sewage disposal systems	Yes
Beaches and amusement facilities	Yes
Billboards and the display of advertisements in public places	Yes
Cemeteries, funeral parlours, and crematoria	Yes
Cleansing	Yes
Control of public nuisances	Yes
Control of undertakings that sell liquor to the public	Yes from 2013
Facilities for the accommodation, care, and burial of animals	Yes
Fencing and fences	Yes
Licensing of dogs	No
Licensing and control of undertakings that sell food to the public	No
Local amenities	Yes
Local sport facilities	Yes
Markets	Yes
Municipal abattoirs	No
Municipal parks and recreation	Yes
Municipal roads	Yes
Pounds	Yes
Public places	Yes
Refuse removal, refuse dumps and solid waste disposal	Yes
Street trading	Yes
Street lighting	Yes
Traffic and parking	Yes

3.3 National Key Performance Indicators – Basic Service Delivery

The following table indicates the municipality's performance in terms of the National Key Performance Indicators required in terms of the Local Government: Municipal Planning and the Performance Management Regulations of 2001 and section 43 of the MSA. These key performance indicators are linked to the following two National Key Performance Areas: Basic Service Delivery and Local Economic Development.

Table 108: Basic Service Delivery

KPA and Indicators	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Basic Service Delivery*								
The percentage of households earning less than R6 500 per month with access to free basic services (In the case of Stellenbosch Municipality- several registered Indigent households are being reported)	100%	100%	100%	100%	100%	100%	100%	100%

KPA and Indicators	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Basic Service Delivery*								
Service for water, sanitation and refuse removal (Average)	7 042	5 686	6 453	6 813	6 666	7 283	4 681	4 744

Source: The data emanates from the Indigent Register of the Stellenbosch Municipality

3.4 Water Provision

Water is the most fundamental and indispensable of all available natural resources—fundamental to life, the environment, food production, hygiene, and power generation.

Poverty reduction / alleviation and improved water management are closely linked. Schedule 4B of the Constitution lists water and sanitation services, limited to potable water supply systems and domestic wastewater and sewerage disposal systems, as a local government function.

Basic water is defined as 25 litres of potable water per day supplied within 200 meters of a household. Stellenbosch Municipality had no water restrictions in place during the year under review.

The municipality responded well to the rollout of further critical water and wastewater infrastructure, the expansion of supply for future storage and growth, as well as the upgrade and maintenance of existing systems. It was also required to successfully respond to emergency scenarios such as the flooding events in June 2023, which were the highest rainfall experienced in 43 years.

The municipality also successfully agreed with the Department of Water and Sanitation to participate in the Bergriver Voëlvlei Augmentation Scheme, which would essentially secure the municipality additional water once the scheme is completed. This would be fundamental for additional water security for the future of Stellenbosch, in an increasingly water-scarce and climate-sensitive environment sensitive to climate change and "El Nina-like" possible shocks to the system.

The municipality supplies water to the consumers in their area of jurisdiction through the following six water supply systems:

- Stellenbosch: Eerste River treated at Ida's Valley WTP (own source);
- Stellenbosch: DWS allocation from Western Cape Water Supply Scheme (WCMSS) via the tunnel treated at Paradyskloof WTP (Theewaterskloof Dam);
- Franschhoek: Du Toits River treated at Franschhoek WTP (own source);
- Dwarsrivier and rest of Franschhoek: potable water purchased from the City of Cape Town (Wemmershoek Line);
- Raithby, Klapmuts, Koelenhof, etc.: Potable water purchased from the City of Cape Town (Blackheath WTP, Faure WTP, and Wemmershoek Line); and
- Boreholes BH1: Die Braak, BH2: Meerlust, and BH3: Van der Stel, treated in Containerised Package Plants. This system was only used for a short while after the June floods caused damage to the bulk water supply line from the Wemmershoek Line. The Kylemore BH and Package Plant were then used to provide water to the Dwarsriver communities. The rest of the system wasn't utilised in the 2022/23 financial year.

Water is also supplied to an extensive industrial area as well.

The municipality manages three water treatment works, namely Ida's Valley, Paradyskloof, and Franschhoek, which is a microwater treatment plant. The potable water supply from these works amounted to 20.59 Ml/d, and a further 9.57 Ml/d was obtained from the City of Cape Town during the

2022/23 financial year, ensuring a supply of approximately 30.16 Ml/d to the municipality's area of responsibility.

Areas supplied by the Wemmershoek Dam and Water Treatment Works include half of Franschhoek town, La Motte, Wemmershoek, Pniël, Boschendal, Johannesdal, Kylemore, Lanquedoc, Klapmuts, Koelenhof, Elsenburg, Devon Valley, and Muldersvlei. Areas supplied by Blackheath Water Treatment Works include Polkadraai, Spier, and Vlottenburg.

Areas supplied by Faure Water Treatment Works (from Steenbras Dam – City of Cape Town) are Faure, Jamestown, De Zalze, Raithby, and Lynedoch. Although the City of Cape Town manages these treatment projects, the Stellenbosch Municipality must monitor and consider their effects on water quality and quantity.

Stellenbosch Municipality supplies potable water to the entire municipal area through a network and infrastructure consisting of 118 reservoirs / holding tanks / sumps, and sumps; water towers; 69 water pump stations; 41 pressure-reducing valve installations; and 704 kilometres of pipeline. A telemetry system is in charge of fully operating and controlling the system.

The total bulk water input into the water network for the 2022/23 financial year was 11 009 Ml, with an annual average daily demand of 30 163 kl/day. 37.2% of the water supplied is purified from the municipality's water sources at the Ida's Valley and Franschhoek Water Treatment Plants. The balance is supplied by the City of Cape Town (31.7%) and from the treatment of raw water at Paradyskloof Water Treatment Plant, as supplied by the Department of Water and Sanitation (31.1%). Potable water supplied by the City of Cape Town is analysed monthly.

Ida's Valley and Paradyskloof Water Treatment Works are equipped with some analytical capabilities and routine plant analyses are performed in-house. A full water quality monitoring programme is further performed for the municipality by an accredited external laboratory / contractor. Maintenance of equipment for all three plants is outsourced to external contractors.

Based on the municipality's International Water Association (IWA) Water Balance sheet for the 2022/23 financial year under review, the municipality recorded 27.4% for "non-revenue" water, which is an increase of 5.5% from the previous financial year and 21.9% for "non-revenue" water. Refer to the municipality's International Water Association (IWA) Water Balance Sheet extract below.

System input volume (SIV): July 2022 to June 2023 ; kL — **10 827 196** — **100%**
(water demand in reticulation system)

Potable water system

Authorised consumption 85,01%	Revenue water 72,58%	Billed metered	7 858 877	72,58%
		Billed unmetered	0	0,00%
	Non-revenue water 27,42%	Un-billed	1 344 896	12,42%
Water losses 14,99%		Commercial losses		0,00%
		Physical losses	1 623 423	14,99%

Revenue water (Sales) kl	**7 858 877**	**72,58%**
Non-revenue water (NRW) ; kl	**2 968 319**	**27,42%**
Real network losses ; kl	**1 623 423**	**14,99%**

The real physical network losses are at 14.99%, which is close to the best practice value of 15%.

The table above is the International Water Association's table to compute the water balance and is also accepted in the Department of Water and Sanitation's reporting structure. This forms the basis of the information needed and what is currently used to calculate water losses. This is combined with

monitoring systems installed on all bulk water supply points to determine and ensure accurate data on the water provided. The consumption data for all water users is drawn from the financial system with a regular data download to determine the total water sold. The figure above is used as far as possible to reflect the water balance and water losses in the water systems. The water readings of all areas are also sent to the Department of Water and Sanitation on a quarterly basis to monitor and control water usage and allocations of water.

The municipality has developed a comprehensive Water Conservation and Water Demand Management (WC&WDM) strategy, which includes a 10-year financial plan. The strategy has two goals: the municipality will prioritise the implementation of WC&WDM and will ensure ongoing planning, management, monitoring, and an enabling environment. The WC&WDM initiatives include a Waterpipe Replacement Programme, indigent domestic leak repair and meter replacement programme, Stellenbosch water meter audit and Stellenbosch in-house water services operations and maintenance.

Stellenbosch Municipality is currently not implementing water restrictions. The current year has seen higher than average rainfall, and most bulk dams are full as at 30 June 2023. This, however, should not be seen as an indication that the probability of a future drought is low, and **the public should always be aware of the need to conserve water**.

The following table reflects the status of the dam levels supplying the WCWSS with water and the status of Stellenbosch's dam levels.

Table 109: Western Cape Dams

Major dams	2020	2021	2022	2023
	(%)	(%)	(%)	(%)
Berg River	81.2	100.8	87.9	100.9
Steenbras Lower	49.9	89.9	78.6	99.8
Steenbras Upper	99.6	84.6	85.8	100.5
Theewaterskloof	55.8	101.9	76.1	100.4
Voëlvlei	54.5	88.1	63.2	95.9
Wemmershoek	43.3	97.7	65.5	100.2
Total Stored (Ml)	**540 023**	**879 173**	**679 794**	**895 018**
% Storage	**59.7**	**97.4**	**75.2**	**99.6**

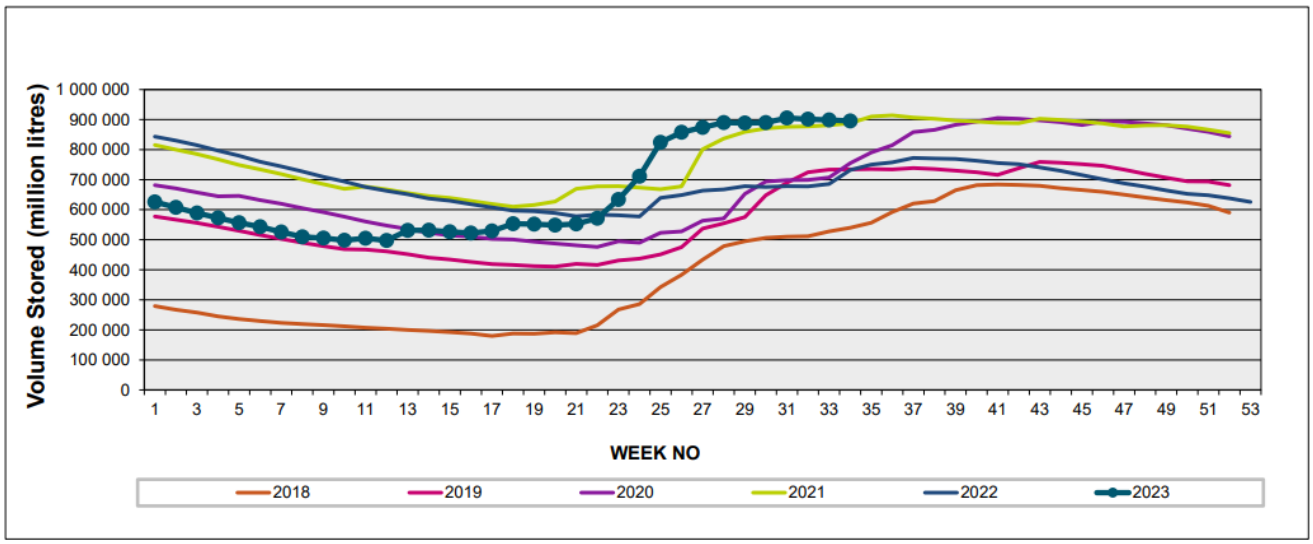
The table below depicts the Stellenbosch dams and overall water usage trends in the region (from the City of Cape Town Dam Levels Report, 21 August 2023):

Stellenbosch's own Dams

Table 110: Stellenbosch dams

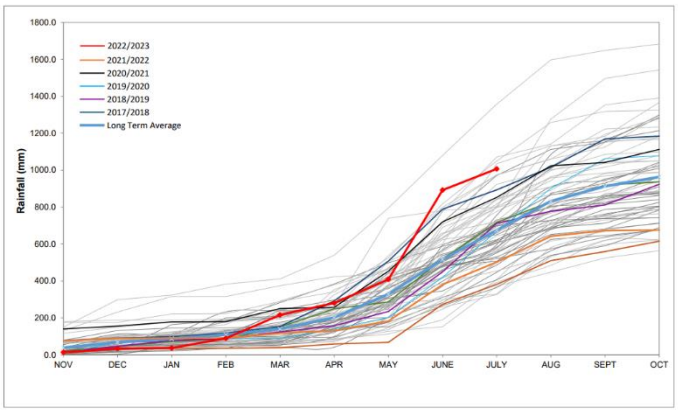
Ida's Valley 1	760 215
Ida's Valley 2	1 499 381

WCWSS Comparative Storage Graph

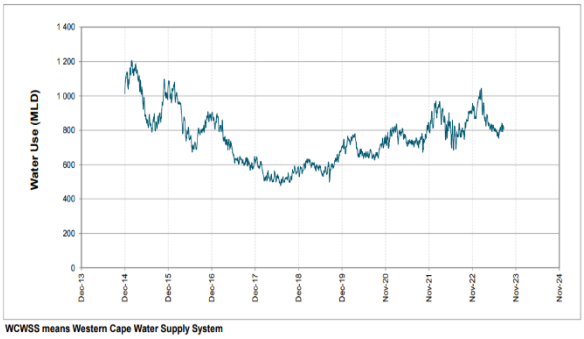


Accumulated Monthly Rainfall at Wemmershoek

Note: Wemmershoek station used due to long record and mountainous location



Overal Water Usage Trend (2010 - Present)



WCWSS means Western Cape Water Supply System
MLD means million litres per day
More information on Water Saving and Restrictions is available on the City of Cape Town's 'ThinkWater' website

3.4.1 Service Statistics – Water Services

The table below outlines water usage totals per category:

Table 111: Total Use of Water

Total Use of Water (Mℓ)					
Year	Total Water into the System (Mℓ)	Total Water Sold (Mℓ)	Non-Revenue Water	% Non-Revenue Water	% Physical Water Loss
2014/15	14 876	11 556	3 320	22.3%	10.3%
2015/16	13 889	10 498	3 391	24.4%	12.4%
2016/17	12 220	9 572	2 648	21.8%	9.7%
2017/18	8 661	6 779	1 882	21.7%	8.2%
2018/19	8 058	6 380	1 676	20.8%	6.9%
2019/20	8 015	6 374	1 640	20.5%	6.5%
2020/21	10 003	7 701	1 815	18.1%	9.9%
2021/22	10 080	8 174	1 906	18.9%	9.7%
2022/23	10 827	7 858	2 968	27.4%	15%

The table below reflects the total use of water by sector in cubic meters:

Table 112: Total use of water by Sector (cubic meters)

Total use of water by Sector (cubic meters)					
Year	**Agriculture**	**Forestry**	**Industrial / Commercial**	**Domestic**	**Unaccountable water losses**
2022/23	0	0	2 895 329	4 963 773	2 621 624

3.4.2 Water Service Delivery Levels

As a priority, it is the responsibility of Stellenbosch Municipality to ensure that adequate and appropriate investments are made to ensure the progressive realisation of the rights of all people in its area of jurisdiction to receive at least a basic level of water and sanitation service. While the provision of basic water services is the most important and immediate priority, water services authorities are expected to provide intermediate and higher levels of services (for example, water on site) if it is practical and provided it is financially viable and sustainable to do so.

All water services provided by Stellenbosch Municipality to consumers within its borders are linked to the municipality's Tariff Policy and Tariff By-laws, and poor households are incorporated through the municipality's Indigent Policy. Many residents in the lowest income groups (living in informal areas) pose a major challenge to the municipality to provide suitable housing. Stellenbosch Municipality strives towards providing all households in the towns with a water connection inside the house and connecting all households to a waterborne sanitation system.

All the formal households in the urban areas of Stellenbosch Municipality's Management Area are provided with water connections and waterborne sanitation facilities inside households (higher level of service). Communal standpipes and ablution facilities are provided in the informal areas as a temporary emergency service. The municipality is aware of the fact that communal standpipes represent in all likelihood the weakest part of a network's water supply services, and constantly repairs and monitors the system of operation and maintenance thereof.

The table below specifies the different water service delivery levels per household:

Table 113: Water Service Delivery Levels

Description	2015/16 *(audited)*	2016/17 *(audited)*	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Household								
***Water:* (above minimum level)**								
Piped water inside	37 902	37 989	38 027	40 321	42 615	38 120	38 120	49 420
Piped water inside the yard (but not in a dwelling)	3 596	3 596	3 596	3 596	3 596	3 596	3 596	1443 (479 standpipes on farms + 964-yard connections)
Using a public tap (within 200m of the dwelling)	8 491	9 238	9 699	11 327	12 955	10 504	10 504	11 117 (11 242-125) informal areas with communal services,
Other water supply (within 200m)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Minimum Service Level and Above Sub-Total	**49 989**	**50 823**	**51 323**	**55 244**	**59 166**	**52 220**	**52 220**	**61 980**
Minimum Service Level and Above Percentage	**99.75**	**99.75**	**99.75**	**99%**	**98.93%**	**98%**	**98%**	**99.5%**
***Water:* (below the minimum level)**								
Using a public tap (more than 200m from the dwelling)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	125 (informal with no communal services)
Other water supply (more than 200m from dwelling)	125	N/A	N/A	N/A	N/A	N/A	N/A	120
No water supply	405	N/A	N/A	N/A	N/A	N/A	N/A	92
Below the Minimum Service Level Sub-Total	**530**	**0**	**0**	**581**	**632**	**1 263**	**1 263**	**337**
Below the Minimum Service Level Percentage	**1.06**	**0**	**0**	**1%**	**1.07%**	**2%**	**2%**	**0.5%**
Total Number of Households (formal and informal)	**48 002**	**48 002**	**52 374**	**55 825**	**59 798**	**53 483**	**53 483**	**62 317**
**2022/23 figures will be released upon the finalisation of the Water Services Development Plan (WSDP)								

The table below indicates the proportion of households who have access to water as at 30 June 2023.

Table 114: Access to Water

Access to water			
Year	**The proportion of households with access to water points***	**The proportion of households with access to piped water**	**The proportion of households receiving 6 kL free**
2022/23	20.16% (11 117- communal taps) + 479 (standpipe farms) + 964 (yard connection farms) = 12 560	79.30% (49 420 – formal house connections and backyard dwellers)	5 744

The table below indicates the capital expenditure for the Section: Water Services at 30 June 2023.

Table 115: Capital expenditure as at 30 June 2023: Section: Water Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
New Reservoir and Pipeline: Vlottenburg	63 036	60 895	3.40%
New Reservoir Rosendal	1 647	1 304	21%
Water Conservation and Demand Management	2 000	1 905	4.73%
Upgrade and replace water meters	2 900	2 675	8%
Waterpipe Replacement	4 000	2 605	35%
Only the five largest capital projects are listed.			

The Section: Water Services has spent, 89**% of** its capital budget for the financial year.

3.5 Wastewater (Sanitation) Provision

The main focus for the 2022/23 financial year was to implement the demands of the Stellenbosch Municipality's masterplan, fulfilling the development needs for the Stellenbosch Municipality's vision. Part of the demand was to complete the upgrade of the **Pniël Wastewater Treatment Works** and the operation and continued maintenance of the **Wemmershoek Wastewater Treatment Works**.

The construction of the 4.5 Ml/day Pniël WWTW upgrade commenced within the 2019/20 financial year. Delays caused by Eskom pushed the completion date into the 2022/23 financial year. The upgrade of the Wemmershoek WWTW Phase 1 commenced in the 2021/22 financial year and was completed on 30 November 2022. The Phase 2 design required a re-design, given the budget availability for Phase 2. The tendering process will commence in September 2023.

The table below specifies the different sanitation service delivery levels per household for the financial years 2016/17 – 2022/23.

Table 116: Sanitation service delivery levels

Description	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Household							
***Sanitation / sewerage*: (above the minimum level)**							
Flush toilet (connected to sewerage)	37 939	38 027	40 321	42 615	44 909	44 909	40 709
Flush toilet (with septic tank)	1 079	1 079	1 079	1 079	1 079	1 079	8 931
Chemical toilet	114	94	94	139	184	184	(279 farms + 322 informal households)
Pit toilet (ventilated)	0	0	0	0	0	0	165 (Farms)

Description	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Other toilet provisions (above the minimum service level)	0	0	2 336	2 386	2 386	2 386	10 876 (informal communal toilets)
Minimum Service Level and Above Sub-Total	**39 132**	**39 252**	**44 595**	**46 219**	**48 609**	**48 609**	**61 282**
Minimum Service Level and Above Percentage	**97.51**	**97.01%**	**92.0%**	**98,1%**	**95.2%**	**95.2%**	**98.34%**
***Sanitation / sewerage:* (below the minimum level)**							
Bucket toilet	N/A	N/A	N/A	N/A	N/A	N/A	278 (Farms)
Other toilet provisions (below the minimum service level)	N/A	N/A	N/A	N/A	N/A	N/A	358 (148 pit toilets) + 210 (other farms)
No toilet provisions	N/A	N/A	N/A	N/A	N/A	N/A	399 (44 informal areas + 355 no toilets)
Below the Minimum Service Level Sub-Total	**1 193**	**1 173**	**1 050**	**972**	**1 263**	**1 263**	**1 035**
Below the Minimum Service Level Percentage	**2.49**	**0**	**1.88%**	**2.11%**	**2.49%**	**2.49%**	**1.66%**
Total Number of Households (formal and informal)	**40 325**	**52 374**	**55 825**	**59 276**	**61 351**	**61 351**	**62 317**
**2022/23 figures will be released upon the finalisation of the Water Services Development Plan (WSDP)							

The table below indicates the capital expenditure for the Section: Sanitation Services at 30 June 2023.

Table 117: Capital expenditure as at 30 June 2023: Section: Sanitation Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Upgrade of the WWTW: Pniël and Decommissioning of Franschhoek	24 152	23 839	1.30%
Upgrade of the WWTW Wemmershoek	11 188	10 655	4.76%
Franschhoek Sewer Network Upgrade (Langrug / Mooiwater)	4 000	3 728	6.81%
Sewerpipe Replacement	1 500	593	60.46%
New Development Bulk Sewer Supply WC024	679	495	27.09%
Only the five largest capital projects are listed.			

The Section: Sanitation Services has spent 92% of its capital budget for the financial year.

The table below indicates all major projects implemented by the Department: Water and Wastewater Services.

Table 118: Number of employees in the Department: Water and Wastewater Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	1	0%
14 – 17	7	3	4	57%
9 – 13	44	32	12	27.2%
4 – 8	62	59	3	4.8%
3 – 0	111	102	9	8.1%
Total	**225**	**197**	**28**	**12.4**

3.6 Major projects implemented

The table below indicates all major projects implemented for the Department: Water and Wastewater Services.

Table 119: Major projects implemented

Project Name	Scope	Project Cost	Benefits, Impacts, and Goals Achieved	Other Comments
Capital Upgrades				
Water Treatment Works in Ida's Valley	Upgrading of existing works to increase the current treatment capacity.	R100M	Various upgrades and modifications to treatment works processes to increase treatment capacity.	Designs ceased after the concept design stage due to funding availability.
Phase 2: Upgrade to Wemmershoek (Franschhoek Valley) WWTW	The New Nereda Wemmershoek WWTW is unable to reliably produce compliant effluent and needs to be upgraded with tertiary treatment processes and increased treatment capacity.	R70M	Ensure allowance for future demand and economic growth and development in the greater Franschhoek and surrounding areas. Increase capacity from 3ML/day to 7ML/day in phases to eradicate Franschhoek WWTW challenges.	The tender for Phase 2 (capacity increase) is in the process of being advertised (the closing date of the tender is 29 January 2024). A service provider is assisting with the operations and maintenance of the plant as well as with staff training.
Upgrade of Pniël WWTW	The upgrade of existing WWTW.	R164M	Capacity increased to 4.5Ml/day.	Activated sludge process with a belt press and a new UV disinfection system. Practical Completion: 28 February 2023.
Phase 1: Polkadraai Reservoir and Pipeline	Construct 2 reservoirs and upgrade the pipeline.	R103M	Form part of the Blackheath Augmentation System to allow water transfer from CoCT to Stellenbosch and the use of its source during the winter for the Polkadraai area.	The contractor was appointed on 17 August 2022 for a 60-week construction period. Construction is to be completed in November 2023.
Phase 2: Polkadraai Reservoir and Pipeline	A new pipeline from Phase 1 reservoir to Papegaaiberg reservoir.	R30M	Form part of the Blackheath Augmentation System to allow water transfer from CoCT to Stellenbosch and the use of its source during the winter for the Polkadraai area.	The consultant design is complete. The tender will be advertised once the WUL is approved.

3.7 Electricity

The municipality's Electro-Technical Services Department continued to respond well to the challenges facing the electricity sector at present, with the rollout of bulk electrical infrastructure, the upgrading of informal settlements, and the upgrading and maintenance of current infrastructure.

Loadshedding continues to be experienced due to Eskom's challenges with the high number of increased stages of outages experienced during the year. The municipality has embarked on an alternative energy programme to investigate different aspects of alternative energy generation as well as a reduction in demand / usage, and / or shift towards renewable energy. As in the previous financial years, Stellenbosch Municipality continues to contribute to Eskom's electricity supply stability, mainly via the following projects:

a) The Demand-Side Management

The municipality continued during 2022/23 with the Energy and Demand Management project, replacing energy-inefficient streetlight fittings with energy-efficient (LED) fittings. The current identified projects will be completed, and the remaining ones will be re-prioritised.

To date, 95% of all conventional streetlight fittings in Franschhoek and 55% in Stellenbosch have been fitted with energy-efficient lights (LEDs).

Eskom handed over to the municipality all streetlight maintenance in Eskom areas of supply, with effect from February 2022. The Department is in the process of appointing a service provider to conduct a streetlight assessment and audit to prepare for the refurbishment of streetlight infrastructure as well as changing the conventional streetlights to energy-efficient streetlights. Due to the vast extent of the project, the municipality will implement it in a phased manner since the project is budget-dependent.

b) Hot Water Load Control Project

The municipality has installed hot water load control devices in the Franschhoek and Stellenbosch areas. To date, **8 852** devices have been installed in Stellenbosch and 795 in Franschhoek, which enable the shedding of all geysers during peak times, thereby realising energy savings. In addition, all new developments are being issued with load control devices to help manage the energy demand. The department is experiencing challenges with access to properties for various reasons but continues to follow up with residents by visiting the premises.

c) Alternative Energy

Under previous circumstances, the Constitution did not allow local government to enter into the generation of electricity, and the Electricity Regulation Act did not allow municipalities to purchase electricity from any company other than Eskom. Through the promulgation of the Electricity Regulation Act Regulations on 16 October 2020, this changed, and municipalities are now allowed to generate electricity and purchase electricity from electricity generators other than Eskom.

Stellenbosch Municipality is investigating several initiatives to reduce the impact of loadshedding, namely:

1. The initial application was submitted to Eskom to be considered for loadshedding mitigation;
2. The successful appointment of a lead consulting project management firm and an in-house project manager;
3. The award of the supervisory control and data acquisition (SCADA) telemetry system contract in 2023;
4. The Council's approval was obtained and an advertisement for public participation was made for three land parcels to possibly be used for the construction of alternative energy plants;
5. Investigation of solar photovoltaic and battery storage to ensure business continuation at critical municipal buildings and critical water and wastewater treatment plants;
6. The municipality's participation in the Western Cape Government Municipal Energy Resilience projects; and
7. Preparation for the issuing of a Request for Proposals (RFP) for independent power producers (IPPs).

Thus, the municipality is taking a measured, incremental approach towards loadshedding mitigation within available budgets and simultaneously ensuring that the municipality's infrastructure is ultimately ready to absorb the future scenario of mitigation.

d) Electrification of Informal Settlements

Since the inception of the electrification project in **Enkanini** in 2021, the Department has implemented the project in a phased approach as indicated below:

Table 120: Electrification of Informal Settlements

Financial year	Phase	Project Description	Total number of connections	Value of connections	Value of bulk infrastructure
2021/22	Phase 2	Enkanini Ph2 and Bulk Infrastructure	800	R14 300 000	-
2022/23	Phase 3	Enkanini Electrification Ph3 and Bulk (Enkanini to Watergang)	1 300	R24 400 000	R4 300 000

e) Pniël take-over

The municipality continued with the network upgrade in the 2022/23 financial year. The table below indicates the progress and value of the project to date.

Table 121: Electricity network upgrades

Financial Year	Project Description	Actual Amount Spend on Pniël Upgrade
2020/21	General upgrade of Pniël / Johannesdal 11kV and 400V networks. The work included the replacement of minisubs. Constructing the first 11 kV ring in Johannesdal.	R3 231 988
2021/22	General upgrade of Pniël / Johannesdal 11kV and 400V networks. Work included the building of a new 1 km, 11 kV overhead line, the replacement of the mini-substation, and the installation of metering units.	R3 500 000
2022/23	General upgrade of Pniël / Johannesdal 11kV and 400V networks. Work included the refurbishment of an 11 kV switching substation, the procurement of switchgear, and installation.	R3 491 923.98

Each financial year, the municipality prioritises projects identified from the network assessment report by starting / addressing the critical infrastructure first.

The appointed electrical contractor will continue with the network upgrading in the 2023/24 financial year.

As part of the network upgrades, the refurbishment of an 11 kV switching substation is in progress and will be commissioned by December 2023.

f) Token Identifier

In November 2024, all prepayment meters will no longer be able to accept pre-paid tokens, as indicated by the Standard Token Specification Association (STSA). To ensure that pre-paid meters are compliant post-November 2024, all pre-payment meters need to be reset.

The table below indicates the total number of meters to be reset:

Table 122: Total electricity meters to be reset

Status of the project	Number of Meters
Stellenbosch Municipality's total number of prepaid meters	31 076
Total number of meters visited and reset	21 061
Total number of meters outstanding	10 015

3.7.1 The Electricity Service Delivery Statistics

Stellenbosch Municipality has four intake points, as indicated in the table below.

Table 123: Stellenbosch Municipality notified demand per intake point

Major Towns	Notified Maximum Demand (NMD)	Maximum Demand Growth (NMD)	Maximum Demand Peak (NMD)
Stellenbosch	60 MVA	3.769 MVA	54.974 MVA
Franschhoek	10 MVA	2.172 MVA	11.602 MVA
Cloetesville	16 MVA	2.943 MVA	15.173 MVA
Pniël	9 MVA	0.054 MVA	6.96 MVA

3.7.2 Electricity Losses

The electricity losses as at 30 June 2023 were 4.24%.

The table below specifies the different electricity service delivery levels per household.

Table 124: Access to basic electricity

Description	2016/17 *(audited)*	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Household							
***Energy:* (above the minimum level)**							
Electricity (at least the minimum service level) *(No. of conventional meters)*	6 486	6 453	4 715	4 601	4 429	4 326	4 701
Electricity: prepaid (minimum service level) *(No. of prepaid meters)*	17 504	25 946	27 825	28 366	29 279	31 076	31 717
Below the Minimum Service Level Sub-Total	23 990	32 399	32 540	32 967	33 708	35 402	36 418
Below the Minimum Service Level Percentage	86.7	80.08	85.51	86.04	86.86	87.78	87.09
***Energy:* (below the minimum level)**							
Electricity (< minimum service level)	0	0	0	0	0	0	0
Electricity: prepaid (< min. service level)	4 460	6 453	0	0	4 429	0	0
Other energy sources	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Below the Minimum Service Level Sub-Total	4 460	6 453	0	0	4 429	0	0
Below the Minimum Service Level Percentage	13.27	12.32	0	0	0	0	0
Total Number of Households	**48 002**	**52 374**	**32 540**	**32 967**	**33 708**	**35 402**	**36 418**

**2022/23 figures will be released upon the finalisation of the Water Services Development Plan (WSDP).

The table below indicates the capital expenditure for the Department: Electricity Services at 30 June 2023.

Table 125: Capital expenditure as at 30 June 2023: Department: Electricity Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Enkanini Basic Services	24 050	17 216	28.42%
Alternative Energy	18 141	11 213	38.19%
Integrated National Electrification Programme	10 735	11 293	-5.20%
General System Improvements, Stellenbosch	9 700	9 743	-0.44%
Laterra Substation	5 976	5 886	1.51%
Only the five largest capital projects are listed.			

The Department: Electricity Services has spent 84% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Electricity Services.

Table 126: Total number of employees in the Department: Electricity Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 17	3	3	0	3%
9 – 13	27	22	5	18.5%
4 – 8	46	40	6	13%
3 – 0	12	10	2	16.6%
Total	**89**	**76**	**13**	**14.6%**

3.8 Waste Management, Refuse Collections, Waste Disposal and Recycling

3.8.1 Waste Management

The Department: Waste Management's key responsibility is to keep the municipal area waste-free by removing illegal dumping and providing a refuse collection and waste disposal service for all residents. The department also encourages waste minimisation through waste treatment, recovery, and recycling solutions.

Stellenbosch Municipality's Waste Management Department is known for hosting municipalities from throughout the country to showcase its good waste management practices, and during this financial year, uMngeni Local Municipality, KwaZulu-Natal, was hosted.

Vacancies within the department are still a major challenge, but the municipality has filled a few vacancies, namely, 2x Assistant Superintendent positions in the Area Cleaning Section and 3x General Workers positions in the Refuse Collection Section. Other challenges have been the landfill reaching its capacity, and all waste must be hauled and disposed of at a private landfill in Vissershok in the Cape Town area at a huge expense. The construction of the landfill expansion has started this year, which will create additional space by the end of the 2023/24 financial year. Illegal dumping remains a challenge, but the Department is busy embarking on initiatives such as a swop shop to create

awareness around recycling and littering.

3.8.2 Area Cleaning

Area cleaning within the municipal area is provided using a contractor who is responsible for cleaning the Stellenbosch CBD and the use of EPWP personnel. Area cleaning is an essential service and all teams have worked throughout all the different lockdown levels. This section employed temporary employees from local communities that were sourced from the municipal unemployment database to perform cleaning services in the streets, open spaces and around waste removal skips.

Area cleaning service is provided using blue bags and black bags. Where the municipality faces excessive illegal dumping, it provides plant machinery (digger loaders and tipper trucks) to clean and clear such areas.

The municipality faced damage or misuse to its waste infrastructure which then forced the municipality to remove this useful infrastructure as it no longer served its intended use.

The Area Cleaning Section has seen an increase in the illegal dumping of builders' rubble and green waste within the hotspot areas.

The services rendered by the Area Cleaning Section include but are not limited to, street cleaning and emptying of litter bins.

Additional street bins were procured and delivered in the 2022/23 financial year. The specifications of these bins were amended to render a more robust bin with a small opening on top which makes it difficult to remove waste from the bin and prevent further littering.



Before



After

EPWP Employment Opportunities created in the 2022/23 financial year

The table below indicates the EPWP employment opportunities created in the 2022/23 financial year

Table 127: EPWP employment opportunities

July 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23
204	200	200	233	243	276	216	263	229	229	332	406

3.8.3 Refuse Collection

Refuse collection is completed according to a weekly schedule for formal households, commercial properties, and industries. The municipality supplies 240 wheelie bins to all service points but excludes informal settlements where communal skips are provided and collected. This is a service that is provided 7 days a week.

Wheelie 240 litre bins

The following information is drawn from the available data regarding wheelie bin distribution during the 2022/23 financial year:

Wheelie 240 litre bins

The following information is drawn from the available data regarding wheelie bin distribution during the 2022/23 financial year:

Table 128: Refuse bins distribution

Bins	Total
Broken bins	548
New bins	554
Total	**1 102**

3.8.4 Waste Disposal and Waste

Waste Minimisation and Disposal

Recycling

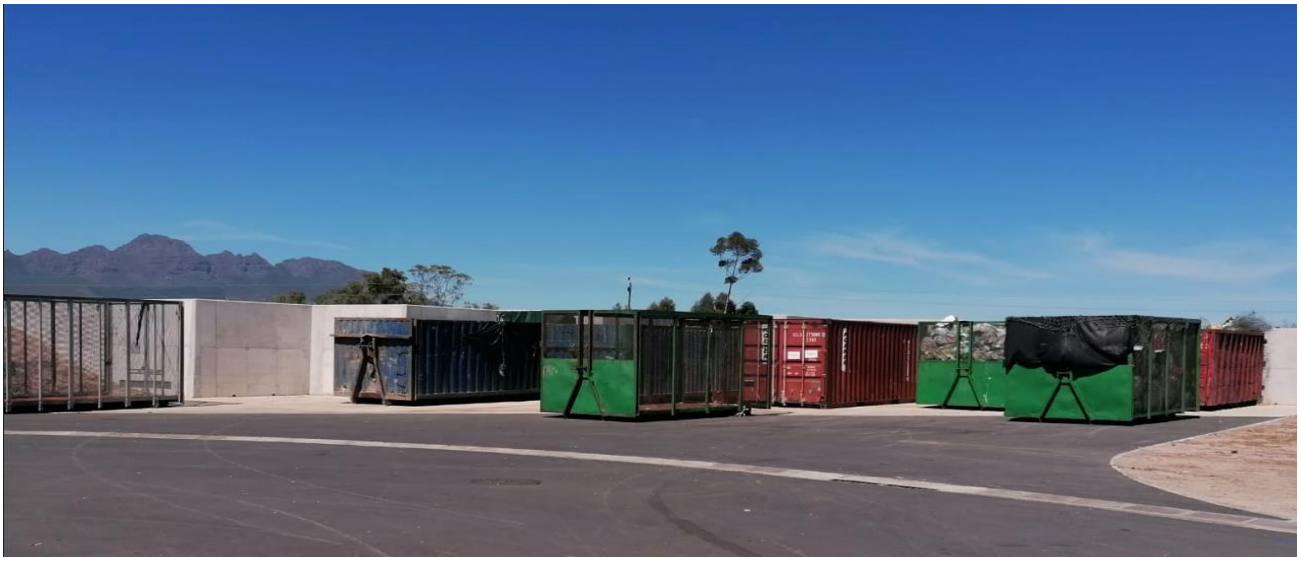
The Material Recovery Facility has been operational since 01 April 2021. For the period 01 July – 30 June 2023, volumes of recyclable waste managed and processed at the municipality's Material Recovery Facility varied from varied from 108 to 136 tons monthly. The highest volume was recorded in December 2022, with an average of 136 tons per month. Recyclables are being collected via a door-to-door collection service.

Figure 13: Operations underway inside the material recovery facility



The facility also features a public drop-off area, which will allow residents to bring garage and recyclable waste to dispose of responsibly.

Figure 14: Bins in Public Drop-Off area



An additional household hazardous waste unit was placed at the Material Recovery Facility for the public to drop off their household hazardous waste, free of charge.

Figure 15: Stellenbosch Landfill Site



The Stellenbosch Landfill, situated on Devon Valley Road, is in the care and maintenance phase and receives limited waste. Cell 3 has filled up since August 2019. An expansion of the current landfill is underway.

Due to the lack of landfill airspace in Stellenbosch, the transfer of all general waste to the private landfill situated in the City of Cape Town area at Vissershok Waste Management commenced in August 2019 and is still ongoing.

All waste that was delivered by either Stellenbosch Municipal-owned vehicles or by way of contractors working for Stellenbosch Municipality as well as private users was transferred from the Klapmuts Transfer Station to the Vissershok Waste Management Facility for disposal.

The table below shows the landfill statistics for waste in tons and refers to the incoming waste loads and waste removed using the weighbridge, or beneficiated, for the 2022/23 financial year.

Table 129: Stellenbosch Landfill Site tonnages of waste

Waste Description	July 22	Aug 22	Sept 22	Oct 22	Nov 22	Dec 22	Jan 23	Feb 23	Mar 23	Apr 23	May 23	June 23
Area Clearing	155	144	363	317	244	259	474	189	349	266	359	107
Municipal Mixed Waste	2	4	0	0	0	0	0	0	0	0	0	0
Municipal Waste	9	53	69	47	15	42	69	40	80	29	22	9
Municipal Mixed Soil	31	34	0	0	0	0	0	0	0	0	0	0
Industrial Waste	33	44	55	89	77	66	56	42	54	27	48	37
Construction and Demolition Wate	1 425	1 145	1 701	1 701	2 829	1 278	1 293	1 307	2 261	1 390	1 234	959
Soil Clean Cover	220	20	54	6	9	0	0	0	0	0	0	0
Clean Cover to Road		0	0	0	0	0	0	0	0	0	3	6
Public Garden Waste	258	189	293	371	381	189	246	378	381	362	313	241
Municipal Garden Waste	15	12	21	10	19	9	7	18	22	22	15	9
Total Waste	**2 148**	**1 646**	**2 556**	**2 540**	**3 575**	**1 842**	**2 147**	**1 974**	**3 147**	**2 096**	**1 994**	**1 368**
												Volumes Out
Bricks	20	5	29	23	36	5	8	12	25	26	6	12
Crushed Material	6 240	758	656	44	157	15	0	9 403	2 168	1 059	2 180	3 883
Compost	1 486	374	36	590	408	591	597	822	550	66	829	1 179
Total	**7 745**	**1 137**	**722**	**657**	**601**	**611**	**605**	**10 237**	**2 742**	**1 152**	**3 014**	**5 074**

Only area cleaning volumes are landfilled, and all other waste types are either beneficiated, stockpiled, or used in another way on-site, e.g., soil as cover material and builders' rubble for the building of a road on-site.

Crushing is also being done as part of the tender awarded to the current contractor that operates and manages the landfill site.

Brick reclaiming takes place under the strict control of the site supervisor, who limits, keeps records, and ensures that anyone entering the landfill is wearing protective clothing and is registered on the site's database as such.

Builders' Rubble Crushing

Figure 16: Crushing of builders' rubble done on site



Green Waste Chipping

An appointed contractor is chipping green waste on-site at the Stellenbosch Landfill Site. Green waste is accepted at the landfill site, the Franschhoek drop-off, and now also at the Klapmuts Refuse Transfer Station. Green waste from the respective sites is all transported to the landfill site, where it is chipped.

Figure 17: Area allocated for chipping of Green Waste on Stellenbosch Landfill Site



Brick Reclaiming



Klapmuts Transfer Station

The Klapmuts Refuse Transfer Station has a design capacity of 150 tons of transfer capacity per day. Since August 2019, the Klapmuts Refuse Transfer Station has been utilised at near capacity to transfer waste to the Vissershok Waste Management Facility. Waste from all areas is transported in collection vehicles to the site and is transferred into open-top 30m3 bins for onward transport using three containers at a time by way of bulk transport to the Vissershok Waste Management Facility by an appointed contractor that renders this service.

The filling of bins is done with the use of two TLB machines and a hook-lift truck that replaces the filled bins with empty bins in the bays. Filled bins are then placed in a designated area, pending removal by the appointed contractor.

The transfer of waste to and through Klapmuts Refuse Transfer Station commenced in August 2019 and for the period from 01 July 2022 until 30 June 2023 a total of 38 722 tons of general waste were transferred.

Franschhoek drop-off

The Franschhoek Drop-off Facility continued to provide a free service to the residents of Franschhoek and its surrounding areas to dispose of garden waste and bulky goods. A contractor is appointed to transport garden waste to Stellenbosch Landfill and bulky waste to Vissershok Private Landfill.

a) Development of additional waste disposal cells project

The Stellenbosch Landfill reached capacity in August 2019. All Stellenbosch waste is now being transferred to the private Vissershok Landfill. This represents a huge additional expense for the municipality. Thus, the project to design and construct the new cells is an important, high-priority project.

Zutari (Pty) Ltd. has been appointed as the municipality's consulting engineer and is responsible for the design, contract administration, and construction supervision. Zutari (Pty) Ltd. has completed the landfill design report and submitted the designs to the Department of Water and Sanitation and the Department of Environmental Affairs and Development Planning for approval. Once the designs are approved, construction will commence.

b) Projects continued in the 2022/23 financial year but initiated in the previous financial year(s):

i) Landfill gas extraction, flaring and electricity generation

Several investigations into the use of the landfill for harvesting and the beneficial utilisation of landfill gas have been undertaken. The most recent study document in a report recommended that an active landfill gas extraction and flaring system could still be considered for the Stellenbosch Landfill, mainly to reduce anthropogenic emissions from the landfill site. Should a full-scale project of this nature be implemented, revenue to support the project could be derived from prevailing emission reduction markets, and factual operational data would provide further evidence upon which to accurately evaluate the potential for a power generation project component.

The municipality has appointed Ingerop (Pty) Ltd. to investigate and design landfill gas extraction and management infrastructure. The investigation will also determine if electricity generation will be feasible.

Compliance

For disposal facilities (landfills and transfer stations) to be operated in compliance with the relevant legislation, all landfills must be licenced and managed according to the conditions in the licence. Internal audits form part of these legal requirements. Audits were conducted quarterly in September, December 2022, March, and June 2023 by waste management staff. Audits were conducted at the Stellenbosch Landfill Site, Klapmuts Transfer Station, and the Materials Recovery Facility.

(ii) External audits

Management practices at all sites must also be compliant with the norms and standards in terms of the National Environmental Management Waste Act (NEMWA), as well as with certain sections of the Minimum Requirements for Waste Disposal by Landfill (DWAF, 1998) and other relevant regulations.

To be able to assess whether waste management practices are according to all stated conditions, landfill owners must, regularly (at least once per annum), obtain the services of an external auditor to do an independent landfill compliance audit.

To ensure compliance, external audits have been undertaken by an independent specialist consultant at the Stellenbosch landfill and the Klapmuts Transfer Station per the waste management licence conditions. A review of the audit findings to ascertain improvements was carried out after six months.

(iii) Monitoring Committee

All landfills are established and operated in terms of a Waste Management Licence (WML) issued by either the National or Provincial Department of Environmental Affairs and Planning. In terms of the waste management licence, landfills are required to establish a monitoring committee. The objective of the Monitoring Committee is to provide a forum to enable the community to effectively participate in and monitor the operation, rehabilitation, closure, and ongoing monitoring of a landfill.

The Stellenbosch landfill has an active monitoring committee. Monitoring Committee meetings are attended by Department of Environmental Affairs and Department Planning officials, as well as officials of various municipal departments as and when required. The independent external auditor also attends the meeting as and when required to report on the findings of the annual external audit and the review audit. Meetings were held in a hybrid format, which implies that attendees are present either in person or via the online platform.

c) Waste Managers Officers Forum

The Waste Management Officer (WMO) for the Stellenbosch Municipality is the Senior Manager: Waste Management. Quarterly meetings of the Provincial Waste Managers Officers Forum take place at various venues across the province. The Waste Management Officer attends the meeting and reports on activities within the municipality; this also provides a forum to receive information from provincial officials and further networking with Waste Management Officers from other municipalities within the province.

These forums are also held on a district level, where municipal representatives from the Cape Winelands discuss waste-related matters within the district.

d) Social Engagement and Environmental clean-ups

Various awareness activities were conducted during the 2022/23 financial year, which included:

- An educational presentation on the material recovery facility was done at an old age facility;
- The Material Recovery Facility;
- Awareness Campaign in Cloetesville;
- Compost Bin Roll Out in Franschhoek; and
- Swop Shop in Klapmuts.

During all these events, the focus was to minimise waste and present it in a way that the community could identify with and be convinced of the value of their contribution to responsible waste management.

The table below indicates the service levels of refuse removal as at 30 June 2023.

Table 130: Refuse removal service delivery levels

Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Household						
Refuse Removal: (Minimum level)						
Removed at least once a week	37 207	49 072	48 988	37 926	49 300	50 792
Minimum Service Level and Above Sub-Total	37 207	49 072	52 374	37 926	49 300	50 792
Minimum Service Level and Above Percentage	78.7	93.7	93.5	100%	100%	100%
Refuse Removal: (Below the minimum level)						
Removed less frequently than once a week	1 064	1 064	1 064	1 064	N/A	N/A
Using communal refuse collection	N/A	N/A	N/A	N/A	N/A	12 161
Using own refuse dump	5 358	6 453	2 323	N/A	N/A	N/A
Other rubbish disposal	766	N/A	N/A	N/A	N/A	N/A
No rubbish disposal	N/A	N/A	N/A	N/A	N/A	N/A
Below the Minimum Service Level Sub-Total	7 188	7 517	3 387	N/A	N/A	N/A
Below the Minimum Service Level Percentage	8.80	11.66	6.5	N/A	N/A	N/A
Total Number of Households	**44 395**	**56 589**	**5 5761**	**38 990**	**49 300**	**62 953**

The table below indicates the capital expenditure for the Department: Waste Management Services as at 30 June 2023.

Table 131: Capital expenditure as at 30 June 2021: Department: Waste Management Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Expansion of the landfill site (new cells)	4 154	4 560	-9.76%
Landfill Gas to Energy	3 900	1 993	48.90%
Street refuse bins	1 049	752	28.33%
Major Drop-Offs: Construction (Franschhoek)	500	133	73.37%
Formalise skip areas	441	441	0%
Only the five largest capital projects are listed.			

The Department: Waste Management Services has spent 79% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Waste Management Services.

Table 132: Total number of employees in the Department: Waste Management Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 1 7	2	2	0	0%
9 – 13	7	3	4	57%
4 – 8	34	29	5	14.7%
3 – 0	28	28	0	0%
Total	**72**	**63**	**9**	**12.5%**

3.9 Integrated Human Settlements

3.9.1 Housing Development

The municipality has an important responsibility to plan for integrated human settlements by ensuring that all its citizens reside in developable, formalised, safe, and sustainable human settlements. This is accomplished by providing dignified living through national and provincial funding within closer proximity to employment opportunities, thereby improving the quality of life for all citizens.

The Department: Housing Development managed a capital expenditure budget of R6 989 620, which includes R3 265 534 from the allocated amount of R18 248 000 by the Provincial Department of Infrastructure (PDoI) (Human Settlements branch), previously known as the Provincial Department of Human Settlements (PDoHS). Furthermore, the municipality, using its funds, budgeted R3 724 086 to expedite future projects. A staggering 96% of the budget allocated to the Department: Housing Development was spent on future projects in the financial year under review.

Communication from the PDoI (Human Settlements Branch) on 22 April 2023 indicated the adjusted targets and funding allocation of the approved 2022/23 Human Settlement Development Grant (HSDG) and Informal Settlements Upgrade Partnership (ISUP) Grant Business Plans.

The list of projects, targets, and budgets for the Stellenbosch Municipality for the 2022/23 financial year are stipulated in the tables below, as extracted from the said letter.

3.9.1.1 Housing Development Capital Budget

Table 133: Department: Housing Development capital budget

Sites	2022/23 Planned	
	Funding Source	Budget
Housing Projects	CRR	1 094 666
Housing Projects (Ida's Valley Housing Project)	HSDG	400 000
Cloetesville (380) FLISP	HSDG	1 100 000
Erf 64, Kylemore	CRR	1 162 500
Erf 7001 and other possible sites for mixed-use development in Cloetesville	CRR	525 000
Farms 81/2 and 82/9, Stellenbosch	CRR	34 500
Jamestown: Housing	CRR	700 000
Kayamandi Town Centre	HSDG	486 998
Lapland Precinct	CRR	207 420
Northern Extension: Feasibility	HSDG	1 278 536
Total		**6 989 620**

3.9.1.2 Human Settlement Development Grant (HSDG)

Table 134: Human Settlement Development Grant (HSDG)

Stellenbosch Municipality	2022/23 Planned		
	Sites	Units	Funding R'000
Vlottenburg Longlands (106 increased to 144) IRDP	0	106	16 748 000
Cloetesville (380) FLISP	0	0	1 100 000
Stellenbosch Ida's Valley (204)			400 000
Total	**0**	**106**	**18 248 000**

3.9.1.3 Informal Settlements Upgrade Partnership Grant (ISUPG)

Table 135: Informal Settlements Upgrade Partnership (ISUPG)

Stellenbosch Municipality	2022/23 Planned		
	Sites	Units	Funding R'000
ISSP Kayamandi Zone O (711) UISP	78	0	5 850 000
Langrug Franschhoek Mooiwater Dam Rehab and Basic Services	0	0	4 500 000
Total	**78**	**0**	**10 350 000**

3.9.2 Housing multi-year projects

The Department: Housing Development, whose main function is to plan for future housing developments, resorts to the Housing Pipeline, which, amongst other things, focuses on the following multi-year projects:

3.9.2.1 Erven 412, 217 and 284 Groendal, Franschhoek

The Department: Housing Development, together with the Department: Property Management, undertook a process to formulate a Call for Proposals in line with the approved Council agenda item.

Figure 18: Aerial image of erven 412, 217 and 284, Groendal



A service provider was appointed to draft different site development options for the Council to consider for approval, after which the procurement process will continue.

Discussions with the Ward Councillors have been concluded as an enquiry was raised during the discussions on Erf 284. The user department has forwarded this enquiry to the PDoI (previously known as PDoHS) and to the Directorate Corporate Services for further investigation to address any legalities. When all comments have been received, the item will be referred to the Council.

3.9.2.2 Farms 81/2 and 81/9, Stellenbosch

In terms of the implementation of social housing programmes, the Stellenbosch Municipality has identified Portions 2 and 9 of Farm No. 81 Stellenbosch. This site is located between the Cloetesville and Kayamandi settlements.

The R304 to the west and the railway line to the east serve as its boundaries. The Plankenburg River traverses the site along its eastern boundary. The southern boundary of the property includes portions of the Kayamandi Tourism Centre as well as a bridge over the railway line. The Mount Simon residential development frames the northern boundary.

The Department: Housing Development liaised with the PDoI, the Social Housing Regulation Authority (SHRA), and the National Association of Social Housing Organisations (NASHO) to obtain input in the finalisation of the specifications and criteria for a Call for Proposal.

Service providers were appointed to undertake a geotechnical investigation, a flood line study, and a traffic impact assessment on the site during the 2020/21 financial year.

The user department compiled a Request for Proposal (RFP) to invite delivery agents that can access SHRA Capital grants (Social Housing Institutions (SHIs) and / or Other Development Agency's (ODAs)) to submit a concept proposal to develop social housing on Farm 81/2 and Farm 81/9, Stellenbosch.

The amended tender was re-advertised on 02 September 2022, and the closing date for the tender was on 03 October 2022. Thereafter, a SCM procurement process followed, whereby the user department was instructed to verify the net profit value (NPV) calculation of the bidders.

Figure 19: Aerial image of Farms 81/2 and 81/9, Stellenbosch



For the tender to be further evaluated, a registered and accredited service provider assisted the Stellenbosch Municipality with the verification of the NPV, which has been appointed by the **National Association of Social Housing Organisations (NASHO)**. The final report was anticipated to be received before the end of June 2023 to allow the user department to submit the NPV report to SCM for evaluation and appointment of a suitable SHI and / or ODA.

3.9.2.3 Erf 7001, Cloetesville

The goal of this development is the delivery of medium- to upper-GAP housing and is not aimed at BNG housing units (free houses). There is an urgent need for the property to be developed to create an integrated urban development (Cloetesville), providing housing.

Figure 20: Aerial image of Erf 7001, Cloetesville



Stellenbosch Municipality is essentially making the land available (via the ATR processes) to a developer to develop housing opportunities in the GAP market.

The PDoI (Human Settlements Branch) approved the funding for the outer years after the business plan was gazetted in March 2022. Therefore, the user department could only appoint a service provider in May 2022, and the service level agreement was concluded in July 2022.

The service provider finalised the different conceptual urban designs, and three layout concepts were presented to the user department in December 2022. After input from the user department, the amended urban design and layout plan has been finalised and submitted to the Department: Land Use Planning to obtain development rights. The normal planning process will continue, whereby it will be referred to the Municipal Planning Tribunal (MPT) for a decision.

3.9.2.4 Farm 527, Jamestown (Phases 2 and 3)

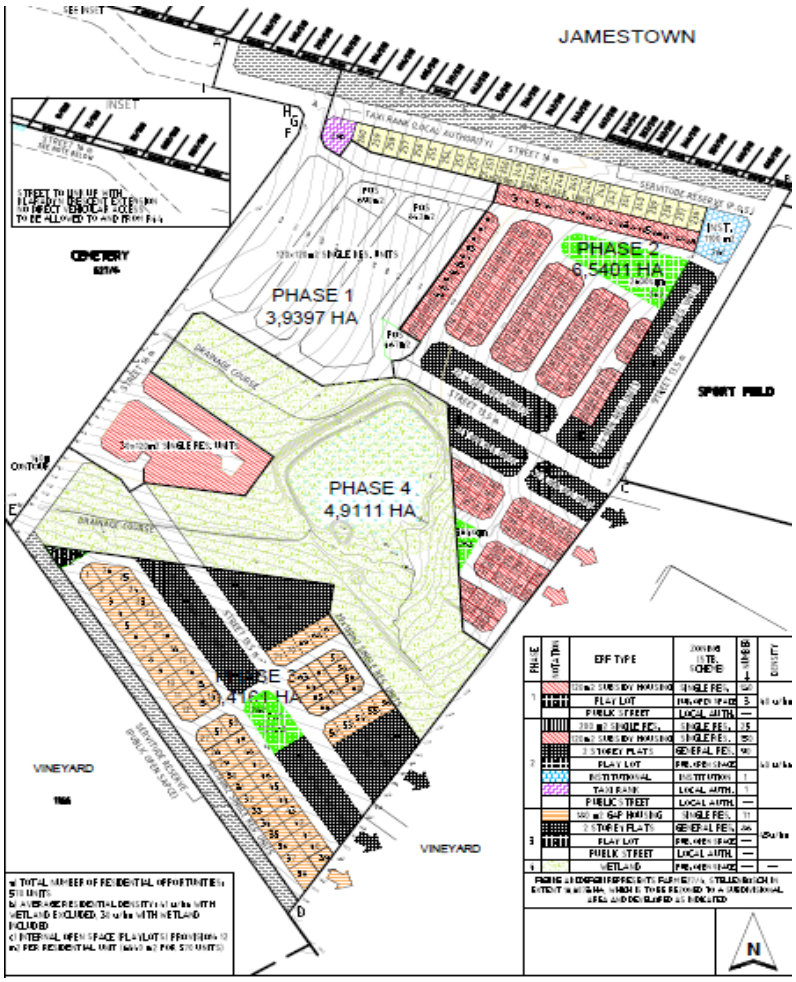
The subject property is located on the southern edge of the suburb of Jamestown, east of the R44 between Stellenbosch and Somerset West. It is flanked by an existing cemetery on its western boundary and a sports field located centrally on its northern edge.

The site falls within an area characterised by medium- to high-density residential as well as non-residential uses that serve the local community of Jamestown.

Phase 1 of the development, consisting of 162 subsidised housing opportunities, was completed in November 2016.

It is therefore proposed that Phases 2 and 3 of Portion 7 of Farm 527 (site and service, 2-story walk-ups, GAP housing, high-income housing, and public open space) be made available simultaneously for development in the short to medium term.

Map 5: Proposed layout plan of Farm 527, Jamestown



The municipality went out on a procurement process seeking the services of a multidisciplinary team of professionals to undertake a broad conceptual urban design framework and to obtain town planning and development rights.

The process and timeframe for Phases 2 and 3 will be concluded over a period of two (2) years.

The PDoI (Human Settlements Branch) approved the funding for the outer years after the business plan was gazetted in March 2022. Therefore, the user department could only appoint a service provider in June 2022. The service level agreement is in the process of being concluded.

The service provider compiled the land use application for phases 2 and 3.

The rezoning and subdivision application was submitted on 09 December 2022 to the Department: Land Use Planning, and the public participation process for the town planning application was concluded on 15 May 2023.

After several objections were received, the consultant and user departments submitted their comments for further evaluation. The application will be submitted to the MPT for a decision.

3.9.2.5 Kayamandi Town Centre

A service provider with the necessary multi-disciplinary team of professional consultants was appointed to conduct a feasibility study to assess the redevelopment of the town centre of Kayamandi and provide a holistic development picture of Kayamandi. The latter resulted in a framework for possible future development opportunities in Kayamandi and its environs.

The proposed typology mix is such that it will enhance the beauty and character of the Kayamandi Town Centre in that it will provide a mix of typologies to accommodate the old and the young. The proposal for walk-up units is also to provide maximum densification within the limited space available.

The proposed town planning layout consists of ±1 800 housing opportunities (2 to 3-story BNG walk-ups). The development parameters will include a mix of housing typologies, business units, and community facilities. This design methodology was utilised to suit the demand and the needs of the affected community.

The service provider submitted the Land Use Planning application in November 2022 to the Department: Land Use Planning for approval.

A request for exemption from the public participation provisions / requirements in terms of Section 60(1)(b) and (c) of the Western Cape Land Use Planning Act, 2014 (Act 3 of 2014) [LUPA] was approved, and the urban design proposals were circulated to internal departments for comment.

On 12 May 2023, comments were received from the Directorate: Infrastructure Services requesting a meeting and presentation with the service provider and the user department to explain the various aspects of the development.

Map 6: New urban design of the project



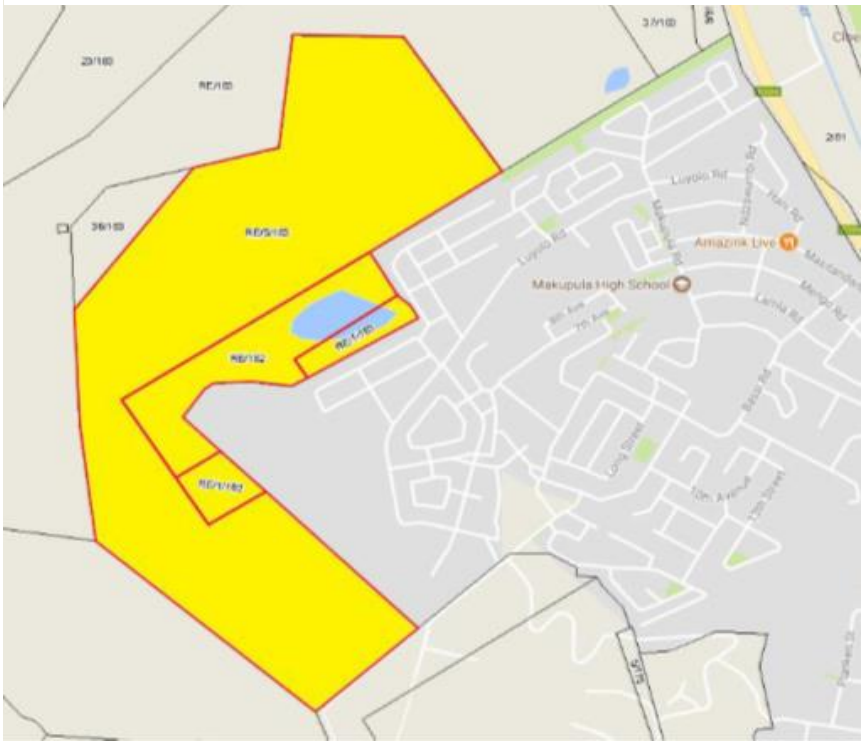
A new urban design concept has been proposed to deal with the multi-storey upgrading (3-storey walk-up units) of the Kayamandi Town Centre and was presented to the Directorate: Planning and Economic Development as well as to relevant officials for comments and inputs.

The planning application process is anticipated to be completed during the 2023/24 financial year.

3.9.2.6 Northern Extension, Stellenbosch

The Northern Extension of Stellenbosch is situated north of Kayamandi, adjacent to Cloetesville and the Welgevonden Estate. The sites are located on the western side of the R304 (the main arterial from the north) to Stellenbosch.

Map 7: Location of the proposed development of the Northern Extension



The specific site has been earmarked to provide a mixed-use development that could yield ±4 000 – 5 000 residential opportunities to address the housing need experienced in Stellenbosch.

It should be noted that a portion of the development of the northern extension has been identified as a possible relocation area for the redevelopment of the Kayamandi Town Centre and other related projects.

All specialist studies have been completed. The draft market analysis study that was undertaken by DEA&DP was concluded in May 2022 and has been incorporated into the draft conceptual design layouts. The different conceptual design layout options were workshopped with various internal departments during June and August 2022, and Heritage Western Cape comments were received in September 2022.

A Notice of Intent was submitted to Heritage Western Cape, and the service provider was informed that two additional specialist studies are required, namely an archaeological impact assessment and a visual impact assessment on the cultural landscape.

Consultants submitted the land use application to obtain development rights and await an MPT decision. It is envisaged that the development rights could be obtained during the 2023/24 financial year.

3.9.2.7 Erf 64, Kylemore

The identified property is 15.5ha, of which the municipality requires ±8ha for residential purposes.

A Special Power of Attorney was provided in November 2021 by the National Department of Public Works and Infrastructure (NDoPW&I) to HDA.

It should be noted that pre-feasibility studies were conducted more than 10 years ago and need to be reviewed and amended where necessary.

The Housing Development Agency (HDA) has been appointed to assist with the transfer of land from the NDoPW&I to the Stellenbosch Municipality. Furthermore, the required applications to obtain land use rights, the registration of diagrams / general plans with the Surveyor General, and the relevant funding applications to the PDoI were attended to.

Figure 21: Site layout of Erf 64, Kylemore



A public meeting was held on 01 September 2022, to inform the community of the status of the land transfer from the NDoPW&I and the process to obtain the development rights for the housing development on Erf 64. A Project Steering Committee (PSC) was elected at the public meeting to participate in the process.

A PSC Social Compact workshop was held on 16 November 2022, with the elected PSC in Kylemore. A site inspection took place with the PDoI (Human Settlements Branch) on 27 January 2023. The purpose of the site visit was to assess the property against the funding application that has been submitted to the PDoI.

The HDA appointed a service provider in December 2022 to assist the HDA with the township establishment application. The environmental consultant commenced with the Basic Environmental Study process in May 2023 and has erected site notices for interested and affected parties to register for any comments.

The HDA has appointed various sub-consultants and is currently continuing with the specialist studies as per the scope of work. According to the project programme, the draft layout plan and motivation were submitted at the end of June 2023.

3.9.2.8 Langrug, Franschhoek

Figure 22: Aerial image of Langrug



These projects aim to incrementally upgrade Langrug and formalise existing development patterns to upscale the provision of basic services. The density of structures impeded the implementation of these planning interventions. Land invasions at Langrug exacerbated the implementation of these projects. To implement the in-situ upgrading projects, a decanting site is required to relocate households to create enough space for upgrading.

In the long term, the municipality plans to undertake detailed planning studies to unlock housing development opportunities, develop a phased approach implementation plan premised on detailed designs for the provision of basic services and formalisation of Langrug, apply for development rights and installation of basic services, and identify suitable land for decanting.

The departments Housing Development, Informal Settlements, and the Project Management Unit, in collaboration with the PDoI (Human Settlements Branch), have started technical engagements in May 2023 regarding the Langrug dam.

The meetings entail applying for funding to finalise the detailed planning of the rehabilitation of the freshwater dam and implement an in-situ upgrading project in Langrug.

There is currently no funding available on the business plan of the PDoI for the 2022/23 financial year to plan and implement the project. The PDoI will discuss making funding available during their adjustment budget in September 2023. Should funding become available, the studies will commence.

3.9.2.9 La Motte, Franschhoek

Figure 23: Identified portions of land in Franschhoek



La Motte is a former Bosbou Hamlet situated approximately 3.5 km northwest of Franschhoek town on the Robertsvlei Road, close to where it intersects the R45. Originally built to house forestry workers, the village is made up of the original dwellings and a range of community facilities. During the construction phase of the Berg River Water Scheme, new houses were built adjacent to the existing settlement to temporarily house the construction workers; these houses are being transferred to identified beneficiaries.

The NDoPW&I, as custodians of the relevant portions of land, has been engaged to start the necessary procedures that would lead to the transfer

of the subject properties into the name of Stellenbosch Municipality for housing purposes. The municipality is currently awaiting feedback from the National Department of Public Works and Infrastructure.

The HDA has been appointed via an Implementation Protocol Agreement to assist with the transfer of land from the NDoPW&I to the Stellenbosch Municipality and to further attend to the required applications to obtain land use rights, the registration of diagrams / general plans with the Surveyor General, and the relevant applications to the PDoI (Human Settlements Branch).

The HDA submitted a new request for the state land release for the subject property by NDoPW&I to HDA through a power of attorney.

The HDA is to submit a Project Feasibility Report (PFR) requesting funding for land use rights for the project on the release of the property. The submission to PDoI will allow funding flow for the 2023/24 financial year.

The HDA estimates that the land may be transferred to the municipality in the 2024/25 financial year. Planning studies and approvals will be finalised when the appropriate Power of Attorney (PoA) is received.

3.9.2.10 Meerlust, Franschhoek

Portion 1 of Farm Meerlust No. 1006, in the Franschhoek Valley, known as Meerlust, has been identified for residential purposes. Ownership of the property currently vests with the NDoPW&I.

The site is located on the southern edge of the R45, close to the intersection of the R45 and the R310, and lies between Werda in the northwest and Allee Bleue, Lekkerwyn, and the Pickstones to the east.

A portion of this land currently accommodates the Meerlust Forestry Village (home to around 34 households), and the redevelopment of this village is an integral part of this project. Portion 1 of Farm Meerlust No. 1006 included in this proposed development concept is zoned agriculture, and an application therefore still needs to be made to obtain development rights for urban / residential development. The development of this area is therefore only possible in the medium to long term, as also indicated in the Stellenbosch Municipality Housing Pipeline (Annual Review 2017–2020). It will therefore be required of the prospective developer to do the necessary detailed feasibility studies (in addition to those already completed) and obtain the relevant planning and other approvals to enable township establishment for the proposed development.

The NDoPW&I, as custodians of the relevant portions of land, has been engaged to commence with the necessary procedures that would lead to the transfer of the subject properties into the name of Stellenbosch Municipality for housing development purposes.

The HDA is appointed to facilitate the transfer of land from the NDoPW&I to the Stellenbosch Municipality, guided by the desired development option, and to further attend to the required applications to obtain land use rights, the registration of diagrams / general plans with the Surveyor General, and the relevant applications to the PDoI (Human Settlements Branch).

The PDoI requested that a new Project Initiation Document (PID) be prepared for evaluation. The HDA will submit the PID application during the 2023/24 financial year to PDoI, and if approved, the municipality will then be able to receive funding for planning progress.

3.9.2.11 Erf 2183, La Rochelle, Klapmuts

Erf 2183, Klapmuts, is located along Gomas Street, Klapmuts, approximately 1.5km off the R310 that links Stellenbosch to the N1. The site is located on the south-eastern edge of the town of Klapmuts and is bordered by vacant land to its southern and eastern boundaries, with a proposed new housing development on the western and northern boundaries towards Mandela City, Klapmuts.

Figure 24: Erf 2183, La Rochelle, Klapmuts



To provide for the dire housing need in the Klapmuts area, especially for current backyarders, this property was identified as a possible option for a "site-and-service" housing project.

A service provider has been appointed to undertake a subdivision application and registration of the diagrams in the Surveyor General's Office for Erf 2183, La Rochelle, Klapmuts.

The user department requested that the Ward Councillor engage with the Ward Committee and affected communities to provide three street names as requested by the Department: Land Use Planning.

A meeting was held on 29 August 2022, in Klapmuts with the La Rochelle Committee. The La Rochelle Committee provided the user department with possible street names as per the Street Name Policy of the Stellenbosch Municipality.

Erf 2183 Klapmuts is a zoned subdivisional area for the following uses: less formal residential zone, public open space zone, public road, and parking zone. A team of professional service providers has been appointed to attend to the subdivision of the property into residential ervens of approximately 40m² to 50m², the submission of all diagrams to the Surveyor-General's office for approval and registration, as well as the submission of all documents to the PDoI (Human Settlements Branch) to obtain the relevant funding for this incremental housing project.

The service provider drafted conceptual subdivisional layouts and presented them to various internal departments for input.

The land use application has been submitted, and a formal public participation process will follow. Await an MPT decision.

3.9.2.1 Five housing projects in Kayamandi, Stellenbosch

A service provider was appointed to finalise township establishment by obtaining the necessary land use rights for each of the five projects situated in Kayamandi, Stellenbosch as well as submission of all diagrams in the Surveyor-General's office for registration and approval.

Table 136: Five housing projects in Kayamandi

Project Name	Site Area per ward	Development Provision	Comments
Project 4A (Erven 1080 to 1112, Kayamandi)	Ward 12	146 rental stocks	Township establishment was obtained, and all diagrams were submitted to the Surveyor General Office for registration.
Project 4 B (Red Bricks Hostels - Erven 112, 114, 115, 116)	Ward 13	51 units and 5 public open spaces	Township establishment was obtained, and all diagrams were submitted to the Surveyor General Office for registration.
Project 5A (175 Units - Erven 1123 – 1154)	Ward 15	175 higher-density units and public open spaces	Township establishment was obtained, and all diagrams were submitted to the Surveyor General Office for registration.
Project 5B (137 Units – Erven 513-522, 67 and 69 and a portion of Erf 523)	Wards 12 and 15	42 units	It should be noted that no power of attorney can be obtained for Project 5B since Erf 66 within Project 5B is private property. Therefore, the said matter has been referred to the Directorate: Corporate Services await the outcome
Project 8 (Mpelazwe, Remainder Erf 288 Kayamandi, 65 units)	Ward 13	54 units	Township establishment was obtained, and all diagrams were submitted to the Surveyor General Office for registration.

3.9.2.2 Maasdorp Village

The Maasdorp Forest Village, which comprises portions 27 and 28 of Farm La Motte No. 1041 Paarl, is located north of the intersection of Main Road 191 (R45) and Divisional Road 1351, approximately four kilometres northeast of Franschhoek.

The site currently accommodates approximately 32 formal houses and outbuildings. The property is currently zoned for agricultural purposes and must be rezoned and subdivided to enable a formal township establishment accommodating the existing households, as otherwise determined by further investigations and community engagements.

In June 2018, a service provider was appointed to attend to the township establishment process for Maasdorp Forest Village, Franschhoek: portions 27 and 28 of Farm La Motte No 1041 Paarl, and future expansion on Portions 3 and 7 of Farm La Motte No 1041, Franschhoek; the project has later been referred to only as the detailed planning and design for the Township Establishment of Maasdorp Forest Village.

The lengthy process of the project is due to multiple challenges throughout the project. The survey process with the community and the collection of survey data has been completed. The outcome of the survey was presented to the Department: Housing Development in September 2021 and factored into the Land Use Planning Application.

The service provider submitted the Land Use Planning Application to the Department: Land Use Planning, which was advertised for public participation in February 2023. The Department: Land Use Planning circulated the said application to internal departments for comments, whereby the service provider is addressing the comments received before the application can serve at the MPT for decision-making.

Planning decisions anticipated to be obtained during the 2023/24 financial year.

3.9.2.3 LAP Precinct

Stellenbosch Municipality, as identified in the approved Housing Pipeline, is progressively investigating the densification of existing rental stock. An investigation into the remainder of Erf 2149, better known as Lapland (Lavanda, Aurora, and Phyllaria), in Stellenbosch, was conducted.

Figure 25: Locality map of Remainder of Erf 2149, Municipal Flats, Stellenbosch



The Department: Housing Development appointed service providers to conduct three (3) special studies to investigate the suitability of the site for possible further development, namely structural integrity, geotechnical investigation, and the Traffic Impact Assessment (TIA). The studies were budgeted for during the 2022/23 financial year.

The first study was to conduct a survey or assessment of the structural integrity / need for structural maintenance of the rental stock and to advise and report to the municipality on the estimates of maintenance / upgrade costs.

The second study was a geotechnical investigation to examine all aspects of the feasibility of establishing a high-density residential development (8 storey walk-ups) on Remainder of Erf 2149, Stellenbosch.

The third study was a Traffic Impact Assessment (TIA) to examine all aspects of the proposed high-density residential development (8 storey walk-ups), the impact on the surrounding road network, and possible mitigation of the anticipated traffic impact. The study also assessed the proposed site accesses and non-motorised and public transport aspects.

When a comprehensive feasibility study has been completed, the proposal will be referred to the Council for a decision.

3.9.3 Strategic document: Integrated Human Settlement Plan for Stellenbosch Municipality

The Stellenbosch Municipality must draft an Integrated Human Settlement Plan (IHSP) in line with the Western Cape Government: Department of Human Settlements.

The PDoI guidelines require that the Housing Pipeline be informed by an IHSP aligned with the MSDF and the IDP.

A service provider was appointed to compile an Integrated Human Settlement Plan for Stellenbosch Municipality.

The draft Integrated Human Settlement Plan has been submitted to the Council for approval to advertise the IHSP on 27 June 2023. This will allow the Department: Housing Development to advertise, during the first quarter of the 2023/24 financial year, the draft IHSP for public participation to obtain comments from external and internal stakeholders.

3.9.4 Informal Settlements

The Department: Informal Settlements is responsible for managing twenty-nine (29) informal settlements within the jurisdiction of the Stellenbosch Municipality. Recent surveys conducted by the Department: Informal Settlements and independent service providers indicate that the population of residents in these informal settlements is approximately 25 317 (Department: Informal Settlements Matrix, 2023). Notably, this population represents roughly one-sixth (1/6) of the overall municipal population, which stands at approximately 175 411 residents (the Socio-Economic Profile: Stellenbosch 2023).

Consequently, the Department: Informal Settlements plays a vital role in addressing the demands for basic services within these informal settlements. It collaborates with other departments to execute upgrading projects and provide essential services to the residents living in informal settlements.

One such initiative is the Enkanini Electrification Project, which entailed the electrification of 2 300 informal structures. The project encompassed a door-to-door verification of structures to determine beneficiaries, followed by the administration of 2 300 application forms for residents in Sections G, H, I (Phase 2), B, C, D, and F (Phase 3) to be registered on the municipal electrical system. Notably, the projects were a success due to the collaboration with the community of Enkanini.

Lastly, the Department: Informal Settlements is actively engaged in monitoring and reporting on the growth of informal settlements within the Stellenbosch municipal area, as well as the delivery of basic services to the informal settlements.

3.9.4.1 Survey of Backyard Dwellers in Kayamandi

Verification and administration of 2 300 electrification application forms for Sections B, C, D, F, G, H, and I in Enkanini. The Department: Informal Settlements completed in Phases 2 and 3 the verification of 2 300 households at Enkanini, Kayamandi.

The tables below reflect the verification of households.

Table 137: Verification of households

Phase 2	Phase 3	Phase 4
1 000	1 300	1 000

This process resulted in 2 300 households receiving electricity for the first time since the establishment of Enkanini in 2006.

The Department: Informal Settlements is further engaged in a new process to verify and produce a beneficiary list for Phase 4, which is planned to yield a further 1 000 electrical connections in Enkanini. The electrification project from Phase 1 to Phase 4 on completion would have yielded 3 300 electrical connections to households residing in Enkanini, resulting in 100% coverage of structures.

3.9.4.2 Relocations

The Department: Informal Settlements was tasked with relocating families in Longlands and Kayamandi, respectively, for the Department: Project Management Unit (PMU) to implement the municipality's planned housing projects in both settlements.

Longlands, Vlottenburg

The department has completed the relocation of 80 households and provided new wendy houses with access to basic services like water, sanitation, and electricity (see image).

Figure 26: The temporary relocation units (wendy houses) with access to basic services



Zone O, Kayamandi

The relocation of 55 households in Zone O, Kayamandi, had two phases. Phase 1 entailed the relocation of thirty-three (33) households to Watergang TRA2, which has been completed. The households were provided with new Wendy houses with access to water, sanitation, and electricity.

Phase 2 entailed the relocation of 22 households, which were repositioned due to insufficient space at Watergang TRA2.

3.9.4.3 Provision of basic services

The Department: Informal Settlements facilitated the provision of new ablution services to residents at informal settlements.

Table 138: Number of ablution services

Watergang TRA 2	Mandela City	Watergang Informal Settlements	Longlands	Total
10 toilets 2 taps	10 toilets 4 taps	36 Toilets 21 taps	76 Toilets 76 taps	**132 toilets and 103 taps**

3.9.4.4 Survey of backyard dwellers in Franschhoek

The user department under tender B/SM 101/21 has completed the technical proposal document that will be forwarded to SCM, seeking to appoint a service provider from Panel C to undertake a demographic survey of backyarder dwellers in Groendal and Mooiwater, Franschhoek, in the 2023/24 financial year.

3.9.4.5 Informal Settlements – provision of basic service requirements

The Department: Informal Settlements continues to monitor and report on the provision of basic services in informal settlements. The table below illustrates the basic services required to meet the national standard of access to basic services.

Table 139: Provision of basic services

Item	Number of ablution facilities provided by the Council	Number of taps and tanks provided by the Council	Informal settlements with grid electricity	Number of Informal Settlements	Performance comment
Number of informal settlements recognised by the Council	-	-	-	27	-
Number of informal settlements not recognised by the Council	-	-	-	2 (Klapmuts Farm, Klapmuts, and COVID informal settlement, Lanquedoc)	Klapmuts farm- Settlement not recognised, land initially used for livestock farming with 32 structures. Over time more households erected structures. (2018 in-house survey). COVID is an illegal invasion of private property (2020).
Number of structures	-	-	-	21 202	-
Number of households	-	-	-	24 377	-
Number of structures	-	-	-	21 202	-
Number of households	-	-	-	24 377	-
Number of toilets provided	1 153	-	-	-	-
Number of toilets required	2 199	-	-	-	Shortfall of 1 046
Number of chemical toilets	119	-	-	-	
Number of water taps provided	-	648	-	-	
Number of water taps required	-	466	-	-	Surplus of 182
Number of water tanks	-	28	-	-	-
Electricity supplied	-	-	22		-
Electricity not supplied	-	-	7	-	-

3.9.4.6 Disaster and Emergencies

The Department: Informal Settlements assists the Department: Disaster Management in emergencies by verifying the data that is collected about the disaster victims against the data obtained during periodic surveys. These emergencies are mostly fire incidents in informal settlements and / or in the backyards of formal housing units. These incidents, to a lesser extent, also include flooding incidents and excessively strong winds.

Table 140: Total number of structures impacted by incidents in all areas. All verifications completed within 48 hours

Incidents reported during the period July 2022 – June 2023	Number of fires verified	Number of structures affected by fire	Number of people affected by fire	Number of structures affected by floods or Wind
Formal settlements (Backyard structures)	15	47	98	2
Informal settlements	60	212	938	0
Total number of fires and structures impacted by incidents in all areas	75	259	1 036	2

3.9.4.7 Evictions

The municipality engages every week with families that are being evicted through court proceedings. This process of meaningful engagement(s) includes the applicant, the respondent(s), the Chief: Legal Advisor of the municipality, the Manager: Informal Settlements and the Administrative Officer: Emergency Housing. The objective is to find an amicable solution, taking into consideration the municipality's Constitutional obligations.

Find below table indicates the number of eviction matters as at 30 June 2023.

Table 141: Number of evictions matters

Notices of evictions received	Number of meaningful engagements held	Court orders issued
20	15	5

3.9.4.8 Development proposals / strategy

The Department: Informal Settlements outlined a development strategy for every informal settlement within the municipal area. The full respective strategies are included under Cluster 1 to Cluster 5.

The strategy is premised on three pillars:

- a synopsis of existing basic services. This synopsis includes an analysis of the shortfalls in service provision;
- Cryptic demographic information of the heads of households, as well as a desktop risk analysis of the settlement; and
- the third pillar / component consists of development proposals. These proposals are aligned with three strategic documents, i.e., the IDP, the Spatial Development Framework (SDF), and the Housing Pipeline.

The development proposals are furthermore aligned with the budget cycle of the municipality, as is the Housing Pipeline, which is aligned, among others, with the provincial budget cycle.

3.9.5 Housing Administration

3.9.5.1 Transfer of housing stock

During the period under review, the municipality continued with the process of dealing with the historic backlog and transfer of properties to beneficiaries of state-subsidised houses. A process action plan was devised in terms of which administrative procedures would be streamlined. A panel of attorneys was appointed to assist with the transfer of the identified properties. A total of 194 title deeds were transferred for the 2022/23 financial year. The transfers were completed in the following areas:

Table 142: Transfer of housing stock

Area	Total
Cloetesville	11
Kayamandi	94
Klapmuts	5
Kylemore	3
Pniël	1
Longlands	80
Total	**194**

The Department: Housing Administration is conducting continuous Housing Consumer Education (HCE) programmes with affected beneficiaries and addressing issues around title deeds. The municipality also appointed temporary field workers to assist with beneficiary administration, which includes tracing beneficiaries and conducting occupation surveys to ensure that title deeds are registered correctly.

The municipality partnered with an NGO that assists municipalities in dealing with the historic backlog in terms of property transfers. The NGO provides funding for the temporary appointment of staff to enhance capacity and provides funding to the municipality of R500 per title deed registered. The donation is used to appoint field workers to assist with the beneficiary administration of the transfer processes.

A total of 127 title deeds were handed over in the 2022/23 financial year.

Table 143: Total properties registered at the deeds office (during 2022/23)

Total properties registered at deeds office (during 2022/23)	
Historical project title deeds registered	114
New project title deeds registered*	80
Total erven	194

* Funding for the title deeds was provided through the Title Deed Restoration Programme. It is only given for houses of subsidies approved.

Figure 27: Title deed handover in Klapmuts on 24 November 2022



3.9.5.2 Housing Waiting list administration

The Department: Housing Administration continues with the "data-cleaning" process of applications that appear on the housing waiting list where vital information is outstanding. An area-based approach was used where staff members went out to the various areas and invited applicants to workshops during which the applicant's information was updated. The entire Stellenbosch municipal area was covered during this programme.

The agreement with the PDoI (previously known as the Provincial Department of Human Settlements (PDoHS)) to assist with the data clean-up of the Stellenbosch municipal waiting list continues. The waiting list is updated and verified regularly by the PDoI to ensure that the number of people deemed to be on a "waiting status" is a true reflection of those persons who still require housing assistance within the greater Stellenbosch area.

The Western Cape Housing Demand Database has undergone an upgrade allowing online applications, as well as the additional functions of adding documentary proof. Stellenbosch Municipality has aligned itself with this software in the capturing of all housing demand data applications. The Housing Demand Database System is being updated regularly to ensure that the Council has credible data for planning for future housing projects to be implemented.

Housing beneficiary administration is also a key concern of the Department: Housing Administration in respect of new housing developments. The Longlands low-income housing development has been one of the developments that benefited in the 2022/23 financial year. A total of 98 houses were built and handed over to their successful beneficiaries in the 2022/23 financial year.

Figure 28: Houses handed over in Longlands Low-Income Housing Development



Houses handed over in Longlands by Minister Tertuis Simmers and Executive Mayor Gesie van Deventer on 4 October 2022

3.9.5.3 Administration of Public Rental Stock

On 25 June 2014, the Council adopted a policy for the Administration of Public Rental Stock. This document was the culmination of a collaboration between stakeholder departments within the municipality. The purpose of the policy is to ensure effective management and well-maintained assets that will improve the quality of life for residents. The Department: Housing Administration is busy with the review of the Human Settlements Administration and Allocation Policy, which will include the allocation and management of the public rental stock. This policy will be referred to the Council for adoption after due public participation processes have been completed.

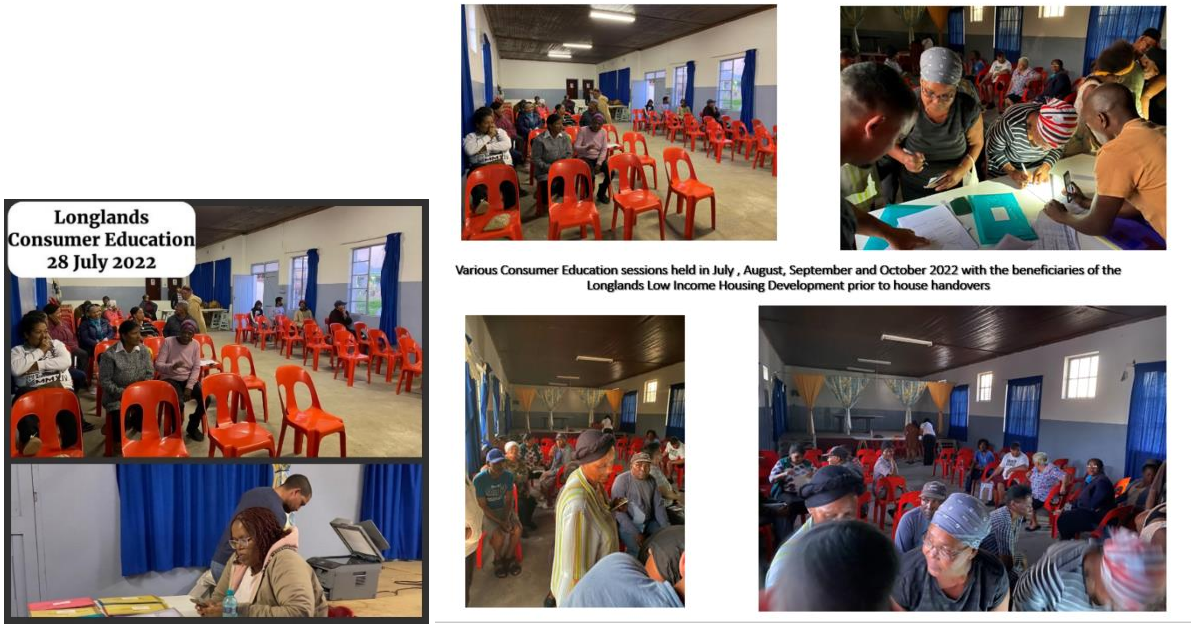
A caretaker programme was implemented in all public rental stock to deal with the increase in anti-social behavioural problems. This programme was implemented to ensure that communities "take" their neighbourhoods back into their own hands and to improve communication between the municipality and the tenants. The total number of caretakers appointed for all the public rental flats was eleven (11).

Anti-social behaviour and breach of contract complaints involving tenants of rental units are referred to the Department: Legal Services for action.

3.9.5.4 Housing Consumer Education (HCE)

The HCE programmes were also held for beneficiaries of houses that were built between 1994 and 2010. These are houses that form part of the Title Deeds Restoration Programme. These beneficiaries are advised about the security of tenure, issues of inheritance, and the drafting of a will. A total of seventeen (17) HCE workshops were held during the 2022/23 financial year, inclusive of those held before formal title deed handovers, outreaches for the signing of deeds of sale, and completion of subsidy applications for the Longlands Housing Project. This total excludes those HCE sessions held with individual recipients of title deeds.

Figure 29: HCE and Public Participation



The Department: Housing Administration completed an audit of all its rental stock, both staff and public rental units, concerning the occupancy of the units. For the Department: Housing Administration to update its records where necessary, interviews were conducted with affected households, resulting in the conclusion of lease agreements with the next of kin of deceased tenants. The Department: Housing Administration compared the findings of the surveys with regards to the legal occupancy of the rental units with existing information obtained from the records of the Finance Department. Interviews were conducted with occupants of flats where there appeared to be discrepancies, and detailed questionnaires were completed for every household. This enabled the Department: Housing Administration to evaluate whether the illegal occupants qualified for legalisation in terms of the criteria set out in the approved policy on the Unlawful Occupation of Municipal Rental Stock.

3.9.5.5 Maintenance of Rental Stock

The Department: Housing Administration integrated the complaints system of the Council, and all complaints about rental stock can now be monitored. Maintenance of all municipal stock resorted under the Directorate: Corporate Services. It was decided that the Department: Housing Administration is henceforth responsible for all maintenance of rental stock and that the Directorate: Corporate Services is responsible for all maintenance of municipal buildings.

Budgetary constraints were often the main reason why maintenance issues at rental stock could not be resolved. However, it should be mentioned that the Department: Housing Administration is now equipped with a budget to resolve the backlog on maintenance.

Two artisans for plumbing and carpentry are appointed to attend to the day-to-day complaints generated through the complaints system as well as those on an ad hoc or emergency basis.

3.9.5.6 Cleaning of Rental Stock

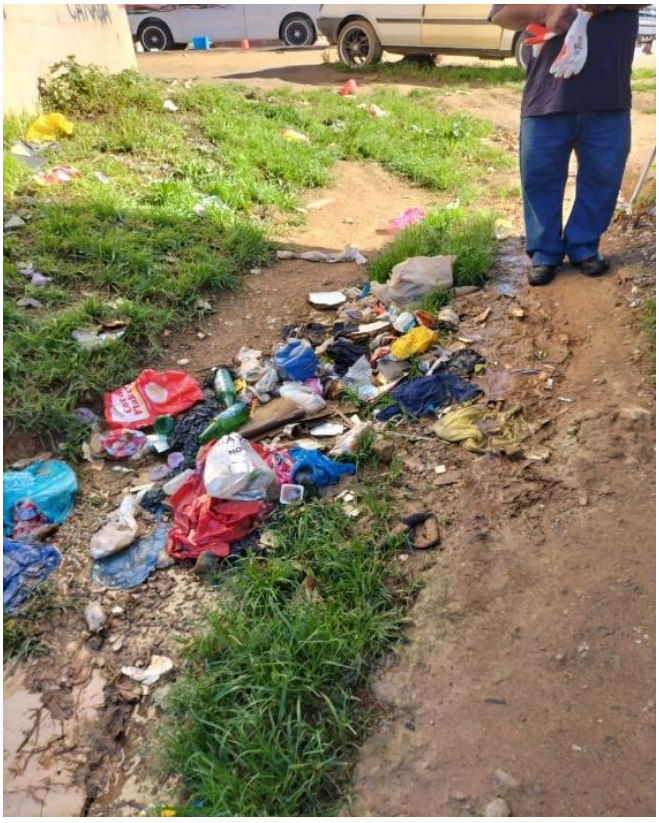
The rental stock was cleaned with the assistance of an appointed Expanded Public Works Programme (EPWP) workers, and the rental units are in pristine condition. Grass-cutting teams are deployed in

public rental areas monthly to revitalise and beautify the areas, specifically Jan Cilliers Street (Lavanda, Aurora, and Phyllaria flats), Longstreet blocks F-J, Kloof Street blocks A-D, Rhode Street (Melody, Monteray Mountview, and Monte Christo), Maisonettes (Eike Street, Primrose Street, Pine Street, and Jakaranda Street).

Figure 30: Cleaning services rendered at Rental Stock







3.9.5.7 TRA Management

The municipality is mandated, in respect of various pieces of legislation, to administer all matters relating effectively and professionally to informal settlements.

The Department: Housing Administration, in conjunction with informal settlements, effectively manages and controls 7 TRAs in the Stellenbosch municipal area to furnish every informal settler with a potential home.

The number of households in TRAs:

Table 144: TRA Statistics

Area	Number of households
Mandela City, Klapmuts	243
La Rochelle, Klapmuts	35
Devon Valley	30
Longlands, Vlottenburg	80
Mountainview, Jamestown	180
Watergang TRA 1, Kayamandi	262
Watergang TRA 2, Kayamandi	180
Meer lust Bosbou, Franschhoek	33

The Department: Housing Administration facilitates evictions, surveys, all levies, and service assistance by channelling complaints to the correct user departments and all types of assistance until relocation to a project.

Currently, the municipality is assisting service providers with the relocation of families and fire victims in these TRAs.

Figure 31: TRAs raised in fires



3.9.5.8 Job Creation

A job creation programme was initiated via the EPWP, and as a result, 41 job opportunities were created, listed below:

- Twenty-one (21) EPWP workers were appointed to assist with the cleaning of the rental units, and this resulted in a decrease in complaints received from tenants as properties were in a neater state;
- Four (4) temporary field workers were also appointed to assist with the surveys of rental stock, temporary residential areas, and emergency housing. This was to ensure that the correct tenants occupied the flats and to identify issues like sub-letting or illegal activities; and
- Eight (8) Title Deeds Restoration Programmes were also initiated to assist with the transfer of state-subsidised houses and to eradicate the historic backlog in terms of the transfer of these houses.
- Two (2) administrative assistants were appointed to deal with complaints and document management.
- Two (2) team leaders were appointed to assist with task assignments and leadership with the general workers;
- Four (4) artisan assistants were appointed to assist the artisan carpenter and artisan plumber in the execution of their respective duties.

The table below indicates the capital expenditure for the Sections: Housing Administration and Housing Development as at 30 June 2023.

Table 145: Capital Expenditure as at 30 June 2023: Section: Housing Development

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Housing Projects (Social Housing Planning)	1 495	1 479	1.05%
Northern Extension: Feasibility	1 279	1 089	14.85%
Erf 64, Kylemore	1 163	1 153	0.80%
Erf 7001 Cloetesville (380) FLISP	1 100	1 100	0%
Jamestown: Housing	700	698	0.31%
Only the five largest capital projects are listed.			

The Section: Housing Development has spent 96% of its capital budget for the financial year.

The tables below indicate the total number of employees in the Department: Integrated Human Settlements as at 30 June 2023.

Table 146: Total employees in the Department: Integrated Human Settlements

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0
14 – 17	0	1	0	0
9 – 13	1	1	0	0
4 – 8	0	0	0	0
3 – 0	0	0	0	0
Total	**2**	**3**	**0**	**0**

Table 147: Total employees in the Section: Housing Development (falls within IHS)

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	1	1	0	0%
9 – 13	2	1	1	50%
4 – 8	0	0	0	0%
3 – 0	0	0	0	0%
Total	**3**	**2**	**1**	**33.3%**

Table 148: Total employees in the Section: Housing Administration (Falls within IHS)

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	3	3	0	0%
9 – 13	7	4	3	42.8%
4 – 8	6	4	2	33.3%
3 – 0	0	0	0	0%
Total	**16**	**11**	**5**	**31.2%**

Table 149: Total employees in the Section: Informal Human Settlements

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	1	1	0	0%
9 – 13	2	2	0	0%
4 – 8	4	3	1	25%
3 – 0	0	0	0	0%
Total	**7**	**6**	**1**	**14.3%**

3.10 Property Management

This section is also responsible for the contract management (leasing) and maintenance of all council-owned buildings and the construction / project management of all upgrading and / or new facilities. Some of the highlights of the past financial year include the following:

- Completion of Tender B/SM 99/21 on the upgrade / conversion of the residential unit into office space in Simonsberg Road / Stellenbosch;
- Completion on Tender B/SM B/SM 40/22: Internal refurbishment of the NPK Building on Erf 1852, Stellenbosch, for administrative offices for Stellenbosch Municipality; and
- Various fencing projects, including new fencing at Papplaas.

The planning phase of the following projects started or was finalised:

- New Hygienic Services Tender;
- New Furniture Tender;
- New Plumbing and Irrigation Materials Tender;
- Appointment of an architect / draftsperson for the alterations, renovations, and additional offices on Hofmann Street;
- Renovation of Municipal Courts Strongroom and Foyer Floor;
- Replacement roof sheets at Lavanda Flat in Lapland;
- Replacement of Lapland Ward Office Roof sheets;
- Installation of Floors at Traffic Department Offices in Joubert Street;
- Installation of mechanical ventilation and storage shelves at the Beltana Road Engineering Workshop;
- Renovations and construction of the divider wall at Beltana SCM Stores;
- Installation of hydroboils at the NPK Building;
- New drainage connection at Community Services Offices at 21 Simonsberg Road;
- Plastering and painting of internal and external walls at the Park Services Offices on Reservoir Street;

- Upgrading of Makapula Hall;
- Upgrading of the van der Stel Complex;
- Structural upgrading of Plein Street Complex;
- Structural upgrade to Jamestown Ward Office / Library; and
- Structural upgrade of the Ida's Valley Pavilion.

The following projects are in ongoing phases:

- Tender B/SM 24/22;
- Tender B/SM 66/22;
- Tender B/SM 27/22 - Upgrading of Dorp Street Flats; and
- FQ 70/22 77/23 Ramps at Lapland Flats.

Various projects / acquisitions were processed under the following term tenders:

- Furniture, tools, and equipment; the tender ended on 30 June 2023;
- Hygienic services: the tender ended on 30 June 2023;
- The tender for air conditioner maintenance and replacement ended on 30 June 2023; and
- The rental of indoor plants ended on 30 June 2023.

The following term tenders / quotations were awarded:

- Tender 66/23: Structural Maintenance and Upgrading of the Stellenbosch Town Hall Complex;
- FQ 77/23 Ramps at Lapland Flats;
- Tender B/SM 31/23: Appointment of a Professional Architect to Monitor and Oversee Heritage Building Works / Alterations / Upgrades and to submit a close-out report for the Various heritage buildings;
- Tender B/SM 76/223 Lift Service Providers as Prescribed by Section 1 of the Lift, Escalator, and Passenger Conveyer Regulation, 2008 Issued in Terms of the Occupational Health and Safety Act of 1993 for a 2-Year Maintenance Contract until 30 June 2025 for the Lift at the Klapmuts Multi-Purpose Centre;
- FQ 79/22: Appointment of a Draughtsperson / Architectural Technologist to Draw As-Built Plans, Beltana Depot; and
- FQ 89/22: Appointment of a Draughtsperson / Architectural Technologist to Draw As-Built Plans—Rhenish Complex.

The table below indicates the service data statistics from the 2016/17 to 2022/23 financial years:

Table 150: Service Data Statistics – Property Management

Details	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Encroachment Agreements: New	22	16	2	0	0	0	0
Encroachment Agreements: Renewals	5	0	0	0	0	0	0
Lease Agreements: New	1	0	1	1	0	2	4
Lease Agreements: Renewals	2	2	0	1	0	2	0
Sales Agreements	3	0	0	3	0	0	2
Servitudes	-	0	5	2	0	0	0
Poster applications	30	25	35	8	N/A	N/A	0

The table below indicates the capital expenditure for the Section: Property Management and Building Maintenance as at 30 June 2023.

Table 151: Capital Expenditure as at 30 June 2023: Section: Property Management and Building Maintenance

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Upgrading of New Office Space: Ryneveld Street	18 593	18 561	0.17%
Upgrading Fencing	5 200	4 587	11.80%
Structural Upgrade: Heritage Building	1 978	276	86.05%
Structural Improvement: General	1 382	746	94.61%
Purchasing of land	939	0	100%
Only the five largest capital projects are listed.			

The Section: Property Management and Building Maintenance has spent 84% of its capital budget for the financial year.

The table below indicates the total number of employees in the Section: Property Management and Building Maintenance.

Table 152: Total number of employees in the Section: Property Management and Building Maintenance

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	1	0	1	100%
9 – 13	6	5	1	16.6%
4 – 8	2	1	1	5%
3 – 0	0	0	0	0%
Total	**9**	**6**	**3**	**33.3%**

COMPONENT B: ROADS, TRANSPORT AND STORMWATER

3.11 Roads

This component includes roads, transport, traffic engineering, and stormwater.

To facilitate effective mobility throughout the municipal area, a municipality can employ various modes of transport to reduce congestion and enhance access times for residents, the underprivileged sector, tourists, students, as well as the business and industrial sectors. This serves as a strategic lever for accelerated economic growth. Additionally, the municipality's transport strategies must account for growth shifts and enablement projects taking place in the vicinity of the WC024 area, such as the widening of the R310 Baden Powell Drive and other vital routes for transport.

Roads enable safety aspects such as access to fire and disaster scenes, as well as safety elements for those who are using non-motorised means of transport or walking. The team also responded well to the flood-hit regions and transport infrastructure during June 2023. Some riverbanks were broken, foundations were exposed and at risk, some bridges were washed away, and some roads and piers were destabilised. The damage estimated by the flood-hit areas is more than R100 million, but the municipality moved quickly to stabilise and repair what needed to be urgently attended to, while the longer-term rehabilitation is set to take place.

3.11.1 Strategic Planning

Comprehensive Integrated Transport Plan (CITP)

The CITP presents the municipality's long-term transport vision and objectives, as well as provides annual action plans and projects that would enable the municipality to realise its transport vision. The CITP will be synchronised with the annual updating of the IDP.

A current review (2022 – 2027) of the CITP represents the 5-yearly overhaul of the plan and requires, inter alia, that:

- Every aspect of the previous CITP must be re-examined to see if it is still up-to-date;
- The previous CITP is revised and updated where necessary, and relevant new aspects are added,
- An update of the Transport Register be prepared;
- It reflects revisions of the municipality's SDF, Roads Master Plan, and NMT Master Plan;
- It provides a revised Public Transport Plan dealing with the restructuring of the public transport network of services; and
- It provides an update on progress made with previously proposed action plans and projects and proposes additional plans and projects.

The 2022 – 2027 review of the CITP is currently being finalised and is intended to serve before the Council in October 2023.

3.11.2 Transport Studies

The municipality commissioned the following transport studies:

- The municipality has concluded initial draft studies towards the development of a business model for an inclusive public transport service for persons with disabilities in Stellenbosch;

- ATC Transport Studies are currently underway to ensure that the required levels of accessibility within the corridor are achieved and the required levels of mobility on the provincial roads are maintained. The ATC Transport Studies will therefore align with the approved ATC MSDF and guidelines, promoting public transport and non-motorised transport within the corridor; and
- A Freight Strategy Study is currently underway to assess the routes typically utilised by freight vehicles in, around, and through the Stellenbosch Municipal Area, including Franschhoek, and to develop a strategic freight network for the area.

3.11.3 Master Planning and Projects

The municipality has approved its Non-Motorised Transport (NMT) Master Plan and Policy. The NMT Master Plan and Policy is a review, consolidation, and update of the NMT policy and NMT network and cycle plans, which were compiled in 2015.

The NMT Master Plan and Policy strive to promote and encourage alternative modes of transport, such as walking and cycling. They also aim to analyse the capacity of the current network, identify current and future NMT needs, and recommend improvements that will ensure an effective NMT network.

The NMT Master Plan and Policy further strives to position NMT as a consistent long-term municipal priority. The strategic objective of the NMT Master Plan is the implementation of a coherent, logical, and integrated NMT network for Stellenbosch.

The municipality is in the process of compiling a Sidewalk Accessibility Policy, where the municipality aims to improve sidewalk management and strive towards a safe environment for all sidewalk users. The policy therefore sets procedures in place that would improve safety and make sidewalks more accessible and user-friendly for pedestrians.

The main road networks through Stellenbosch currently operate at capacity and at times beyond capacity, resulting in traffic congestion. Analysis of the road networks and assessments of the public transport operations and facilities are periodically carried out to identify shortcomings and opportunities for improvements. The municipality has approved its Road Master Plan (RMP), which analyses the capacity of the current network and current and future needs and recommends infrastructure improvements that will aid in establishing an effective road network.

The municipality has compiled its draft Road Transport Safety Master Plan (RTSMP). The draft Road Transport Safety Master Plan is a review, consolidation, and update of the Transport Safety Master Plan (TSMP), which was compiled in 2015. The TSMP includes an audit of traffic safety interventions and identifies priority projects with low- to medium-cost engineering measures such as traffic calming, speed monitoring, roundabouts, etc. for implementation.

Extensive investigations, assessments, and analyses are undertaken when compiling master plans. The outputs of master planning are used to inform strategic plans, such as the CITP. Outputs from master plans also aid other municipal decision-making processes.

3.11.4 Road Construction and Intersection Upgrades

To reduce the effects of congestion, improve traffic flow, and increase traffic safety at intersections within Stellenbosch, various intersections were upgraded by the municipality through the Intersection Improvement Programme that commenced about 10 years ago.

The following has been completed in the 2022/23 financial year:

- Construction of R304 / Newinbosch Intersection.

The following intersection and road upgrades are currently in various stages of planning and design:

- Lower Dorp Street and its intersection with Strand Road (R44) and Adam Tas (R310);
- Adam Tas and R44 / Alexander;
- Adam Tas and R44 / Merriman;
- Phase 2: R44 / Helshoogte;
- Dualling Bird Street between R44 and Kayamandi;
- R45 / Le Roux Street Intersection;
- Extension of Wildebosch Road to Trumali;
- Techno-Park and Adam Tas Link Road;
- Minor Road Improvement Klapmuts; and
- Road development at the Jamestown Schools precinct.

3.11.4.1 Road Rehabilitation

During the 2022/23 financial year, the municipality resealed portions of the following roads in WC024:

Table 153: Road Rehabilitation

	Name	Length (m)	Width (m)	Area (m2)
Stellenbosch	Adam Tas Road	195	8	1 560
	Strand Street (R44)	127.6	12.2	1 556.72
		142	11	1 562
	Pappegaai Road	140	11.2	1 568
	Die Laan	360	6	2 160
	Mark Street	350	11.2	3 920
	Skone Uitsig Street	77	8.6	662.2
	Soeteweide Street	210	7.2	1 512
	Webersvalley Road	37.5	9	337.5
	Pajorolaan	400	6	2 400
	Fresno Street	270	6	1 620
		2 309.1		**18 858.42**
Pniël	Silvermyn Street	450	7.5	3 375
	Lumley Avenue	420	6.5	2 730
	Arcade Street	200	5.6	1 120
	Simonsberg Street	220	5.6	1 232
	Pine Street	470	5.6	2 632
	Oak Street	130	5	650
	Hill Street	200	5.6	1 120
		2 090		**12 859**
Ida's Valley	Rustenberg Street	600	11.2	6720
	Desch Road	197	6.2	1221.4
	Sonnebloem Street	240	8.6	2 064
		1 037		**10 005.4**
	Total L(m)=	**5 436.1m**	**Total Area(m2)=**	**41 722.82**

3.11.4.2 Non-Motorised Transport (NMT)

In line with the municipality's NMT Master Plan, NMT infrastructure was rolled out and implemented to ensure continuous expansion of the NMT network.

During the 2022/23 financial year, sidewalks were constructed along portions of the following roads:

Stellenbosch CBD and Surrounding:
- Koch Road; and
- Strand Street, R44.

Technopark:
- Techno Ave.

Raithby:
- Herman Street.

Plankenbrug:
- George Blake Street.

3.11.4.3 Parking

The municipality embarked upon several interventions to improve the provision of parking in Stellenbosch CBD and Franschhoek. These interventions comprise the following:

- Reviewing and improving the parking management model; and the possible leasing of parking areas for improved management of these facilities;
- Construction and upgrading of identified parking areas in Stellenbosch and Franschhoek; and
- Feasibility studies and associated works for the establishment of a possible public-private partnership (PPP) project to implement and manage a bulk parking facility in Stellenbosch.

3.11.4.4 Traffic Signals

Stellenbosch Municipality, in collaboration with Stellenbosch University, continues with research and development to establish a real-time traffic signal control system for Stellenbosch. This research project will assist in addressing everyday congestion through the application of Smart Transportation Technology namely Traffic-Adaptive-Signal-Control (TASC). TASC refers to the real-time control of signalised intersections and enables the real-time adjustment of traffic signal timing to increase vehicle flows through the intersection, thereby reducing congestion.

During the 2022/23 financial year, traffic signal systems were upgraded, and devices were installed that would improve vehicle detection at the following intersections:

- R44 and Van Rheede;
- R44 and Saffraan;
- R44 and Dorp;
- R44 (Strand) and R310 (Adam Tas);
- R310 and George Blake;
- R310 and Merriman; and
- R44 and R310 (Helshoogte Road).

3.11.4.5 Pedestrian Crossing

During the 2022/23 financial year, white pedestrian crossing block paving was implemented on the following roads:

Franschhoek

- Hugenote 1x pedestrian crossing.
- De Villiers 1x pedestrian crossing.
- Groendal 1x pedestrian crossing.
- Le Roux 1x pedestrian crossing.

Stellenbosch

- Merriman 2x pedestrian crossings.
- Jannasch 1x pedestrian crossing.
- Dr Malan 2x pedestrian crossings.
- Papegaai 1x pedestrian crossing.
- Tarentaal 1x pedestrian crossing.
- George Blake 1x pedestrian crossing.

Cloetesville

- Lang Street 1x pedestrian crossing.

Ida's Valley

- Old Helshoogte 1x pedestrian crossing.

3.11.4.6 Traffic Calming Implementation

During the 2022/23 financial year, traffic calming interventions were implemented along the following roads:

Franschhoek

- Reservoir-East 1x raised intersection and 1 raised pedestrian.
- Stiebeuel Street 1x raised pedestrian crossing.
- La Motte 3x speedhumps.

Pniël

- Hill 1x speedhumps.
- Silwermyn 1x speedhump rebuild.

Kylemore

- Swart Street 1x speedhump rebuild.

Stellenbosch

- Omega 1x speedhump.
- Krige 1x speedhump.

Cloetesville

- Cupido 2x speedhumps.
- Pine 3x speedhumps.
- Silvia 1x speedhump.

Paradyskloof

- Paradyskloof 1x speedhumps and 1x raised pedestrian crossing.

Jamestown

- Webersvalley 1x raised pedestrian crossing.
- Stellenberg 1x speedhump.

- Rooiberg 1x speedhump.
- Overberg 1x speedhump.
- Coetzenberg 1x speedhump.

3.11.4.7 Bridges

The Distillery Road Bridge crosses the Plankenbrug River and is located on the western edge of Stellenbosch, near the point where Adam Tas Road / R310 crosses the railway line. The Distillery Road Bridge is approximately 20m in length and consists of a single carriageway. It is the only access road into Bosman's Crossing, a small mixed-development area within Stellenbosch comprising various commercial developments and apartment complexes.

Construction of the Distillery Road Bridge commenced early in 2022 and was completed in March 2023. The structure's historical significance has been carefully considered in the design of the upgraded bridge. Heritage considerations included the retention and detail integration of the existing central stone pier (non-structural), the re-use of the stonework salvaged from the embankments for landscaping, and the design of cantilever walkways that are a visual reminder of the original bridge. One of the existing bollards located at the approach of the existing bridge was repainted, reinstated, and used as a spatial marker with a plaque conveying the historical importance of the site and the retention of the stone pier.

Permanent access into the Bosman's Crossing area was maintained by a half-width construction sequence, where a single traffic lane remained open while the adjacent construction work was performed. The 20m single-span bridge largely avoids complex construction works within the river and their impacts and improves the hydraulic capacity of the structure. In addition to this, there were significant cost and time savings due to the implementation of precast beams that were launched into place.

Provision was made for a wider road surface and sidewalk for both bridge approaches to accommodate two lanes of vehicles and pedestrian / non-motorised traffic in accordance with the planning requirements for this urban area. In support of the National Department of Public Works' EPWP, all unskilled workers were sourced from the identified local community and received training that was financed through the construction contract.

To preserve the picturesque treescape that characterises Stellenbosch, seven new indigenous trees were planted on the project site, and all disturbed areas were rehabilitated.

Figure 32: New Bridge constructed



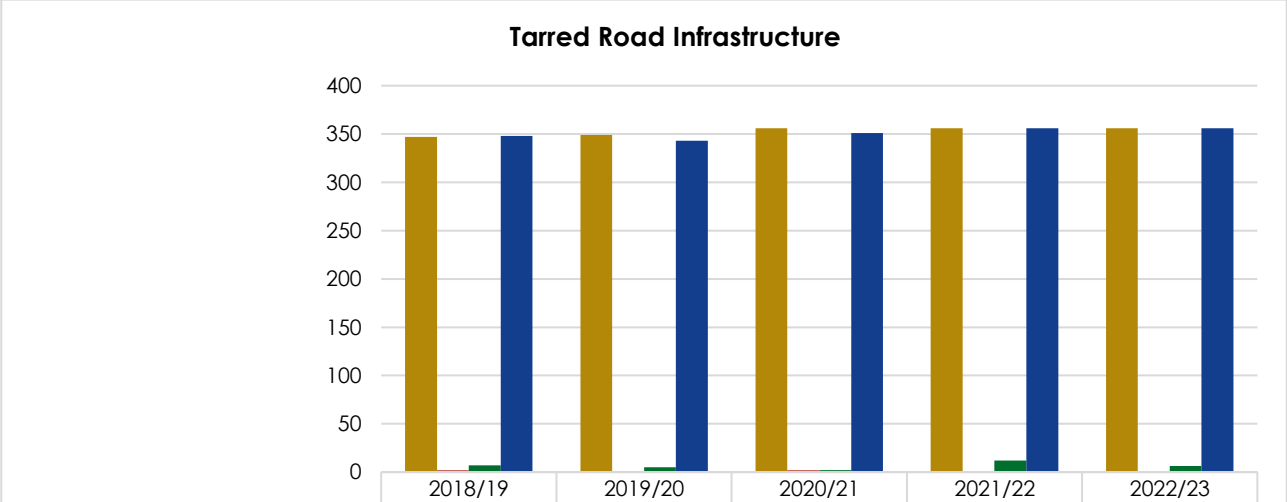
The construction of a new bridge on the Lanquedoc Access Road that would better serve the Lanquedoc community is earmarked to commence in 2024.

The Kayamandi Pedestrian Bridge will link the communities of Kayamandi and Cloetesville and provide safe passage over the railway line and Plankenburg River. Construction of phase 1 of the bridge, i.e., its crossing over the railway line and Plankenburg River, is earmarked to commence in 2024.

3.11.5 Roads Statistics

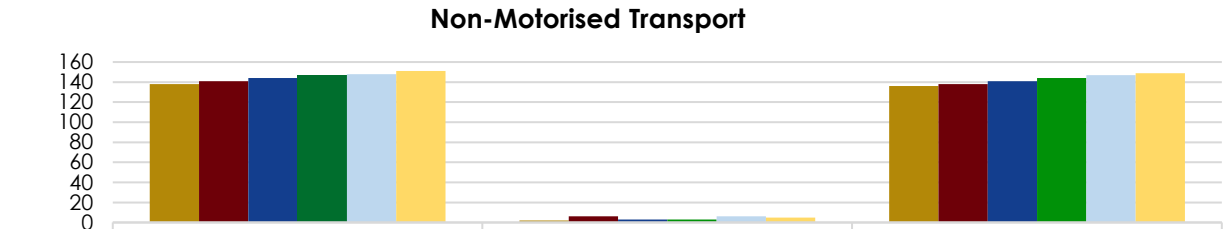
The following graphs provide an overview of the total kilometres of road infrastructure and non-motorised transport from 2017/18 until 2022/23.

Figure 36: Tarred Road Infrastructure



	2018/19	2019/20	2020/21	2021/22	2022/23
Total tarred roads	347	349	356	356	356
New tarred and paved roads	2	1	2	0	0.3
Existing tar roads re-tarred	7	5	2	12	7
Tar roads maintained	348	343	351	356	356

Figure 37: Non-Motorised Transport



	Total of NMT Facilities	Kms of new sidewalks constructed	Kms of sidewalks upgraded and maintained
2017/18	138	2	136
2018/19	141	6	138
2019/20	144	3	141
2020/21	147	3	144
2021/22	148	6	147
2022/23	151	5	149

The table below indicates the capital expenditure for the Section: Roads, Transport and Stormwater Services as at 30 June 2023.

Table 154: Capital Expenditure as at 30 June 2023: Roads, Transport and Stormwater Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Bridge Construction	19 394	19 394	0%
Ad hoc reconstruction of roads (WC024)	7 037	6 005	14.66%
Non-motorised transport implementation	4 689	4 466	4.76%
Reseal Roads: Stellenbosch and surrounding	4 200	4 941	-17.64%
Adam Tas, Technopark Link Road	2 200	2 129	3.24%
Only the five largest capital projects are listed.			

The Section: Roads and Stormwater has spent 96% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Roads, Stormwater, Transport, and Traffic Engineering as at 30 June 2023.

Table 155: Total number of employees in the Department: Roads, Stormwater, Transport and Traffic Engineering

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 17	3	3	0	0%
9 – 13	21	17	4	19%
4 – 8	15	15	0	0%
3 – 0	71	62	9	12.6%
Total	**111**	**98**	**13**	**11.7%**

3.12 Development Services and Project Management Development Services, Asset Management and Systems and Project Management Unit (PMU)

The Department: Asset Management and Systems, Development Services and Project Management Unit (PMU) are responsible for technical information management, asset management, wayleave management, development services, and project / programme management in the Directorate: Infrastructure Services.

During the 2022/23 financial year, the Section: Development Services facilitated the approval of land use applications and building plans, which led to a development contribution revenue of R28.6 million (cash payments). This revenue can be used on bulk infrastructure engineering projects to create capacity to accommodate further development and broaden the municipal income base in terms of property rates and taxes. The section also managed development contribution projects (projects implemented by developers in lieu of the payment of cash development contributions to the value of R192 million). The department continued to provide operational services in terms of wayleave applications, building plan assessments, land use applications, and project management.

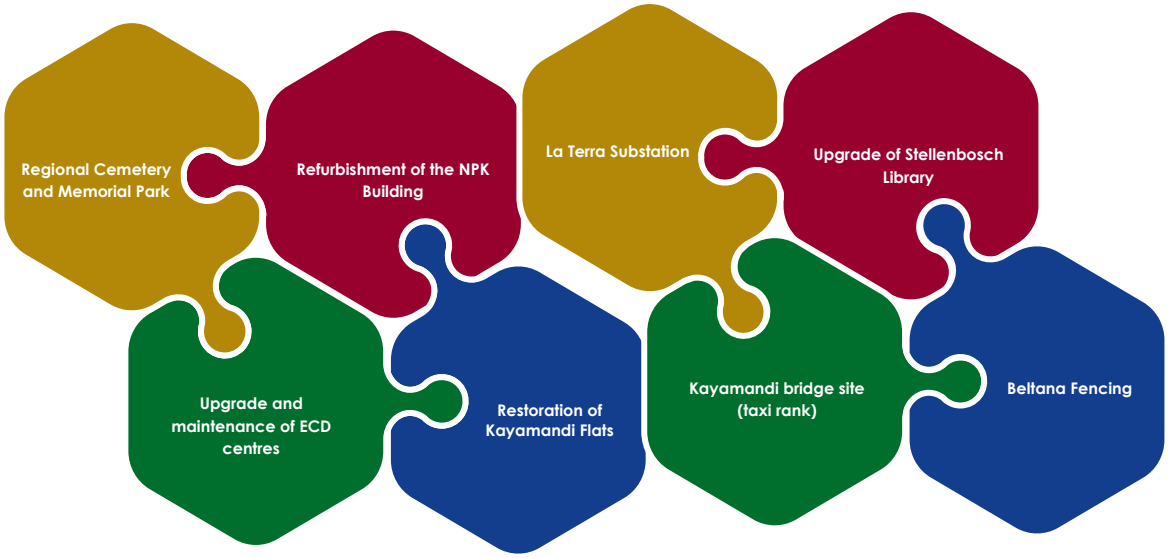
3.12.1 Project Management Unit (PMU)

The Project Management Unit (PMU) is a unit within the municipality that is dedicated to managing capital infrastructure projects. The unit is responsible for providing support to municipal departments to manage capital projects during the implementation, planning, and construction phases of new housing, informal settlements, infrastructure, and municipal facilities projects, including:

- Develop and maintain project management systems, procedures, and processes for the life cycle of implementing infrastructure projects;
- Specialise in rendering life-cycle project management services for all types of infrastructure projects;
- Manage cross-functional projects in conjunction with relevant departments;
- Engage with departments in the medium- to long-term planning and budgeting of capital projects;
- Assist with the compilation of the long-term budget for the Directorate;
- Manage and report on infrastructure implementation projects; and
- Management of Grant Funding programmes (CAPEX / RSEP / IUDG).

During the 2022/23 financial year, the Project Management Unit managed a capital expenditure budget of R10 870 099 (of which R6 018 379 was an allocation from the Informal Settlements Upgrading Partnership Grant (ISUPG)). The Project Management Unit achieved a capital expenditure of R9 029 381 (83.07%) at the end of the 2022/23 financial year.

The PMU managed the following major projects for external directorates during the 2022/23 Financial year:



Herewith is a brief overview of the highlights of major multi-year projects that were managed by PMU during the 2022/23 financial year:

Longlands Housing Project

The Longlands housing project was approved by the Department of Human Settlements as a Development-Driven Individual Subsidy Programme (DDISP). The project was completed in November 2022 and comprises the construction of an access road from Vlottenburg Road, tarred streets, stormwater control, and individual water, sanitation, and electricity connections to 145 stands. The property has been transferred to the Stellenbosch Municipality during the year as part of the agreement between the parties.

Figure 33: Ministerial Handover Ceremony



Ninety-eight (98) subsidised top structures were constructed for beneficiaries residing on the property and beneficiaries from the waiting list who qualified for housing subsidies, with an additional 8 Enhanced Service Sites for beneficiaries who do not qualify for the top structure. The development also provided a Temporary Relocation Area (TRA) that accommodated 76 temporary wooden house structures. All families from the triangle site were relocated to the TRA.

Ida's Valley Housing Project, Erf 9445 Oak Tree Village

Figure 34: GAP Housing Project

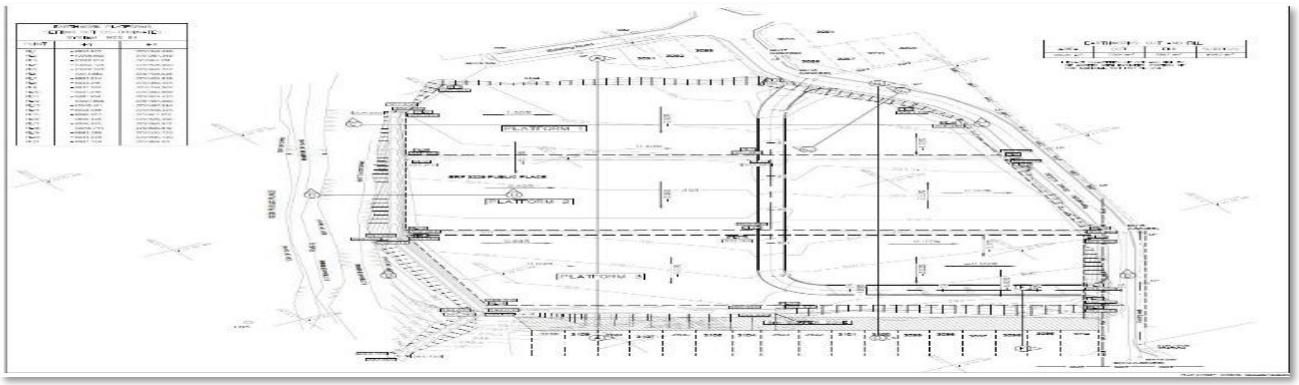




Before the project, no development in Ida's Valley had occurred, which led to a massive need in the community for housing opportunities. The Stellenbosch Council made the land available for the development of a turnkey developer. The housing project was approved by the Department of Human Settlements as a second phase of the Ida's Valley housing project in terms of the Integrated Residential Development Programme (IRDP) for the installation of civil engineering services for the development of 166 sites. The final variation of the services was completed in March 2023. The construction of 166 GAP houses is still in progress, with an expected completion date of November 2023. 100 houses have been completed and handed over to the new owners during June 2023.

Rehabilitation of Erf 3229, Franschhoek

Figure 35: Site rehabilitation and construction of bulk earthworks



The objective of this project is to establish a temporary relocation site to relocate families impacted by the proposed rehabilitation of the dam wall at Langrug Informal Settlement. Erf 3229 is currently used for illegal dumping of solid waste material and builder's rubble. Studies recently undertaken by the municipality indicated that the subject property is feasible for the proposed development of a decanting site. Approximately 236 sites will be serviced. The services include water, sanitation, and electrification of households.

The project is currently in the procurement stage. The estimated cost of the project is R18 million. The project is funded by the Department of Infrastructure and the Department of Mineral Resources and Energy.

Installation of Basic Services Kayamandi Watergang

Figure 36: Construction of basic services, Watergang Informal Settlement





The project entailed the provision of water taps and waterborne toilets. It was completed in December 2022. The project output was 36 waterborne toilets, 28 wash troughs, 26 water taps, and underground infrastructure (water and sewer pipes).

Upgrading of The Steps / Orlean Lounge

The project entails upgrading the 161 houses at Cloetesville.

Figure 37: Upgrading of the Steps / Orlean Lounge



The project is funded through municipal funding from the Capital Replacement Reserve (CRR). The project is multi-year; it commenced in January 2020. The project cost is R17 million.

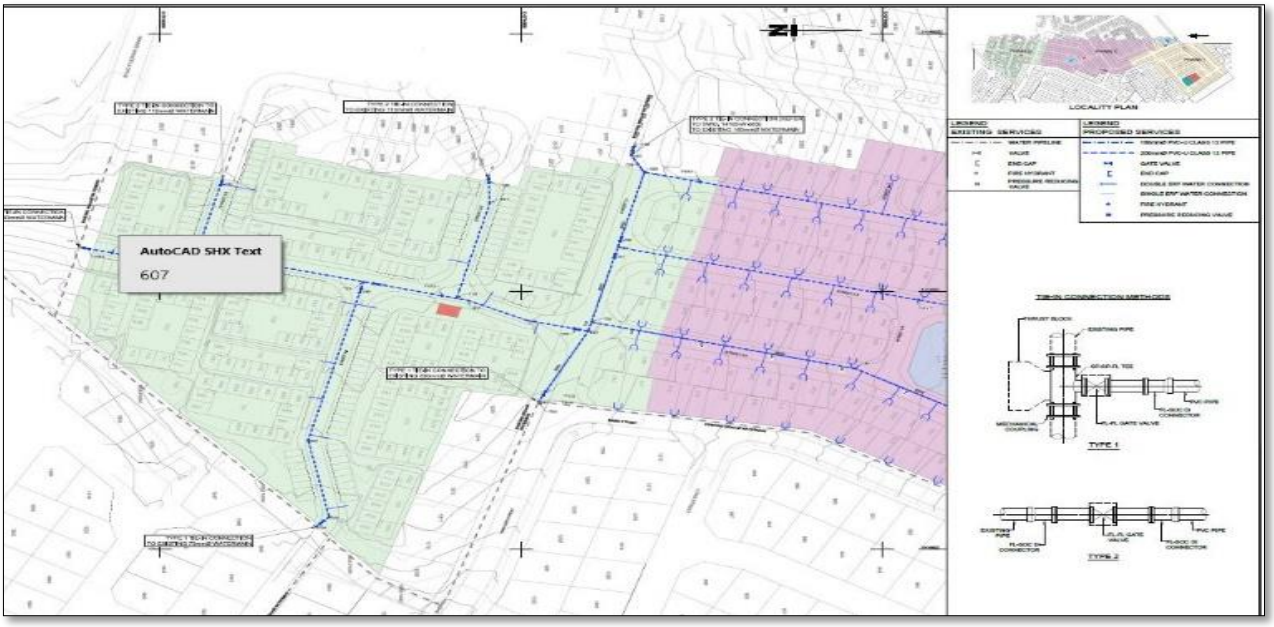
Currently, 139 houses have been completed, and the families have moved back into their homes.

Kayamandi: Zone O, Housing Development

The budget of R13 350 000 was moved to the 2023/24 financial year due to the site not being established.

In the 2022/23 financial year, the Project Management Unit provided project / programme management support to municipal departments during the planning and implementation stages of capital projects mentioned below.

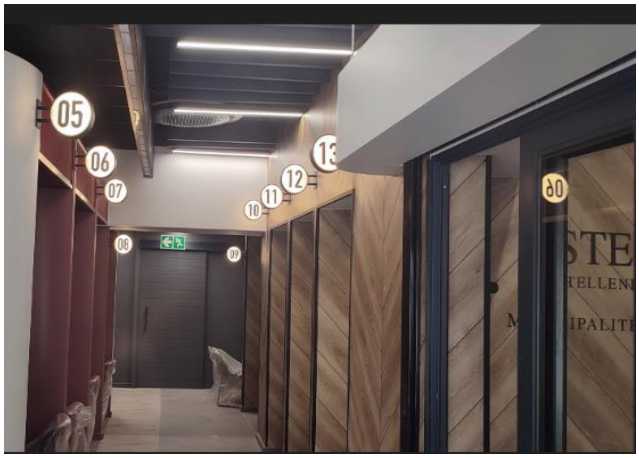
Figure 38: The upgrade of Zone O informal settlement



Upgrading of new office space: Ryneveld Street

The refurbishment is aimed at using the floor space to ensure that the maximum number of public officials can be accommodated within the building and reserving the ground floor area to accommodate a Customer Interface Centre (One-Stop-Shop) which is aimed at providing a high-tech and high-quality customer-orientated centre to provide fast, effective, and efficient municipal services to citizens.

Figure 39: Cashiers and enquiries





The project was completed, and the final completion certificate was issued.

Construction of the La Terra 11kv Switching Station, Franschhoek (Directorate: Electrical Services)

The Franschhoek distribution network has been identified as requiring expansion and strengthening to meet demand requirements, increase the reliability of the network, and de-load the existing electrical infrastructure.

The distribution network is fed from the Franschhoek 66/11 kV substation and supplies the load in the Franschhoek area.

The construction for the establishment of a new La Terra 11kV switching station is expected to be completed by November 2023.

Calcatta Bos Memorial Park (Directorate: Community and Protection Services)

The project is in the planning stage. The project output will be 40 000 grave sites. The cost to implement the project is estimated at R196 million. The consultants are busy with detailed designs and statutory approvals.

The project below is currently funded through the IUDG funding.

Map 8: Establishment of a Regional Public Cemetery and Memorial Park



Taxi Rank: Kayamandi (Bird Street): Section Transport Planning and Public Transport

The Project Management Unit is responsible for the management and administration of the Integrated Urban Development Grant (IUDG). The Integrated Urban Development Framework (IUDF) marks a new deal for South Africa's cities and towns. It sets a policy framework to guide the development of inclusive, resilient, and liveable urban settlements while addressing the unique conditions and challenges of integration facing South Africa's cities and towns. The key outcomes of the IUDF are spatial transformation and the creation of a growth model of compact, connected, coordinated, and integrated cities and towns.

Within the IUDF's Intermediate City Municipality (ICM) programme, which targets 39 municipalities, support is provided for the municipalities in the middle size and density range of the continuum. The purpose of the Intermediate City Municipality's support strategy is to help translate the Integrated Urban Development Framework Policy into practical programmes of action in the Intermediate City Municipalities. Stellenbosch Municipality achieved **99.42%** IUDG expenditure **(an allocation of R65 747 000)** for the 2022/23 financial year.

Table 156: Completed new taxi rank (Bird Street)



Practical completion was achieved on 30 May 2023. Final completion is scheduled for July 2023.

3.12.2 Asset Management and Systems

The Asset Management and Systems Unit is a dual-function unit within the Infrastructure Directorate, and its functions are concerned with the financial and physical accountability of all infrastructure assets (Asset Management). The other function (Wayleave Management) seeks to ensure protection (from damage, loss, etc.) of all existing infrastructure assets / services through regular inspections and monitoring of all works conducted on and around the municipality's assets. Additionally, this function aids in the documentation of internal (municipal-owned) and external services or assets that are located within the road reserve of the municipal land.

This unit seeks to maximise municipal infrastructure management to support the current Strategic Focus Area 5: Good Governance and Compliance. As one of the largest economies nationally, the greater Stellenbosch area and municipality are significant providers of services. Deciding what to do, when, where, and for whose benefit is the difficult task that Infrastructure Asset Management addresses. Enhanced infrastructure capabilities also augment the achievement of the other four Strategic Focus Areas, i.e. 1: Valley of Possibility, 2: Green and Sustainable Valley, 3: Safe Valley, and 4: Dignified Living.

Municipalities are not only responsible for the provision of essential engineering services that include potable water supply, sanitation, electricity reticulation, the provision of roads and stormwater, and solid waste collection and disposal but also for housing and shared community assets like cemeteries, parks, sports grounds, libraries, etc. While municipalities also have obligations towards governance, community safety and health, and development services, the success or failure of a municipality is substantially measured by the availability and quality of infrastructure services. As such, a municipality is an asset-intensive business.

The unit strives to comply with the recently introduced Generally Recognised Accounting Practice (GRAP) standard for local governments, which focuses attention on asset management. Additionally, this unit ensures compliance with the issued National Treasury asset management practices and reporting requirements. These requirements include identifying, componentising, valuing, and tracking the health of the municipal-owned assets, establishing programmes, providing resources to care for those assets, and reporting the status recorded of existing and new assets for sustainable development.

The collective value of the municipality's infrastructure assets, installed mainly in the public road reserve and on other municipal land, amounts to a considerable value. Without the collective support and coordination by the Asset Management and Systems' (Asset and Wayleaves Management) Unit, the financial and physical accountability and protection of the existing municipal infrastructure assets would be difficult, if not practical, to manage by the individual infrastructure department. This unit

strives to continuously improve its functions and systems to provide better and more efficient support to the internal departments and the public. Through these continuous improvement goals, this unit has improved its overall efficiency in Wayleave Management from 88% to 90% in the financial year 2022/23.

The table below provides a summary of the functional statistics of the Wayleave applications.

Table 157: Wayleave Applications

Activity	2022/23												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Wayleave Applications - Received	22	46	31	32	33	3	26	20	19	27	56	30	**345**
Wayleave Applications - Commented on	21	41	28	28	27	3	26	17	15	26	48	29	**309**
Wayleave Applications - Approved	21	41	28	28	27	3	26	17	15	26	48	29	**309**
%													
Wayleave Approval Rate	95	89	90	88	82	100	100	85	79	96	86	97	**90**
Wayleave Cancellation or Refusal Rate	5	11	10	13	18	0	0	15	21	4	14	3	**10**

3.12.3 Development Services

The Section: Development Services is a section within the municipality that is responsible for managing the approval of engineering services and the implementation stages of all new developments in the municipality to ensure that the impact on municipal services and the environment is adequately and responsibly mitigated. Additionally, this section is required to facilitate development to promote economic growth, stimulate job creation, expand the municipal revenue stream (Development Contributions (DCs) and new property rates), and ensure development contributes to the achievement of the strategic goals of the municipality, using the following activities:

- The approval of new developments and monitoring and control of engineering projects implemented by developers;
- Provides ongoing technical support and guidance to ensure responsible and successful development;
- Plan, organise, coordinate, and control the activities, procedures, and outcomes associated with the evaluation and approval of land use and building plan applications, as well as the calculation and coordination of bulk infrastructure development charges;
- Plan, organise, coordinate, and control the activities, procedures, and outcomes associated with the engineering side of the rate clearance applications;
- Manages the implementation of specific developments and development contribution-linked infrastructure projects to ensure capacity for new developments; and
- Develops and provides input into strategic documents, policies, and guidelines related to the engineering aspects of development.

During the 2022/23 financial year, the Section: Development facilitated the approval of land use applications and building plans, which led to a DC revenue of **R28.6 million incl**. VAT (cash payments). This revenue can be used on bulk infrastructure engineering projects to create capacity to accommodate further development and broaden the municipal income base in terms of property rates and taxes.

The images below depict the projects for the 2022/23 financial year (all amounts stated are including VAT).

Devon Valley / Adam Tas Road and Vredenburg / Adam Tas Road re-alignment (Woodmill) R36m

Figure 40: Devon Valley /Adam Tas Road and Vredenburg / Adam Tas Road re-alignment (Woodmill)





Klapmuts Road intersection Upgrade (Potbelly and Mont Vernon) R2.8m

Figure 42: *Klapmuts Road intersection Upgrade*



Sewer crossing Bottelary Road (2.8m)

Figure 41: Sewer Crossing Bottelary Road (Devonbosch)



Vlottenburg New Outfall Sewer (Longlands)R5.6m

Figure 44: *Cloetesvillle Bulk water upgrade (Voliere)*



Cloetesvillle Bulk water upgrade (Voliere)R6.0m

Figure 43: Vlottenburg New Outfall Sewer (Longlands)



Koelenhof Bulk Water Project (Devonbosch) R 2.7 million

Figure 45: Koelenhof Bulk Water Project (Devonbosch



R304 intersection upgrade (Newinbosch) R66m

Figure 46: R304 intersection upgrade (Newinbosch)



Outfall Sewer upgrade (Newinbosch) R5.7m

Figure 47: Outfall Sewer upgrade (Newinbosch)



During the 2022/23 financial year, the Section: Development Services initiated, facilitated, and managed development contribution projects (projects implemented by developers in lieu of the payment of cash development contributions) to the value of **R192 million (incl. VAT).**

To provide more perspective on the above, the monthly and annual applications are summarised in the table below:

Table 158: Building Plans and Land Use Applications

Activity	2022/23												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Building Plans: Received	131	102	152	97	190	109	23	102	136	72	114	119	1 347
Building Plans: Commented on within 14 days	22	57	84	69	141	43	9	30	34	4	5	49	546
% within the deadline (target = 50%)	17%	40%	55%	71%	74%	39%	39%	29%	25%	6%	4%	40%	55%
Land-use Applications: Received	19	15	25	20	15	24	0	14	25	14	12	17	200
Land-use Applications: Commented on within 30 days	17	6	5	13	12	10	0	12	20	6	8	10	119
% within the deadline (target = 35%)	89%	40%	20%	65%	80%	42%	0	86%	80%	43%	67%	59%	60%

Despite all the highlights some of the challenges were identified in the department:

Table 159: DC Challenges

Service Area	Challenge	Actions to address
Development	Vacant posts could not meet service delivery targets.	Two technician posts and one clerk post have recently been advertised.
Development	Dependence on other service departments to meet service delivery targets	Vacancies in other service departments have a negative effect on response times to development.
Development	Frequent Challenges in DC Calculations by Developers	Problematic areas in DC Policy need to be addressed. Collaboration with the Section: Land Use Planning is required. Inconsistencies regarding DCs between the DC Policy and the Land Use Planning By-law must also be addressed.
Development	DCs payable by schools and other social institutions are problematic for the developers of these facilities, frequently stating that they render the school, etc. unfeasible. This has a domino effect if the school / social facility is not built because the underlying social issue cannot be addressed.	The Council considers if an automatic DCs exemption will apply to these types of land uses. This can be addressed in the next revision of the DC Policy (2024/25).

COMPONENT C: PLANNING AND ECONOMIC DEVELOPMENT

3.13 Spatial and Infrastructure Planning

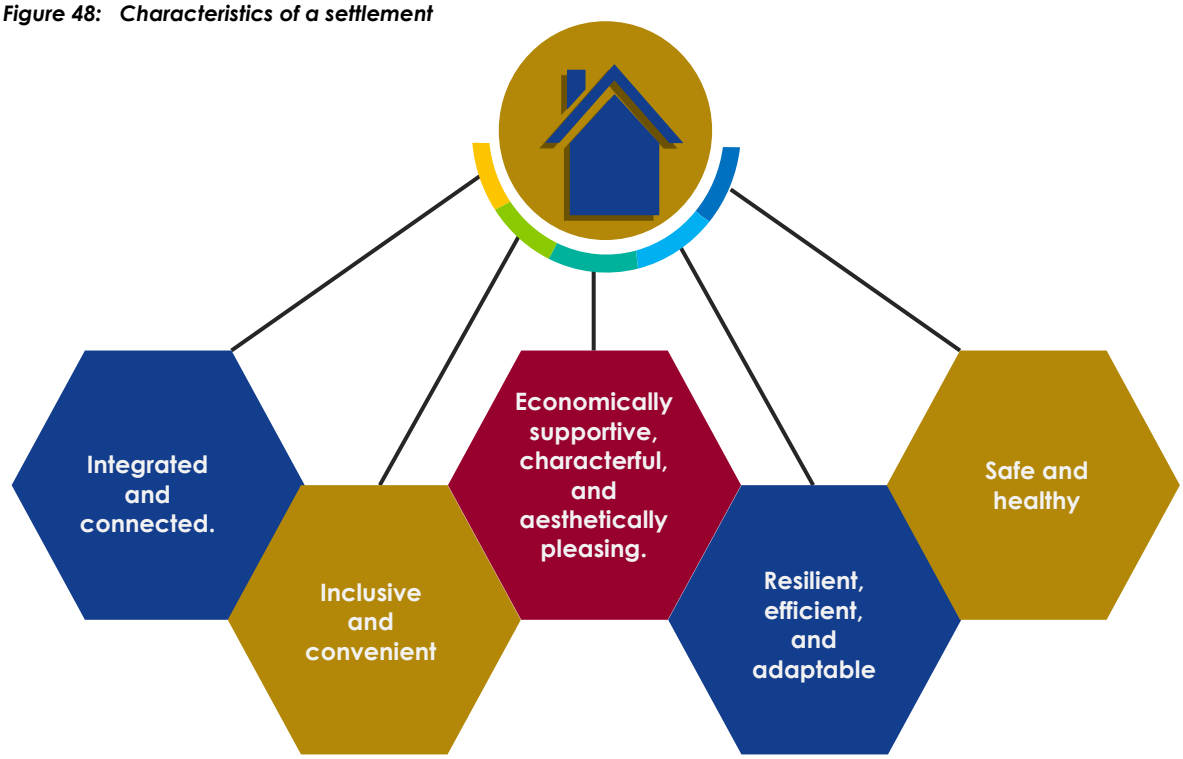
a) Integrative Spatial Planning Approach

Spatial planning is critical for delivering economic, social, and environmental benefits by creating more stable and predictable conditions for investment and development, securing community benefits from development, and promoting prudent use of land and natural resources for development. Spatial planning is therefore an important lever for promoting sustainable development and improving the quality of life.

Integrative spatial planning is informed by universal planning approaches and concepts, normative and developmental planning principles, norms, and standards. These informants provide clarity on the scope and focus for achieving spatial planning outcomes / benefits for creating positively performing areas that are generally regarded as successful and liveable settlements.

The characteristics of a desirable and successful settlement tend to be:

Figure 48: Characteristics of a settlement



To achieve these positively performing, successful, liveable settlements the following requirements are required of the planning system, namely:

- To achieve a greater mix of land uses and densities in the urban structure that provides a full range of urban functions—housing, employment, and services—in a pattern that minimises the need to travel great distances to work, shop, or conduct business. The efficient use of land needs to be compatible with social well-being and healthy environmental objectives;
- To initiate urban regeneration in inner city areas and main streets with high-density concentrations of mixed employment, residential, and other uses. These areas, with adequate investment in modernisation and renovation of the existing stock and infrastructure, can provide housing closer to services and a wider range of lifestyle opportunities;
- To enhance and support the regeneration of housing estates through innovative financing, technological and regulatory initiatives, and demonstration projects. Focusing on the elimination of barriers to investment will facilitate small-scale urban renewal through cooperative efforts and self-help;
- To enhance broad participation, improve community involvement, and build support for sustainable planning policies and programmes; to promote community identity through the creation of meeting places, public spaces, pedestrian networks, and the preservation of historic buildings and attractive streetscapes;
- To provide a range of cultural and recreational opportunities that correspond to diverse needs through efficient use of natural areas for passive recreation and cultural purposes; to maintain a system of integrated and interconnected open spaces, parks, and river valleys; and to protect the natural habitat and resources in the areas;
- To provide water and sewerage infrastructure that accommodates the needs of the local community while meeting the objectives of a healthy environment; to undertake considerable improvement of existing infrastructure to reduce the amount of untreated urban runoff wastewater discharge; and to increase the capacity of the existing infrastructure to accommodate urban growth and intensification; and
- To improve and expand the transport system to meet the challenges of readjustment in the urban economy and to sustain the competitiveness of public transport. To maximise efficiency, supplement conventional public transit with specialised services directed at specific market segments; and promote energy efficiency and alternative modes of transport.

b) The system of Integrative Spatial Planning

One of the legislated spatial planning system tools available to urban and regional planners is SDFs, a strategic and integrated spatial planning policy that must outline specific arrangements for prioritising, mobilising, sequencing, and implementing public and private infrastructural and land development investment in the priority spatial structuring areas as identified in these SDFs to give effect to the vision, goals, and objectives of the municipal IDP or related business plans of the government.

The MSDF covers the jurisdictional area of the municipality. In the case of the Stellenbosch Municipality, the MSDF must answer the following questions: "How is Stellenbosch going to develop over the next ten to thirty years? What kind of development will take place, where will it take place, and who will be responsible for what aspect of the development? What are the non-negotiables and fixes necessary to achieve the proposed development path, and which areas require more detailed studies / precinct plans?" all while maintaining the best and most sustainable use of resources.

With the reform in planning law, a shift in focus to an integrative spatial planning approach was facilitated. This shift results in:

- More effective coordination of sectoral actions that have a cross-sectional spatial dimension;
- Greater responsibility for operating the system for authorities at regional and local levels, while ensuring conformity and adequate support;
- More effective participation by local communities and other stakeholders;
- The ability of planning authorities to recoup a proportion of the financial gain from the allocation of development rights to private developers to provide or pay for externality effects and provide local community benefits; and
- The responsible consideration of environmental impacts of development so that any adverse impacts are mitigated and / or compensated for.

c) The local spatial strategy informants to the MSDF, its review and proposed amendments (2022/23)

The approved MSDF for 2019 was informed by various specialists and spatial strategies, namely:

- The development of scenarios of land demand to inform the development of a preferred 20-year growth strategy, development path, and nodal development concepts for SM. This work culminated in the status quo and Urban Development Strategy (UDS) documents in 2017;
- The Rural Area Plan (RAP), which provides an analysis and synthesis of the rural areas of Stellenbosch Municipality;
- Heritage surveys and inventories of large-scale landscape areas in the rural domain of the municipality inform proposed heritage areas (complementing previous inventory work completed for urban areas);
- Approved heritage inventory;
- Area-based planning investigations for parts of the municipality, notably Stellenbosch town, Klapmuts, and the area north of Kayamandi; and
- Capital Expenditure Framework, 2019.

Since the approval of the MSDF (2019), related work has focused on:

- Area-based planning investigations for the Adam Tas Corridor, located in Stellenbosch town, culminated in the approval and adoption of the Adam Tas Corridor Local Area SDF (ATC LASDF), 2022, and Development Guidelines. The catalytic initiative was done in partnership with the WCG: DEA&DP;
- In parallel, the Adam Tas Corridor Overlay Zone was developed, finalised, and adopted in May 2023;
- To confirm the spatial vision and implementation of the ATC LASDF, SM and the ATC's collective landowners signed a Memorandum of Understanding (MOU) in 2022. The Council approved the MOU in August 2022;
- As part of the IUDG in 2020 and 2021, the Capital Expenditure Framework (CEF) was updated to align with the municipal spatial vision, functional areas (FAs), and priority development areas (PDAs) for the municipality. This was done so that a socio-economic and developmental profile could be made for the municipality as well as for each of the FAs and PDAs. This input enabled extensive spatial demand quantification and the setting of programmatic long-term infrastructure investment targets required to realise the spatial vision of the municipality;

- A Capital Planning Forum (CPF) was established to coordinate sector plans, prioritising, mobilising, sequencing, and implementing public infrastructural and land development investment in the priority spatial structuring areas;
- An updated CEF was commissioned in 2023 due to the approval of the ATC LASDF, 2022, and the Development Guidelines. The updated CEF for 2023 has been adopted simultaneously with the amended MSDF process for 2023/24;
- The Inclusionary Zoning Policy identified in the MSDF implementation framework was completed and has been published for public comment. The intention is to finalise the policy in 2023. This was done in partnership with the WCG, DEA&DP, Development Action Group (DAG), City of Cape Town, and other metropolitan municipalities considering the development of the policy;
- Investigation of the Rhenish complex for economic development opportunities has been concluded in 2021/22. This is linked to the proposed urban revitalisation of Mill Square and its surrounds, as initiated by the Council in 2022. The precinct plan has undergone public participation, and the final policy will be submitted for adoption by the Council;
- The Klapmuts Concept Plan was approved as part of the MSDF in 2019 and confirmed by the Council in 2021. Support was given for the creation of an intergovernmental initiative for the development of Klapmuts by the Greater Cape Metropolitan Regional Spatial Implementation Framework (GCMRSIF) Intergovernmental Steering Committee. This was done so that the node could be planned and built together by Stellenbosch, Drakenstein, WCG through DEA&DP, and other government departments that were affected.
- Significant progress has been made in planning and land use decisions for an "Innovation Precinct" or "Smart City District" directly west of and adjacent to Klapmuts South. A land agreement with the University of Stellenbosch (US) to possibly establish university-related activities in this area is currently being negotiated. Phase 1–3 has been approved, and some amendments to land use approvals are currently under consideration;
- To support the cross-border catalytic project identified in the MSDF to unlock development in Klapmuts North and to make it possible for large manufacturing, logistics, and warehousing companies to move from Stellenbosch town (connected to the ATC LASDF) to Klapmuts, the Stellenbosch Municipality applied to the Demarcation Board in 2022 to change the municipal boundaries. The Council approved the submission in 2022, and the re-determination process is currently in progress, with feedback expected in 2023/24;
- The Council adopted the correction of Tables 20 and 28 within the approved MSDF in 2022;
- The amendment and adoption of the review of the Stellenbosch By-law on Municipal Land Use Planning have been finalised during 2022/23;
- The Housing Pipeline Review was approved in 2022, and the IHSP is being updated. The intention is to finalise and adopt the policy in 2023; and
- The CITP has been updated, and the intention is to finalise and adopt the policy in 2023.

In parallel to MSDF work, considerable progress has been made in collaboration with the Western Cape Government (WCG) through participation in the Greater Cape Metropolitan Regional Spatial Implementation Framework (GCMRSIF) Intergovernmental Steering Committee—continuously—with adjoining municipalities to discuss regional spatial development trends, cross-border challenges, opportunities, risks, and infrastructural constraints.

Continued partnership with all local municipalities within the Western Cape and the WCG: DEA&DP to share best practices and improve coordination on matters related to spatial planning and land use management through the Western Cape Planning Heads Forum.

The table below indicates the capital expenditure for the Department: Planning and Development Services as at 30 June 2023.

Table 160: Capital Expenditure as at 30 June 2023: Department: Planning and Development

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Furniture, Tools, and Equipment: Spatial Planning	163 18	16 318	0%

The Departments: Planning and Development have spent 100% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Development Planning as at 30 June 2023.

Table 161: Total number of employees in the Department: Development Planning

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0
14 – 17	2	2	0	0
9 – 13	6	6	0	0
4 – 8	5	5	0	0
3 – 0	0	0	0	0
Total	**14**	**14**	**0**	**0**

The table below indicates the highlights and challenges experienced within the department as at 30 June 2023.

Table 162: Performance Highlights- Department: Development Planning

Highlight	Description
Local Spatial Development Framework for the Adam Tas Corridor	The local spatial development and development guidelines for the Adam Tas Corridor (ATC LSDF), which is a catalytic project listed in the MSDF, have been finalised and adopted by the Council in 2022.
Adam Tas Overlay Zone	The preparation of the ATC LSDF included drafting a concept overlay zone. The Council approved the overlay zone, and its promulgation is currently underway.
Review and amendments to the MSDF and CEF	The department embarked on a process to ensure a better alignment of the strategic and higher-order plans of the municipality with the approved MSDF, which required the review and amendment of the MSDF (including the Capital Expenditure Framework CEF). The Council approved the final amended MSDF and CEF on 27 June 2023.
Inclusionary Zoning (Housing) Policy	The MSDF proposed that an Inclusionary Zoning (Housing) policy be drafted through which the delivery of more affordable housing within new developments and / or targeted areas can be achieved. The Inclusionary Zoning Policy was adopted by the Council on 27 June 2023. Stellenbosch Municipality is the first intermediate city to adopt a policy of this nature.
Feasibility studies for land / building acquisition	Four studies for properties that could potentially be obtained by the Council, three of which are in the Adam Tas Corridor, were completed and submitted to management for consideration.
Precinct plan for the Rhenish complex	An urban design study and precinct plan for the Rhenish Complex in Stellenbosch, setting out the potential measures to preserve, develop, and activate the Rhenish Complex, was drafted, and published for public participation. The comments are currently being reviewed, and the amended policy will be transmitted to Council for approval during the latter part of 2023.
Intergovernmental relations	DEA&DP took the initiative to arrange for quarterly intergovernmental relations meetings for municipalities falling within the Greater Cape Metropole. The meetings have the mandate to discuss common issues and cross-boundary matters. All the department's senior staff attend the meetings.

3.14 Performance Challenges

Table 163: Performance Challenges- Department: Development Planning

Challenge	Actions to address
Approval of the Inclusionary Housing Zoning Policy	Stellenbosch is the first municipality (except the City of Johannesburg) to approve an Inclusionary Zoning Policy. The policy will require that developers contribute a certain percentage of the housing delivery to a specific income band (affordable) in exchange for offset incentives (i.e., up-zoning, density bonuses, etc.). There is a real risk that developers will view this requirement as a penalty, and considerable opposition can be expected from some developments. The process of implementing the policy will be challenging and may be challenged in a court of law.
Capacity	The total staff component of the Section: Spatial Planning amounts to four (4) officials, consisting of a manager, a senior planner, and a spatial and administrative officer. With the increase in projects undertaken in-house, as well as the need to develop LSDFs for each smaller town, as well as for the "Bosdorpe," and to facilitate and lead the implementation of the MSDF. Catalytic projects and the LSDF are currently placing the department under severe pressure. The Department: Development Planning notes that the organogram approved in 2017 does not meet the requirements to successfully fulfil the functions and mandate required by the Section and must be urgently reviewed and amended.

3.15 Local Economic Development (LED)

The table below indicates the highlights within the Section: LED and Tourism.

Table 164: LED Achievements

Achievement / Highlight	Description	Financial years				
		2018/19	2019/20	2020/21	2021/22	2022/23
Business Interventions	Business registrations	37	37	29	n/a	n/a
	Municipal Jobseekers Database Registrations	27	n/a	181	1 767	7 903
	Advice to walk-ins	1 795	n/a	334	19	24
	Workshops	12	15	1	0	n/a
	Business Licences	13	2	22	19	24
Informal Trading	The Section: Economic Development and Tourism has several informal trading sites: • Cloetesville; • Kayamandi; • Klapmuts; and • Ida's Valley. The only site not operational yet is Groendal, but this will be operational within the 2023/24 financial year.	n/a	n/a	n/a	3	4
Enterprise Development and Support	Training for Stellenbosch-based entrepreneurs did exceptionally well in the 2022/23 financial year. The municipality partnered with Ranyaka and Stellenbosch Network and provided eleven (11) SMME training and mentoring workshops during the 2022/23 financial year. The types of training and mentorship programmes delivered were as follows: • SALGA training: Rural Entrepreneurship Development Programme; • Construction Information Session; • SARS Workshop; • 5 x Google Workshops; • Canva Training; • Costing and Pricing Workshop; and • Marketing Workshop. The unit has also been very active with the processing of informal trading permits, ensuring active microbusiness trading in Stellenbosch.	n/a	n/a	3	11	22

Achievement / Highlight	Description	Financial years				
		2018/19	2019/20	2020/21	2021/22	2022/23
Vacant Agricultural Property	In the 2022/23 financial year, Mayco resolved that the vacant municipal land that was advertised in 2020 be re-advertised and that the applicants who previously applied would still be eligible for the land. Four (4) portions of land were advertised on 25 May 2023 in line with the Policy for Management of Municipal Agricultural Land. In total, there are 27 applications, of which 16 were received and scored in the first round and 11 were received in the second round, which have also been scored. The awarding of four portions of land will be awarded during the 2023/24 financial year.	n/a	n/a	2	n/a	n/a

3.15.1 Economic Development and Tourism Challenges

The table below gives a brief description of all the challenges within the Section: Economic Development and Tourism during 2022/23.

Table 165: LED Challenges

Description	Actions to address
Human resources are insufficient to drive an effective economic development and tourism programme.	The Directorate: Planning and Economic Development has since filled two critical positions within the unit, namely the Senior Economic Development Officer: Rural Development and Agricultural Support position and the Senior Economic Development Officer: Business Development position. The only concern now is that the current salary offering does not retain the required experienced, qualified, and well-trained staff to enable the Section to perform its functions for a substantial period.

3.15.2 EPWP Job Creation 2022/23

The EPWP met the expected target of 1 400 as planned for the year 2022/23 with an actual of **1 449** job opportunities created.

The table below illustrates job creation through the EPWP for the 2022/23 financial year.

Table 166: Job Creation through EPWP Projects

EPWP Projects	Number of jobs created
External EPWP Grant Projects	
Cleaning of CBD	43
Public Ablutions	8
Ibhunga Cleaning	34
Mooiwater	3
BSM 22/22	5
Watergang Fencing	9
Enkanini Electrification Project	8
MRF	21
IG-funded EPWP Projects	**Number of jobs created**
EDT	30
WC024 Cleaning of Stormwater	19
Jan Marias Nature Reserve	3
EPWP Sport Facility Assistants	4

EPWP Projects	Number of jobs created
Alien Cleaning	21
SMCE IPDI Support Warriors	4
EPWP Fire Assistants	12
EPWP Disaster Assistants	10
EPWP Jonkershoek Picnic Site Assistants	7
Parks FHK Maintenance and Cleaning	18
Community Development Office Assistant	2
Maintenance and Cleaning of Alien Species (Cemetries)	20
Cleaning of Rental Stock	33
Assess Control Public Rental Flats	5
EPWP Jonkershoek Picnic Site Assistants	7
Parks FHK Maintenance and Cleaning	18
Community Development Office Assistant	2
Maintenance and Cleaning of Alien Species (Cemetries)	20
Cleaning of Rental Stock	33
Assess Control Public Rental Flats	5
Total Projects: 17	**Total jobs: 174**
Municipal Funded Projects	
Area Cleaning WC024	644
Wastewater Treatment and Network Sites	6
Stellenbosch Park Wardens	21
Rental Stock and TRA Survey	8
Maintenance of Municipal Rental Stock	10
EPWP Municipal Halls	15
Field Rangers	31
Ornamental Horticulture	51
Traffic Services: Parking Marshalls	205
Wastewater Treatment and Network Sites	45
Law Enforcement / Security Informal Trading Sites	32
Event Planning	1
Support Warriors	2
EPWP Sport Admin	1
EPWP Plumber / Carpenter	2
Complaints and Document Administration	2
EPWP Swimming Pool and Facilities Management	2
EPWP Ward Office Management	21
EPWP Sport Council	3
EPWP Irrigation	2
Wheelie Bin Logistics	1
EPWP Supply Chain Management	4
Urban Forestry	5
Tourism and Rural Development Initiatives	3
Library Cleaners	3
Title Deeds Restoration Programme	10
	Total Jobs: 1 449

Table 167: Jobs created per area

Jobs created per area					
Stellenbosch and Surrounds	Kayamandi	Franschhoek and surrounds	Dwarsriver Valley	Klapmuts	Rural areas
545	659	179	36	80	10

3.15.3 Tourism

Aim and function of the Tourism Section:

- Contextualise the strategic goals of tourism promotion and development funding;
- Regularise the operational functioning of external bodies appointed or supported by the municipality in its constitutional mandate towards both tourism and economic development;
- Ensure coordination of the activities of the funded entities;
- Ensure efficient oversight of funding and outcomes;
- Acknowledge and leverage private sector and independent initiatives;
- Develop sustainable tourism events and brands;
- Enable sponsorship opportunities for the commercialisation of events, brands, and other opportunities;
- Smooth cyclical tourism numbers by establishing, developing, and implementing off-peak tourism products and initiatives;
- Develop and package opportunities and venues for business tourism;
- Enable market participation for local businesses;
- Enable training, mentorship, and employment opportunities for local citizens; and
- Quantify the return on investment in events and funded entities.

Highlights:

During the 2022/23 financial year, the Economic Development and Tourism Unit submitted to the Department: Economic Development and Tourism for the Municipal Ease of Doing Business Fund. The municipality was successful in its application, and the Department funded the following projects:

Additional LTO funding for Visit Stellenbosch

During the Adjustment Budget for the 2022/23 financial year, an additional amount of R787 950 was allocated to Visit Stellenbosch.

Job Seekers Database Outreach Programme

Several Job Seekers Outreach Programmes were run during the financial year. The Economic Development and Tourism Unit conducted seven outreach sessions to register more members of the community on the database between 13 February and 29 March 2023. The various sessions were held in the following wards: 1, 2, 3, 4, 5, 6, 16, and 17.

Stellenbosch University: Learning Practice Alliance:

- Stellenbosch University, through the Learning Practice Alliance Unit, applied for a short-term lease agreement on Farm Portion No. 502BH, where they are involved in a project assessing the potential value of seven technologies to enhance the productivity of emerging farmers in the Stellenbosch Municipality.

The launch of the Car Guard initiative in Stellenbosch

- A non-profit organisation partnered with Stellenbosch Municipality, SAPS, and leading private security companies in the area to launch the informal car guard project in Stellenbosch. The initiative aims to address the pressing issue of informal parking attendants. The primary objective is to enhance security and provide a safer environment for both residents and visitors in the Stellenbosch Central Business District.

The table below indicates the capital expenditure for the Section: Economic Development Tourism as at 30 June 2023.

Table 168: Capital Expenditure as at 30 June 2023: Section: Economic Development and Tourism

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Establishment of the Kayamandi Informal Trading Area	5 022	4 400	12.40%
Furniture, Tools, and Equipment: LED	557	508	8.91%
Only the five largest capital projects are listed.			

The Section: Local Economic Development and Tourism has spent 88% of its capital budget for the financial year.

The table below indicates the total number of employees in the Section: Economic Development and Tourism as at 30 June 2023.

Table 169: Total number of employees in the Section: Section: Economic Development and Tourism

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	1	1	0	0%
9 – 13	5	5	0	0%
4 – 8	2	1	1	50%
3 – 0	0	0	0	0%
Total	**8**	**6**	**1**	**12.5%**

3.15.4 Heritage and Resource Management

The Section: Heritage Resources Management is mandated to enable, facilitate, and manage cultural heritage development within the Stellenbosch municipal area through the formulation and implementation of long-term cultural heritage plans, strategies, policies, and guidelines that are appropriately integrated with the applicable sectoral plans of the municipality and aligned with the requirements of the National Heritage Resources Act, Act 25 of 1999.

Part of this work was to update the Stellenbosch Municipality Heritage Inventory, which was done in partnership with the Stellenbosch Heritage Foundation. The municipality intends to further expand on this partnership to ensure that the heritage inventory is continually updated.

The Section has also undertaken a process to review and amend the Stellenbosch Municipality Signage, Advertising, and Poster By-law with the Directorate: Engineering Services. This by-law will be adopted and promulgated during the 2022/23 financial year.

3.15.5 Geographic Information Systems (GIS)

The Section is responsible for managing, coordinating, and controlling the professional and technical processes associated with Geographic Information Systems (GIS) in respect of the municipality, Management of Information Systems (MIS) through research and evaluation of best practices and cost-effective approaches, and providing guidance and advice on the functionalities to internal departments to ensure that broader goals and service delivery objectives are accomplished and quality and professional standards maintained per agreed timeframes, budgets, and appropriate legislation.

The Section has assisted the Directorate: Planning and Economic Development with the development of electronic and online submissions of building plans and land use applications. Through this process, the Section has developed the Building Plan Application Management System ("BPAMS") and the Town Planning Application Management System ("TPAMS"). These systems will allow residents and potential developers to submit their development applications online and monitor the progress of their respective applications.

Currently, BPAMS is fully operational and will be launched with TPAMS during the next financial year.

COMPONENT D: COMMUNITY AND SOCIAL SERVICES

3.16 Libraries

Libraries play an important role in learning. The resources libraries provide help communities find the information they need. These days, people are turning more and more to the internet for information, but search engines like Google only provide information about the way questions are formulated. Often, this does not provide the user with the relevant information. With the plethora of information on the internet, it is becoming more and more difficult to find information than in a library catalogue. This only cements the fact that a library's core services are becoming much more important and should be funded as an essential service that uplifts communities and develops them holistically.

Over the last year, Stellenbosch Public Libraries have attempted to strive to maintain and record local history, offer free educational and recreational resources, build communities, contribute to the economy, and build partnerships with community organisations and businesses to assist with the promotion of literacy and numeracy as well as youth upliftment programmes.

In the promotion of educational resources, training, and development, the Stellenbosch Public Libraries have played an important role in supporting education and literacy. The municipality has provided countless resources, such as educational materials, training, courses, etc., to communities. These days, patrons enter public libraries to borrow recreational and self-development resources, to ask questions about job applications and resume writing, or to fill out government forms, including tax, academic institution applications, and health insurance paperwork. All these questions are answered by library staff without charge.

"Google can bring you back 100 000 answers. A librarian can bring you back the right one." – Neil Gaiman

Numerous outreach programmes were developed over the last year to rebuild communities after the COVID-19 pandemic. People come to libraries not only looking for information but also to uplift and develop themselves and their communities. Libraries have developed programmes such as Mothers and Baby Storytimes, reading clubs, and helping elderly people attend events and find ways to connect with people. While teenagers meet up in libraries with their study groups for team-building or school projects, the municipality is also seeing the development of libraries as community centres for communities to meet.

Libraries contribute to the economy of the town. Even though libraries are free to use for patrons, the role they play in developing communities is greatly underestimated. Public libraries provide access to information about business planning, market research, and finance opportunities for entrepreneurs who are looking for spaces to network, conduct research, use technology, and arrange meetings.

Technology in libraries can be innovative, offering access to expensive training programmes and skills courses that otherwise would not be available to everyone. Online training and development courses are available to communities through free wi-fi, and the internet services provided through the Premier's Office Rural Connectivity Programme. This programme allows communities access without spending enormous amounts of money on programmes they would otherwise not be able to access.

As a local authority responsible for the social and economic upliftment of its citizens, the municipality needs to develop flourishing, well-resourced libraries, thereby ensuring that future generations live productive, safe, and fulfilling lives. Libraries assist communities to reach their highest potential and

become responsible members of the community. This responsibility can only be addressed if libraries are seen as a vital part of the goals the municipality has set out to achieve.

Table 170: Total number of libraries

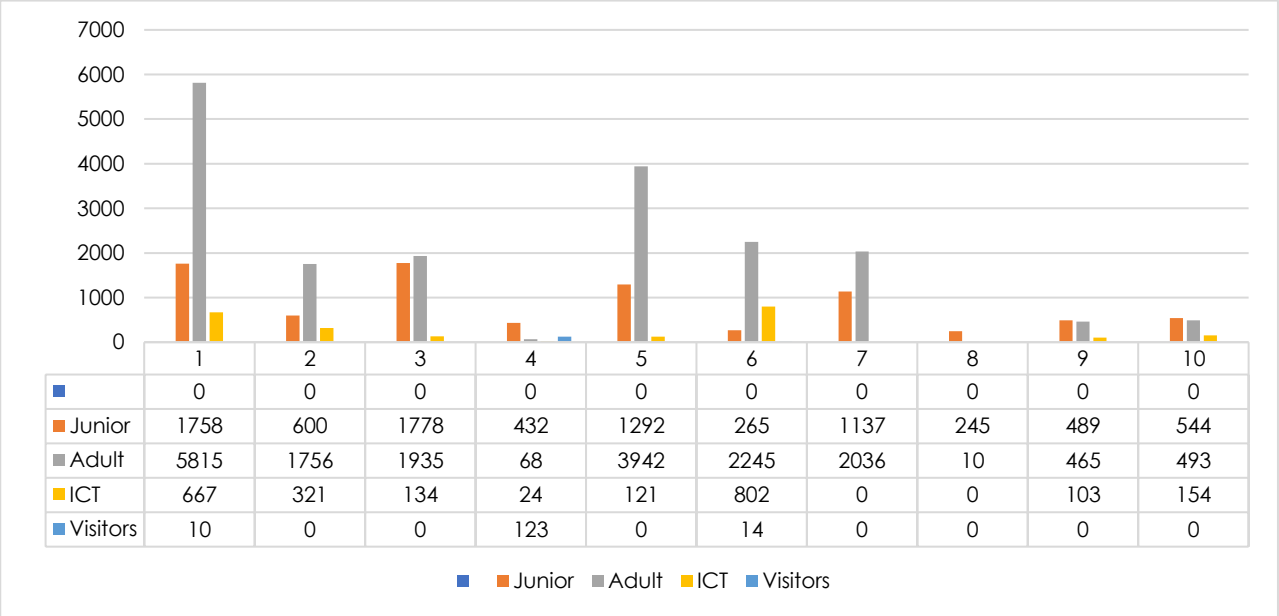
Item	Description	Total number
Libraries in the WCO24 Area	**Public Libraries:** • Kayamandi, Cloetesville, Ida's Valley, Jamestown, Stellenbosch, Pniël, Groendal, and Franschhoek	8
	• School / public libraries • Koelenhof and Klapmuts	2
Library staff (permanent)	Library Manager	1
	Senior Librarians	4
	Senior Library Assistant	4
	Library Assistants	22
	Library Aid / Cleaner	8
	IT Cadet	1
	Admin Assistant	1
	Book Shelver	1
Vacancies (including conditional grant-funded vacancies)	Senior Librarians	4
	Senior Library Assistant	3
	Library Assistants	12
	Library Aid / Cleaner	3
	IT Cadet	1
	Admin Assistant	1

Municipal public libraries continue to recuperate from the COVID-19 pandemic's repercussions. Regrettably, the Western Cape Public Libraries' database (SLims) experienced a catastrophic failure in July 2022. Consequently, membership and library circulation figures were profoundly impacted. The municipality resumed operations in August 2022, and library patrons are gradually resuming their visits; however, the figures have not yet recovered to pre-COVID-19 levels.

The public e-book service is gradually increasing in prominence. Once more, patrons are utilising library halls during library hours. Libraries have been required to rebrand their services in the past year. To maintain community interest in the libraries' resources and services, outreach and marketing initiatives have been expanded.

The graph below illustrates the membership statistics for the year under review.

Table 171: Libraries membership statistics



	1	2	3	4	5	6	7	8	9	10
	0	0	0	0	0	0	0	0	0	0
Junior	1758	600	1778	432	1292	265	1137	245	489	544
Adult	5815	1756	1935	68	3942	2245	2036	10	465	493
ICT	667	321	134	24	121	802	0	0	103	154
Visitors	10	0	0	123	0	14	0	0	0	0

Libraries have over the last year endeavoured to strengthen the existing public and private partnerships with the communities within the WCO24 Area.

Table 172: Libraries partnerships

Library Partnerships		
Cloetesville		
Chennels Day Care	Day Care	A partnership with the Day Care to create a love for books through literacy activities in the form of storytelling, puppet shows, and song and dance activities.
Little builders crèche	Crèche	Assist with the promotion of literacy and numeracy by introducing 3–5-year-old toddlers to books and other ECD activities such as puzzles, lego, and storytelling.
Kayamandi		
Loxtion Foundation		The Loxtion Foundation assists the Kayamandi community. They create opportunities to discover talent amongst township youth and give them a platform to grow.
Pniël		
Dwarsrivier Tourism		Partnering to bring services to the community of Dwarsrivier. Hosting the event to enrich the community.
Community development		The partnership aimed to bring various services to the community of Dwarsrivier. Hosting the event to enrich the lives of the community.
Groendal Library		
Inceba Trust	Mother and Child Book Sharing	Focus on training illiterate parents to do book sharing with their children / grandchildren by looking at the pictures and telling the story.
Inceba Trust	Training of ECD employees	The Inceba Trust is responsible for the training, while the Groendal Library assists with storytelling and recommends books per theme.
Adopt-A-Crèche	Outreach to underprivileged children from an informal settlement	Teaching children basic hygiene, literacy, and numeracy skills by exposing them to ECD / crèche activities. Inceba trains the parents about the Parent and Child Book Sharing Programme.
Inceba Trust Toy Library	ECD Toy Library	The aim is to incorporate the toys into the ECD section at Groendal Library. As part of this initiative, free training will be presented to Stellenbosch Library staff, i.e., ECD programmes / activities and the usage of educational toys.

Library Partnerships		
ECD / Crèches	Wemmershoek, La Motte, Groendal, Langrug, and Bosbou areas	17 crèches are receiving block loans for books linked to their weekly theme. 2 visits per month for block loans and 1 storytelling / outreach per month are presented at each crèche.
CWP Community Work Programme	Unemployed people are employed through the CWP initiative.	The Community Work Programme (CWP) is a government programme aimed at alleviating poverty and curbing unemployment. The work rendered by the CWP workers includes cleaning the library, tidying shelves, and assisting with the preparation of new library material (covering of books, tattle-tape, etc.). The workers also maintain and clean the garden and outdoor areas.
READ-TO-LEAD	Literacy Project in Partnership with BED students: Stellenbosch University	A group of postgraduate Bachelor of Education students assist learners at schools to promote literacy and numeracy at schools.
Franschhoek Literacy Festival / Nali'Bali	Storytelling workshop	The workshop is aimed at exchanging ideas / guidelines for pre-school and primary educators / librarians, and authors.
ECD / Crèches	ECD creches in the Groendal area: "Informal creches "	ECD centers / crèches are invited to make use of the educational toys / books at the Groendal Library.
Groendal Housebound members	Book exchanges with housebound / elderly patrons	Bringing the library to the community. Visits are done twice a month to deliver library material to the housebound. Visit new potential members to form part of the outreach.
Community of Groendal	Friends of the Library	Currently in the process of establishment: "Friends of the Groendal Library."
Maker-space	Children Gr R – Gr 12	Currently in discussions with Groendal Primer and retired educators in the Groendal / Franschhoek area to assist with the rollout of the "Maker-space "programme. The focus will be on S.T.E.M (science, technology, electronics, and mathematics). The idea is to expose the children to science, mathematics, technology, and electronics. The programme will be linked to the school curriculum.
Hospice Stellenbosch		Partnering to bring services to the community of Dwarsrivier. Hosting activity events to enrich the lives of the hospice community. And promote wellness within the community.
Stellenbosch Traffic Department		Partnership with the traffic department to teach young children about the importance of road safety.
Read to Rise		Partnering with the Read to Rise organisation to promote reading among young children.
Franschhoek		
Dennegeur Agri Village	Crèche	Bringing the library to the farm children. Storytelling and activities are done twice a month.
Franschhoek Museum	Combined programme	A combined effort to do outreach and literacy programmes.

Table 173: Library Services

Type of service	2018/19	2019/20	2020/21	2021/22	2022/23
Libraries					
Number of libraries	9	11	10	10	10
Library members	142 616	26 293	28 620	264 07	200 000
Books circulated	323 200	192 503	53 025	145 567	85 000
Exhibitions held: Adults	312	304	225	356	298
Exhibitions held: Children	316	232	160	176	156
Internet access points	32	36	20	20	20
Internet sessions granted to library users	53 013	17 818	5 406	8 067	12 504
Children's programmes	243	447	25	219	211
Number of children attending programmes	4 512	11 121	458	435	354
Visits by school groups	254	47	18	45	52

Type of service	2018/19	2019/20	2020/21	2021/22	2022/23
Libraries					
Book group meetings for adults – old age homes	102	128	0	100	85
Primary and Secondary Book Education sessions	975	25	7	3	10
Patrons visits @ Library	398 200	271 621	56 548	45 652	120 000
Library Hall usage	356	545	48	400	200
Total number of project and pamphlet files developed	N/A	696	170	176	50
Total number of books reviewed	N/A	214	209	198	80
In-House usage	N/A	77 783	1 868	2 456	10 000
Book group meetings for adults – old age homes	N/A	128	0	34	20
Primary and Secondary Book Education sessions	N/A	25	0	2	15

Challenges facing Libraries

With the assistance of Provincial Library Services, the municipality can offer an e-book service to its patrons. However, additional funding is needed to sustain this service. Unfortunately, being an underfunded mandate, the municipality is not able to invest additional funding in this vital service.

The municipality continues to be faced with the challenge of a lack of qualified and skilled staff. Libraries are highly under-resourced in terms of qualified personnel. The lack of sufficient funds and the moratorium on filling the numerous vacant positions within the section, coupled with the inadequate physical and digital resources, have ultimately resulted in low patronage of library facilities.

Unfortunately, even though many realise the importance of libraries within communities, there are many challenges that prevent libraries from fulfilling the community's needs. There are three major challenges. These are (a) "underfunded mandate," (b) staff vacancies, and (c) repairs and maintenance of library buildings. The most challenging is that of employing trained, qualified staff in vacant positions, as well as the number of vacant positions that remain in municipal libraries. This situation does not allow libraries to function optimally.

The table below indicates the capital expenditure for the Section: Library Services as at 30 June 2023.

Table 174: Capital Expenditure as at 30 June 2023: Section: Library Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Upgrade the Stellenbosch Library	3 874	69	98.21%
Upgrading: Cloetesville Library	164	132	19.55%
Library Books	153	116	23.93%
Cloetesville: Furniture, Tools, and Equipment	16	11	33.39%
Only the five largest capital projects are listed.			

The Section: Libraries has spent 8% of its capital budget for the financial year.

The table below indicates the total number of employees in the Section: Library Services as at 30 June 2023.

Table 175: Total number of employees in the Section: Library Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 17	1	1	0	0%
9 – 13	10	10	0	0%
4 – 8	16	16	0	0%
3 – 0	0	0	0	0%
Total	**28**	**28**	**0**	**0%**

3.17 Cemeteries

Stellenbosch Municipality is responsible for the maintenance and management of six cemeteries in greater Stellenbosch. Jamestown, Pniël, and Groendal have reached their capacity, while Wemmershoek and Franschhoek South and North are fully operational. Onder-Papegaaiberg Cemetery is also at capacity; only reserved graves are available. A new cemetery in Kylemore is currently being established. The Jamestown cemetery suffered harm because of high underground water levels during this year's flood that hit Stellenbosch in June 2023. It became practically impossible for new graves to be dug in the area. Simultaneously, the municipality could not do any reopening of graves due to the underlying high-water levels.

Consultants were appointed (3 years + project) to assist Stellenbosch Municipality with the identification and planning of two regional cemetery sites to address the critical need for burial space within the municipality. This project is at an advanced stage of acquiring the required environmental, water, and land use approvals. All licenses have been received for the commencement of the new Stellenbosch Memorial Park situated alongside the R304 planned at the site known as the Calcatta bush.

The objective of the Section: Cemeteries is to provide adequate burial space and ensure a dignified burial.

The table below indicates the availability of burial space within the WC024 as at 30 June 2023:

Table 176: Cemetery space availability

Cemetery	Airspace	Status		
		Open	Full	Closed
Jamestown	Open	✓		
Onderpapegaaiberg	Open	✓		
Pniël	Reopening		✓	
Groendal	Reopening		✓	
Franschhoek South	Open	✓		
Kylemore	Not open yet			✓
Calcatta	Not open yet			✓

3.17.1 Income – Cemeteries

The table below indicates the income generated from the financial years of 2018/19 – 2022/23.

Table 177: Cemeteries Income

Gravesite locations	2018/19		2019/20		2020/21		2021/22		2022/23	
	Number of Burials	Income	Number of Burials	Income	Number of Burials	Income	Number of Burials	Income	Number of Burials	Income
Onder-Papegaaiberg	24	R50 389	103	R87 791	35	R25 033.80	45	R47606.76	65	R612 431.84
Jamestown	356	R900 294	478	R1 321 781	396	R937 642.21	324	R945 184.90	554	R1 355 202.05
Pniël	11	R7 855	17	R13 676	5	R9 740.42	15	R4 528.10	22	R12 993.95
Wemmershoek	9	R7 650	26	R27 219	9	R8 341.70	83	R18 187.41	5	R7 728.48
Franschhoek North Groendal	38	R40 710	39	R11 052	18	R4 056.18	10	R46 552.08	71	R44 597.62
Franschhoek South	54	R45 580	140	R80 172	30	R53 305.60	22	R109 943.04	41	R78 505.95

Challenges:

- There is a shortage of burial space;
- Strategic vacant positions cause a lack of skill transfer;
- There is a risk of skills not being transferred on time when staff retire / resign;
- to convert burial records to electronic soft copies (in progress as per the five-year plan);
- to promote alternative burial methods, such as, e.g., cremations, amongst various religious groups; and
- Shortages of cemetery training, especially formalised training.

The table below indicates the capital expenditure for the Section: Cemetery and Parks Services as at 30 June 2023.

Table 178: Capital Expenditure as at 30 June 2023: Cemetery and Parks Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Extension of Cemetery Infrastructure	1 000	870	13.04%
Only the five largest capital projects are listed.			

The Section: Cemeteries has spent 87% of its capital budget for the financial year.

The table below indicates the total number of employees in the Section: Cemeteries as at 30 June 2023.

Table 179: Total number of employees in the Section: Cemeteries

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 17	1	1	0	0%
9 – 13	3	2	1	33.3%
4 – 8	43	42	1	2.3%
3 – 0	28	27	1	3.5%
Total	**76**	**73**	**3**	**3.9%**

3.18 Child Care; Aged Care; Social Programmes–Community Development

The Department: Community Development is thankful to the municipal council for not cutting the departmental budget, which makes serving vulnerable communities still possible. The impact of the economic situation in the country is visible in local households and on the local streets. This is evident in the increased expectations from local government to deliver services not received from other spheres of government and the number of people trying to make a living being homeless.

Table 180: Service Statistics – Childcare, Aged Care, Social Programmes

Focus area	Description	Ward	Activity
Early Childhood Development Services / Children	• Capacity building of ECD practitioners; • Initiatives in awareness programmes (ECD children); • ECD Registration Compliance; • Strengthening and establishing ECD forums; • Transversal committees / ad hoc committees; and • Awareness Programmes.	All	• 45 ECD stakeholder organisations and the DoE participated in collective planning and information sharing to shape the ECD training and registration programmes according to local needs.
		All	• ECD Registration Drive with 117 organisations in the ECD sector to identify and prioritise registration compliance obstacles experienced by ECDs and service organisations.
		All	• The above drive and understanding shaped the Stellenbosch Municipality ECD Registration SOP.
		All	• The SOP was workshopped along with other registration requirements at quarterly ECD workshops, resulting in a record number of 37 ECDs registered.
		18	• 40 ECDs assisted with financial management and governance training.
		13, 15, 18	• 25 ECD practitioners were trained in learning programmes and teaching aid development.
		11, 13-16, 21	• 17 ECD practitioners attended the Remgro-sponsored policy development training.
		12-15	• General health and safety training was provided to 20 ECD practitioners.
		All	• Emergency First Aid Respondent (EFAR) training was provided to 39 practitioners.

Focus area	Description	Ward	Activity
		ALL	The registration status of 128 ECD facilities was plotted on the GIS system.
		3-5, 12-16, 18	Holiday programmes reached 1 700 children.
		5, 11, 20	Back to School programme reaching 2 006 children.
		1-6, 10-15, 18, 20, 21	26 foster parents and children participated in the parenting training session with DSD.
		1-2	Awareness session on bullying and the effects thereof was conducted with 1 815 children.
		12-15	400 learners participated in the Help a Girl Child campaign at Ikhaya Primary.
		6, 16, 18, 19	400 children participated in the Child Protection Week activities.
Persons with Disabilities	Awareness and Wellness programmes Universal Access	All	115 people with disabilities participated in the disability sports day.
		All	The municipality participated in and published a link to the review of the Disability Information Portal on the municipal website.
		4-6, 11-13, 16-18, 20	55 youths from the community were trained in sign language.
		7-11, 16, 17	45 people with disabilities participated in the Know Your Rights programme.
		12-15	28 people with disabilities participated in the Heritage Day celebrations.
		All	285 people and various organisations participated in the Walk with Disability Awareness programme on World Disability Day.
		1, 2, 12-17	70 people with disabilities attended the information session on how to access EMS services.
		4	46 carers were involved in an appreciation day for carers of people with disabilities.
		All	Five training sessions have been completed with the internal UA Champions, and two information sessions were done with internal departments.
Older Persons	Special Events, Awareness programmes and Capacity Building	3, 5-6, 12-14, 67-17, 20	148 elderly people participated in the Indigenous Games programme.
		4-6, 12-17	111 elderly people and people with disabilities participated in a mental health programme.
		1-6, 12, 14, 16-17, 20	Nine clubs participated in regular Elderly Forum meetings where planning for services was done collaboratively.
		1-6, 12, 14, 16-17, 20	28 people from nine elderly clubs participated in a follow-up capacity-building session.
		1-6, 12-17, 20	288 elderly people participated in the regional Golden Games.

Focus area	Description	Ward	Activity
		4-6, 12-13, 16-17, 20	Members of nine elderly clubs benefited from the CWDM Adult Diaper Relief Programme.
		4	14 elderly people from the Pniël club completed an ICT training session on basic MS programmes, internet searching, and email writing.
		1-6, 12-17, 20	100 elderly people participated in the Elderly Abuse Awareness Day.
Gender	Special Events and Awareness programmes	All	Women's Day with 333 women.
		13-15, 18	Fatherhood Programme with 62 men
		1, 2, 13-16, 18	110 widows participated in an empowerment programme.
		12-15	Wellness day attended by 55 diabetics.
		3	Seven men and women participated in the breast cancer and men's health programmes.
		1-4, 12-19, 20-21	16 Days of Activism: The launch was attended by 102 people as part of the transfer of deeds ceremony. 493 male and female youth participated in the GBV programme, Courageous Conversations. 36 mothers and daughters participated in the inter-generational dialogue on womanhood and GBV. 19 foster care parents completed the GBV training during 16 days of activism.
		All	Officials attended Roses on the River, the World Aids Day commemoration of @heart.
		All	285 women participated in the GBV and SUD awareness programmes.
		1, 2, 13-15, 18	70 women attended the Human Rights Programme.
		12-15	61 foster parents participated in the parenting programme.
Youth	Youth Empowerment programmes Youth Capacity Building Transversal committees / Ad hoc programmes	4	Life Skills Training by the National Youth Development Agency for 20 youths.
		1-4, 12-15	38 youth were trained at the e-Centre in basic MS applications.
		3-4	11 youth participated in an entrepreneurship training.
		1, 2, 12-15	125 youth participated in the DCAS Cape Winelands Drama Festival.
		1-3, 5-6, 12-17, 19	Accredited training to 24 youths in 5-star table attendance. Accredited training to 13 youths in plumbing. Accredited building maintenance training was done with 13 youths.
		1-6, 10-21, 23	46 youths were afforded an opportunity in the learner and driver's licence programme.
		3, 4, 12-15, 18	123 youth participated in the job-readiness programme in partnership with DSD.

Focus area	Description	Ward	Activity
		1-6, 10-21	• Youth Day was celebrated by 125 youth.
		1-2	• 68 Youths participated in a GBV dialogue.
Grant in Aid	Donations to community organisations serving among others: youth, gender, ECDs, Old Age Homes, Health Organisations, and sports clubs	All	• 1 financial management workshop with 15 organisations. • 3 compulsory clarification workshops with 211 organisations. • 61 organisations attended the MOA signing workshop. • See the table below regarding the approved donations. • GiA Policy and SOP reviewed. • A Know Your Status workshop was conducted with 16 community-based organisations.
People on the Street	Development, awareness raising through collaboration and services rendered	All	• Mandela Day: Motivation and marketing of the public to support the Give Responsibly Campaign along with the NGOs associated with the campaign.
		All	• 1 survey among people who are homeless was conducted.
		All	• 69 people attended the Conversations Around Homelessness to increase civil society participation and understanding. • One forum was established with monthly meetings to continue the conversations and develop action plans.
		All	• Give Responsibly marketing via Facebook and during the festive season safety campaign.
		All	• 201 parking marshals were trained on Give Responsibly to assist with communication with the public. • 18 shops participate in the programmes through the sale of coupons. • One mini-site on Give Responsibly was established on the Visit Stellenbosch website to make the information on Give Responsibly available to tourists through a QR code. • 467 work opportunities were provided to people on the street through the Animal Welfare Walk a Dog project and the Stellenbosch Night Shelter Cleaning project.
		11-12, 15-16, 21	• 130 women on the street benefited from a breast cancer wellness campaign. • 50 women benefitted from a women's hygiene and wellness programme.
Social Relief of Distress	Provision of food parcels, blankets, mattresses, vanity packs and warm food according to the need due to disaster incidences	ALL	• 1 880 individuals were assisted.

The table below indicates the number of Grant in Aid applications recommended and approved for the year under review:

Table 181: Number of Grant in Aid applications recommended and approved

Subcategory	Applications Recommended and approved	Recommended Amount R
2021/22		
General Soc Dev	3	120 000
Partial Care	38	1 734 980
Disability	1	60 000
Elderly	3	120 000
Youth	9	480 000
Substance Abuse	1	40 000
Gender	0	0
Food Security	1	40 000
People who are homeless	1	1 547 470.15
Safety	1	40 000
Skills Development	7	309 700
Physical and Psychological Health	2	120 000
Environment	1	40 000
Sport Clubs	5	280 000
Art and Culture	5	200 000
Total	**78**	**4 592 250.15**

The table below indicates the total number of employees in the Section: Community Development as at 30 June 2023.

Table 182: Total number of employees in the Section: Community Development

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	1	1	0	0%
9 – 13	7	6	1	14.2%
4 – 8	3	2	1	33.3%
3 – 0	0	0	0	0%
Total	**11**	**9**	**2**	**18%**

COMPONENT E: ENVIRONMENTAL PROTECTION

3.19 Pollution Control, Bio-Diversity, Beautification, Open Spaces and Parks

Stellenbosch Municipality is continuously developing its capacity to protect the environment within its boundaries and to strive towards a municipality and communities that recognise the vital importance of their rich natural capital and manage these in a manner that ensures sustainability and fulfils the needs of all concerned. To this effect, Stellenbosch Municipality developed the Stellenbosch Environmental Management Framework in 2018, administered by the Department: Community Services.

Stellenbosch Municipality is compiling dedicated Environmental Management Plans (EMPs) for all its declared nature reserves as well as nature areas. The Council adopted the Mont Rochelle Nature Reserve EMP in 2022. Papegaaiberg Nature Reserve has an approved EMP, currently under review along with Jan Marais Park's EMP. The Council accepted the Paradyskloof Nature Area in 2019. A first draft EMP has been completed for the Ida's Valley Dam- / Botmaskop area, which will be advertised for public input by 31 December 2022. Stellenbosch Municipality has also completed an Invasive Alien Plant Management Plan, as required in terms of the National Environmental Management: Biodiversity Act (10 of 2004), and an Integrated Fire Management Plan to assist in the management of large vacant nature areas under the management of the Council.

An Air Quality Control By-law as well as a Noise Control Policy have been developed and adopted by the Council. The latter is implemented by a dedicated Air Quality / Noise Control Officer appointed within the Department: Community Services.

Air quality and noise complaints are captured in a central database and dealt with within the required timeframes. The following statistics included both air quality-related matters and noise complaints. All noise complaints are investigated in terms of the Western Cape Noise Control Regulations PN200/2013.

Table 183: Air Quality Complaints 2018

2018 Complaints	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Fumes	2	2	3	3
Smoke	2	0	3	2
Dust	3	4	3	3
Burning of waste / tyres	0	0	0	0
Farmland burning	0	0	0	0
Crop spraying	0	0	0	0
Offensive odours	0	2	3	2
Unlicensed facilities	0	0	0	0
Noise	34	45	47	40
Other	1	0	0	0
Total	**42**	**53**	**59**	**50**

Table 184: Air Quality Complaints 2019

2019 Complaints	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Fumes	3	4	2	4
Smoke	2	3	4	4
Dust	5	4	3	5
Burning of waste / tyres	0	0	0	2
Farmland burning	2	2	3	3
Crop spraying	0	0	0	2
Offensive odors	2	2	3	3
Unlicensed facilities	0	0	0	0
Noise	40	45	48	45
Other	2	0	0	1
Total	**56**	**60**	**63**	**69**

Table 185: Air Quality Complaints 2020

2020 Complaints	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Fumes	16	2	6	7
Smoke	2	2	0	3
Dust	3	2	3	6
Burning of waste / tyres	0	1	1	1
Farmland burning	0	0	2	1
Crop spraying	1	0	2	1
Offensive odors	7	0	2	4
Unlicensed facilities	0	0	0	0
Noise	64	23	44	53
Other	0	0	0	0
Total	**93**	**30**	**60**	**76**

Table 186: Air Quality Complaints 2022

2022 Complaints	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Fumes	15	15	7 (July. 21 only)	29
Smoke	5	3	0 (July. 21 only)	5
Dust	4	3	0 (July. 21 only)	6
Burning of waste / tyres	2	0	0 (July. 21 only)	2
Farmland burning	3	0	0 (July. 21 only)	0
Crop spraying	6	2	2 (July. 21 only)	0
Offensive odours	5	0	1 (July. 21 only)	3
Unlicensed facilities	0	0	0 (July. 21 only)	0
Noise	35	31	6 (July. 21 only)	41
Other	2	0	0 (July. 21 only)	0
Total	**77**	**54**	**16** (July. 21 only)	**86**

Table 187: Air Quality Complaints 2023

2022 Complaints	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
Fumes	8	11	21	19
Smoke	3	4	3	4
Dust	5	5	4	6
Burning of waste / tyres	1	2	3	2
Farmland burning	2	2	3	3
Crop spraying	1	0	2	4
Offensive odors	3	3	5	2
Unlicensed facilities	0	0	1	0
Noise	66	53	38	40
Other	0	0	0	1
Total	**88**	**80**	**80**	**82**

- Total noise complaints for 2018 = **166**
- Total noise complaints for 2019 = **178**
- Total noise complaints for 2020 = **184**
- Total noise complaints for 2021 = **72**
- Total noise complaints for 2022 = **122**
- Total noise complaints for 2023 = **197**

3.19.1 Environmental Implementation

Stellenbosch Municipality works closely with the Department of Environmental Affairs and Development Planning in reporting on illegal activities as well as administering the rehabilitation action of Section 30 (National Environmental Management Act, 107 of 1998) for emergency incidents.

3.19.2 Urban Forestry

The aim of the Urban Forestry Sub-section is to facilitate the planting, protection, blanking, maintenance, and long-term management of all trees located on municipal property through tree management (arboricultural) practices, thus promoting a sustainable development approach. This approach is geared towards making Stellenbosch Municipality the greenest municipality in South Africa through urban forestry practices, which guide investors towards future sustainable development.

The table below indicates the total number of employees in the Section: Environmental Management.

Table 188: Total number of employees in the Section: Environmental Management

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 17	2	2	0	0%
9 – 13	2	1	1	50%
4 – 8	11	10	1	9.7%
3 – 0	9	8	1	11.1%
Total	**25**	**22**	**3**	**12%**

COMPONENT E: SECURITY AND SAFETY

3.20 Law Enforcement

The primary role of Law Enforcement is by-law enforcement and the protection of municipal assets and staff. The function includes the monitoring and prevention of invasions of municipal land, for which the responsibility is shared between Community and Protection Services and the Section: Informal Settlements.

A 24/7 control room is in place, as is the monitoring of crime-hot areas through CCTV cameras. Licence Plate Recognition Cameras (LPR) have been installed at all entrances / exits to Stellenbosch and Franschhoek towns, with several LPR cameras installed on minor roads that are used regularly by thoroughfare traffic to avoid congested areas during peak times. This has proven to be very successful in the combatting of crime and crime prevention initiatives.

Highlights:

- Weekly operational planning with key stakeholders (SAPS and other safety partners).
- Revamp of control room concluded and operational to ensure more efficient service delivery; and
- Purchasing a multi-purpose armoured vehicle to effectively deal with land invasions - tender process in progress.

Challenges:

- To render a 24/7 law enforcement patrol service;
- Increase and maintain surveillance of key places;
- Prevent land invasions;
- There is insufficient staff to fulfil operational requirements; and
- There is insufficient office space to accommodate departmental staff.

Law Enforcement attended to the following from 01 July 2022 to 30 June 2023:

Table 189: Law Enforcement highlights

Type of activity	2021/22	2022/23
Fines issued Section 56's and 341's	1 136	5 196
Liquor Compliance Inspections	83	51
Scrap metal / Bucket Shop Inspections	77	67
Law Enforcement Awareness sessions	40	33

3.20.1 Traffic Law Enforcement

Traffic Services is performing its functions as guided by the National Road Safety Strategy, with its main objective being to achieve traffic safety on municipal roads, including the functions as defined in the municipality's IDP.

The National Road Safety Strategy provides all-year-round road safety initiatives. The municipality has increased its enforcement strategy in collaboration with stakeholders and affected parties. Operations like automatic number-plate recognition are conducted to improve compliance with and payment of traffic fines.

On-going objectives are to improve road user behaviour; reduce the incidence of traffic offences; speeding; drunk-driving and driving under the influence of narcotics; dangerous overtaking; remove

of unfit road users from traffic; roadworthiness of vehicles; public transport compliance concerning vehicles and drivers; provide sufficient and coordinated regulation of traffic on strategic roads; provide pedestrian education and compliance; eradicate corruption; ensure administrative compliance; and overall improve enforcement systems. This includes additional hours and Saturday operations at the Admin Section and a new approach to law enforcement strategies.

3.20.2 Highlights and Challenges for Traffic Law Enforcement

Traffic law enforcement strategies have managed to yield good results.

In the 2022/23 financial year, Traffic Service continued with the delivery of its Traffic and Pedestrian Safety Programme, which entails a team of two traffic officers who focus on the education of learners and farm workers regarding road safety issues. Lectures were presented at schools, and training was provided in respect of correct bicycle etiquette and the registration, training, and monitoring of scholar patrols throughout the municipality. Fifty-four (54) awareness initiatives on public safety were held at targeted schools in the municipal area.

Another area of concern was the education of farm workers in the municipal area. The focus was on traffic rules for pedestrians, which included safe road crossing and the wearing of visible clothing, especially during winter, early in the mornings and late at night.

Jaywalking (which occurs when a pedestrian walks in or crosses a roadway that has traffic other than at a suitable crossing point disregarding traffic rules) has been another intervention, as many pedestrians are killed or injured while jaywalking.

Challenges:

- Inadequate Human Resources: Limited Staff;
- The capacity of the DLTC restricted the municipality to performing limited tests; and
- Vehicle Testing Station infrastructure challenges and staff shortages.

Stellenbosch is rapidly becoming a preferred business and employment hub. The resources required to provide a quality service to the residents and business sector are inadequate and pose a significant challenge for the future. This limitation will have a negative impact on service delivery.

Service Statistics – Traffic Services

Table 190: Service Data for Traffic Services

Details	2021/22	2022/23
Drivers License Tests	2 2 11	2 095
Learner Driver License Tests	3 118	4 471
Number of Section 56 Notices Issued	34 400	43 504
Number of Section 341 Issued	28 062	29 867
Traffic Awareness Sessions	86	54
Number of camera speeding fines issued	357 144	372 420
Number of ANPR interventions	97	100
Number of public transport operations	258	261
Number of drunken driving operations	275	223

The tables below indicate the capital expenditure for the Section: Law Enforcement and Traffic Services as at 30 June 2023:

Table 191: Capital Expenditure as at 30 June 2023: Section: Traffic and Law Enforcement

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Vehicle Fleet: Law Enforcement	1 366	0	100%
Furniture, Tools, and Equipment: Traffic Services	199	141	28.93%
Install and upgrade CCTV / LPR cameras in WC024	1 234	391	68.34%
Install computerised access security systems and CCTV cameras at municipal buildings	1 351	0	100%
Law Enforcement Tools and Equipment	300	263	12.17%
Only the five largest capital projects are listed.			

The Section: Traffic and Law Enforcement has spent 20% of its capital budget for the financial year.

The tables below indicate the total number of employees in the Department: Protection Services as at 30 June 2023.

Table 192: Total number of employees in the office of the Senior Manager: Protection Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	100
14 – 17	0	0	0	0
9 – 13	0	0	0	0
4 – 8	1	0	1	0
3 – 0	0	0	0	0
Total	**2**	**1**	**1**	**50**

Table 193: Total number of employees in the office of the Manager: Traffic Law Enforcement

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0
14 – 17	1	1	0	100
9 – 13	0	0	0	0
4 – 8	0	0	0	0
3 – 0	0	0	0	0
Total	**1**	**1**	**0**	**100**

Table 194: Total number of employees in the office of the Chief Traffic Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0
14 – 17	1	1	0	100
9 – 13	1	1	0	100
4 – 8	1	1	0	100
3 – 0	0	0	0	0
Total	**3**	**3**	**0**	**100**

Table 195: Total number of employees in Traffic Law Enforcement Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0
14 – 17	1	1	0	100
9 – 13	35	28	7	80
4 – 8	13	12	1	92.3
3 – 0	0	0	0	0
Total	**49**	**41**	**8**	**83.6**

Table 196: Total number of employees in Traffic Admin Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0
14 – 17	1	1	0	100
9 – 13	1	0	1	0
4 – 8	16	15	1	93.7
3 – 0	0	0	0	0
Total	**18**	**16**	**2**	**88.8**

Table 197: Total number of employees in Law Enforcement Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0
14 – 17	3	1	2	33.3
9 – 13	21	17	4	80.9
4 – 8	49	45	4	91.8
3 – 0	0	0	0	0
Total	**73**	**63**	**10**	**86.3**

3.21 Fire and Disaster Management

The Republic of South Africa's 1996 Constitution imposes legal obligations on the government to protect the health and safety of its citizens. Section 41(1)(b) determines that all spheres of government are required to "secure the well-being of the people of the Republic," while Section 152(1)(d) requires that local government "ensures a safe and healthy environment."

Consistent with South Africa's primary approach to adapting to the impact of climate change by strengthening the nation's resilience, the fire services must embrace climate adaptation by identifying and putting into effect appropriate policies, strategies, and measures. While there are several interventions that the fire service can put in place to contribute to this vision, the following are some of the measures that are being pursued by the Stellenbosch Municipal Fire Service:

- Construction of green and environmentally friendly fire stations and facilities;
- Better use of water for firefighting purposes, as well as usage of alternate environmentally friendly extinguishing mediums;
- Utilisation of less harmful and environmentally friendly foam;
- Reduction of emissions, especially during prolonged fire incidents; and
- Factoring climate change impacts in land-use planning; including the effects of urbanisation on flood characteristics and the urban island heat phenomena created by urban development.

Schedule 4, Part A of the Constitution, determines that disaster management is a functional area of concurrent national and provincial legislative competence, meaning that both national and provincial governments have a legal imperative to implement disaster management according to the requirements of the Constitution and the Disaster Management Act. This does not mean that municipalities (the local sphere of government) are exempt from disaster management responsibilities. Section 156 (4) of the Constitution determines that national and provincial governments must assign to a municipality, by agreement and subject to any conditions, the administration of a matter listed in Part A, Schedule 4 (e.g., disaster management), which necessarily relates to local government, if that matter would most effectively be administered locally and if the municipality has the capacity to administer it.

The elevated levels of poverty in disadvantaged communities are an especially important factor in the progression of vulnerability to hazards. The most effective sphere of implementation and planning for disaster management is, without doubt, the local government (municipal) sphere. Disaster management is therefore a crucial function of the local government. Certain functions that are closely related to disaster management are included in Schedules 4 and 5 of Part B of the Constitution as functions that local government must provide, e.g., air pollution management, building regulations, firefighting services, municipal planning, municipal health care, and water and sanitation services.

It is therefore safe to say that disaster management forms an integral part of South African public services, and the primary responsibility for disaster management in the Republic rests with the government (in all the governments' spheres).

Highlights:

- Procurement of a mobile incident command vehicle.
- Commencement of the planning for the Jamestown satellite fire station.

Challenges:

- Fire risk in expanding informal settlements, compounded by loadshedding.

a) Service Statistics – Fire and Disaster Management

Table 198: Service Data for Fire and Disaster Management

Details	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Total fires attended in the year	647	1 011	1 043	947	944	1 022	893
Total of other incidents attended in the year	1 952	1 655	1 511	1 740	3416	2 515	1 948
Average turnout time - urban areas (minutes)	8.25	8.25	8.25	8.25	8.25	8.25	8.25
Average turnout time - rural areas (minutes)	22.75	20.5	20	15	15	15	15
Firefighters in post at year-end	52	57	57	58	61	61	64
Total fire appliances at year-end	10	11	13	15	17	17	17
The average number of appliances off the road during the year	3	2	2	2	2	2	2
Total operational call outs	2 704	2 666	2 556	2 687	4 360	3 537	2 841
Immediate relief to victims	831	849	437	573	555	775	1 478
Emergency flood kits	300	184	118	372	37	0	82
Emergency housing kits	277	190	149	262	156	208	568
Meals (food parcels)	327	180	158	138	155	213	8 651 Meals / 328 Food Parcels
Blankets	315	526	473	479	497	601	984

The table below indicates the capital expenditure for the Section: Fire and Disaster Management as at 30 June 2023.

Table 199: Capital Expenditure as at 30 June 2023: Section: Fire and Disaster Management Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from Adjustment Budget
	R'000		
Furniture, Tools, and Equipment: Fire	300 000	299 683	0.11%
Specialised Vehicles: Disaster Management	1 900 000	599 472.75	68.45%
Upgrading of Stellenbosch Fire Station	520 696	520 695.05	0%
Only the 5 largest capital projects are listed			

The Section: Fire and Disaster Management has spent 52% of its capital budget for the financial year.

The table below indicates the number of employees in the Section: Fire and Disaster Management as at 30 June 2023.

Table 200: Total number of employees in the Section: Fire and Disaster Management

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0
14 – 17	5	4	1	80
9 – 13	8	8	0	100
4 – 8	52	52	0	100
3 – 0	0	0	0	0
Total	**63**	**62**	**1**	**98.4**

COMPONENT F: SPORT AND RECREATION

3.22 Holiday resorts and campsites

The Stellenbosch Municipality is responsible for the management and maintenance of one picnic site, the Jonkershoek Picnic Site. This site is situated in the Jonkershoek Valley on the banks of the Eerste River. The picnic site attracts up to 15 840 visitors per annum due to its natural beauty and tranquillity set at the foothills of the Jonkershoek mountains and provides outdoor leisure for visitors, catering for braai and picnics along the river course.

3.22.1 Sports Facilities and Swimming Pools

Table 201: Service Statistics – Holiday Resorts and Campsites

Type of service	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Number of resorts	1	1	1	1	1	1	1
% Occupation for the year for Jonkershoek picnic site (open from 1 September to 30 April)	PAX:15840 CARS:3372 Income: R448 701	PAX:13636 CARS:2434 Income: R403 579.74	PAX:20690 CARS:5246 Income: R648 115	PAX:12993 CARS:2063 Income: R462 832.73	PAX:0 CARS:0 Income: R0	PAX:10 585 CARS: 1757 Income: R380 269	PAX:5710 CARS: 1309 Income: R205 134.50

The Stellenbosch Municipality is responsible for the management and maintenance of seventeen (17) sports grounds in its municipal area. The picturesque beauty of the Stellenbosch Mountains surrounds these grounds. Ten (10) are in urban areas, and seven are in rural areas.

It is the municipality's goal to create active, healthy communities and to provide a sporting hub for all its residents and visitors by offering a wide range of well-maintained and well-managed sporting facilities.

Stellenbosch Municipality manages and maintains one swimming pool in the greater Stellenbosch area. The swimming pool is situated in Cloetesville and can accommodate two hundred and seventy-five (275) people at any time per day. The existing facility can host swimming galas and aims to further sports development and recreation.

3.22.2 Service Statistics Sport - Grounds and Swimming Pools

Table 202: Service Statistics Sports Grounds and Swimming Pool

Type of service	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Number of sport grounds / fields	17	17	17	17	17	14	15
Number of swimming pools	1	1	1	1	1	1	1
Number of stadiums	10	10	10	10	10	14	10

3.23 Community Halls and Facilities

Stellenbosch Municipality is the proud owner of two top-class town halls and nine community facilities that cater to residents and both national and international visitors.

The facilities are available throughout the year (365 days per annum) and can be booked for events such as meetings, weddings, training sessions, conferences, and community and social events.

Table 203: Total functions: Community Halls and Facilities

Type of service	2019/20	2020/21	2021/22	2022/23
Total functions at municipal halls				
Stellenbosch Town Hall	65	0	10	40
Klapmuts Centre	59	28	80	81
Eikestad Hall	142	17	74	80
Wemmershoek Hall	31	7	37	27
La Motte Community Hall	12	14	59	47
Franschhoek Town Hall	11	1	2	2
Groendal Community Hall	76	18	69	66
Kylemore Community Hall	20	19	36	35
Pniël Banquet Hall	44	15	34	50
Kayamandi Community Hall	N/A	N/A	27	152
Cloetesville Banquet Hall	N/A	N/A	5	65

The table below indicates the total revenue for Community Halls and Facilities.

Table 204: Total Revenue / Income: Community Halls and Facilities

Type of service	2019/20	2020/21	2021/22	2022/23
Stellenbosch Town Hall	R1 047 814.66	R0	R 100 935.38	R 384 455.10
Klapmuts Centre	R47 356	R23 475.60	R 62 892.64	R 50 824
Eikestad Hall	R93 475	R9 407.60	R 51 675.42	R 50 362.60
Wemmershoek Hall	R35 526	R3 662.63	R 18 385.53	R 10 926
La Motte Community Hall	R23 731	R7 068.61	R 30 293.54	R 18 379
Franschhoek Town Hall	R66 260.90	R9 403	R10 565.22	R 16 120
Groendal Community Hall	R61 394.10	R13 488.50	R 42 818.74	R 39 732
Kylemore Community Hall	R11 260.70	R10 855.72	R 25 718.23	R 23 001.48
Pniël Banquet Hall	R36 706.20	R8 522.12	R 30 556.39	R 30 347
Kayamandi Community Hall	-	-	R 5 214.69	R 24 996
Cloetesville Banquet Hall	-	-	R 815	R 17 130
Total				

The table below indicates the capital expenditure for the Section: Sport, Recreation and Halls as at 20 June 2023.

Table 205: Capital Expenditure: Section: Sport, Recreation and Halls

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from Adjustment Budget (%)
	R'000		
Upgrade of Sport Facilities	3174	1605	49.43%
Upgrading of Parks	1 989	1 032	48.12%
Botmaskop: Security Fencing	2 765	1 981	28.36%
Jan Marais Nature Reserve: Upgrading and maintenance of the reserve	1 641	1 575	4.04%
Specialised Vehicles: Workshop	1 118	1 118	0%
Only the 5 largest capital projects are listed			

The Section: Sport, Recreation and Halls has spent 70% of its capital budget for the financial year.

The table below indicates the total number of employees in the Section: Sport, Recreation and Halls as at 20 June 2023.

Table 206: Total Employees: Community Halls and Facilities (Section: Sport, Recreation and Halls)

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	100%
14 – 17	1	1	0	0%
9 – 13	1	1	0	0%
4 – 8	1	1	0	0%
3 – 0	12	11	1	8.33%
Total	**16**	**15**	**1**	**6.25%**

COMPONENT G: CORPORATE POLICY OFFICES AND OTHER SERVICES

This component includes corporate policy offices, financial services, human resource services, ICT services and property services.

3.24 Financial Services

3.24.1 Service statistics

Table 207: Financial service statistics

Details of the types of accounts raised and recovered	2022/23		
	Billed in Year	Actual for accounts billed in a year	The proportion of value of accounts billed that were collected
	R		%
Property Rates	444 035 356	437 381 379	98.50%
Electricity	779 983 813	736 157 618	94.38%
Water	162 138 204	145 071 917	89.47%
Sanitation	106 739 375	99 852 079	93.55%
Refuse	89 836 854	79 123 326	88.07%

3.25 Human Resources Services

Stellenbosch Municipality views the Human Resources Management component as the governance of the organisation's employees. More commonly, human resources per se refer to the people or human capital appointed or employed by the organisation whose skills are used to reduce risk and maximise return on investment. The vision of the Department: Human Resources Management is undoubtedly to build partnerships with management at all levels of the organisation, to create a culture or working environment where employees are valued or appreciated, and to ensure a diverse, qualified, healthy, and highly motivated workforce focused on achieving critical outcomes through the development and administration of cost-effective and results-oriented human resources. Accordingly, the mission of the Department: Human Resources Management is to address and achieve the goals and challenges of Stellenbosch Municipality by providing services that promote a work environment that is characterised by fair treatment of staff, open communications, personal accountability, trust, and mutual respect. The municipality will seek and provide solutions to workplace issues that support and optimise the operating principles of the organisation.

The Department: Human Resources Management objectives for Stellenbosch Municipality include, but are not limited to:

- Helping the organisation achieve its goals;
- Ensuring effective utilisation and maximum development of human resources;
- Ensuring respect for human beings;
- Identifying and satisfying the needs of individuals;
- Ensuring reconciliation of individual goals with those of the organisation;
- Achieving and maintaining high morale among employees;
- Providing the organisation with well-trained and well-motivated employees;
- Increasing employees' job satisfaction and self-actualisation;
- Developing and maintaining the quality of work-life;

- Being ethically and socially responsive to the needs of the community;
- Developing the overall personality of each employee in its multidimensional aspect;
- Enhancing employees' capabilities to perform the present job; and
- Ensuring service excellence for the Stellenbosch municipal area.

Human resources services include:

- Strategic Human Resources Management;
- Labour Relations;
- Recruitment and Selection;
- Training and Development;
- Employee Assistance;
- Occupational Health and Safety;
- Employment Equity; and
- All Human Resources Administration.

Each director, manager, departmental head, superintendent, assistant superintendent, and foreman is responsible for setting objectives, delegating responsibilities and tasks, motivating staff, disciplining staff, developing skills and career paths, measuring performance, and generally guiding their staff. In these endeavours, management and line management are assisted by the Department: Human Resources Management, which provides policies, guidelines, support, systems, and specialised inputs.

The highlights for the Department: Human Resources Management in 2022/23 are the following:

- **269** employees were trained;
- **12** employees attended learnerships on construction roadworks;
- **3** employees have completed the Municipal Minimum Competency training;
- **15** students were placed in various directorates to gain practical work experience to obtain their qualifications. The amount spent was **R282 405;**
- **28** internal bursaries were awarded in the amount of **R527 015;**
- **8** external bursaries (Provincial Treasury) were awarded in the amount of **R319 000;**
- An amount of **R4 362 594** was spent on seminars, conferences, and workshops (Training);
- The total amount that was spent on training activities for the whole municipality was **R5 491 014** which is **0.90%** of the payroll budget spent.

The challenges for the Department: Human Resources Management in 2022/23 were the following:

- Shortage of conducive training venues; and
- The implementation of the Municipal Staff Regulations as promulgated (excluding Chapters 2 and 4) was implemented, and due to many and various interpretations, it will become challenging as it is implemented.

The table below indicates the total number of employees in the Department: Human Resource Management as at 20 June 2023:

Table 208: Total number of employees in the Department: Human Resources Management

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 17	2	2	0	0%
9 – 13	12	12	0	0%
4 – 8	3	2	1	33%
3 – 0	0	0	0	0%
Total	**18**	**17**	**1**	**5.5%**

3.26 Information and Communication Technology (ICT) Services

The Department of ICT committed its time in the 2022/23 financial year to reviewing ICT contracts and the purchase and replacement of computer software and hardware to further enable the various municipal business units.

a) Highlights:

- High-site wireless hardware links were procured and delivered during this time, with the plan to upgrade the municipal network to the outer-lying areas under the WC024 area. A rate tender for WAN infrastructure was approved to assist in shortening the municipality's turnaround time in commissioning new sites and improving current location services;
- Providing a critical support role in the Memorandum of Understanding (MOU) entered between Remgro and the municipality to provide needed communication infrastructure for the camera coverage of the Eerste River Footpaths rehabilitation project;
- The Department: ICT spent a large amount of its effort on once again reducing printing and office automation costs by participating in the newly approved National Treasury RT3-2022 contract. As a result of this contract, the municipality will continue to reduce its printer footprint and begin to centrally manage usage across printers. The many stand-alone office printers will continue to be replaced with shared departmental printers, further assisting in reducing costs;
- Successfully drafted and awarded a tender for the upgrade of the Council Chambers' audio and conferencing electronic system;
- Enhanced security levels against malware attacks and the like by implementing and successfully commissioning the supply and installation of next-generation firewalls with unified threat management and licensing;
- Implemented and successfully commissioned the network and communication network across all 4 floors of the newly acquired NPK building. This required that all data and voice communications be configured to be available and secured at all times and further enable communications from the building to the data centre for needed system / server access;
- Supported and enabled the installation of the queue management system to electronically enhance the customer interface centre, which is to be based on the ground floor of the NPK building to provide fast, effective, and efficient municipal services to citizens;
- Successfully extended the services of the municipality's e-mail protection and injection system, Mimecast, by introducing DMARC (Domain-based Message Authentication, Reporting, and Conformance), which is a standard that prevents spammers from using the municipality's domain to send email without its permission—also known as spoofing;
- Introduced and successfully rolled out security awareness training using Mimecast for all computer-enabled staff by way of guided security video clips to help harden the municipality's

security posture against malware attacks;

- The Global Information System ESRI GIS, in its 2nd year, developed a customer care module and revived the TREE APPLICATION MANAGEMENT SYSTEM (TRAMS). ESRI GIS continued with the upgrade of the BPAMS and TPAMS and began the development of incorporating the SAMRAS electronic signature to improve turnaround times in approval across all stages with the submission of plans;
- The upgrade of the backup infrastructure to accommodate and include all critical systems to ensure the sustainability of the ICT services continues to be streamlined and secured after the successful upgrade in the previous financial year;
- ICT continued streamlining and securing the Microsoft Office 365 and Windows 10 migration to improve collaboration within and between directorates by introducing added functionality within Teams and One Drive;
- Four quarterly GIS Forum meetings took place during the 2022/23 financial year; and
- Four quarterly ICT Steering Committee meetings took place during the 2022/23 financial year.

3.26.1 Service Statistics – Information and Communication Technology (ICT)

Table 209: Service Statistics – ICT

Details	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	%								
Ensure the availability of the network to ensure effective ICT systems for municipal processes.	98	98	99.9	99.9	99	99	99	99	99
Provide ICT support to all municipal departments by attending to requests within 4 working days.	97	98	98	98	98	98	98	98	98
Connecting all municipal sites to the ICT network.	100	100	100	100	100	100	100	100	100

The table below indicates the capital expenditure for the Department: ICT as at 30 June 2023.

Table 210: Capital expenditure - ICT services as at 30 June 2023

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget %
	R'000		
Public WI-FI Network	137	137	0%
Purchase and Replacement of computer / software and Peripheral devices	598	540	9.78%
Upgrade and Expansion of IT Infrastructure Platforms	7 380	5 274	28.55%

The Department: ICT has spent 73% of its capital budget for the financial year.

The table below indicates the number of employees in the Department: ICT as at 30 June 2023.

Table 211: Total number of employees in the Department: ICT

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0%
14 – 17	4	3	1	25%
9 – 13	7	6	1	14.2%
4 – 8	0	0	0	0%
3 – 0	0	0	0	0%
Total	**12**	**10**	**2**	**16.6%**

3.27 Legal Services

The Section: Legal Services, in conjunction with user departments, ensures and manages the implementation, monitoring, evaluation, and reporting of key service delivery objectives concerning Legal Services. During the year under review, 45 cases were registered at the High Court, Labour Court, and Magistrate's Court.

a) The main objectives are the following:

- Advise and manage litigations instituted by the municipality and against it;
- Provide legal advice, opinions, and input on policies, contracts, agreements, memoranda, legislation, by-laws, and regulations;
- Advising the Municipal Council, Mayco, and Portfolio Committees on items submitted to meetings;
- Ensuring by-laws are promulgated after consultation with user departments and approved by the Council; and
- Attend to new legislation and proclamations for comment as and when required.

b) Challenges:

- To deal with urgent requests for legal input to the Sections 79 and 80 committees;
- Lack of skilled administrative support for the Chief Legal Advisor; and
- Availability of a well-maintained legal library and reference resources.

The table below indicates the total number of employees in the Section: Legal Services as at 30 June 2023.

Table 212: Total number of employees in the Section: Legal Services

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	1	1	0	0%
9 – 13	0	0	0	0%
4 – 8	0	0	0	0%
3 – 0	0	0	0	0%
Total	**1**	**1**	**0**	**100%**

3.28 Municipal Court – Additional Court - Stellenbosch

The Municipal Court is responsible for the following prosecutions:

- Traffic by-laws;
- Provincial traffic by-laws;
- SAPS by-laws;
- Law enforcement by-laws;
- Fire by-laws;
- Building and Land Use Regulations, and all other by-law contraventions;
- Electrical By-laws; and
- Noise pollution.

a) Mission Statement of the Municipal Court

The Municipal Court aims to: -

- promote justice and service delivery;
- enhance revenue to invest in the community;
- "*Let Justice be seen to be done*"; and
- minimise crime and have a safer Stellenbosch.

The Municipal Court was established to:

- Support and secure good governance;
- Ease the burden on regular courts;
- Increase the speed of services;
- Allow for more successful prosecutions by applying specialist knowledge;
- Improve communications between the by-law prosecutors and enforcers;
- Support by-law enforcement;
- Ensure a user-friendly court; and
- Keeps members of the public who committed a minor crime (such as a traffic offence) away from hardened criminals.

The municipality is also looking into having an ad hoc court in Franschhoek / Klapmuts in the near future. This could be another boost for the Municipal Court's service to the community. Prosecuting some of the cases in the Paarl Magistrate's Court is also currently being considered.

The introduction of the Municipal Court has been an essential, strategic implementation that will benefit the whole community of Stellenbosch.

3.28.1 Statistical Report – Case Load

Table 213: Statistical Report Caseload 2022/23

Months:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Cases on the roll	329	1150	146	349	454	519	241	149	211	1 195	193	206
Withdrawn	2	3	6	2	9	3	6	0	7	4	0	1
Struck off the role	6	168	6	11	33	19	28	0	11	169	24	17
Warrants authorised	131	944	108	281	342	225	150	146	145	990	43	90
Deferment	0	0	0	0	0	0	0	0	0	0	0	0
Payments	12	31	7	22	33	9	24	3	21	13	20	13
Postponed	30	8	19	33	37	19	33	0	18	6	57	6
Mediations	0	0	0	0	0	0	0	0	0	0	0	0

3.28.2 Financial Report of the Municipal Court 2022/23

Table 214: Financial Report of the Municipal Court 2022/23

Month	Traffic Fines	SAPS Fines	Law Enforcement Fines	Contempt of Court Fines	Provincial Fines	Electricity	Building	Total Amount
Jul	254 750	0	1 950	30 000	4 750	1 000	0	292 450
Aug	334 800	0	3 880	35 700	2 800	1 000	0	378 180
Sep	386 700	0	1 550	53 400	10 250	0	0	451 900
Oct	393 050	200	0	60 300	6 600	0	0	460 150
Nov	581 975	0	2 040	68 050	10 850	0	0	662 915
Dec	129 000	0	650	3 600	0	0	0	133 250
Jan	288 850	0	100	45 600	10 900	0	2 800	348 250
Feb	404 950	0	750	57 600	5 550	0	0	468 850
Mar	382 040	0	4 160	57 300	250	0	0	443 750
Apr	231 020	0	350	39 300	3 700	0	0	274 370
May	353 490	0	3 200	62 700	4 650	0	6 400	430 440
June	380 101	0	700	60 900	2 200	0	7 400	451 301
Total	**4 120 726**	**200**	**19 330**	**574 450**	**62 500**	**2 000**	**16 600**	**4 795 606**

The table below indicates the total number of employees in the Section: Municipal Court as at 30 June 2023.

Table 215: Total number of employees in the Section: Municipal Court

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0%
14 – 17	1	1	1	100%
9 – 13	0	0	0	0%
4 – 8	4	3	1	25%
3 – 0	0	0	0	0%
Total	**5**	**4**	**2**	**40%**

COMPONENT H: ORGANISATIONAL PERFORMANCE SCORECARD

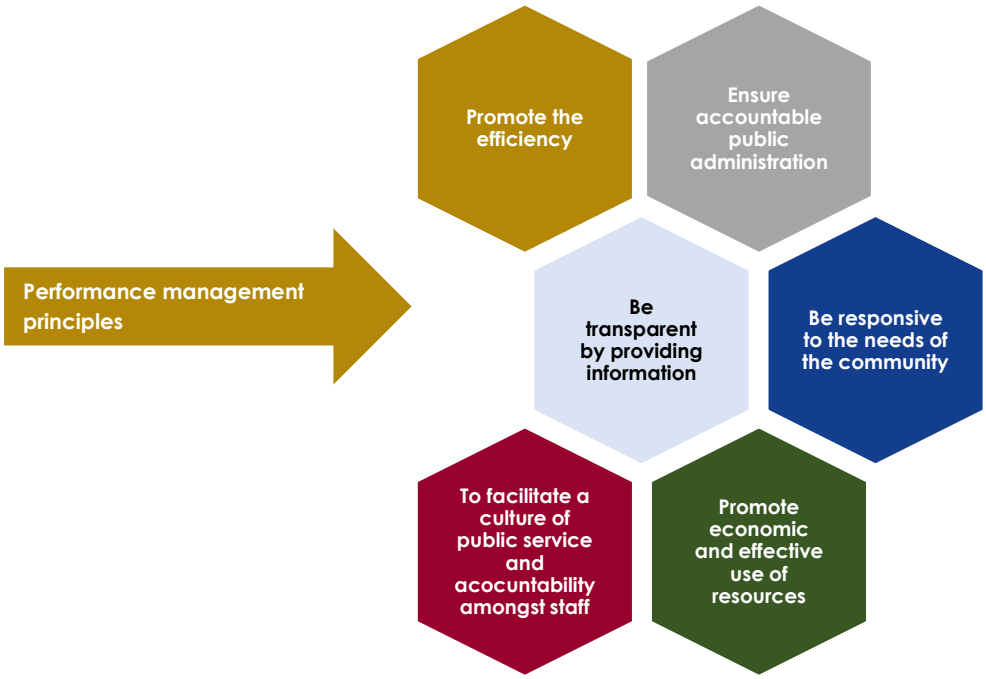
3.29 Performance Management

Performance management is a process that measures the implementation of the organisation's strategy as captured within the IDP. It is also a management tool to plan, monitor, measure, and review performance indicators to ensure efficiency, effectiveness, and the impact of service delivery by the municipality.

At a local government level, performance management is institutionalised through the legislative requirements of the performance management process. Performance management provides the mechanism to measure whether targets are met in line with strategic goals as set by the organisation.

Section 152 of the Constitution of the Republic of South Africa, 1996, deals with the objectives of local government and paves the way for performance management. The idea of an accountable government is important to meet the needs of Stellenbosch. The democratic values and principles in terms of Section 195(1) of the Constitution are also linked with the concept of performance management, concerning the principles of the following, among others:

Figure 49: Performance Management Principles



It is a statutory requirement, according to the MSA, to establish a performance management system and an IDP that must be aligned with the municipal budget. The monitoring of the organisational performance of the budget must be done against the IDP every quarter via the Service Delivery and Budget Implementation Plan (SDBIP). The report is made public after the council has been informed of the quarterly progress against set targets.

In addition, Regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations of 2001 states that "A Municipality's Performance Management System entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting, and improvement will be conducted, organised, and managed, including determining the roles of the different role players."

Performance management is not only relevant to the organisation but also to the individuals employed in the organisation, as well as the external service providers and municipal entities. This framework, inter alia, reflects the linkage between the IDP, the Budget and the SDBIP.

3.29.1 Legislative requirements

In terms of Section 46(1)(a) of the MSA, a municipality must prepare a performance report for each financial year that reflects the municipality's and any service provider's performance during the financial year. The report must furthermore indicate the development and service delivery priorities, the performance targets set by the municipality for the following financial year, and measures that were or are to be taken to improve performance.

3.29.2 Organisational performance

A strategic performance assessment indicates how well the municipality is meeting its objectives and which policies and processes are working. All government institutions must report on strategic performance to ensure that service delivery is efficient, effective, and economical. Municipalities must develop strategic plans and allocate resources for their implementation. The implementation must be monitored on an ongoing basis, and the results must be reported to various role players during the financial year to enable them to implement corrective measures when and where required.

This report highlights the strategic performance in terms of the municipality's Top-layer Service Delivery and Budget Implementation Plan (SDBIP), high-level performance in terms of the strategic objectives of the municipality, and performance on the National Key Performance Indicators prescribed in terms of Section 43 of the MSA.

The Performance Management Policy 2021/22 is currently under review to be aligned with the new Staff Regulation 809.

3.29.3 Governance Framework for the IDP, Budget and Performance Management

The draft review of the 5th Generation IDP was tabled in March 2022 and advertised for public comment thereafter. Stellenbosch Municipal Council adopted the 5th Generation IDP (2022 / 2027) together with the 2022/23 MTREF Budget on 25 May 2022.

The IDP is the principal planning instrument that guides and informs the municipal budget. The MSA requires each municipality in South Africa to prepare a strategic plan to guide all development and management within the municipal area. The IDP sets out the development priorities of Stellenbosch Municipality over the next five years. The IDP must guide and determine municipal planning and project implementation. The 2022/23 budget was based on the IDP and other spheres of government and service providers.

The IDP is a strategic tool that guides all the activities of local government in consultation with residents and stakeholders. In keeping with the more evolved and strategic approach to this IDP, the implementation plan focuses on only the key strategic programmes, projects, and initiatives that will support the achievement of the priorities during the five-year term of office. Its focus is on development in a broader sense, and it is a structured plan that informs budget priorities, decision-making, and the allocation of resources.

The focus of the IDP is varied and includes the provision of basic municipal services, measures for building and transforming municipal capacity, measures to assist in expanded livelihood opportunities for citizens, enterprise development, building dignified and safe living environments, and, crucially, exploring new ways of working and living together. It directs and is informed by different aspects of the municipality's work, including how the municipality is structured politically and administratively, the municipal budget, the sector plans and service delivery and budget implementation plans of different municipal services, and how the municipality manages its performance.

The three-year budget sets out the revenue-raising and expenditure plan of the municipality for approval by the Council under the MFMA. The allocation of funds needs to be aligned with the priorities in the IDP.

The IDP must be reflected in the performance agreements of the relevant staff and, through the budget, in the service delivery and budget implementation plan (SDBIP). The key performance management instrument of the municipality is the SDBIP. Linked to the IDP, the SDBIP forms the basis of the performance contracts of directors and quarterly, mid-year, and annual performance reviews of senior management, directorates, and the municipality.

3.29.4 Service Delivery and Budget Implementation Plan

The organisational performance is evaluated using a municipal scorecard (Top-layer SDBIP). Performance objectives, as reflected in the municipal scorecard, are required to be practical, measurable, and based on the key performance indicators.

It also allocates responsibility to directorates to deliver the services in terms of the IDP and the budget.

The purpose of performance reporting is to report specifically on the implementation and achievement of IDP outcomes. This section should provide an overview of the achievements of a municipality in terms of the strategic intent and deliverables achieved as stated in the IDP. The Top-layer (strategic) SDBIP is the municipality's strategic plan and shows the strategic alignment between the different documents (IDP, budget, and performance agreements).

The organisational performance is evaluated using a Municipal Scorecard (TL SDBIP) at an organisational level and through the Service Delivery and Budget Implementation Plan (SDBIP) at departmental levels.

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

MFMA Circular No. 13 is a clarification of the Municipal Budget and Reporting Regulations, Schedule A 1, GenN 393 in GG32141 of 2009 and prescribes that the:

- IDP and Budget must be aligned;
- The Budget must address the strategic priorities;
- SDBIP should indicate what the municipality is going to do during the next 12 months; and
- SDBIP should form the basis for measuring the performance against goals set during the budget / IDP processes.

3.29.5 The municipal Scorecard (Top-layer SDBIP)

The municipal scorecard (Top-layer SDBIP) consolidates service delivery targets set by the Council as advised by senior management and provides an overall picture of the performance of the municipality, reflecting performance in its strategic priorities for the 2022/23 financial year. The scorecard is the performance evaluation tool and is used during informal and formal performance reviews.

Components of the Top-layer SDBIP include:

A one-year detailed plan with the following components:

- Monthly projections of revenue to be collected from each source;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Ward information for expenditure and service delivery; and
- A detailed capital works plan broken down by ward over three years.

Top-layer KPIs were prepared based on the following:

- Key performance indicators (KPIs) for the programmes / activities identified to address the strategic objectives as documented in the IDP in cooperation with the community, which identify developmental priorities;
- KPIs identified during the IDP and KPIs that need to be reported to key municipal stakeholders; and
- KPIs to address the required national minimum reporting requirements.

3.29.6 Amendment of the Top-layer SDBIP

The TL SDBIP 2022/23 was reviewed once during the financial year under review and submitted to the Council for approval on 22 June 2022 and revised on 30 January 2023.

The municipality utilises an electronic web-based, real-time performance-based system on which KPI owners update actual performance monthly. KPI owners report on the results of the KPI by documenting the following information on the performance system:

- The actual result in terms of the target set;
- A performance comment; and
- Actions to improve performance include the submission of corrective measures to meet the set target for the reporting interval in question if the target is not achieved.

It is the responsibility of every KPI owner to maintain a portfolio of evidence to support actual performance results updated and provide it to the internal auditor and AGSA upon request during the quarterly and annual audit testing.

3.29.7 Monitoring of the Service Delivery and Budget Implementation Plan (SDBIP)

Municipal performance is measured as follows:

In terms of section 72(1)(a) of the MFMA:

- The accounting officer must, by 25 January of each year, assess the performance of the municipality during the first half of the financial year;
- A report on such an assessment must, in terms of Section 72(1)(b) of the MFMA, be submitted to the Mayor, Provincial and National Treasury; and
- Once the Mayor has considered the report, it must be submitted to the Council by 31 January in terms of Section 54 of the MFMA.

Quarterly assessment i.t.o. Section 52(d) of the MFMA:-

Assess the performance of the municipality during the first half of the financial year.

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

The actual performance was audited by the Department: Internal Audit (IA), and the results of their findings were submitted to the APAC:

- Quarter 1 (July to September);
- Quarter 2 (October to December);
- Quarter 3 (January to March); and
- Quarter 4 (April to June).

Other municipal personnel

The municipality has implemented individual performance management for employees at the three highest levels of management.

Municipal Manager and Managers Directly Accountable to the Municipal Manager

The MSA prescribes that the municipality must enter into performance-based agreements with the municipal manager and managers directly reporting to the municipal manager, i.e., MSA Section 56 managers. Performance agreements must be reviewed annually and published in the public interest. This process and the format are further regulated by Regulation 805 (August 2006), MSA.

The revised (latest) performance plans for the municipal manager and MSA Section 56 appointments for the 2022/23 financial year were signed on 02 March 2023 as prescribed. They include performance agreements for the:

- Municipal Manager;
- Chief Financial Officer;
- Director: Corporate Services;
- Director: Planning and Local Economic Development;
- Director: Community and Protection Services; and
- Director: Infrastructure Services.

Table 216: Performance Management Governance

	Performance Management Policy	All MSA s57/56 Performance contracts signed	Audit Committee	Municipal Public Accounts Committee (MPAC)	Quarterly Performance Reporting to the Council	Annual Performance Reporting to the Council
In place?	√	√	√	√	√	√

In the paragraphs below, the performance achieved is illustrated against the Top-layer SDBIP according to the IDP strategic objectives. The following table explains the method by which the overall assessment of actual performance against targets set for the key performance indicators (KPIs) of the SDBIP is measured:

Table 217: Performance Assessment Criteria

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

The TL SDBIP (the Municipal Scorecard) consolidates service delivery targets set by the Council / Senior Management and provides an overall picture of performance for the municipality, reflecting performance on its strategic priorities.

3.29.8 Overall Performance per Municipal Strategic Focus Area

The following table illustrates the municipality's overall performance per Municipal Strategic Focus Area (SFA). The Annual Performance Report 2022/23 was submitted to the Stellenbosch Municipal Council as well as the AGSA in terms of the MSA, Sections 46(1) and (2).

The graph and table below give a clear indication of what was reported to the Council on the municipality's performance in terms of the five (5) National Government's Key Performance Areas for local government, which are (1) Basic Service Delivery; (2) Local Economic Development; (3) Municipal Institutional Transformation and Development; (4) Municipal Financial Viability and Management; and (5) Good Governance and Public Participation.

Graph 15: Percentage of performance summary per SFA

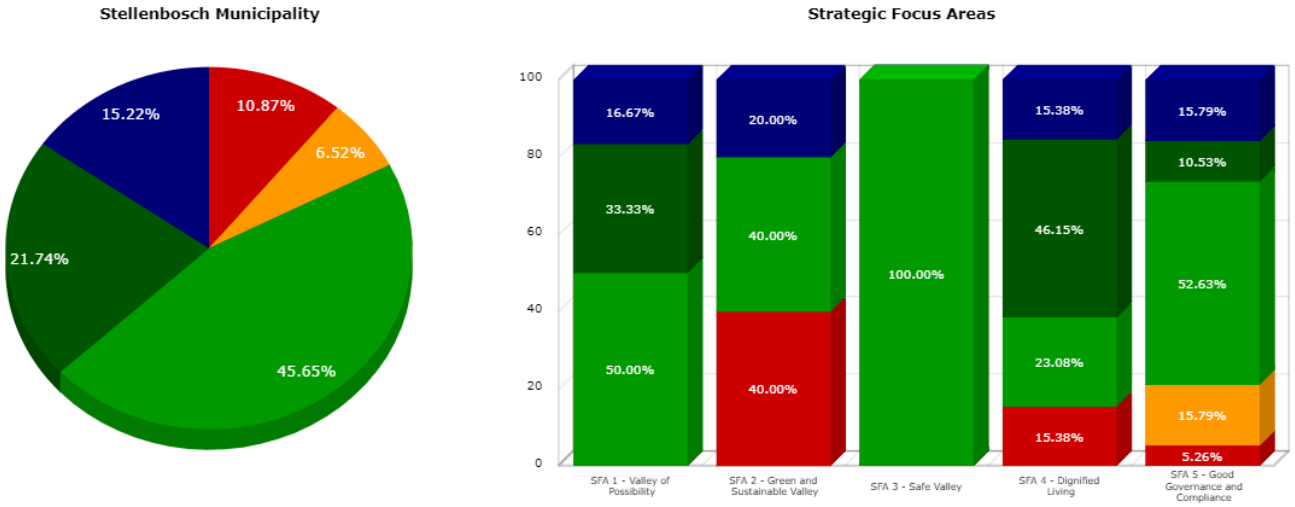


Table 218: Performance summary per Municipal Strategic Focus Area (SFA)

Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	-	-	-	-	-	-
KPI Not Met	5 (10.87%)	-	2 (40%)	-	2 (15.38%)	1 (5.26%)
KPI Almost Met	3 (6.52%)	-	-	-	-	3 (15.79%)
KPI Met	21 (45.65%)	3 (50%)	2 (40%)	3 (100%)	3 (23.08%)	10 (52.63%)
KPI Well Met	10 (21.74%)	2 (33.33%)	-	-	6 (46.15%)	2 (10.53%)
KPI Extremely Well Met	7 (15.22%)	1 (16.67%)	1 (20%)	-	2 (15.38%)	3 (15.79%)
Total:	46	6	5	3	13	19
	100%	13.04%	10.87%	6.52%	28.26%	41.30%

CHAPTER 4: ORGANISATIONAL DEVELOPMENT PERFORMANCE

4.1 Introduction to the Municipal Workforce

Stellenbosch Municipality, as of 30 June 2023, employed **1 147** officials (excluding councillors and non-permanent positions) who individually and collectively contributed to the achievement of the municipality's objectives. The primary objective of Human Resource Management is to render an innovative HR service that addresses both skills development and an administrative function.

4.2 Employment Equity

The Employment Equity Act (1998), Chapter 3, Section 15(1), states that affirmative action measures are measures designed to ensure that suitably qualified people from designated groups have equal employment opportunities and are equitably represented in all occupational categories and levels in the workforce of a designated employer. The national performance indicator also refers to the "number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan". The following table provides clarity on the employment equity status.

Table 219: EE Targets / Actual by Racial Classification

Financial Year	African			Coloured			Indian			White		
	Target June	Actual June	Target reached	Target June	Actual June	Target reached	Target June	Actual June	Target reached	Target June	Actual June	Target reached
2018/19	334	372	111.4%	497	651	131%	23	4	17%	75	94	125.3%
2019/20	334	383	111.4%	497	680	137%	23	4	17%	75	96	128%
2020/21	334	395	118.3%	497	660	132.8%	23	4	17%	75	83	110.67%
2021/22	334	387	115.9%	497	671	135.01%	23	4	17%	75	79	105.3%
2022/23	334	391	117%	497	674	135.6%	23	4	17.4%	75	78	104%

Table 220: Targets / Actual by Gender Classification

Financial Year	Male			Female			Disability		
	Target June	Actual June	Target reached	Target June	Actual June	Target reached	Target June	Actual June	Target reached
2018/19	681	750	110.1%	670	371	55.3%	10	10	100%
2019/20	681	760	111.6%	670	398	59.4%	10	10	100%
2020/21	681	737	108.22%	670	405	60.45%	10	10	100%
2021/22	681	735	107.9%	670	406	60.6%	10	10	100%
2022/23	681	727	106.7%	670	420	62.5%	10	6	60%

4.3 Occupational Categories - Race

The table below categorises the number of employees by race within the occupational levels.

Table 221: Occupational Categories – Race

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top Management and Councillors	9	16	1	4	6	4	0	11	**51**
Senior management	0	6	1	4	1	2	0	0	**14**
Professionally qualified and experienced specialists and mid-management	6	27	1	12	11	17	1	10	**85**
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	50	115	1	24	57	94	0	18	**359**
Semi-skilled and discretionary decision-making	88	167	0	6	57	90	0	3	**411**
Unskilled and defined decision-making	97	118	0	0	24	33	0	0	**272**
Total permanent	250	449	4	50	156	240	1	42	**1 192**
Non-permanent employees (incl. EPWP, conditional grants, and provincial grants)	16	22	0	1	25	31	0	0	**95**
Grand total	**266**	**471**	**4**	**51**	**181**	**271**	**1**	**42**	**1 287**

4.4 Directorates by Race

The table below categorises the number of employees by race within the different Directorates:

Table 222: Directorates by Race

Directorate	Male				Female				Total
	A	C	I	W	A	C	I	W	
Office of the Mayor	9	13	0	4	6	3	0	10	**45**
Office of the Municipal Manager	0	2	0	1	5	6	0	2	**16**
Financial Services	10	37	1	2	20	50	0	6	**126**
Planning and Economic Development	7	20	0	5	16	27	0	8	**83**
Corporate Services	6	25	0	1	15	21	0	5	**73**
Community and Protection Services	77	131	1	21	58	95	1	8	**392**
Infrastructure Services	141	221	2	16	36	38	0	1	**457**
Total permanent	**250**	**449**	**4**	**50**	**156**	**240**	**1**	**42**	**1 192**
Non-permanent employees (incl. EPWP, conditional grants, and provincial grants)	16	22	0	1	25	31	0	0	**95**
Grand total	**266**	**471**	**4**	**51**	**181**	**271**	**1**	**42**	**1 287**

4.5 Vacancy Rate

The approved organogram for the municipality had **1 120 (funded)** posts based on the 2017/18 financial year. On 01 July 2018, the approved organogram of 25 October 2017 was implemented, which brought about a total post compliment of **1 873** posts and was further reviewed and revised with another **123** posts, which made the total post compliment **1 996** posts on 27 February 2019. The actual positions filled in the 2022/23 financial year are indicated in the tables below by post-level and functional level.

A total of **142** posts were vacant and funded at the end of 2022/23, resulting in a vacancy rate of **11%.**

The table below indicates the vacancies within the municipality:

Table 223: Vacancy rate per post and functional level

Per Post Level		
Post Level	**Filled**	**Vacant**
Top Management (MM and MSA section 57 Managers)	6	0
Senior Management	14	0
Middle management	85	11
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	359	65
Semi-skilled	411	44
Unskilled and defined decision-making	272	22
Total	**1 147**	**142**
Per Functional Level		
Functional area	**Filled**	**Vacant**
Office of the Mayor	45	0
Office of the Municipal Manager	16	0
Financial Services	126	10
Planning and Economic Development	83	15
Corporate	73	11
Community and Protection Services	392	32
Infrastructure Services	457	74
Total	**1 192**	**142**

4.6 Turnover rate

A high turnover rate may be costly to a municipality and might negatively affect productivity, service delivery, and institutional memory / organisational knowledge. Below is a table that shows the turnover rate in the municipality.

The table below indicates the turnover rate over the last four financial years.

Table 224: Turn-over Rate

Financial year	Total no appointments at the end of each Financial Year	New appointments	Number of terminations during the year	Turn-over Rate
2018/19	1 121	55	39	3.47%
2019/20	1 158	60	51	4.40%
2020/21	1 142	48	61	5.34%
2021/22	1 140	82	82	7.19%
2022/23	1137	96 (incl promotion)	71	62

4.7 Managing the Municipal Workforce

Managing the municipal workforce refers to analysing and coordinating employee behaviour.

An occupational injury is a personal injury, disease, or death resulting from an occupational accident. Compensation claims for such occupational injuries are calculated according to the seriousness of the injury / disease and can be costly to a municipality. An occupational injury will influence the loss of man-hours and, therefore, financial and productivity performance.

Table 225: Injuries per Directorate

Directorates	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Office of the Municipal Manager	1	1	0	0	0	0	0
Financial Services	3	0	0	2	4	0	0
Planning and Economic Development Services	0	3	3	2	10	12	10
Corporate Services	1	1	1	7	9	5	7
Community and Protection Services	54	73	49	36	21	35	64
Infrastructure Services	64	42	32	42	77	57	69
Total	**130**	**125**	**86**	**92**	**121**	**109**	**150**

Injuries in operational services are normally higher due to the nature of work and the constant handling of equipment and machinery.

4.8 Sick Leave

The number of sick days taken by employees has an impact on costs and service delivery. The monitoring of sick leave identifies certain patterns or trends. Once patterns of concern are identified, corrective actions are taken.

The total number of employees that have taken sick leave during the 2022/23 financial year shows a decrease of **1096.71** working days when compared to the 2021/22 financial year.

The table below indicates the total number of sick leave days taken within the different directorates.

Table 226: Table 185: Sick Leave as at 30 June 2023

Directorate	2021/22	2021/22 (%)	2022/23	2022/23 (%)
Office of the Municipal Manager	129	30.23	83	19.45
Financial Services	812	26.25	667	21.75
Planning and Economic Development	436	20.19	449	21.59
Corporate Services	572.44	28.62	480.79	25.76
Community and Protection Services	2 386	23.12	1 915.93	19.21
Infrastructure Services	2 538.5	20.69	2 181.51	19.20
Total	**6 873.94**	**22.71**	**5 777.23**	**21.16**

4.9 Human Resources Policies and Plans

Policies and plans guide fair and consistent staff treatment and a consistent approach to the management of staff.

The table below shows the status of the Human Resources policies and plans:

Table 227: Approved Policies for the year under review

Name of policy	Date approved / revised
Employment Equity Policy	23 November 2022
Work From Home Policy	26 July 2023

Table 228: Policies still to be developed

Policies still to be developed	
Name of policy	**Proposed date of approval**
HIV / Aids Policy (review)	In the 2023/24 financial year
Incapacity due to ill health / Injury Policy	In the 2023/24 financial year
Sexual Harassment Policy	In the 2023/24 financial year

The Department: Human Resources Management submits policies to the Local Labour Forum regularly for review purposes.

4.10 Capacity Building of the Municipal Workforce

The Skills Development Act, 1998 (Act No. 97 of 1998) and the MSA require that employers supply employees with the necessary training to develop their human resource capacity. Section 55(1)(f) states that, as head of administration, the Municipal Manager is responsible for the management, utilisation, and training of staff.

4.11 Skills Matrix

The table below indicates the number of employees who received training in the year under review.

Table 229: Number of employees that received training

Management level	Gender	Number of employees identified for training at the start of the year	Number of employees that received training
MM and S57	Female	0	0
	Male	0	1
Legislators, senior officials, and managers	Female	8	4
	Male	9	8
Professionals	Female	1	5
	Male	2	6
Associate professionals and Technicians	Female	16	8
	Male	33	7
Community and Personal Services	Female	0	0
	Male	0	0
Clerks	Female	24	10
	Male	4	4
Service and sales workers	Female	43	30
	Male	81	53
Skilled, Agricultural, Fishery, Craft and Related Trades Workers	Female	11	7
	Male	51	35
Plant and machine operators and assemblers	Female	0	0
	Male	26	14
Elementary occupations	Female	28	7

Management level	Gender	Number of employees identified for training at the start of the year	Number of employees that received training
	Male	178	70
Sub-total	**Female**	**131**	**71**
	Male	**384**	**198**
Total		**515**	**269**

4.12 Skills Development – Training Provided and Budget Allocation

The table below indicates that a total of **R4 805 444** was spent on the workplace skills plan. This represents **0.82%** when compared to the total salary budget of the municipality in the 2022/23 financial year.

Municipalities are required, in terms of the Skills Development Act, to spend at least 1% of their salary budget on their workplace skills plan.

Table 230: Budget allocated and spent for skills development

Year	Total personnel budget	Total Allocated	Total Spend	% Spent
	R	R	R	
2020/21	R 532 497 021	R 532 497 021	R 3 300 217	0.62%
2021/22	R 598 305 199	R 5 838 508	R 3 267 622	0.55%
2022/23	R 588 075 877	R 4 500 000	R 4 805 444	0.82%

4.13 Managing the Municipal Workforce Expenditure

4.13.1 Personnel Expenditure

The percentage of personnel expenditure is essential in the budgeting process as it reflects current and future efficiency. The table below indicates the percentage of the municipal budget that was spent on salaries and allowances for the past five financial years, and the municipality is well below the national norm of between 35 to 40%.

Table 231: Personnel Expenditure as % of Total Operating Expenditure

Financial year	Total expenditure salary and allowances	Total operating expenditure	Percentage
	R		%
2017/18	407 801	1 307 335	31%
2018/19	444 711	1 508 629	29%
2019/20	481 583	1 661 441	29%
2020/21	544 391	1 809 977	30%
2021/22	550 719	1 925 898	29%
2022/23	542 779	1 947 880	28%

Below is a summary of Councillor and staff benefits for the year under review.

Table 232: Councillor and staff benefits

Financial year	2021/22	2022/23		2022/23
Description	Actual	Original Budget	Adjusted Budget	Actual
	R'000			
Councillors (Political Office Bearers Plus Other)				
Salary	15 253	19 011	17 697	19 152
Pension Contributions	438	0	467	511
Medical Aid Contributions	156	0	126	115
Motor Vehicle Allowance	2 039	0	720	985
Cell Phone and Other Allowances	1 929	2 051	1 836	2 002
Sub-Total - Councillors	**19 815**	**21 062**	**20 846**	**22 765**
% Increase / (Decrease) on Actual	**3.63%**	**5.92%**	**4.95%**	**12.96%**
Other Municipal Staff				
Basic Salaries and Wages	341 185	381 998	357 974	347 682
Pension and UIF Contributions	53 202	61 481	59 381	59 000
Medical Aid Contributions	25 682	27 138	27 138	27 108
Overtime	35 056	47 383	35 383	40 403
Performance Bonus	1 242	1 399	1 399	1 249
Motor Vehicle Allowance	9 473	11 416	11 412	8 857
Cellphone Allowance	1 884	2 611	2 626	2 172
Housing Allowances	2 798	2 918	2 918	2 716
Other benefits and allowances	55 904	52 550	51 250	46 349
Payments instead of leave	1 690	6 985	6 985	-42
Other Municipal staff				
Long service awards	52	4 501	2 230	5 150
Post-retirement benefit obligations	22 551	24 084	29 380	2 136
Sub-Total - Other Municipal Staff	550 719	624 464	588 076	542 779
% Increase / (Decrease)	1.16%	11,81%	6,35%	-1.46%
Total municipality	**570 534**	**645 526**	**608 922**	**565 544**
% Increase / (Decrease)	**1.37%**	**11.62%**	**6.30%**	**-088%**

CHAPTER 5: FINANCIAL PERFORMANCE

COMPONENT A: STATEMENTS OF FINANCIAL PERFORMANCE

The Statement of Financial Performance provides an overview of the financial performance of the municipality and focuses on the financial health of the municipality.

5.1 Financial Summary

The table below indicates a summary of the financial performance for the 2022/23 financial year.

Table 233: Financial Performance

Description	2021/22	2022/23			2022/23 Variance	
	Actual	Original Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Financial Performance						
Property rates	414 446	438 941	438 941	444 035	-1.16%	-1.16%
Service charges	1 090 198	1 227 651	1 193 196	1 138 698	7.25%	4.57%
Investment revenue	18 770	20 397	35 417	42 250	-107.14%	-19.29%
Transfers recognised - operational	196 208	213 380	224 854	211 107	1.07%	6.11%
Other own revenue	336 518	203 414	197546	264698	-30.13%	-33.99%
Total revenue (excluding capital transfers and contributions)	**2 042 353**	**2 103 783**	**2 089 954**	**2 100 788**	**0.14%**	**-0.52%**
Employee costs	550 719	624 464	590 886	542 779	13.08%	8.14%
Remuneration of councillors	19 815	21 062	20 846	22 765	-8.09%	-9.21%
Depreciation and asset impairment	213 746	213 118	214 993	231 679	-8.71%	-7.76%
Finance charges	44 332	67 799	68 069	59 928	11.61%	11.96%
Materials and bulk purchases	559 177	551 412	543 925	544 002	1.34%	-0.01%
Transfers and grants	13 364	14 355	18 888	17 758	-23.71%	5.98%
Other expenditure	524 745	609 853	662 057	528 968	13.26%	20.10%
Total Expenditure	**1 925 898**	**2 102 063**	**2 119 664**	**1 947 880**	**7.33%**	**8.10%**
Surplus / (Deficit)	**116 455**	**1 720**	**-29 710**	**152 908**	**-87.9%**	**-27.99%**
Transfers recognised - capital	92 852	120 030	119 744	100 335	16.4%	16.2%
Contributions recognised - capital and contributed assets	357	33 000	0	0	100.0%	0%
Surplus / (Deficit) after capital transfers and contributions	**209 664**	**154 750**	**90 034**	**253 243**	**-38.89%**	**-64.48%**
Capital expenditure and funds sources						
Capital expenditure						
Transfers recognised - capital	116 481	140 000	94 368	8 3467	40.38%	11.55%
Public contributions and donations	2 070	0	0	0	0%	0%
Borrowing	128 766	120 030	119 744	100 335	16.41%	16.21%
Internally generated funds	100 293	136 790	143 714	137 704	-0.67%	4.18%
Total sources of capital funds	**347 610**	**396 820**	**357 826**	**321 506**	**56.12%**	**31.94%**
Financial position						
Total current assets	751 388	644 346	787 241	955 338	-48.26%	-21.35%
Total non-current assets	5 994 848	6 274 346	6 158 816	6 076 313	3.16%	1.34%
Total current liabilities	436 156	339 918	462 294	498 795	-46.74%	-7.90%
Total non-current liabilities	791 468	877 341	889 359	733 525	16.39%	17.52%

Description	2021/22	2022/23			2022/23 Variance	
	Actual	Original Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Community wealth / equity	5 518 611	5 701 434	5 594 405	5 799 331	-1.72%	-3.66%
Net cash from (used) operating	345 407	348 204	338 897	433 938	-24.62%	-28.04%
Net cash from (used) investing	-428 959	-409 273	-442 236	-346 495	15.34%	21.65%
Net cash from (used) financing	109 779	92 883	92 883	23 213	75.01%	75.01%
Cash / cash equivalents at the year-end	**137 877**	**301 804**	**432 943**	**248 533**	**18.31%**	**42.59%**
Cash backing / surplus reconciliation						
Cash and investments available	443 400	435 450	435 450	580 301	-33%	-33%
Application of cash and investments	406 090	285 553	285 553	361 775	-27%	-27%
Balance - surplus (shortfall)	37 310	149 897	149 897	218 526	-46%	-46%
Asset management						
Asset register summary (WDV)	5 574 143	5 835 067	5 721 220	5 634 083	3.44%	1.52%
Depreciation	218 693	213 118	214 993	231 679	-8.71%	-7.76%
Renewal of Existing Assets	4 210	31 358	26 673	20 533	34.52%	23.02%
Repairs and Maintenance	64 350	75 195	69 114	55 115	26.70%	20.25%
Free Services						
Cost of Free Basic Services provided	6 134	3 537	4 844	4 519	-27.76%	6.71%
The revenue cost of free services provided	59 462	57 014	54 808	52 011	8.78%	5.10%
Households below the minimum service level						
Water:	1	-	-	-	-	-
Sanitation / sewerage:	1	-	-	-		-
Energy:	2	-	-	-		-
Refuse:	4	-	-	-		-
Variances are calculated by dividing the difference between the actual and original / adjustments budget by the budget. This table is aligned.						

The table below shows a summary of performance against budgets.

Table 234: Performance against Budgets

Financial Year	Revenue				Operating expenditure			
	Budget	Actual	Diff.	%	Budget	Actual	Diff.	%
	R'000				R'000			
2016/17	1 490 495	1 534 354	43 859	2.94%	1 450 845	1 316 387	134 458	9.27%
2017/18	1 778 647	1 609 729	-168 918	-9.50%	1 575 255	1 363 953	211 302	13.41%
2018/19	1 738 394	1 629 667	-108 727	-6.25%	1 719 105	1 508 629	210 476	12.24%
2019/20	1 834 539	1 742 596	-91 943	-5.01%	1 778 284	1 661 441	116 843	6.57%
2020/21	1 930 252	1 805 680	-124 572	-6.45%	1 830 891	1 812 392	18 499	1.01%
2021/22	2 116 591	2 042 353	-74 238	-3.51%	1 977 679	1 925 898	51 781	2.62%
2022/23	2 209 698	2 201 123	8 575	0.39%	2 119 665	1 947 880	171 785	8.10%

5.2 Revenue Collection by Vote

The table below indicates the Revenue collection performance by vote for the 2022/23 financial year.

Table 235: Revenue collection performance by vote

Vote Description	2021/22	2022/23			2022/23 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Municipal Manager	-	0	550	550	0%	0%
Planning and Development	25 576	22 480	20 807	20 807	7.44%	0%
Infrastructure Services	1 330 905	1 517 037	1 463 618	1 405 955	7.32%	3.94%
Community and Protection Services	166 824	170 618	163 950	188 870	-10.70%	-15.20%
Corporate Services	5 787	11 657	9 691	11 557	0.86%	-19.25%
Financial Services	513 261	535 021	551 082	573 384	-7.17%	-4.05%
Total Revenue by Vote	**2 042 353**	**2 256 813**	**2 209 698**	**2 201 123**	**2.47%**	**0.39%**

5.3 Revenue Collection by Source

The table below indicates the Revenue collection performance by source for the 2022/23 financial year.

Table 236: Revenue Collection by Source

Description	2021/22	2022/23			2022/23 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Property rates	414 445	438 941	438 941	444 035	-1.16%	-1.16%
Service Charges	1 076 411	1 227 651	1 193 196	1 138 698	7.25%	5%
Rentals of facilities and equipment	12 173	15 538	10 099	12 373	20.37%	-23%
Interest earned - external investments	18 770	20 397	35 417	42 250	-107.14%	-19%
Interest earned - outstanding debtors	12 858	11 391	18 339	19 886	-74.58%	-8%
Dividends received	0	0	0	0	0%	0%
Fines	122 657	124 995	124 995	146 658	-17.33%	-17%
Licences and permits	7 809	5 934	7 483	8 408	-41.69%	-12%
Agency services	3 019	4 281	3 192	3 438	19.69%	-8%
Transfers recognised - operational	196 208	213 380	224 854	211 107	1.07%	6%
Transfers recognised - capital	92 852	153 030	119 744	100 335	34.43%	16%
Other revenue	71 084	41 313	33 478	73 935	-78.96%	-121%
Gains on the disposal of PPE	0	0	0	0	0%	0%
Total Revenue (excluding capital transfers and contributions)	**2 028 286**	**2 256 851**	**2 209 738**	**2 201 123**	**2.47%**	**0.39%**

5.4 Operational Services Performance

The table below indicates the operational services performance for the 2022/23 financial year.

Table 237: Operational Services Performance: Expenditure

Description	2021/22	2022/23			2022/23 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustment Budget
			R'000			%
Operating Cost						
Water	135 888	133 949	146 396	159 960	-19.42%	-9.27%
Wastewater (Sanitation)	136 215	178 634	159 251	143 425	19.71%	9.94%
Electricity	627 110	671 953	659 940	851 029	-26.65%	-28.96%
Waste Management	131 189	132 524	142 674	117 588	11.27%	17.58%
Housing	23 144	31 972	33 682	18 389	42.49%	45.41%
Component A: sub-total	**1 053 546**	**1 149 032**	**1 141 942**	**1 290 390**	**-12.30%**	**-13%**
Roads and Stormwater	108 786	115 315	115 188	8 728	92.43%	92.42%
Component B: sub-total	**108 786**	**115 315**	**115 188**	**8 728**	**92.43%**	**92.42%**
Town Planning and Spatial Planning	25 966	12 303	11 928	-	100%	100%
Local Economic Development	14 518	13 147	13 726	1 928	85.34%	85.96%
Component C: sub-total	**40 484**	**25 449**	**25 654**	**1 928**	**92.42%**	**92.49%**
Libraries	9 855	19 492	16 867	10 798	44.60%	35.98%
Cemeteries	4 779	6 047	6 201	4 979	17.66%	19.70%
Community development	12 930	15 188	14 800	179	98.82%	98.79%
Component D: sub-total	**27 565**	**40 726**	**37 867**	**15 956**	**60.82%**	**57.86%**
Environmental Protection	–	-	-	-	0%	0%
Component E: sub-total	**0**	**0**	**0**	**0**	**0%**	**0%**
Traffic services	218 992	223 440	240 150	121 920	45.44%	49.23%
Fire Services and Disaster Management	52 954	52 992	55 971	941	98.22%	98.32%
Component F: sub-total	**271 946**	**276 432**	**296 121**	**122 861**	**55.55%**	**58.51%**
Holiday Resorts and Campsites	539	452	437	427	5.46%	2.22%
Sports grounds. parks. swimming pools	71 405	83 555	84 800	1 249	98.50%	98.53%
Community Halls. Facilities and Thusong Centres	4 753	5 298	5 448	579	89.07%	89.37%
Component G: sub-total	**76 697**	**89 305**	**90 686**	**2 256**	**97.47%**	**97.51%**

Description	2021/22	2022/23			2022/23 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Office of the MM	17 555	18 607	16 774	-0	100%	100%
Financial Services	93 037	257 344	187 851	572 686	-122.54%	-204.86%
Administration	103 056	89 235	103 102	100 885	-13.06%	2.15%
Property and contract management	29 755	42 786	42 316	9 406	78.02%	77.77%
HR	42 393	61 738	66 685	1 278	97.93%	98.08%
IT	45 009	53 372	51 493	-2	100%	100%
Internal Audit	9 335	12 257	12 541	550	95.51%	95.61%
Legal Services	6 735	8 835	7 803	2	99.98%	99.97%
Component H: sub-total	**346 875**	**544 173**	**488 564**	**684 805**	**-25.84%**	**-28.66%**
Total Expenditure	**1 925 898**	**2 240 434**	**2 196 021**	**2 126 923**	**5.07%**	**3.25%**
In this table, operational income is offset against operational expenditure leaving a net operational expenditure total for each service. Variances are calculated by dividing the difference between the actual and original / adjustments budget by the budget.						

5.5 Financial Performance Per Municipal Function

The tables below indicate the financial performance per municipal function for the 2022/23 financial year.

5.5.1 Water Services

Table 238: Financial Performance: Water Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(159 914)	-181 107	-186 866	-174 277	7%
Expenditure:					
Employees	35 941	36 962	33 962	30 863	9%
Repairs and Maintenance	2 842	7 411	6 211	5 541	11%
Other	97 105	89 577	106 223	123 556	-16%
Total Operational Expenditure	**135 888**	133 949	146 396	159 960	-9%
Net Operational (Service)	**(24 026)**	**-47 158**	**-40 470**	**-14 317**	**-3%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.2 Sanitation Services

Table 239: Financial Performance: Sanitation Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(142 904)	-149 836	-151 151	-149 402	1%
Expenditure:					
Employees	39 179	46 980	42 980	39 837	7%
Repairs and Maintenance	12 162	8 325	9 525	6 219	35%
Other	84 874	123 330	106 746	97 368	9%
Total Operational Expenditure	**136 215**	178 634	159 251	143 425	10%
Net Operational (Service)	**(6 689)**	**28 797**	**8 100**	**-5 977**	**174%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.3 Electricity Services

Table 240: Financial Performance: Electricity Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(794 640)	-919 816	-896 140	-850 173	5%
Expenditure:					
Employees	30486	32 234	32 234	33 196	-3%
Repairs and Maintenance	5552	10 995	9 757	8 881	9%
Other	591071	628 724	617 948	808 953	-31%
Total Operational Expenditure	**627 110**	671 953	659 940	851 029	-29%
Net Operational (Service)	**(167 530)**	**-247 862**	**-236 200**	**856**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.4 Waste Management Services (Refuse collections, Waste disposal and Recycling)

Table 241: Financial Performance: Waste Management Services (Refuse Collections, Waste Disposal, and Recycling)

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(119 478)	-133 289	-134 256	-130 709	3%
Expenditure:					
Employees	26 551	34 283	34 283	32 039	7%
Repairs and Maintenance	4 294	3 751	5 192	4 732	9%
Other	100 344	94 489	103 198	80 817	22%
Total Operational Expenditure	**131 189**	132 524	142 674	117 588	18%
Net Operational (Service)	**11 711**	**-765**	**8 418**	**-13 121**	**256%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.5 Integrated Human Development

Table 242: Financial Performance: Integrated Human Settlement Personnel Expenditure

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(23 185)	-12 136	-11 061	-20 609	-86%
Expenditure:					
Employees	17 495	21 886	20 886	18 089	13%
Repairs and Maintenance	916	493	587	-76	113%
Other	4 733	9 593	12 209	375	97%
Total Operational Expenditure	23 144	31 972	33 682	18 389	45%
Net Operational (Service)	**-41**	**19 836**	**22 622**	**-2 221**	**110%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.6 Roads and Stormwater

Table 243: Financial Performance: Roads and Stormwater

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(59 638)	-545	-4 295	-9 321	-117%
Expenditure:					
Employees	32 029	34 989	34 989	33 109	5%
Repairs and Maintenance	18 875	18 731	16 306	16 114	1%
Other	57 881	61 595	63 893	-40 495	163%
Total Operational Expenditure	108 786	115 315	115 188	8 728	92%
Net Operational (Service)	**49 148**	**114 771**	**110 893**	**-593**	**101%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.7 Town and Spatial Planning

Table 244: Financial Performance: Town and Spatial Planning

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(23)	-	-	-	-
Expenditure:					
Employees	24 445	11 166	11 166	10 584	5%
Repairs and Maintenance	-	-	-	-	-
Other	1 521	1 137	762	-10 584	1489%
Total Operational Expenditure	25 966	12 303	11 928	-	100%
Net Operational (Service)	**25 942**	**12 303**	**11 928**	**-**	**0%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.8 Local Economic Development (LED)

Table 245: Financial Performance: Local Economic Development (LED)

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(5 138)	-968	-1 968	-1 928	2%
Expenditure:					
Employees	6 963	3 053	3 053	4 310	-41%
Repairs and Maintenance	63	-	-	-	0
Other	7 491	10 094	10 674	-2 382	122%
Total Operational Expenditure	14 518	13 147	13 726	1 928	86%
Net Operational (Service)	**9 379**	**12 181**	**11 761**	**-**	**0%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.9 Libraries

Table 246: Financial Performance: Libraries

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(9 969)	-14 252	-18 096	-10 793	40%
Expenditure:					
Employees	8 414	17 017	11 707	8 456	28%
Repairs and Maintenance	151	159	342	53	84%
Other	1 291	2 315 951	4 817 691	2 289	52%
Total Operational Expenditure	9 855	19 492	16 867	10 798	36%
Net Operational (Service)	**(114)**	**5 240**	**-1 230**	**5**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.10 Community Development

Table 247: Financial Performance: Community Development

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(74)	-81	-196	-179	9%
Expenditure:					
Employees	5 511	5 120	5 120	4 894	4%
Repairs and Maintenance	17	30	30	20	32%
Other	7 402	10 038	9 650	-4 736	149%
Total Operational Expenditure	12 930	15 188	14 800	179	99%
Net Operational (Service)	**12 856**	**15 107**	**14 604**	**-0**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.11 Cemeteries

Table 248: Financial Performance: Cemeteries

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(1 205)	-3 597	-1 340	-1 362	-2%
Expenditure:					
Employees	3 466	3 954	3 954	3 344	15%
Repairs and Maintenance	333	577	489	273	44%
Other	980	1 515	1 757	1 362	22%
Total Operational Expenditure	4 779	6 047	6 201	4 979	20%
Net Operational (Service)	**3 574**	**2 449**	**4 861**	**3 617**	**26%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.12 Traffic Services and Law Enforcement

Table 249: Financial Performance: Traffic Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(150 633)	-148 685	-140 456	-163 167	-16%
Expenditure:					
Employees	65 680	80 328	67 412	70 929	-5%
Repairs and Maintenance	2 404	3 815	3 314 634	1 946	41%
Other	150 908	139 298	169 424	49 045	71%
Total Operational Expenditure	218 992	223 440	240 150	121 920	49%
Net Operational (Service)	**68 359**	**74 755**	**99 694**	**-41 246**	**141%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.13 Fire Services and Disaster Management

Table 250: Financial Performance: Fire Services and Disaster Management Personnel Expenditure

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(761)	-1 116	-913	-931	-2%
Expenditure:					
Employees	43 134	44 303	43 003	44 086	-3%
Repairs and Maintenance	2 214	1 348	2 348	1 779	24%
Other	7 607	7 342	10 621	-44 924	523%
Total Operational Expenditure	52 954	52 992	55 971	941	98%
Net Operational (Service)	**52 193**	**51 876**	**55 058**	**10**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.14 Holiday Resorts and Campsites

Table 251: Financial Performance: Holiday Resorts and Campsites

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(546)	-773	-522	-427	18%
Expenditure:					
Employees	478	337	337	124	63%
Repairs and Maintenance	2	-	-	-	0
Other	59	115	100	303	-203%
Total Operational Expenditure	539	452	437	427	2%
Net Operational (Service)	**(7)**	**-321**	**-85**	**-**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.15 Sports grounds, Parks, and Swimming Pools

Table 252: Financial Performance: Sport Grounds, Parks, and Swimming Pools

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(3 687)	-2 109	-2 115	-1 759	17%
Expenditure:					
Employees	39 491	50 179	46 379	40 460	13%
Repairs and Maintenance	10 419	1 567	1 728	1 699	2%
Other	21 495	31 810	36 694	-40 910	211%
Total Operational Expenditure	71 405	83 555	84 800	1 029	99%
Net Operational (Service)	**67 718**	**81 445**	**82 685**	**-729**	**101%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.16 Office of the Municipal Manager

Table 253: Financial Performance: Office of the Municipal Manager

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-	-	-	-	-
Expenditure:					
Employees	15 810	13 228	12 028	15 282	-27%
Repairs and Maintenance	11	76	76	24	69%
Other	1 735	5 303	4 670	-15 306	428%
Total Operational Expenditure	17 555	18 607	16 774	-	100%
Net Operational (Service)	**17 555**	**18 607**	**16 774**	**-**	
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.17 Human Resource Services

Table 254: Financial Performance: Human Resource Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(1 202)	-608	-914	-1 278	-40%
Expenditure:					
Employees	32 473	41 125	44 140	11 008	75%
Repairs and Maintenance	–	48	48	–	100%
Other	9 920	20 565	22 497	(9 730)	143%
Total Operational Expenditure	42 393	61 738	66 685	1 278	98%
Net Operational (Service)	**41 191**	**61 129**	**65 771**	**(0)**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.18 Information and Communication Technology (ICT) Services

Table 255: Financial Performance: Information and Communication Technology (ICT) Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	0	-	-	-	0
Expenditure:					
Employees	8 078	9 220	9 220	8 323	10%
Repairs and Maintenance	468	970	756	599	21%
Other	36 463	43 182	41 516	-8 924	121%
Total Operational Expenditure	45 009	53 372	51 493	-2	100%
Net Operational (Service)	**45 009**	**53 372**	**51 493**	**-2**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.19 Legal Services

Table 256: Financial Performance: Legal Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(150)	-1	-1	-2	-44%
Expenditure:					
Employees	1 701	1 669	1 669	2 112	-27%
Repairs and Maintenance	–	-	-	-	-
Other	5 034	7 165	6 134	-2 110	134%
Total Operational Expenditure	6 735	8 835	7 803	2	100%
Net Operational (Service)	**6 585**	**8 833**	**7 802**	**-0**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.20 Property Management

Table 257: Financial Performance: Property and Contract Management

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(4 129)	-10 250	-7 909	-9 570	-21%
Expenditure:					
Employees	8 129	9 083	8 783	7 470	15%
Repairs and Maintenance	3 184	16 105	11 924	7 146	40%
Other	18 441	17 598	21 609	-5 210	124%
Total Operational Expenditure	29 755	42 786	42 316	9 406	78%
Net Operational (Service)	**25 626**	**32 536**	**34 407**	**-164**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.21 Financial Services

Table 258: Financial Performance: Financial Services

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(511 652)	-535 000	-550 746	-573 084	-4%
Expenditure:					
Employees	57 196	63 333	59 333	57 665	3%
Repairs and Maintenance	109	166	166	91	45%
Other	35 732	193 846	128 352	514 930	-301%
Total Operational Expenditure	93 037	257 344	187 851	572 686	-205%
Net Operational (Service)	**(414 875)**	**-277 656**	**-362 896**	**-398**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.22 Internal Audit

Table 259: Financial Performance: Internal Audit

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	0	-	-550	-550	0%
Expenditure:					
Employees	3 995	5 412	3 012	3 884	-29%
Repairs and Maintenance	–	-	-	-	-
Other	5 340	6 845	9 529	-3 334	135%
Total Operational Expenditure	9 335	12 257	12 541	550	96%
Net Operational (Service)	**3 995**	**12 257**	**11 991**	**0**	**100%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.23 Administration

Table 260: Financial Performance: Administration

Description	2021/22	2022/23			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(44 044)	-142 546	-99 863	-101 012	-1%
Expenditure:					
Employees	40 219	39 683	39 506	45 189	-14%
Repairs and Maintenance	204	607	267	47	82%
Other	62 632	48 945	63 329	55 649	12%
Total Operational Expenditure	103 056	89 235	103 102	100 885	2%
Net Operational (Service)	**59 012**	**-53 311**	**3 239**	**-127**	**104%**
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.6 Grants

5.6.1 Grant Performance

The municipality had a total amount of **R225 million** for operational expenditure available that was received in the form of grants from the national and provincial governments during the 2022/23 financial year. The performance in the spending of these grants is summarised as follows:

Table 261: Grant Performance

Description	2021/22	2022/23			2022/23 Variance	
	Actual	Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
National Government:	**168 531**	**189 399**	**189 399**	**188 219**	**24%**	**24%**
Equitable Share	157 136	179 634	179 634	179 634	0%	0%
Financial Management Grant	1 550	1 550	1 550	1 550	0%	0%
EPWP	5 998	4 928	4 928	3 748	24%	24%
Integrated Urban Development Grant	3 847	3 287	3 287	3 287	0%	0%
Provincial Government:	**27 834**	**34 839**	**34 209**	**24 946**	**28%**	**27%**
Community Development Workers Operational Support Grant	38	38	38	38	0%	0%
Library Services: Conditional Grant	9 672	14 112	14 112	10 627	24%	24%
WC Financial Management Support Grant	-	0	550	550	0%	0%
Local Government Public Employment Support Grant	1 800	0	0	-	0%	0%
Municipal Accreditation and Capacity Building Grant	77	256	256	669	-161%	-161%
Financial Management Capacity Building Grant	395	0	320	319	0%	0%
Human Settlements Development Grant	15 202	18 248	16 748	6 954	62%	0%
Maintenance and Construction of Transport Infrastructure	0	495	495	495	0%	0%
Title Deeds Restoration Grant	432	0	0	940	0%	0%
Municipal Library Support Grant	150	0	0	3 102	0%	0%
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		1 690	1 690	1 184	30%	1 690
Housing consumer education	68	0	0	68	0%	0%
District Municipality:	**500**	**500**	**1 099**	**599**	**-20%**	**45%**
Cape Winelands District Grant Long-Term Financial Plan	500	500	984	484	3%	51%
Cape Winelands Disaster Grant COMMUNITY SAFETY	0	0	115	115	0%	0%
Other Grant Providers:	**18**	0	0	0	0%	0%
LG SETA Discretionary	0	0	0	0	0%	0%
DBSA Grant	18	0	0	0	0%	0%
Total Operating Transfers and Grants	**196 209**	**224 738**	**224 707**	**213 764**	**4.88%**	**4.87%**

5.6.2 Level of Reliance on Grants and Subsidies

Table 262: Reliance on Grants

Financial year	Total grants and subsidies received	Total Operating Revenue	Percentage
	R'000		%
2016/17	227 752	1 534 354	14.84
2017/18	211 190	1 609 728	13.12
2018/19	233 433	1 541 685	15.14
2019/20	285 026	1 742 596	16.36
2020/21	264 637	1 805 680	14.66
2021/22	289 061	2 028 289	14.25
2022/23	317 123	2 201 123	14.41

Developers' contributions have been excluded from the grant item to express only allocations and not policy-related revenue, which NT allocates to capital revenue. It would distort the reliance on grant calculation if excluded from the above ratio.

5.7 Asset Management

Asset management is practised within the organisation based on a comprehensive Asset Management Policy. The Asset Management Policy provides direction for the management, accounting, and control of property, plant, and equipment (assets) owned or controlled by the municipality to ensure the following:

- Implementation of the approved Asset Management Policy as required in terms of section 63 of MFMA;
- Verify assets in the possession of the Council annually, during the financial year;
- Keep a complete and balanced record of all assets in the possession of the Council;
- Report in writing all asset losses, where applicable, to the Council; and
- Those assets are valued and accounted for under a statement of GRAP.

5.8 Repairs and Maintenance

Table 263: Repairs and Maintenance Expenditure

Description	2021/22	2022/23			2022/23 Variance
	Actual	Original Budget	Adjustment Budget	Actual	Budget variance
	R'000				%
Repairs and Maintenance Expenditure	64 350	75 195	69 114	55 115	20.25%

5.9 Financial Ratios Based on Key Performance Indicators

Table 264: Liquidity Ratio

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Current Ratio	Current assets / current liabilities	2.18	2.02	2.09	1.82	1.48	1.68	1.90
The current Ratio adjusted for aged debtors	Current assets - debtors > 90 days / current liabilities	2.18	1.38	1.39	1.01	0.71	0.85	1.03

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Liquidity Ratio	Monetary Assets / Current Liabilities	1.51	1.92	1.98	1.66	1.36	1.61	1.84

5.10 IDP Regulation Financial Viability Indicators

Table 265: IDP Regulation Financial Viability of Indicators

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Cost Coverage	(Available cash + investments) / monthly fixed operational expenditure	5.71	4.59	4.70	2.21	1.83	2.26	3.10
Total Outstanding Service Debtors to Revenue	Total outstanding service debtors / annual revenue received for services	10.22	18.09	28.05	22.02	21.64	30.47	25.95
Debt Coverage	(Total operating revenue - operating grants) / debt service payments due within the financial year)	47.16	46.81	43.81	-0.64	29.27	26.86	22.65

5.11 Borrowing Management

Table 266: Borrowing Management

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Capital Charges to Operating Expenditure	Interest and Principal Paid / Operating Expenditure	1.21%	2.31%	2.09%	3.44%	3.04%	3.37%	4.76%

5.12 Employee Costs

Table 267: Employee Costs

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Employee costs	Employee costs / (total revenue - capital revenue)	26.84	28.80%	29.09%	29.99%	32.45%	28.70	25.84%

COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

5.13 Capital Expenditure

5.13.1 Capital Expenditure by Assets Programme

Table 268: Capital Expenditure by Asset Programme

Description	2022/23		
	Original Budget	Adjustment Budget	Actual Expenditure
	R'000		
Capital Expenditure by Asset Class			
Infrastructure	**329 801**	**292 624**	**254 320**
Roads Infrastructure	**63 811**	**60 059**	**70 760**
Roads	32 411	32 630	52 536
Road Structures	29 200	25 292	11 702
Road Furniture	1 700	1 600	6 231
Stormwater Infrastructure	0	0	0
Stormwater Conveyance	500	537	291
Electrical Infrastructure	**77 396**	**84 279**	**66 615**
Power Plants	0	19 311	0
HV Substations	13 731	4 175	9 892
MV Switching Stations	0	-	0
MV Networks	41 150	52 661	
MV Substations	15 915	2 354	
LV Networks	6 350	5 768	56 723
Capital Spares	250	10	
Water Supply Infrastructure	**77 294**	**92 840**	**72 410**
Dams and Weirs	0	0	0
Boreholes	0	0	0
Reservoirs	32 569	74 872	61 895
Water Treatment Works	1 500	612	
Bulk Mains	16 125	7 769	3 946
Distribution	25 600	9 337	6 569
Capital Spares	1 500	250	
Sanitation Infrastructure	**53 300**	**45 217**	**36 082**
Pump Station	500	500	0
Reticulation	1 800	300	593
Wastewater Treatment Works	39 500	37 238	34 994
Outfall Sewers	11 500	7 179	495
Toilet Facilities	0	0	0
Capital Spares	0	0	0
Solid Waste Infrastructure	**57 300**	**9 529**	**8 241**
Landfill Sites	44 000	3 400	3 968
Waste Transfer Stations	500	529	
Waste Drop-off Points	600	600	3 313
Waste Separation Facilities	500	500	337
Capital Spares	11 700	4 500	623
Information and Communication Infrastructure	**700**	**700**	**212**
Data Centres			75

Description	2022/23		
	Original Budget	Adjustment Budget	Actual Expenditure
	R'000		
Capital Spares	700	700	137
Community Assets			
Community Facilities	**18 685**	**18 203**	**12 764**
Halls	2 500	500	
Centres	200	200	
Fire / Ambulance Stations	0	0	576
Testing Stations	0	0	0
Theatres	0	0	0
Libraries	2 900	3 989	172
Cemeteries / Crematoria	7 000	1 000	870
Police	0	0	0
Public Open Space	0	0	0
Nature Reserves	4 370	5 411	3 160
Public Ablution Facilities	0	0	0
Stalls	0	4 832	
Taxi Ranks / Bus Terminals	0	0	1 601
Capital Spares	1 215	1 771	1 917
Sport and Recreation Facilities	**500**	**500**	**4 468**
Outdoor Facilities	7 761	4 809	1 646
Heritage assets	7 761	4 809	1 646
Heritage assets			
Historic Buildings	7 000	2 500	276
Conservation Areas	7 000	2 500	276
Investment Properties			
Revenue Generating	3 500	6 500	-
Improved Property	0	0	0
Unimproved Property	0	0	0
Non-revenue Generating	0	0	0
Improved Property	0	0	0
Unimproved Property	3 500	6 500	0
Other assets			
Operational Buildings	18 400	27 035	33 599
Municipal Offices	0	0	0
Yards	17 700	25 075	19 423
Stores	0	0	0
Training Centres	0	0	0
Manufacturing Plant	0	0	0
Depots	0	0	0
Capital Spares	200	521	0
Housing	0	0	0
Social Housing	0	0	0
Biological or Cultivated Assets	500	1 439	14 176
Biological or Cultivated Assets	250	250	5 143
Intangible Assets	250	250	5 143
Licences and Rights	200	200	207

Description	2022/23		
	Original Budget	Adjustment Budget	Actual Expenditure
	R'000		
Computer Software and Applications	200	200	
Computer Equipment			207
Computer Equipment	6 100	7 141	6 955
Furniture and Office Equipment	6 100	7 141	6 955
Furniture and Office Equipment	570	2 436	2 125
Machinery and Equipment	570	2 436	2 125
Machinery and Equipment	13 204	10 845	2 686
Transport Assets	13 204	10 845	2 686
Transport Assets	3 800	6 166	1 785
Land	3 800	6 166	1 785
Land			-
Total Capital Expenditure	409 271	378 709	321 506

5.13.2 Sources of Finance

The table below indicates the capital expenditure by funding source for the 2022/23 financial year.

Table 269: Capital Expenditure by Funding Source

Details	2022/23			
	Original Budget (OB)	Adjustment Budget	Actual	Adjustment Budget Variance
	R'000			%
Source of finance				
External Loans	140 000	94 368	83 467	11.55%
Public Contributions and Donations	0	0	0	0%
Grants and Subsidies	120 030	119 744	100 335	16.21%
Other	136 790	143 714	137 704	4.18%
Total	**396820**	**357826**	**321506**	**10.15%**
				%
External Loans	35.3%	26.37%	25.96%	1.56%
Public Contributions and Donations	0%	0%	0%	0%
Grants and Subsidies	30.2%	33.46%	31.21%	6.74%
Own Funding	34.5%	40.16%	42.83%	-6.64%
				%
Water and Sanitation	103 969	126 268	114 008	9.71%
Electricity	77 396	88 418	73 795	16.54%
Housing	15 185	7 070	6 815	3.61%
Roads and Stormwater	63 911	60 157	57 611	4.23%
Other	148 811	96 796	69 277	28.43%
Total	**409 272**	**378 709**	**321 506**	**15.10%**
Water and Sanitation	25.40%	33.34%	35.46%	-6.36%
Electricity	18.91%	23.35%	22.95%	1.69%
Housing	3.71%	1.87%	2.12%	-13.54%

Details	2022/23			
	Original Budget (OB)	Adjustment Budget	Actual	Adjustment Budget Variance
	R'000			%
Roads and Stormwater	15.62%	15.88%	17.92%	-12.81%
Other	36.36%	25.56%	21.55%	15.70%

5.13.3 Capital Spending On 5 Largest Projects

Projects with the highest capital expenditure in 2022/23.

Table 270: Capital Expenditure on the 5 Largest Projects

Name of Project	2022/23			Variance 2022/23	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance	Adjustment Variance
				%	
New Reservoir and Pipeline: Vlottenburg	20 569 470	63 036 050	60 895 069	-196%	3.40%
Upgrade of WWTW: Pniël and Decommissioning of Franschhoek	14 000 000	24 151 641	23 838 772	-70%	1.30%
Enkanini Basic Services	24 050 000	24 050 000	17 216 151	28%	28.42%
Bridge Construction	15 000 000	19 393 898	19 393 898	-29%	0%
Upgrading of New Office Space: Ryneveld Street	15 000 000	18 593 446	18 560 933	-24%	0.17%

5.13.4 Integrated Urban Development Grant (IUDG)

Table 271: Integrated Urban Development Grant (IUDG)

Details	Budget	Adjustment Budget	Actual	Variance Budgets
	R'000			%
Bulk Water Supply Pipeline and Reservoir - Jamestown	6 000 000	999 466	999 466	0%
New Reservoir and Pipeline: Vlottenburg	5 000 000	22 385 293	22 385 293	0%
Upgrade of WWTW: Pniël and Decommissioning of Franschhoek		10 151 641	10 151 641	0%
Upgrade of WWTW: Klapmuts	2 959 650	0	0	0%
Upgrade of WWTW Wemmershoek	17 500 000	6 923 250	6 923 250	0%
Ad hoc Reconstruction of Roads (WC024)	3 000 000	5 469 168	5 469 168	0%
Bridge Construction	15 000 000	15 000 000	15 000 000	0%
Kayamandi Pedestrian Bridge (R304, River and Railway Line)	6 000 000	530 832	530 832	0%
Extension of Cemetery Infrastructure	7 000 000	1 000 000	1 000 000	0%
Basic Salary and Wages	3 287 350	3 287 350	3 287 350	0%
Total	**65 747 000**	**65 747 000**	**65 747 000**	**0%**

5.14 Cash Flow

Table 272: Cash flow

Description	2021/22	2022/23		
	Audited Outcome	Original Budget	Adjusted Budget	Actual
		R'000		
Cash Flow from Operating Activities				
Receipts				
Ratepayers and Other	1 577 430	2 116 233	1 897 615	1 629 829
Government Grants	304 960	366 630	331 578	315 539
Interest	18 770	20 397	35 417	42 250
Employee Costs	-562 598	-2 073 904	-1 856 200	-579 747
Suppliers	-957 436	0	0	-911 739
Finance Costs	-34 428	-66796	-54839	-46 712
Transfers and Grants	-13 364	-14355	-14675	-17 758
Net Cash from / (Used) Operating Activities	**333 334**	**348 205**	**338 896**	**431 662**
Cash Flow from Investing Activities				
Receipts				
Proceeds on Disposal of PPE	1 690	0	0	1 757
Proceeds on Disposal of Biological Assets	-	0	0	0
Movement in Non-Current Receivables	-	0	-6 721	0
Payments				
Purchase of PPE	-335 489	0	0	0
Movement in Non-Current Receivables	-	0	0	0
Movement in Investments	-83 089	0	0	-26 245
Capital assets		-409 273	-435 516	-319 731
Net Cash from / (Used) Investing Activities	**-416 888**	**-409 273**	**-442 237**	**-344 219**
Cash Flow from Financing Activities				
Receipts				
Proceeds from other Financial Liabilities	109 779	140 000	140 000	69 244
Increase in consumer deposits	0	0	0	0
Payments				
Repayment of Borrowing	0	-47 117	-47117	-46 031
Prior period error	-	-	-	-
Net Cash from / (Used) Financing Activities	109 779	92 883	92 883	23 213
Net Increase / (Decrease) in Cash Held	**26 225**	**31 815**	**-10 458**	**110 656**
Cash / Cash Equivalents at the Year-Begin:	**111 650**	**217695**	**443 400**	**137 878**
Cash / Cash Equivalents at the Year-End:	**137 875**	**249 510**	**432 942**	**248 534**

5.15 Gross Outstanding Debtors per Service

Table 273: Gross Outstanding Debtors per Service

Financial year	Rates	Trading services (Electricity and Water)	Trading services (Sanitation and Refuse)	Housing rentals	Other	Total
	(R'000)					
2019/20	44 671	138 830	54 968	27 194	188 755	454 418
2021/22	49 872	262 980	69 220	29 192	216 025	627 289
Difference	5 201	124 150	14 252	1998	27 270	172 871
% growth year on year	**10%**	**47%**	**21%**	**7%**	**13%**	**28%**
2022/23	56 526	323 873	86 820	31 363	252 067	750 649
Difference	6 654	60 893	17 600	2 171	36 042	123 360
% growth year on year	**12%**	**19%**	**20%**	**7%**	**14%**	**16%**

Note: Figures exclude provision for bad debt.

5.16 Debtors Age Analysis

Table 274: Debtors Age Analysis

Financial year	Less than 30 days	Between 30-60 days	Between 60-90 days	Between 90-120 days	More than 120 days	Total
	(R'000)					
2020/21	98 357	17 589	18 889	11 414	323 471	469 720
2021/22	224 149	16 533	16 880	17 537	352 191	627 289
Difference	125 792	-1 056	-2 009	6123	28 720	157 569
% growth year on year	**56%**	**-6%**	**-12%**	**35%**	**8%**	**25%**
2022/23	278 937	14 865	16 267	13 531	427 049	750 649
Difference	54 788	-1 668	-613	-4 006	74 858	123 360
% growth year on year	**20%**	**-11%**	**-4%**	**-30%**	**18%**	**16%**

Note: Figures exclude provision for bad debt.

5.17 Borrowing and Investments

The municipality's cash position is monitored daily, and any cash not required immediately to meet cash flow requirements is invested every month at approved institutions, strictly in accordance with the Council's approved Cash and Investment Policy.

5.18 Actual Borrowings

Table 275: Actual Borrowings

Instrument	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	R'000						
Long-Term Loans	186 386	173 302	318 800	292 930	368 997	478 736	501 950

5.19 Municipal Investments

Table 276: Municipal Investments

Investment type	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
	R'000						
Deposits - Bank	575 418	505 618	398 164	306 637	222 434	305 522	331 767

CHAPTER 6: AUDITOR GENERAL OF SOUTH AFRICA AUDIT FINDINGS

6.1 Introduction

This chapter provides allowances details on the audit outcomes for the past two financial years with the corrective steps implemented.

COMPONENT A: AUDITOR-GENERAL OF SOUTH AFRICA OPINION 2021/22

6.2 Auditor General of South Africa Report 2021/22

Table 277: Auditor General of South Africa Report 2020/21

2021/22	
Audit Report Status:	**Finalised (unqualified with no findings)**
2021/22	
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Restatement of corresponding figures	
As disclosed in note 63 to the financial statements, the corresponding figures for 30 June 2021 were restated as a result of errors in the financial statements of the municipality at, and for the year ended, 30 June 2022.	None required
Material Impairments	
As disclosed in note 5 to the financial statements, the municipality provided for the impairment of receivables from exchange transactions of R204,3 million (2020/21: R167,1 million).	None required
As disclosed in note 6 to the financial statements, the municipality provided for the impairment of receivables from non-exchange transactions of R187,6 million (2020/21: R173,2 million).	None required
Material losses	
None	
Material Non-Compliance	
None	
Annual financial statements	
I have audited the financial statements of the Stellenbosch Municipality set out on pages 7 to 131, which comprise the statement of financial position as at 30 June 2022, the statement of financial performance, the statement of changes in net assets, the cash flow statement, and the statement of comparison of budget and actual amounts for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.	None required
In my opinion, the financial statements present fairly, in all material respects, the financial position of the Stellenbosch Municipality as at 30 June 2022 and its financial performance and cash flows for the year ended in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Municipal Finance Management Act 56 of 2003 (MFMA) and the Division of Revenue Act 9 of 2021 (Dora).	None required

COMPONENT B: AUDITOR-GENERAL OPINION 2022/23

6.3 Auditor General of South Africa Report 2022/23

Table 278: Auditor General of South Africa Report 2021/22

2022/23	
Audit Report Status:	**Finalised (unqualified with no findings)**
2022/23	
Issue raised	**Corrective step implemented**
Emphasis of matter:	
Restatement of corresponding figures	
As disclosed in note 64 to the financial statements, the corresponding figures for 30 June 2022 were restated as a result of errors in the financial statements of the municipality, and for the year ended 30 June 2023.	None required
Material Impairments	
As disclosed in note 5 to the financial statements, the municipality provided for the impairment of trade and other receivables from exchange transactions of R238,8 million (2021/22: R204,3 million).	None required
As disclosed in note 6 to the financial statements, the municipality provided for the impairment of trade and other receivables from non-exchange transactions of R230,1 million (2021/22: R187,6 million).	None required
Material losses	
None	
Material Non-Compliance	
None	
Annual financial statements	
I have audited the financial statements of the Stellenbosch Municipality set out on pages 6 to 130, which comprise the statement of financial position as at 30 June 2023, statement of financial performance, statement of changes in net assets, cash flow statement, and statement of comparison of budget and actual amounts for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.	None required
In my opinion, the financial statements present fairly, in all material respects, the financial position of the Stellenbosch Municipality as at 30 June 2023, and its financial performance and cash flows for the year ended in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Municipal Finance Management Act 56 of 2003 (MFMA) and the Division of Revenue Act 5 of 2022 (Dora).	None required

ANNEXURE A: ANNUAL FINANCIAL STATEMENTS 2022/23

STELLENBOSCH

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Stellenbosch Municipality
Annual Financial Statements
for the year ended 30 June 2023

AUDITOR-GENERAL SOUTH AFRICA
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Auditing to build public confidence

Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

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Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

General Information

Legal form of entity	Municipality in terms of section 1 of the Local Government: Municipal Structures Act (Act 117 of 1998) read with section 155 (1) of the Constitution of the republic of South Africa (Act 108 of 1996)
Legislation governing the municipality's operations	Constitution of the Republic of south Africa (Act 108 of 1998) Municipal Finance Management Act (Act 56 of 2003) Local Government: Municipal Systems Act (Act 32 of 2000) Local Government: Municipal Structures Act (Act 117 of 1998) Municipal Property Rates Act (act of 6 2004) Division of Revenue Act (Act 1 of 2007)
Nature of business and principal activities	The provision of services (electricity, water, sanitation and refuse) to communities in a sustainable manner, to promote social and economic development; and to promote a safe and healthy environment

Mayoral commitee

Portfolio	**Councillor**
Executive mayor and chairperson of mayoral committee	G van Deventer
Deputy executive mayor	J Fasser
Speaker	Q Smit
Council WIP	P Crawley
MMC Human settlements	J Fasser
MMC Youth, sport and culture	R Adams
MMC Planning	C Van Wyk
MMC Rural management	J Williams
MMC Community development (parks, open spaces environment)	J Joon
MMC Corporate services	L Nkamisa
MMC Financial services	P Johnson
MMC Protection services	R Badenhorst (resigned 1 December 2022)
MMC Local economic development and tourism	R Du Toit
MMC Infrastructure	Z Dalling

AUDITOR-GENERAL SOUTH AFRICA
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Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

General Information

Council Members

Nr	Surname	Initials	Nr	Surname	Initials
1	Jooste	O	18	Pietersen	W
2	Rataza	M	19	De Taillefer	I
3	Mananga-Gugushe	N	20	Pfeiffer	R
4	Ntsunguzi	N	21	Petersen	W
5	Nalumango	R	22	Manuel	C
6	Crawley	P	23	Van Rooyen	R
7	Kalipa	X	24	Mcombring	N
8	Mdemka	X	25	Ferns	N
9	Hanekom	A	26	Vermeulen	E
10	Crombie	A	27	Serdyn	J
11	Olayi	N	28	Tomose	A
12	Mkhontwana	N	29	Nkopane	M
13	Ndalasi	Z	30	Danana	M
14	Noble	C	31	Masimini	E
15	Van Stade	M	32	Anthony	JC
16	Hendrikse	R	33	Groenewald	E
17	Andrews	J			

Executive management

Position	Name
Municipal Manager	G Mettler
Chief Financial Officer (CFO)	K Carolus
Director: Infrastructure	P Chandaka
Director: Corporate Services	A de Beer
Director: Planning and Economic Development	A Barnes
Director: Community and Protection Services	G Boshoff

Members of the Audit Commitee

Chairperson:	Mr L Nene
Members:	Mr V Botto
	Mr T Lesihla
	Ms J Williams

Registered head office	Plein Street Stellenbosch 7600
Physical address	Plein Street Stellenbosch 7600
Postal address	P O Box 17 Stellenbosch 7600
Bankers	First National Bank
Auditors	Auditor-General of South Africa (AGSA)

AUDITOR-GENERAL SOUTH AFRICA
Auditing to build public confidence

Abbreviations

ASB	Accounting Standards Board
CIGFARO	Chartered Institude of Government, Finance, Audit and Risk Officers
COID	Compensation for Occupational Injuries and Diseases
DBSA	Development Bank of South Africa
DORA	Division of Revenue Act
DSACR	Department of Sport, Arts, Culture and Recreation
GRAP	Generally Recognised Accounting Practice
HDF	Housing Development Fund
IAS	International Accounting Standards
IPSAS	International Public Sector Accounting Standards
LGSETA	Local Government Services Sector Education and Training Authority
MFMA	Municipal Finance Management Act
MIG	Municipal Infrastructure Grant
MMC	Member of Mayoral Committee
MPAC	Municipal Public Accounts Committee
MPRA	Municipal Property Rates Act
MSIG	Municipal System Improvement Grant
MSCOA	Municipal standard chart of accounts
SALGA	South African Local Government Association
SAPS	South African Police Services
SCM	Supply Chain Management
SRAC	Sports, Recreation, Arts and Culture

AUDITOR-GENERAL SOUTH AFRICA
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Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

Accounting Officer's Responsibiities and Approval

The Accounting Officer is required by the Municipal Finance Management Act (Act 56 of 2003), to maintain adequate accounting records and is responsible for the content and integrity of the annual financial statements and related financial information included in this report. It is the responsibility of the Accounting Officer to ensure that the annual financial statements fairly present the state of affairs of the municipality as at the end of the financial year and the results of its operations and cash flows for the period then ended. The external auditors are engaged to express an independent opinion on the annual financial statements and was given unrestricted access to all financial records and related data.

The annual financial statements were prepared in accordance with Standards of Generally Recognised Accounting Practice (GRAP) as well as relevant interpretations, guidelines and directives issued by the Accounting Standards Board.

The annual financial statements are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgements and estimates.

I, as the Accounting Officer acknowledges that I am ultimately responsible for the system of internal financial control established by the municipality and place considerable importance on maintaining a strong control environment. To enable me to meet these responsibilities, I have set standards for internal control aimed at reducing the risk of error or deficit in a cost-effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the municipality and all employees are required to maintain the highest ethical standards in ensuring the municipality's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the municipality is on identifying, assessing, managing and monitoring all known forms of risk across the municipality. While operating risk cannot be fully eliminated, the municipality endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

I am of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the annual financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or deficit.

Although, I am primarily responsible for the financial affairs of the municipality, this is supported by the municipality's external auditors.

I would like to bring the following material matters to your attention:

I certify that the salaries, allowances and benefits of councillors as disclosed in note 36 to these annual financial statements are within the upper limits of the framework envisaged in section 219 of the Constitution of the Republic of South Africa, read with the Remuneration of Public Office Bearers Act, Act 20 of 1998 and the Minister of Provincial and Local Government's determination in accordance with the Act.

The external auditors, being the Auditor-General of South Africa (AGSA), are responsible for independently reviewing and reporting on the municipality's annual financial statements.

The annual financial statements set out in terms of Section 126(1) of the Municipal Finance Management Act (Act 56 of 2003), which have been prepared on the going concern basis, I have signed on behalf of the municipality on 31 August 2023:



Accounting Officer
Geraldine Mettler

AUDITOR-GENERAL SOUTH AFRICA
Auditing to build public confidence

Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

Statement of Financial Position as at 30 June 2023

	Note(s)	2023 R	2022 Restated* R
Assets			
Current Assets			
Cash and cash equivalents	3	248 533 953	137 877 710
Short term investments	4	331 767 247	305 522 446
Receivables from exchange transactions	5	217 629 743	169 893 585
Receivables from non-exchange transactions	6	68 615 257	67 176 042
Inventories	7	36 030 865	29 030 067
Other receivables from exchange transactions	8	40 746 627	26 259 756
VAT Control	9	12 014 194	18 651 433
		955 337 886	**754 411 039**
Non-Current Assets			
Investment property	10	425 076 488	425 500 055
Property, plant and equipment	11	5 634 083 486	5 574 142 601
Intangible assets	12	6 098 776	7 067 124
Biological assets	13	5 142 777	5 142 777
Heritage assets	14	1 312 802	1 036 828
Long-term receivables	15	4 598 731	6 720 631
		6 076 313 060	**6 019 610 016**
Total Assets		**7 031 650 946**	**6 774 021 055**
Liabilities			
Current Liabilities			
Consumer deposits	16	23 688 825	22 154 833
Employee benefits	17	58 283 915	59 586 346
Lease liabilities	18	694 514	2 118 022
Borrowings	19	55 046 811	51 902 261
Payables from exchange transactions	20	327 287 591	270 924 532
Payables from non-exchange transactions	21	33 793 304	29 696 273
		498 794 960	**436 382 267**
Non-Current Liabilities			
Employee benefits	17	191 200 001	204 100 717
Borrowings	19	446 903 149	426 834 231
Provisions	22	95 421 976	160 533 093
		733 525 126	**791 468 041**
Total Liabilities		**1 232 320 086**	**1 227 850 308**
Net Assets		**5 799 330 860**	**5 546 170 747**
Net assets presented by:			
Reserves		162 490 627	162 490 627
Accumulated surplus		5 636 840 240	5 383 680 114
Total Net Assets		**5 799 330 867**	**5 546 170 741**

* See Note 64

AUDITOR-GENERAL SOUTH AFRICA
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Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

Statement of Financial Performance

	Note(s)	2023 R	2022 Restated* R
Revenue			
Exchange Revenue			
Services charges - Electricity	27	779 983 813	756 431 257
Services charges - Waste management	27	89 836 854	84 651 895
Services charges - Waste water management	27	106 739 375	102 285 414
Services charges - Water	27	162 138 204	146 829 883
Rental	28	12 373 336	12 172 871
Interests on investments	29	42 250 158	18 770 341
Interest earned from receivables	26	16 467 413	10 428 555
Licences or permits	30.1	8 407 621	7 809 443
Agency services	31	3 438 321	3 019 961
Operational revenue	32	44 253 512	41 523 373
Sales of goods and rendering of services	33	29 681 293	29 561 419
Total Exchange Revenue		**1 295 569 900**	**1 213 484 412**
Non-Exchange Revenue			
Property rates	23	444 035 356	414 445 896
Transfers and subsidies	24	311 441 843	290 767 474
Fines, penalties and forfeits	25	146 657 768	122 932 562
Interest earned from receivables	26	3 418 263	2 430 082
Total Non-Exchange Revenue		**905 553 230**	**830 576 014**
Total Revenue		**2 201 123 130**	**2 044 060 426**
Expenditure			
Employee related cost	35	542 779 491	549 554 622
Remuneration of councillors	36	22 764 757	19 815 248
Irrecoverable Debts Written Off	37	91 945 701	84 984 896
Depreciation and amortisation	38	231 679 002	218 693 121
Impairment losses	39	1 572 668	2 722 872
Finance costs	40	59 928 458	44 332 364
Bulk Purchases	41	544 002 101	559 429 390
Inventory consumed	42	64 172 062	44 620 431
Contracted services	43	228 438 291	208 232 448
Transfers and subsidies	44	17 758 255	13 363 879
Operational Cost	45	131 489 785	113 472 212
Operating leases	46	9 292 497	14 990 534
Loss on disposal of assets	34	639 332	3 063 675
Inventories (write-down)	49	389 307	115 859
Contribution to allowance for doubtful debt	48	70 722 081	51 711 364
Contribution to/from provision	47	(69 693 846)	6 287 548
Total Expenditure		**1 947 879 942**	**1 935 390 463**
Surplus for the year		**253 243 188**	**108 669 963**

* See Note 64

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Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

Statement of changes in net assets

	Self insurance reserve	Capital replacement reserve	Total reserves	Accumulated surplus	Total net assets
	R	R	R	R	R
Opening balance as previously reported	9 885 492	152 605 135	162 490 627	5 237 481 913	5 399 972 540
Adjustments					
Correction of errors	-	-	-	37 585 530	37 585 530
Balance at 01 July 2021 as restated*	**9 885 492**	**152 605 135**	**162 490 627**	**5 275 067 443**	**5 437 558 070**
Surplus for the year	-	-	-	108 669 963	108 669 963
Total changes	-	-	-	108 669 963	108 669 963
Opening balance as previously reported	9 885 492	152 605 135	162 490 627	5 383 654 343	5 546 144 970
Adjustments					
Correction of errors	-	-	-	(57 292)	(57 292)
Restated* Balance at 01 July 2022 as restated*	**9 885 492**	**152 605 135**	**162 490 627**	**5 383 597 051**	**5 546 087 678**
Surplus for the year	-	-	-	253 243 188	253 243 188
Total changes	-	-	-	253 243 188	253 243 188
Balance at 30 June 2023	**9 885 492**	**152 605 135**	**162 490 627**	**5 636 840 240**	**5 799 330 867**

Note(s)

* See Note 64

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Stellenbosch Municipality
Annual Financial Statements for the year ended 30 June 2023

Cash Flow Statement

	Note(s)	2023 R	2022 Restated* R
Cash flows from operating activities			
Receipts			
Sale of goods and services		1 629 828 847	1 577 430 245
Grants received		315 538 874	304 960 171
Interest		42 250 158	18 770 341
Payments			
Cash paid to employees		(579 747 395)	(562 598 154)
Cash paid to suppliers		(911 738 692)	(940 126 481)
Grants paid		(17 758 255)	(13 363 879)
Finance costs		(46 712 396)	(34 427 551)
Net cash from(used) operating activities	50	**431 661 141**	**350 644 692**
Cash flows from investing activities			
Receipts			
Capital asset sales		1 756 981	1 690 446
Payments			
Capital assets additions		(319 730 545)	(352 797 846)
Shorrt term investments		(26 244 801)	(83 088 826)
Net cash flows from investing activities		**(344 218 365)**	**(434 196 226)**
Cash flows from financing activities			
Receipts			
Increase in consumer deposits		-	-
Net movement in borrowings		23 213 468	109 779 473
Net cash flows from financing activities		**23 213 468**	**109 779 473**
Net increase/(decrease) in cash		**110 656 244**	**26 227 939**
Cash and cash equivalents at year begin		137 877 710	111 649 771
		248 533 954	**137 877 710**

* See Note 64

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Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

Statement of Comparison of Budget and Actual Amounts

Budget on Accrual Basis

	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
	R	R	R	R	R	
Statement of Financial Performance						
Revenue by source						
Service charges - electricity revenue	812 307 977	-	**812 307 977**	779 983 813	**(32 324 164)**	BD1
Service charges - water revenue	176 782 708	-	**176 782 708**	162 138 204	**(14 644 504)**	
Service charges - sanitation revenue	109 133 951	-	**109 133 951**	106 739 375	**(2 394 576)**	
Service charges - refuse revenue	94 971 363	-	**94 971 363**	89 836 854	**(5 134 509)**	
Rental of facilities and equipment	10 098 683	-	**10 098 683**	12 373 336	**2 274 653**	
Interest earned - external investments	35 417 421	-	**35 417 421**	42 250 158	**6 832 737**	
Interest earned - outstanding debtors	18 338 651	-	**18 338 651**	19 885 676	**1 547 025**	
Fines, penalties and forfeits	124 955 174	-	**124 955 174**	146 657 768	**21 702 594**	
Licenses and permits	7 482 512	-	**7 482 512**	8 407 621	**925 109**	
Agency services	3 191 727	-	**3 191 727**	3 438 321	**246 594**	
Transfer and subsidies	224 854 074	-	**224 854 074**	211 107 092	**(13 746 982)**	
Other revenue	33 478 047	-	**33 478 047**	73 934 805	**40 456 758**	BD2
Property rates	438 941 447	-	**438 941 447**	444 035 356	**5 093 909**	
Transfers and subsidies - capital (monetary allocations) (National / Provincial and District)	119 744 363	-	**119 744 363**	100 311 831	**(19 432 532)**	
Transfers and subsidies - capital (in-kind - all)	-	-	**-**	22 920	**22 920**	
Total revenue	**2 209 698 098**	**-**	**2 209 698 098**	**2 201 123 130**	**(8 574 968)**	
Expenditure						
Employee related costs	(590 885 967)	-	**(590 885 967)**	(542 779 491)	**48 106 476**	BD3
Remuneration of councillors	(20 845 768)	-	**(20 845 768)**	(22 764 757)	**(1 918 989)**	
Debt impairment	(101 341 971)	-	**(101 341 971)**	(162 667 782)	**(61 325 811)**	BD4
Depreciation & asset impairment	(214 992 797)	-	**(214 992 797)**	(233 251 670)	**(18 258 873)**	BD5
Finance charges	(68 069 222)	-	**(68 069 222)**	(59 928 458)	**8 140 764**	
Bulk purchases - Electricity	(543 925 482)	-	**(543 925 482)**	(521 011 668)	**22 913 814**	
Inventory consumed	(95 163 689)	-	**(95 163 689)**	(87 162 495)	**8 001 194**	
Contracted Services	(296 871 290)	-	**(296 871 290)**	(228 438 291)	**68 432 999**	BD6
Transfers and subsidies	(18 887 921)	-	**(18 887 921)**	(17 758 255)	**1 129 666**	
Other expenditure	(168 680 400)	-	**(168 680 400)**	(71 088 436)	**97 591 964**	BD7
Losses	-	-	**-**	(1 028 639)	**(1 028 639)**	
Total expenditure	**(2 119 664 507)**	**-**	**(2 119 664 507)**	**(1 947 879 942)**	**171 784 565**	
Surplus before taxation	**90 033 591**	**-**	**90 033 591**	**253 243 188**	**163 209 597**	
Actual Amount on Comparable Basis as Presented in the Budget and Actual Comparative Statement	**90 033 591**	**-**	**90 033 591**	**253 243 188**	**163 209 597**	

AUDITOR-GENERAL SOUTH AFRICA
Auditing to build public confidence

Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

Statement of Comparison of Budget and Actual Amounts

Budget on Accrual Basis

	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
	R	R	R	R	R	
Statement of Financial Position						
Assets						
Current Assets						
Cash	58 302 899	-	**58 302 899**	150 801 893	**92 498 994**	BD8
Call investment deposits	377 148 246	-	**377 148 246**	429 499 307	**52 351 061**	
Consumer Debtors	226 702 355	-	**226 702 355**	281 559 598	**54 857 243**	
Other debtors	96 265 446	-	**96 265 446**	57 446 223	**(38 819 223)**	
Inventory	28 822 182	-	**28 822 182**	36 030 865	**7 208 683**	
	787 241 128	**-**	**787 241 128**	**955 337 886**	**168 096 758**	
Non-Current Assets						
Long term receivables	6 720 629	-	**6 720 629**	4 598 731	**(2 121 898)**	
Investment property	418 370 723	-	**418 370 723**	425 076 488	**6 705 765**	
Property, plant and equipment	5 718 887 391	-	**5 718 887 391**	5 634 083 486	**(84 803 905)**	BD9
Biological	5 392 777	-	**5 392 777**	5 142 777	**(250 000)**	
Intangible	5 907 467	-	**5 907 467**	6 098 776	**191 309**	
Other non-current assets	3 536 828	-	**3 536 828**	1 312 802	**(2 224 026)**	
	6 158 815 815	**-**	**6 158 815 815**	**6 076 313 060**	**(82 502 755)**	
Total Assets	**6 946 056 943**	**-**	**6 946 056 943**	**7 031 650 946**	**85 594 003**	
Liabilities						
Current Liabilities						
Borrowings	(55 632 448)	-	**(55 632 448)**	(55 046 811)	**585 637**	
Consumer deposits	(22 754 832)	-	**(22 754 832)**	(23 688 825)	**(933 993)**	
Trade and other payables	(285 553 124)	-	**(285 553 124)**	(361 775 409)	**(76 222 285)**	BD10
Provisions	(98 353 337)	-	**(98 353 337)**	(58 283 915)	**40 069 422**	BD11
	(462 293 741)	**-**	**(462 293 741)**	**(498 794 960)**	**(36 501 219)**	
Non-Current Liabilities						
Borrowing	(518 104 857)	-	**(518 104 857)**	(446 903 149)	**71 201 708**	BD12
Provisions	(371 253 671)	-	**(371 253 671)**	(286 621 977)	**84 631 694**	BD11
	(889 358 528)	**-**	**(889 358 528)**	**(733 525 126)**	**155 833 402**	
Total Liabilities	**(1 351 652 269)**	**-**	**(1 351 652 269)**	**(1 232 320 086)**	**119 332 183**	
Net Assets	**5 594 404 674**	**-**	**5 594 404 674**	**5 799 330 860**	**204 926 186**	
Net Assets						
Net Assets Attributable to Owners of Controlling Entity						
Accumulated Surplus/(Deficit)	5 555 307 849	-	**5 555 307 849**	5 636 840 240	**81 532 391**	BD13
Reserves						
Reserves	39 096 825	-	**39 096 825**	162 490 620	**123 393 795**	BD13
Total Net Assets	**5 594 404 674**	**-**	**5 594 404 674**	**5 799 330 860**	**204 926 186**	

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Stellenbosch Municipality

Annual Financial Statements for the year ended 30 June 2023

Statement of Comparison of Budget and Actual Amounts

Budget on Accrual Basis

	Approved budget	Adjustments	Final Budget	Actual amounts on comparable basis	Difference between final budget and actual	Reference
	R	R	R	R	R	
Cash Flow Statement						
Cash flows from operating activities						
Receipts						
Property rates	416 367 524	-	**416 367 524**	447 453 619	**31 086 095**	CF1
Service charges	1 361 417 083	-	**1 361 417 083**	1 155 165 659	**(206 251 424)**	CF2
Other revenue	119 830 211	-	**119 830 211**	27 209 569	**(92 620 642)**	CF7
Transfers and Subsidies - Operational	256 503 349	-	**256 503 349**	211 107 092	**(45 396 257)**	CF3
Transfers and Subsidies - Capital	75 074 650	-	**75 074 650**	104 431 782	**29 357 132**	CF3
Interest	35 417 421	-	**35 417 421**	42 250 158	**6 832 737**	
	2 264 610 238	**-**	**2 264 610 238**	**1 987 617 879**	**(276 992 359)**	
Payments						
Suppliers and employees	(1 856 199 651)	-	**(1 856 199 651)**	(1 491 486 087)	**364 713 564**	CF4
Finance cost	(54 838 969)	-	**(54 838 969)**	(46 712 396)	**8 126 573**	
Transfers and Grants	(14 675 062)	-	**(14 675 062)**	(17 758 255)	**(3 083 193)**	
	(1 925 713 682)	**-**	**(1 925 713 682)**	**(1 555 956 738)**	**369 756 944**	
Net cash flows from operating activities	**338 896 556**	**-**	**338 896 556**	**431 661 141**	**92 764 585**	
Cash flows from investing activities						
Decrease (increase) in non-current receivables	(6 720 629)	-	**(6 720 629)**	-	**6 720 629**	
Capital assets	(435 515 512)	-	**(435 515 512)**	(319 730 545)	**115 784 967**	CF5
Proceeds from sale of PPE	-	-	**-**	1 756 981	**1 756 981**	
Short term investments	-	-	**-**	(26 244 801)	**(26 244 801)**	
Net cash flows from investing activities	**(442 236 141)**	**-**	**(442 236 141)**	**(344 218 365)**	**98 017 776**	
Cash flows from financing activities						
Borrowing long term/refinancing	140 000 000	-	**140 000 000**	69 244 295	**(70 755 705)**	CF6
Repayment of borrowing	(47 117 209)	-	**(47 117 209)**	(46 030 827)	**1 086 382**	
Net cash flows from financing activities	**92 882 791**	**-**	**92 882 791**	**23 213 468**	**(69 669 323)**	
Net increase/(decrease) in cash and cash equivalents	(10 456 794)	-	**(10 456 794)**	110 656 244	**121 113 038**	
Cash and cash equivalents at the beginning of the year	443 400 169	-	**443 400 169**	137 877 710	**(305 522 459)**	
Cash and cash equivalents at the end of the year	**432 943 375**	**-**	**432 943 375**	**248 533 954**	**(184 409 421)**	

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Accounting Policies

The annual financial statements of Stellenbosch Municipality for the year ended 30 June 2023 were authorised for issue by the Accounting Officer on 31 August 2023.

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.

The annual financial statements have been prepared in accordance with the Finance Management Act (MFMA) and effective Standards of Generally Recognised Accounting Practice (GRAP), including any interpretations and directives issued by the Accounting Standards Board in accordance with Section 122(3) of the Municipal FinanceManagement Act, (Act No 56 of 2003)

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. Summary of significant accounting policies

1.1 Going concern assumption

These annual financial statements were 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 reserve

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 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.

1.4 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.

1.5 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.

1.6 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.

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Accounting Policies

1.6 Materiality (continued)

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.

1.7 Significant judgements and estimates

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.t

Revenue recognition

Accounting Policy 1.23.1 on Revenue from Exchange Transactions and Accounting Policy 1.23.2 on Revenue from Non-exchange 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

The IGRAP 1 amendments did not have any impact on Traffic Fines revenue issued in terms of the current Criminal Proceedings Act system but will only have an effect on fines issued in terms of the Amended Act (AARTO) that is expected to become effective on 1 July 2021. As the legislation is new, the possible impact cannot at this stage be determined. The legislation itself will significantly increase Traffic Fines revenue based on higher fine amounts being pronounced in Schedule 3 of the Amendment Act.

The iGRAP 20 interpretation is not regarded as having an effect, as the principles of revising revenue (e.g., incorrect tariff or appeal) is already applied by the municipality.

Impairment of financial assets

Accounting Policy 1.13 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 assets

As described in Accounting Policy 1.10 and 1.11 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.

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Accounting Policies

1.7 Significant judgements and estimates (continued)

Employee benefit obligation

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.

The actuarial valuation involves making assumptions about discount rates, expected rates of return on assets, future salary increases, mortality rates and future pension increases. Due to the long-term nature of these plans, such estimates are subject to significant uncertainty.

Impairment of non-financial assets

The recoverable amounts of cashgenerating units have been determined based on the higher of valueinuse 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 valueinuse 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.

Allowance for slow moving, damaged and obsolete stock

An allowance for stock to write stock down to the lower of cost or net realisable value. Management have made estimates of the selling price and direct cost to sell on certain inventory items. The write down is included in the operation surplus note.

Provisions

Provisions were raised and management determined an estimate based on the information available. Additional disclosure of these estimates of provisions are included in note 22 - Provisions.

A qualified environmental engineer calculates the provision. The provision represents the best estimate or net present valueof the expected future cash flows to rehabilitate the landfill site at yearend. The professional engineer determines the cost of rehabilitation and the remaining useful life of each site. Interest rates linked to prime were used to calculate the effect of the time value of money.

Effective interest rate

The municipality used the prime interest rate to discount future cash flows.

Allowance for doubtful debts

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1.7 Significant judgements and estimates (continued)

On debtors 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 debtors 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

Pre-paid electricity

Pre-paid electricity is only recognised as income once the electricity is consumed. The pre-paid electricity balance (included under payables) represents the best estimate of electricity sold at year-end, which is still unused.

1.8 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 assets 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.t

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.

Agricultural produce harvested from an entity's biological assets shall be measured at its fair value less costs to sell at the point of harvest. Such measurement is the cost at that date when applying GRAP 12 or another applicable Standard of GRAP.

Item	Useful life
Trees in plantation forest	indefinite

1.9 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 ordinary course of operations.

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Accounting Policies

1.9 Investment property (continued)

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.

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.

Subsequent measurement – 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-Land	indefinite
Property-buildings	30-99 years

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 10).

The municipality discloses relevant information relating to assets under construction or development, in the notes to the annual financial statements (see note 10).

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:

All properties held to earn market-related rentals or for capital appreciation or both and that are not used for administrative purposes, and that will not be sold within the next 12 months are classified as Investment Properties

A building owned by the municipality (or held by the municipality under a finance lease) and leased out under one or more operating leases

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.

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Accounting Policies

1.10 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. The municipality elected the cost model for Property, plant and equipment.

The cost of an item of property, plant and equipment is recognised as an asset if, and only if

- 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.

Initial recognition and measurement

Property, plant and equipment are initially recognised at cost on its acquisition date. 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 costs 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.

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Accounting Policies

1.10 Property, plant and equipment (continued)

Depreciation

Property, plant and equipment are depreciated on the straightline 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:

Item	Depreciation method	Average useful life
Land	Straight-line	indefinite
Machinery and equipment	Straight-line	1-66
Furniture and office equipment	Straight-line	2-24
Transport assets	Straight-line	4-21
Computer equipment	Straight-line	5-23
Community assets	Straight-line	4-50
Other property, plant and equipment	Straight-line	6-99
Capital restoration asset	Straight-line	5-30
Electrical infrastructure	Straight-line	10-100
Water supply infrastructure	Straight-line	10-100
Solid waste infrastructure	Straight-line	10-50
Roads infrastructure	Straight-line	10-100
Information and communication infrastructure	Straight-line	3-15
Waste water network	Straight-line	10-100
Stormwater infrastructure	Straight-line	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 11).

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Accounting Policies

1.11 Intangible assets

Initial recognition and measurement

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 neasured 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.

If the expected useful life of the asset is different from previous estimates, the amortisation period shall be changed accordingly. If there has been a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the amortisation method shall be changed to reflect the changed pattern. Such changes shall be accounted for as changes in accounting estimates in accordance with GRAP 3.

Subsequent measurement

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.

If the expected useful life of the asset is different from previous estimates, the amortisation period shall be changed accordingly. If there has been a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the amortisation method shall be changed to reflect the changed pattern. Such changes shall be accounted for as changes in accounting estimates in accordance with GRAP 3.

Amortisation is provided to write down the intangible assets, on a straight line basis, to their residual values as follows:

Item	Depreciation method	Average useful life
Internally generated: Capital development	Straight-line	5 - 7 years
Computer software	Straight-line	3 - 30 years
Service operating and land rights	Straight-line	5 - 30 years

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1.11 Intangible assets (continued)

Derecognition

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 shall be included in surplus or deficit when the asset is derecognised.

1.12 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.

Initial recognition and measurement

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.

Reference to impairment paragraphs can be made to note 1.17, 1.18 and 1.19.

Compensation from third parties for heritage assets that have been impaired, lost or given up, shall be included in surplus or deficit when the compensation becomes receivable.

Dererecognition

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).

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.

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1.13 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. Financial instruments are classified into three categories namely, financial instruments at fair value, financial instruments at amortised cost or financial instruments at cost. The municipality determines the classification of its financial instruments at initial recognition.

1.13.1 Classification of financial instruments

Financial assets

A financial asset is any asset that is a cash or contractual right to receive cash. In accordance with GRAP 104 the Financial Assets of the municipality are classified as follows into the three categories allowed by this standard:

Financial asset at amortised cost being a non-derivative financial asset with fixed or determinable payments that are not quoted in an active market. They are included in current assets, except for maturities greater than 12 months, which are classified as non-current assets.

Financial assets measured at fair value being financial assets that meet either of the following conditions:

- Derivatives;
- Combined instruments that are designated at fair value;
- Instruments held for trading;
- Non-derivative financial assets or financial liabilities with fixed or determinable payments that are designated at fair value at initial recognition; or
- Financial instruments that do not meet the definition of financial instruments at amortised cost or financial instruments at cost.

Financial assets measured at cost being investments in residual interests that do not have a quoted market price in an active market, and whose fair value cannot be reliably measured.

The municipality has the following types of financial assets as reflected on the face of the Statement of financial position or in the notes thereto:

Type of financial asset	Classification in terms of GRAP 104
Long-term receivables	Financial assets at amortised cost
Consumer debtors	Financial assets at amortised cost
Other debtors	Financial assets at amortised cost
Short-term investment deposit - Call	Financial assets at amortised cost
Bank balances and cash	Financial assets at amortised cost

Cash includes cash on hand (including petty cash) and cash with banks (including call deposits). Cash equivalents are short-term highly liquid investments, readily convertible into known amounts of cash that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the Cash flow statement, cash and cash equivalents comprise cash on hand, deposits held on call with banks, net of bank overdrafts. The municipality categorises cash and cash equivalents as financial assets at amortised cost.

Financial liabilities

A financial liability is a contractual obligation to deliver cash or another financial asset to another entity.

The following main categories of financial liabilities and the classification determining how they are measured exist:

- Financial liabilities measured at amortised cost; or
- Financial liabilities measured at fair value.

The municipality has the following types of financial liabilities as reflected on the face of the Statement of financial position or in the notes thereto:

Type of financial liability	Classification in terms of GRAP 104
Long-term liabilities	Financial liability at amortised cost
Current portion of long-term liabilities	Financial liability at amortised cost
Other creditors	Financial liability at amortised cost

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1.13 Financial instruments (continued)

1.13.2 Initial and subsequent measurement

Initial recognition and measurement

A financial instruments is recognised, when the municipality becomes a party to the contractual provisions of the instrument, and are initially measured at fair value. In the case of a financial instruments not subsequently measured at fair value, transaction costs that are directly attributable to the acquisition or issue of the financial instruments are added or deducted from the fair value, as appropriate on initial recognition.

Subsequent measurement – Financial assets

Financial assets consist of cash and cash equivalents, deposits, receivables and investments.

Receivables are subsequently measured at amortised cost using the effective interest rate method, less impairment. Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the effective interest rate.

A provision for impairment of receivables is established when there is objective evidence that the municipality will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. Changes in the carrying amount of the provision is recognised in the Statement of financial performance. When a receivable is considered uncollectible, it is written off against the provision. Any gains or losses arising from the change in fair value of investments measured at fair value are recognised in the Statement of financial performance.

Trade and other receivables (excluding Value Added Taxation, prepayments and operating lease receivables), loans to municipal entities and loans that have fixed and determinable payments that are not quoted in an active market are classified as financial assets at amortised cost.

Financial assets measured at fair value are initially measured at fair value plus directly attributable transaction costs. They are subsequently measured at fair value with unrealised gains or losses recognised directly in equity until the investment is derecognised, at which time the cumulative gain or loss recorded in equity is recognised in the Statement of financial performance, or determined to be impaired, at which time the cumulative loss recorded in equity is recognised in the Statement of financial performance.

Subsequent measurement – Financial Liabilities

Financial liabilities consist of payables, interest bearing loans and bank overdrafts. These liabilities are subsequently measured at amortised cost, using the effective interest rate method. Finance costs are expensed in the Statement of financial performance in the period in which they are incurred except where stated otherwise (see accounting policy on borrowing costs).

Bank borrowings, consisting of interest-bearing short-term bank loans, repayable on demand and overdrafts are recorded at the proceeds received. Finance costs are accounted for using the accrual basis and are added to the carrying amount of the bank borrowing to the extent that they are not settled in the period that they arise.

Prepayments are carried at cost less any accumulated impairment losses.

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1.13 Financial instruments (continued)

1.13.3 Derecognition

Financial assets

The municipality derecognises financial assets only when the contractual rights to the cash flows from the asset expires or it transfers the financial assets and substantially all the risks and rewards of ownership of the asset to another entity, except when Council approves the write-off of financial assets due to non-recoverability.

If the municipality neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the municipality recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the municipality retains substantially all the risks and rewards of ownership of a transferred financial assets, the municipality continues to recognise the financial assets and also recognises a collateralised borrowing for the proceeds received.

Financial liabilities

The municipality derecognises financial liabilities when, and only when, the municipality's obligations are discharged, cancelled or they expire.

An exchange between an existing borrower and lender of debt instruments with substantially different terms shall be accounted for as having extinguished the original financial liability, and a new financial liability recognised. Similarly, a substantial modification of the terms of an existing financial liability or a part of it (whether or not attributable to the financial difficulty of the debtor) shall be 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, shall be recognised in surplus or deficit. Any liabilities that are waived, forgiven or assumed by another entity by way of a nonexchange transaction, are accounted for in accordance with GRAP 23.

1.13.4 Fair value measurement considerations

The best evidence of fair value is quoted prices in an active market. If the market for a financial instruments is not active, the municipality establishes fair value using a valuation technique. The chosen valuation technique makes maximum use of market inputs and relies as little as possible on municipality-specific inputs.

1.14 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

Entity as lessee - operating leases

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.

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1.15 Inventory

Initial measurement:

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, then their costs are their fair value as at the date of acquisition.

Inventories shall be recognised 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;
(b) and the cost of the inventories can be measured reliably.

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.

1.16 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

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1.17 Impairment of property, plant and equipment, investment property, intangible assets and heritage assets

The municipality classifies all assets held with the primary objective of generating a commercial return as cash-generating assets. A commercial return means that the return charged by the entity is commensurate with the risk associated with holding the asset and the asset is intended to generate positive cash inflows. All other assets are classified as non-cash-generating assets.

1.18 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.

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1.18 Impairment of cash-generating assets (continued)

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.

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1.18 Impairment of cash-generating assets (continued)

Reversal of impairment loss

The municipality assesses 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.

In assessing whether there is any indication that an asset may be impaired, the municipality will consider, as a minimum, the following indications:

External sources:
(a) During the period, an asset's market value has declined significantly more than would be expected as a result of the passage of time or normal use.
(b) Significant changes with an adverse effect on the entity have taken place during the period, or will take place in the near future, in the technological, market, economic or legal environment in which the entity operates or in the market to which an asset is dedicated.
(c) Market interest rates or other market rates of return on investments have increased during the period, and those increases are likely to affect the discount rate used in calculating an asset's value in use and decrease the asset's recoverable amount materially

Internal sources:
(d) Evidence is available of obsolescence or physical damage of an asset.
(e) Significant changes with an adverse effect on the entity have taken place during the period, or are expected to take place in the near future, in the extent to which, or manner in which, an asset is used or is expected to be used. These changes include the asset becoming idle, plans to discontinue or restructure the operation to which an asset belongs, plans to dispose of an asset before the previously expected date, and reassessing the useful life of an asset as finite rather than indefinite.
(f) A decision to halt the construction of the asset before it is complete or in a usable condition.
(g) Evidence is available from internal reporting that indicates that the economic performance of an asset is, or will be, worse than expected.

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1.19 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.

In assessing whether there is any indication that an asset may be impaired, an entity shall consider, as a minimum, the following indications:

External sources of information
(a) Cessation, or near cessation, of the demand or need for services provided by the asset.
(b) Significant long-term changes with an adverse effect on the entity have taken place during the period or will take place in the near future, in the technological, legal or government policy environment in which the entity operates.

Internal sources of information
(c) Evidence is available of obsolescence or physical damage of an asset.
(d) Significant long-term changes with an adverse effect on the entity have taken place during the period, or are expected to take place in the near future, in the extent to which, or manner in which, an asset is used or is expected to be used. These changes include the asset becoming idle, plans to discontinue or restructure the operation to which an asset belongs, plans to dispose of an asset before the previously expected date and reassessing the useful life of an asset as finite rather than indefinite.
(e) A decision to halt the construction of the asset before it is complete or in a usable condition.
(f) Evidence is available from internal reporting that indicates that the service performance of an asset is, or will be, significantly worse than expected.

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 overdesigned or overcapacity asset. Overdesigned 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.

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1.19 Impairment of non-cash-generating assets (continued)

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.

1.20 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.

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1.20 Employee benefits (continued)

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.

The costs of all short-term employee benefits such as leave pay, are recognised during the period in which the employee renders the related service.

Liabilities for staff bonuses are recognised as they accrue to employees. The liability at year-end is based on the bonus accrued at year-end for each employee.

A provision, in respect of the liability relating to the anticipated costs of performance bonuses payable to Section 57 employees, is recognised as it accrues to Section 57 employees. Municipal entities' performance bonus provisions are based on the employment contract stipulations as well as previous performance bonus payment trends.

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.

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1.20 Employee benefits (continued)

Post-employment benefits: Defined contribution plans

A defined contribution plan is a plan under which the municipality pays fixed contributions into a separate entity. The municipality has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employees the benefits relating to service in the current or prior periods.

When an employee has rendered service to the entity during a reporting period, the entity recognises 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, an entity recognises 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.

Post-employment benefits: Defined benefit plans

Defined benefit plans are post-employment benefit plans other than defined contribution plans. In this aspect defined contribution plans can be considered as the pension fund.

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 entity recognises 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 or similar distributions 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 entity account not only for its legal obligation under the formal terms of a defined benefit plan, but also for any constructive obligation that arises from the entity's informal practices. Informal practices give rise to a constructive obligation where the entity has no realistic alternative but to pay employee benefits. An example of a constructive obligation is where a change in the entity's informal practices would cause unacceptable damage to its relationship with employees.

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 entity measures 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

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1.20 Employee benefits (continued)

The entity determines 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 audited annual financial statements do not differ materially from the amounts that would be determined at the reporting date.

The entity 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 entity 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, a entity 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, a entity shall attribute 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 entity 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 entity re-measure 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 entity offsets an asset relating to one plan against a liability relating to another plan when the entity 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.

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1.20 Employee benefits (continued)

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 benefit

The municipality provides post-retirement health care benefits, housing subsidies and gratuities upon retirement to some retirees.

Long term service awards is payable after 10 years of continuous service and after every 5 years thereafter to employees. Additional to this employees 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.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions are recognised in the Statement of financial performance in the period that it occurs.Interestcost on employee benefit obligation is recognised as part of employee related cost.

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.

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1.20 Employee benefits (continued)

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.

1.21 Provisions

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.

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1.21 Provisions (continued)

Environmental rehabilitation provisions

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 it 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 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 be fully recoverable. If there is such an indication, the municipality tests the asset for the 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 is recognised in surplus or deficit as they occur.

1.22 Contingent assets and contingent liabilities

Contingent liabilities represent a possible obligation that arises from past events and whose existence will be confirmed only by an occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the municipality.

A contingent liability can also arise as a result of a present obligation that arises from past events but which is not recognised as a liability either because it is not probable that an outflow of resources embodying economic benefits will be required to settle the obligation or the amount of the obligation cannot be measured with sufficient reliability.

Contingent assets represent possible assets that arise from past events and whose existence will be confirmed only by an occurrence or non-occurrence of one or more uncertain future events not wholly within the control of the municipality.

Contingent assets and contingent liabilities are not recognised. Contingencies are disclosed in the notes to the municipality.

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1.23 Revenue

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

Recognition and measurement

Revenue is measured at the fair value of the consideration received or receivable, net of trade discounts and volume rebates.

1.23.1 Revenue from exchange transactions

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.

The municipality accounts for availability charges as an exchange transaction.

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction shall be 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:
(a) the amount of revenue can be measured reliably;
(b) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity
(c) the stage of completion of the transaction at the reporting date can be measured reliably; and
(d) the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

interest is levied on outstanding debtors using the effective interest rate method.

Rentals on facilities and equipment are recognised on the straight-line basis over the term of the lease agreement

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.

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1.23 Revenue (continued)

The costs incurred or to be incurred in respect of the transaction can be measure reliably.

Interest earned and rentals received

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.

Traffic charges

Revenue arising from the application of the approved tariff of charges is recognised when the relevant service is rendered by applying the relevant authorised tariff. This includes the issuing of licences and permits.

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.

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; and
- the costs incurred or to be incurred in respect of the transaction can be measured reliably.

Revenue recognition of unclaimed deposits

Unclaimed deposits older than three (3) years are recognised as revenue.

1.23.2 Revenue from non-exchange transactions

Rates and taxes

Other than services in-kind not recognised in terms of paragraph .99, an inflow of resources from a non-exchange transaction that meets the definition of an asset shall be recognised as an asset when, and only when:
(a) it is probable that the future economic benefits or service
potential associated with the asset will flow to the entity; and
(b) the fair value of the asset can be measured reliably.

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.

Rebates and discounts are offset against the revenue. As per iGRAP 1, there is no intention to collect this revenue

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1.23 Revenue (continued)

Fines

Fines constitute both spot fines and camera fines. Fines are recognised when the receivable meets the definition of an asset and satisfies the criteria for recognition as an asset. It is measured at the best estimate, based on past experience, of the amount of revenue the municipality is entitled to collect.

Subsequent to initial recognition and measurement, the municipality assess the collectability of the revenue and recognises a separate impairment loss where appropriate.

Donations and contributions

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. Where the agreement contains a stipulation to return the asset, other future economic benefits or service potential, in the event of non-compliance to these stipulations and would be enforced by the transferor, a liability is recognised to the extent that the criteria, conditions or obligations have not been met. Where such requirements are not enforceable, or where past experience has indicated that the transferor has never enforced the requirement to return the transferred asset, other future economic benefits or service potential when breaches have occurred, the stipulation will be considered a restriction and is recognised as revenue.

Transfers and subsidies

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.

Unconditional grants

Equitable share allocations are recognised in revenue at the start of the financial year.

Conditional grants

Conditional grants recognised as revenue to the extent that the municipality has complied with any of the criteria, conditions or obligations embodied in the agreement. Where the agreement contains a stipulation to return the asset, other future economic benefits or service potential, in the event of non-compliance to these stipulations and would be enforced by the transferor, a liability is recognised to the extent that the criteria, conditions or obligations have not been met. Where such requirements are not enforceable, or where past experience has indicated that the transferor has never enforced the requirement to return the transferred asset, other future economic benefits or service potential when breaches have occurred, the stipulation will be considered a restriction and is recognised as revenue.

Interest earned on grants received and invested is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor and if it is the municipality's interest it is recognised as interest earned in the Statement of financial performance.

Interest earned on unspent grants and receipts

Interest earned on unspent grants and receipts is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor and if it is the municipality’s interest it is recognised as interest earned in the Statement of financial performance in accordance with GRAP 9.

Services received 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.

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Accounting Policies

1.24 Statutory receivables

1.24.1 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 a statutory receivable means the amount specified in, or calculated, levied or charged in accordance with, legislation, supporting regulations, or similar means.

In estimating the future cash flows, an entity 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, an entity 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.

1.24.2 Recognition

The municipality recognises statutory receivables as follows:

- if the transaction is an exchange transaction, using the policy on Revenue from exchange transactions;
- if the transaction is a non-exchange transaction, using the policy on Revenue from non-exchange transactions (Taxes and transfers); or
- if the transaction is not within the scope of the 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 entity and the transaction amount can be measured reliably.

1.24.3 Measurement

The municipality initially measures statutory receivables at their transaction amount.

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.

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).

1.24.4 Impairment

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:

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1.24 Statutory receivables (continued)

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.

1.24.5 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 control of the statutory receivable and substantially all the risks and rewards of ownership of the asset to another entity; 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 entity:
  - derecognise the receivable; and
  - recognise 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 entity 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.

1.25 Principal-agent arrangements

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).

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1.25 Principal-agent arrangements (continued)

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.

1.26 Borrowing costs

Borrowing costs are interest and other expenses incurred by an municipality in connection with the borrowing of funds.

Borrowing costs are recognised as an expense in the Statement of financial performance in the period in which they are incurred.

Borrowing costs directly attributable to the acquisition, construction or production of a qualifying asset are capitalised to the cost of the asset. All other borrowing costs are recognised as an expense in the period in which it is incurred. The capitalisation rate used to determine the amount of borrowing costs eligible for capitalisation is disclosed in the notes below.

1.27 Comparative of actual information to budgeted information

Where necessary, comparative figures have been reclassified to conform to changes in presentation in the current year. Refer to note 61 for detail.

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1.28 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.

1.29 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.

1.30 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.

1.31 Related parties and related party transactions

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).

An entity is related to the Municipality if any of the following conditions apply:
- the entity is a member of the same economic entity (which means that each controlling entity, controlled entity and fellow controlled entity is related to the others).
- one entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of an economic entity of which the other entity is a member).
- both entities are joint ventures of the same third party.
- one entity is a joint venture of a third entity, and the other entity is an associate of the third entity.
- the entity is a post-employment benefit plan for the benefit of employees of either the Municipality or an entity related to the Municipality. If the reporting entity is itself such a plan, the sponsoring employers are related to the entity.
- the entity is controlled or jointly controlled by a person identified in (a).
- a person identified in (a) has significant influence over that entity or is a member of the management of that entity (or its controlling entity).

A person is considered to be a close member of the family of another person if they:
- are married or live together in a relationship similar to a marriage or are separated by no more than two degrees of natural or legal consanguinity or affinity.

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1.31 Related parties and related party transactions (continued)

Management (formerly known as “Key Management”) includes all persons having the authority and responsibility for planning, directing and controlling the activities of the Municipality, including:
- all members of the governing body of the Municipality;
- a member of the governing body of an economic entity who has the authority and responsibility for planning, directing and controlling the activities of the Municipality;
- any key advisors of a member, or sub-committees, of the governing body who has the authority and responsibility for planning, directing and controlling the activities of the Municipality; and
- the senior management team of the Municipality, including the chief executive officer or permanent head of the Municipality, unless already included in (a).

Management personnel include:
- All directors or members of the governing body of the Municipality, being the Executive Mayor, Deputy Mayor, Speaker and members of the Mayoral Committee. Other persons having the authority and responsibility for planning, directing and controlling the activities of the reporting Municipality being the Municipal Manager, Chief Financial Officer, and all other managers reporting directly to the Municipal Manager or as designated by the Municipal Manager.

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 favourable 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.

1.32 Change 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 periodspecific 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 periodspecific 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.

1.33 Commitments

Items are classified as commitments when an entity has committed itself to future transactions that will normally result in the outflow of cash.

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1.33 Commitments (continued)

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.

1.34 Value Added Tax

The municipality accounts for Value Added Tax on the cash (receipt) basis.

1.35 Budget information

The approved budget is prepared on a accrual basis and presented by economic classification linked to performance outcome objectives.

The approved budget covers the fiscal period from 2022/07/01 to 2023/06/30.

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.

Material variances are determined in accordance with the municiapalities materiality framework. These material didfferences will be explained in the financial statements under note for budget differences referenced to the statement of budget comparison.

1.36 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.

1.37 Presentation currency

These annual financial statements are presented in South African Rand, which is the functional currency of the municipality.

1.38 Contruction 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 subcontractors. The term “contractor” thus includes a general or prime contractor, a subcontractor to a general contractor, or a construction manager.

1.39 Segment information

A segment is an activity of an entity:

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1.39 Segment information (continued)

- 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.

Segmental information was based and identified on the MFMA S71 monthly budget statement/reports that are reviewed by senior management and council to make strategic decisions and in monitoring segment performance. The disclosure of information about segments in these reports is organised around the type of service delivered, in a standardised format, namely the C2 schedule.

The municipality manages its assets and liability as a whole and is not reviewed on a segregated basis for each town. Segment reporting per geographical area is not deemed relevant.

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.

1.40 Offsetting

Financial assets and liabilities are offset and the net amount reported on the Statement of financial position only when there is a legally enforceable right to set off the recognised amount, and there is an intention to settle on a net basis, or to realise the asset and settle the liability simultaneously.

1.41 Current year comparatives

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are also reclassified and restated, unless such comparative reclassification and / or restatement is not required by a Standard of GRAP. The nature and reason for such reclassifications and restatements are also disclosed.

Where material accounting errors, which relate to prior periods, have been identified in the current year, the correction is made retrospectively as far as is practicable and the prior year comparatives are restated accordingly. Where there has been a change in accounting policy in the current year, the adjustment is made retrospectively as far as is practicable and the prior year comparatives are restated accordingly.

The presentation and classification of items in the current year is consistent with prior periods.

1.42 Cash and cash equivalents

Cash includes cash on hand (including petty cash) and cash with banks (including call deposits). Cash equivalents are short-term highly liquid investments, readily convertible into known amounts of cash and are subject to an insignificant risk of change in value. Cash and cash equivalents are carried at amortised cost. Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdraft are expensed as incurred. Amounts owing in respect of bank overdrafts are carried at amortised cost.

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Accounting Policies

1.42 Cash and cash equivalents (continued)

For the purposes of the cash flow statement, cash and cash equivalents comprise cash on hand, deposits held on call with banks, net of bank overdrafts.

1.43 Housing arrangements

The Accounting Standards Board issued the guideline on Accounting for Arrangements Undertaken in terms of the National Housing Programme.

Where the municipality acts as a project manager in a housing arrangement, it is regarded as an agent in terms of the principles of GRAP 109 - Accounting by Principals and Agents.

Where the municipality is regarded as an agent, costs related to the construction of top structures and the related recovery thereof (revenue) is not be recognised in the Statement of financial performance of the municipality.

Where the municipality is identified as a project developer, the construction of the houses is performed by the municipality or by the appointment of a sub-contractor to undertake the construction on the municipality's behalf. The municipality applies the GRAP 11, Construction Contracts to account for these construction activities.

Where the municipality is regarded as the project developer and if the outcome of the construction contract can be estimated reliably, then contract revenue is recognised in profit or loss in proportion to the stage of completion of the contract. The stage of completion is assessed with reference to surveys of work performed. Otherwise, contract revenue is recognised only to the extent of contract costs incurred that are likely to be recoverable. Contract revenue will be in the form of a grant from the Department of Human settlements and presented and disclosed under transfers and subsidies in the Statement of financial performance.

Contract costs are recognised as an expense in the period in which they are incurred. When it is probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

Contract revenue shall comprise: (a) the initial amount of revenue agreed in the contract; and (b) variations in contract work, claims and incentive payments to the extent that: (i) it is probable that they will result in revenue; and (ii) they are capable of being reliably measured.

Contract costs shall comprise: (a) costs that relate directly to the specific contract; (b) costs that are attributable to contract activity in general and can be allocated to the contract on a systematic and rational basis; and (c) such other costs as are specifically chargeable to the customer under the terms of the contract.

An expected deficit on a construction contract to which paragraph .49 applies shall be recognised as an expense immediately in accordance with paragraph .49.

1.44 Grants-in-aid

The municipality transfers money to individuals, organizations and other sectors of government from time to time. When making these transfers, the municipality does not:

- Receive any goods or services directly in return, as would be expected in a purchase or sale transaction;
- Expect to be repaid in future; or
- Expect a financial return, as would be expected from an investment.

These transfers are recognised in the annual financial statements as expenses in the period that the events giving rise to the transfer occurred.

1.45 Consumer deposits

The municipality recognises consumer deposits as a current liability when the municipality becomes a party to the contract i.e. when the deposit is made. The consumer deposit is recognised as a liability as the municipality has an obligation to pay the money back to the consumer once the consumer account is closed. As the timing of when a consumer will close their account is unknown, the consumer deposits are classified as a current liability.

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1.46 Unspent conditional grants

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 where the obligations have not been met, a liability is recognised.

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	2023 R	2022 R

2. New standards and interpretations

2.1 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 2023 or later periods:

Standard/ Interpretation:	Effective date: Years beginning on or after	Expected impact:
• Guideline: Guideline on Accounting for Landfill Sites	No effective date determined	Unlikely there will be a material impact
• GRAP 25 (as revised): Employee Benefits	No effective date determined	Unlikely there will be a material impact
• iGRAP 7 (as revised): Limit on defined benefit asset, minimum funding requirements and their interaction	No effective date determined	Unlikely there will be a material impact
• Guideline: Guideline on the Application of Materiality to Financial Statements	No effective date determined	Unlikely there will be a material impact
• GRAP 104 (as revised): Financial Instruments	No effective date determined	Unlikely there will be a material impact

3. Cash and cash equivalents

3.1 Cash and cash equivalents

Cash and cash equivalents consist of the following:

Call deposits and investments		
Deposit taking institutions (Call account)	97 732 060	41 771 848
Cash at bank		
Bank account	150 787 174	96 091 642
Cash on hand	14 719	14 220
Total cash and cash equivalents	**248 533 953**	**137 877 710**
The municipality had the following current accounts:		
FNB - Primary (62869253684)	140 578 930	94 086 615
FNB - Lamotte Trust (62869255169)	3 291 277	2 591 239
FNB - Charitable (62869253733)	74 216	136 678
FNB - Longlands (63010520062)	2 056 639	-
	146 001 062	**96 814 532**
Reconciling the bank accounts to the cash book		
Bank statement balance at end of the year	140 578 930	94 086 615
Net movement/reconciling items	4 786 112	(4 066 485)
Cash book balance at the end of the year	**145 365 042**	**90 020 130**

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	2023 R	2022 R
4. Short term investments		
Short term investments	331 767 247	305 522 446
Nedbank Investments		
Opening balance	183 783 985	162 000 471
Deposits	200 000 000	179 061 482
Interest accrued	13 160 966	7 413 957
Withdrawals	(187 676 925)	(164 691 923)
	209 268 026	**183 783 987**
Standard Bank Investments		
Opening balance	81 126 949	60 433 150
Deposits	210 000 000	80 938 518
Interest Accrued	9 194 172	6 639 615
Withdrawals	(300 321 121)	(66 884 331)
	-	**81 126 952**
ABSA Investments		
Opening balance	40 611 507	-
Deposits	270 000 000	40 000 000
Withdrawals	(196 623 836)	-
Interest Accrued	8 511 548	611 507
	122 499 219	**40 611 507**

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		2023 R	2022 R
5. Receivables from exchange transactions			
Consumer receivables from exchange transactions	5.1		
Electricity		153 776 401	108 881 514
Waste management		8 386 476	7 580 904
Waste water management		8 361 990	8 133 394
Water		44 517 033	42 986 897
Service charges		1 940 655	1 582 321
		216 982 555	**169 165 030**
Other consumer receivables from exchange transactions	5.2		
Property rental debtors		647 188	728 555
Total receivables from exchange transactions		**217 629 743**	**169 893 585**

The amount disclosed in this note is net of impairment. Refer to note 5.1 & 5.2 for the amount before the provision (gross) and the actual value of the provision.

Stellenbosch Municipality incorrectly billed a debtor for electricty provided and requested payment of the outstanding amount of R45 276 728. The debtor has now declared a dispute and indicated that they are only liable for payment of up to 6 months and not 3 years as the Municipality alleged. The disputed amount only relates to electricity and has been included as part of the electricity gross balance.

5.1 Consumer receivables

The average credit period for consumer receivables is 30 days. No interest is charged on trade receivables for the first 30 days from the date of the invoice. Thereafter interest is charged at the prime rate per annum on the outstanding balance. The municipality strictly enforces its approved credit control policy to ensure the recovery of consumer receivables.

The management of the municipality is of the opinion that the carrying value of consumer receivables approximate their fair values.

The fair value of consumer receivables was determined after considering the standard terms and conditions of agreements entered into between the municipality and consumer receivables as well as the current payment ratio's of the municipality's consumer receivables.

Controlling entity

	2023			2022		
	Gross	Impairment	Total	Gross	Impairment	Total
Consumer receivables from exchange transactions						
Electricity	167 445 130	(13 668 729)	153 776 401	123 618 935	(14 737 421)	108 881 514
Waste management	47 653 550	(39 267 074)	8 386 476	36 940 022	(29 359 118)	7 580 904
Waste water management	39 166 733	(30 804 743)	8 361 990	32 279 437	(24 146 043)	8 133 394
Water	156 427 621	(111 910 588)	44 517 033	139 361 334	(96 374 437)	42 986 897
Service charges	14 328 610	(12 387 955)	1 940 655	12 794 236	(11 211 915)	1 582 321
Total consumer receivables from exchange transactions	**425 021 644**	**(208 039 089)**	**216 982 555**	**344 993 964**	**(175 828 934)**	**169 165 030**

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5. Receivables from exchange transactions (continued)

5.1.1 Ageing of consumer receivables

2023

		Not due	Past due				
	Total	Current (0-30 days)	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables from exchange transactions							
Total by debt type							
Electricity	167 445 130	112 898 755	402 841	322 645	276 106	42 950 590	10 594 193
Waste management	47 653 550	6 565 621	909 712	829 378	842 814	7 545 965	30 960 060
Waste water management	39 166 733	8 450 127	634 612	591 810	581 043	4 878 344	24 030 797
Water	156 427 621	33 932 918	2 685 373	2 899 798	3 297 217	15 548 336	98 063 979
Service charges	14 328 610	1 117 784	293 812	161 997	169 090	1 651 860	10 934 067
Total by debt type	**425 021 644**	**162 965 205**	**4 926 350**	**4 805 628**	**5 166 270**	**72 575 095**	**174 583 096**

2022

		Not due	Past due				
	Total	Current (0-30 days)	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables from exchange transactions							
Total by debt type							
Electricity	123 618 935	107 748 522	659 891	453 287	338 488	2 798 640	11 620 107
Waste management	36 940 022	6 631 198	806 034	658 205	575 212	4 261 991	24 007 382
Waste water management	32 279 437	7 397 227	595 674	499 521	411 083	3 125 904	20 250 028
Water	139 361 334	40 145 591	3 101 438	2 684 633	2 373 921	13 409 500	77 646 251
Service charges	12 794 236	1 177 046	194 392	252 773	226 778	1 332 251	9 610 996
Total by debt type	**344 993 964**	**163 099 584**	**5 357 429**	**4 548 419**	**3 925 482**	**24 928 286**	**143 134 764**

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	2023 R	2022 R

5. Receivables from exchange transactions (continued)

5.1.2 Consumer debt past due not impaired

2023

	Total	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables from exchange transactions						
Electricity	42 596 126	167 806	114 382	100 460	41 614 869	598 609
Waste management	2 305 092	138 864	100 678	85 806	497 097	1 482 647
Waste water management	1 751 004	96 168	71 042	55 132	334 974	1 193 688
Water	11 748 805	436 972	404 096	332 473	1 220 927	9 354 337
Service charges	396 004	47 391	15 686	12 824	89 775	230 328
Total consumer receivables	**58 797 031**	**887 201**	**705 884**	**586 695**	**43 757 642**	**12 859 609**

2022

	Total	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables from exchange transactions						
Electricity	923 357	259 272	143 054	101 332	299 065	120 634
Waste management	864 334	171 560	127 226	72 121	214 828	278 599
Waste water management	717 677	138 044	110 113	53 936	154 594	260 990
Water	2 765 663	483 449	400 052	242 384	759 529	880 249
Service charges	348 388	45 742	36 432	32 846	151 306	82 062
Total consumer receivables	**5 619 419**	**1 098 067**	**816 877**	**502 619**	**1 579 322**	**1 622 534**

The Council regards receivables from exchange transactions to be due for outstanding amounts more than 30 days to be past due.

The water and electricity accrual is in respect of consumption between the last meter reading date and the reporting date, an accrual is made based on the average monthly consumption of consumers. The estimate of the consumption are being recorded as revenue without being invoiced.

5.2 Other receivables from exchange transactions

	2023			2022		
	Gross	Impairment	Total	Gross	Impairment	Total
Property rental debtors	31 363 488	(30 716 300)	647 188	29 191 965	(28 463 410)	728 555

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5. Receivables from exchange transactions (continued)

5.2.1 Ageing of other receivables from exchange transactions

2023

		Not due	Past due				
	Total	Current (0 - 30 days)	31 - 60 days	61 - 90 days	91 - 120 days	120 - 365 days	365+ days
Property rental debtors	31 363 488	537 829	200 891	620 592	342 711	1 538 555	28 122 910

2022

		Not due	Past due				
	Total	Current (0 - 30 days)	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Property rental debtors	29 191 965	983 999	214 238	352 169	165 527	1 111 659	26 364 373

5.2.2 Other receivables from exchange transactions past due not impaired

2023

		Past due				
	Total	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Property rental debtors	308 358	12 717	117 523	13 791	79 166	85 161

2022

		Past due				
	Total	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Property rental debtors	261 644	36 051	88 450	20 761	47 011	69 371

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	2023 R	2022 R

5. Receivables from exchange transactions (continued)

The impairment provision calculation is calculated by assessing each indivudual debtor and assessing the probability of future payment using a formula considering historical trends in relation to the individual debtors payment history.

Reconciliation of allowance for impairment

Balance at the beginning of the year	(204 292 344)	(167 113 151)
Contributions to the allowance	(34 463 045)	(37 179 193)
	(238 755 389)	**(204 292 344)**

Government debt as at 30 June 2022	Rates	Services	Interest	Sundry	Total
Nat. dept of Public Works	135 040	919 892	6 145	15 418	1 076 495
Prov. dept of Transport and Public Works	117 379	25 485	8 757	11 250	162 871
Western Cape Education department	906	1 619 815	1 281	128	1 622 130
Department of Health	-	532 340	242	204	532 786
Dept of local government and housing	8 163	21 836	2 932	3 277	36 208
Other government departments	236	168 359	84	1 016	169 695
	261 724	**3 287 727**	**19 441**	**31 293**	**3 600 185**

Government debt as at 30 June 2023	Rates	Services	Interest	Sundry	Total
Nat. dept of Public Works	505 359	2 371 551	75 405	14 535	2 966 850
Prov. dept of Transport and Public Works	161 211	101 463	22 662	14 907	300 243
Western Cape Education department	962	1 630 167	1 439	177	1 632 745
Department of Health	-	439 026	-	-	439 026
Dept of local government and housing	5 921	96 932	8 028	3 825	114 706
Other government departments	536	2 330	93	1 175	4 134
	673 989	**4 641 469**	**107 627**	**34 619**	**5 457 704**

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		2023 R	2022 R
6. Receivables from non-exchange transactions			
Consumer receivables	6.1		
Property rates		26 914 714	17 745 120
Other receivables			
Accrued income		10 460 788	18 645 756
Fines		31 239 755	30 785 166
		41 700 543	**49 430 922**
Total receivables		**68 615 257**	**67 176 042**

6.1 Receivables from non-exchange transactions

	2023			2022		
	Gross	Impairment	Total	Gross	Impairment	Total
Consumer receivables						
Property rates	56 526 392	(29 611 678)	26 914 714	49 872 415	(32 127 295)	17 745 120
Other receivables						
Accrued income	10 460 788	-	10 460 788	18 645 756	-	18 645 756
Fines	227 276 286	(196 036 531)	31 239 755	186 301 512	(155 516 346)	30 785 166
	237 737 074	**(196 036 531)**	**41 700 543**	**204 947 268**	**(155 516 346)**	**49 430 922**
Total	**294 263 466**	**(225 648 209)**	**68 615 257**	**254 819 683**	**(187 643 641)**	**67 176 042**

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Notes to the Annual Financial Statements

6. Receivables from non-exchange transactions (continued)

6.1.1 Ageing of receivables from non-exchange transactions

2023

		Not due	Past due				
	Total	Current (0-30 days)	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables							
Property rates	56 526 392	23 623 391	990 992	1 056 224	767 734	7 219 197	22 868 854
Other receivables							
Accrued income	10 460 788	3 364 603	-	-	-	-	7 096 185
Fines	227 276 286	88 445 568	8 746 531	9 784 651	7 254 698	41 515 430	71 529 408
	237 737 074	**91 810 171**	**8 746 531**	**9 784 651**	**7 254 698**	**41 515 430**	**78 625 593**
	294 263 466	**115 433 562**	**9 737 523**	**10 840 875**	**8 022 432**	**48 734 627**	**101 494 447**

2022

		Not due	Past due				
	Total	Current (0-30 days)	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables							
Property rates	49 872 415	20 164 932	913 466	773 029	616 688	6 230 126	21 174 174
Other receivables							
Accrued income	18 645 756	13 361 240	-	-	-	-	5 284 516
Fines	186 301 512	28 255 472	10 048 047	11 206 219	7 544 529	40 192 188	89 055 057
	204 947 268	**41 616 712**	**10 048 047**	**11 206 219**	**7 544 529**	**40 192 188**	**94 339 573**
	254 819 683	**61 781 644**	**10 961 513**	**11 979 248**	**8 161 217**	**46 422 314**	**115 513 747**

No debtors were pledged as security.

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	2023 R	2022 R
6. Receivables from non-exchange transactions (continued)		
Statutory receivables included in receivables from non-exchange transactions above are as follows:		
Property rates	22 431 818	17 745 120
Fines	31 239 755	30 785 166
	53 671 573	**48 530 286**
Financial asset receivables included in receivables from non-exchange transactions above		
Acrrued Income	10 460 788	18 645 756
Reconciliation of allowance for impairment		
Balance at beginning of the year	(187 643 641)	(173 186 777)
Contributions to allowance	(42 487 464)	(14 456 864)
	(230 131 105)	**(187 643 641)**

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	2023 R	2022 R

6. Receivables from non-exchange transactions (continued)

6.1.2 Ageing of impaired receivables from non-exchange transactions past due not impaired

2023

		Past due				
	Total	31-60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables						
Property rates	3 240 924	340 214	282 168	203 989	1 250 253	1 164 300
Other receivables						
Fines	115 566 990	9 874 613	6 598 643	6 453 124	31 654 993	60 985 617
	118 807 914	**10 214 827**	**6 880 811**	**6 657 113**	**32 905 246**	**62 149 917**

2022

		Past due				
	Total	31 - 60 days	61 - 90 days	91 - 120 days	121- 365 days	365+ days
Consumer receivables						
Property rates	1 911 656	373 269	259 228	170 442	573 671	535 046
Other receivables						
Fines	94 827 622	6 028 828	6 723 731	4 526 717	24 115 312	53 433 034
	96 739 278	**6 402 097**	**6 982 959**	**4 697 159**	**24 688 983**	**53 968 080**

Statutory receivables general information

Transaction(s) arising from statute

Property rates related transactions arise in terms of the Municpal Property Rates Act, 6 of 2004, Municipal Finance Management Act, 56 of 2003, as well as the Property Rates Policy of the municipality approved by Council as part of the Budget Process.

Traffic fines arise from the National Road Traffic Act 93 of 1996, National Road Traffic Regulations 2000, National Land Transport Act 5 of 2009 and Criminal Procedure Act 51 of 1971. Prosecutor performs prosecutorial functions in terms of a general delegation awarded by the National Prosecuting Authority and is subject to the control of the Control Prosecutor at the Magistrate's Court in Stellenbosch.

VAT transactions arise from the Value Added Tax Act 89 of 1991. VAT is an indirect tax on the consumption of goods and services in the economy. VAT is levied on all goods and services subject to certain exemptions, exceptions, deductions and adjustments provided for in the Value Added Tax Act 89 of 1991.

Determination of transaction amount

Property rates transaction amounts are determined in line with the Annual Tariff List of the municipality approved by Council as part of the Budget Process in terms of the Municipal Finance Management Act, 56 of 2003.

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.

VAT transactions amounts are determined in line with the Value Added Tax Act 89 of 1991. VAT increased from 14% to 15% from 1 April 2018.

Interest or other charges levied/charged

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Notes to the Annual Financial Statements

	2023 R	2022 R

6. Receivables from non-exchange transactions (continued)

Interest or other charges levied on Property rates balances are in line with the Annual Tariff List of the municipality approved by
Council as part of the Budget Process in terms of the Municipal Finance Management Act, 56 of 2003. "Interest" means a charge levied, on all arear accounts calculated at an interest rate which is one percent higher than the prime interest rate.

Traffic fines: Additional charges includes contempt of court fees / warrant of arrest fee determined in terms of the Criminal Procedure Act.

The rates and interest charges are determined by the Value Added Tax Act 89 of 1991.

Basis used to assess and test whether a statutory receivable is impaired

The basis used to assess Property Rates receivables is to look at the extent to which debtors on an individual basis defaulted on payments already due and an assessment of their ability to make payments based on their historical collection trend.

The basis used to assess Traffic fine receivables is to look at the extent to which debtors per group of fines (Municipal fines, Provincial fines) defaulted on payments already due and an assessment of their ability to make payments based on their historical collection trend.

No impairment on VAT Receivable, balance expected to be fully recoverable

Discount rate applied to the estimated future cash flows

Interest is calculated using the nominal interest rate as stipulated in the municipal by-laws (Prime plus 1%). This rate is also considered an appropriate discount rate.

Main events and circumstances that led to the recognition or reversal of impairment losses on statutory receivables

Significant impairment losses recognised or reversed

Traffic Fines: Impairment Recognised: Annually the outstanding receivables are assessed in terms of the value of fines issued in comparison to the receipts generated from such fines. The remaining balance is considered recoverable based on this payment percentage.

7. Inventories

Consumables	390 563	799 798
Materials and supplies	9 830 691	2 918 628
Water	2 562 783	1 889 813
Housing stock	9 100 000	9 275 000
Land	14 146 828	14 146 828
Total Inventories	**36 030 865**	**29 030 067**

R 64 172 062 (2022: R 44 620 431) of total inventory was recognised as an expense in the current year.

The amount of write-down of inventories recognised as an expense and a reduction in inventory carrying value is
R 389 807 (2022: R 115 859). The circumstances relating to the write down is as a result of stock adjustments and shortages on general stock items as reported and approved accordingly.

No inventories were pledged as securities.

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Notes to the Annual Financial Statements

	2023 R	2022 R
8. Other receivables from exchange transactions		
Deposits	1 895 810	1 776 546
Goods received/Invoice received	441 213	-
Other receivable	4 065 462	3 572 756
Licensing and registration	3 290 273	3 022 422
Special rating area	470 538	503 304
Prepayments and advances	30 583 331	17 384 728
Total	**40 746 627**	**26 259 756**
9. VAT Control		
VAT Receivable/(Payable)	12 014 194	18 651 433

The municipality is registered for VAT on the payment/ cash basis.

VAT meets the definition of a statutory receivable as per the accounting policy. For statutory receivable information regarding VAT refer to note 6.

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		2023 R	2022 R
10. Investment property			
10.1 Reconciliation of carrying value			
Opening carrying value			
Cost		438 586 232	438 586 232
Accumulated depreciation and impairment losses		(13 086 177)	(12 834 293)
		425 500 055	**425 751 939**
Depreciation	38	(423 567)	(251 884)
Closing carrying value		**425 076 488**	**425 500 055**
Cost		438 586 232	438 586 232
Accumulated depreciation and impairment losses		(13 509 744)	(13 086 177)
		425 076 488	**425 500 055**

A register containing the information required by section 63 of the Municipal Finance Management Act is available for inspection at the registered office of the municipality.

There were no restrictions placed on any investment properties.

Maintenance of investment property

There were no repairs and maintenance expensed on rental properties. This is mainly due to the fact that rental agreements as entered into with the lessee states maintenance of these properties will be for the lessee's expense.

Amounts recognised in surplus or deficit

Rental revenue from Investment property	12 373 336	12 172 870

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Notes to the Annual Financial Statements

11. Property, plant and equipment

11.1 Summary

	2023			2022		
	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Land	488 622 998	(27 052 477)	461 570 521	488 622 998	(27 052 477)	461 570 521
Transport Assets	177 457 549	(84 643 772)	92 813 777	177 804 358	(77 003 630)	100 800 728
Electrical Infrastructure	1 492 698 720	(498 647 037)	994 051 683	1 445 743 911	(453 699 182)	992 044 729
Water Supply Infrastructure	1 938 401 583	(530 076 192)	1 408 325 391	1 861 997 700	(472 713 615)	1 389 284 085
Sanitation Infrastructure	1 319 793 887	(269 222 031)	1 050 571 856	1 283 712 546	(232 294 932)	1 051 417 614
Solid Waste Infrastructure	74 439 429	(16 755 590)	57 683 839	66 824 336	(14 629 744)	52 194 592
Other Infrastructure	33 804 325	(18 754)	33 785 571	27 553 251	-	27 553 251
Machinery and Equipment	75 347 766	(53 250 321)	22 097 445	76 955 727	(50 011 802)	26 943 925
Furniture and Office Equipment	55 318 049	(39 861 574)	15 456 475	51 203 564	(32 537 843)	18 665 721
Computer Equipment	79 515 792	(50 866 718)	28 649 074	69 427 051	(40 319 517)	29 107 534
Information and Communication Infrastructure	4 710 254	(3 581 367)	1 128 887	4 504 233	(3 090 765)	1 413 468
Capital Restoration Asset	-	-	-	35 090 800	(27 633 546)	7 457 254
Roads Infrastructure	1 385 786 510	(528 252 455)	857 534 055	1 315 899 047	(480 095 818)	835 803 229
Storm water Infrastructure	83 900 854	(48 712 073)	35 188 781	83 610 258	(47 628 015)	35 982 243
Community Assets	174 973 936	(34 619 182)	140 354 754	157 781 452	(25 965 929)	131 815 523
Other Assets	**546 752 348**	**(111 880 971)**	**434 871 377**	**513 153 957**	**(101 065 773)**	**412 088 184**
- Operational Building	358 526 214	(76 916 366)	281 609 848	337 311 590	(66 126 414)	271 185 176
- Housing Selling Schemes	188 226 134	(34 964 605)	153 261 529	175 842 367	(34 939 359)	140 903 008
Total	**7 931 524 000**	**(2 297 440 514)**	**5 634 083 486**	**7 659 885 189**	**(2 085 742 588)**	**5 574 142 601**

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Notes to the Annual Financial Statements

11. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 2023

	Opening balance	Additions	Disposals	Transfers made	Depreciation	Impairment loss	Total
Land	461 570 521	-	-	-	-	-	461 570 521
Transport Assets	100 800 728	1 785 342	(800 349)	-	(7 399 276)	(1 572 668)	92 813 777
Electrical Infrastructure	992 044 729	66 614 868	-	(19 660 059)	(44 947 855)	-	994 051 683
Water Supply Infrastructure	1 389 284 085	72 409 987	(315 773)	(399 104)	(52 653 804)	-	1 408 325 391
Sanitation Infrastructure	1 051 417 614	36 081 340	-	-	(36 927 098)	-	1 050 571 856
Solid Waste Infrastructure	52 194 592	7 617 494	-	-	(2 128 247)	-	57 683 839
Other infrastructure	27 553 251	6 251 073	(18 753)	-	-	-	33 785 571
Machinery and Equipment	26 943 925	2 685 750	(1 002)	-	(7 531 228)	-	22 097 445
Furniture and Office Equipment	18 665 721	2 125 111	(2 535)	-	(5 331 822)	-	15 456 475
Computer Equipment	29 107 534	6 955 476	(1 983)	-	(7 411 953)	-	28 649 074
Information and Communication Infrastructure	1 413 468	211 675	(152)	-	(496 104)	-	1 128 887
Capital restoration asset	7 457 254	-	(7 457 254)	-	-	-	-
Roads Infrastructure	835 803 229	70 470 097	(582 635)	-	(48 156 636)	-	857 534 055
Storm water Infrastructure	35 982 243	290 596	-	-	(1 084 058)	-	35 188 781
Community Assets	131 815 523	14 409 061	(509 732)	-	(5 360 098)	-	140 354 754
Other Assets	**412 088 184**	**33 598 392**	**(163 400)**	**-**	**(10 651 801)**	**-**	**434 871 377**
- Operational Building	271 185 176	19 422 544	-	-	(8 997 874)	-	281 609 848
- Housing Selling Schemes	140 903 008	14 175 848	(163 400)	-	(1 653 927)	-	153 261 529
	-	-	-	-	-	-	-
	5 574 142 601	**321 506 262**	**(9 853 568)**	**(20 059 163)**	**(230 079 980)**	**(1 572 668)**	**5 634 083 486**

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Notes to the Annual Financial Statements

11. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment - 2022

	Opening balance	Additions	Disposals	Transfers made	Other changes, movements	Depreciation	Impairment loss	Total
Land	464 776 420	-	(3 205 899)	-	-	-	-	461 570 521
Transport Assets	106 209 036	4 599 801	(518 208)	-	-	(9 489 901)	-	100 800 728
Electrical Infrastructure	938 767 486	75 859 177	-	12 064 387	-	(34 646 321)	-	992 044 729
Water Supply Infrastructure	1 416 698 160	22 647 755	-	131 592	-	(47 470 550)	(2 722 872)	1 389 284 085
Sanitation Infrastructure	1 017 791 262	67 461 027	-	-	-	(33 834 675)	-	1 051 417 614
Solid Waste Infrastructure	50 176 933	3 823 259	-	-	-	(1 805 600)	-	52 194 592
Other Infrastructure	1 470 153	26 083 098	-	-	-	-	-	27 553 251
Machinery and Equipment	44 342 821	1 879 170	(4 821)	-	-	(19 273 245)	-	26 943 925
Furniture and Office Equipment	15 377 518	5 084 702	(5 075)	-	-	(1 791 424)	-	18 665 721
Computer Equipment	22 636 025	9 627 956	(61 635)	-	-	(3 094 812)	-	29 107 534
Information and Communication Infrastructure	1 206 693	591 272	(53)	-	-	(384 444)	-	1 413 468
Capital Restoration Asset	5 466 095	-	-	-	2 843 415	(852 256)	-	7 457 254
Roads Infrastructure	811 846 086	71 285 720	-	-	-	(47 328 577)	-	835 803 229
Storm water Infrastructure	37 001 512	13 500	-	-	-	(1 032 769)	-	35 982 243
Community Assets	96 180 801	40 993 007	-	-	-	(5 358 285)	-	131 815 523
Other Assets	**417 607 722**	**5 539 306**	**(476 888)**	**-**	**-**	**(10 581 956)**	**-**	**412 088 184**
- Operational Building	279 926 778	-	-	-	-	(8 741 602)	-	271 185 176
- Housing selling schemes	137 680 944	5 539 306	(476 888)	-	-	(1 840 354)	-	140 903 008
	5 447 554 723	**335 488 750**	**(4 272 579)**	**12 195 979**	**2 843 415**	**(216 944 815)**	**(2 722 872)**	**5 574 142 601**

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Notes to the Annual Financial Statements

	2023 R	2022 R

11. Property, plant and equipment (continued)

11.2 Property, plant and equipment under construction

Work in Progress

The following assets were still in the process of being constructed at year end:		
Intangible assets	1 526 450	1 526 450
Electrical infrastructure	158 850 446	92 235 577
Water supply infrastructure	162 444 760	91 556 079
Waste water Infrastructure	261 594 598	225 513 259
Waste infrastructure	13 900 974	6 283 479
Machinery and equipment	-	164 532
Computer equipment	-	120 584
Roads infrastructure	69 841 942	50 488 543
Stormwater infrastructure	3 381 244	3 090 648
Community assets	20 264 305	20 720 143
Other Assets - Operational buildings	12 431 016	8 997 501
Other Assets - Housing selling schemes	17 863 483	12 417 714
Furniture and office equipment	-	814
Other Infrastructure	27 534 496	27 553 251
Transport Assets	-	1 572 668
	749 633 714	**542 241 242**

There were no projects that were significantly delayed or halted during the current financial year. Significant delays are regarded as projects which has not seen any progress for a period exceeding 12 months.

11.3 Property, plant and equipment pledged as security

No assets have been pledged as security during the current financial year.

11.4 Maintenance of property, plant and equipment

11.4.1 Maintenance of property, plant and equipment by nature and type of expenditure

Expenditure incurred to repair and maintain property, plant and equipment included in the Statement of Financial Performance		
Property, plant and equipment	55 115 009	64 350 486

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		2023 R	2022 R

12. Intangible assets

12.1 Reconciliation of carrying value

2023

		Computer software	Total
Opening carrying value as at 01 July 2022			
Cost		17 943 517	17 943 517
Accumulated depreciation and impairment		(10 876 393)	(10 876 393)
		7 067 124	**7 067 124**
Additions from acquisitions		207 100	207 100
Amortisation	38	(1 175 448)	(1 175 448)
		(968 348)	**(968 348)**
Closing carrying value as at 30 June 2023		**6 098 776**	**6 098 776**
Cost		18 150 617	18 150 617
Accumulated amortisation and impairment		(12 051 841)	(12 051 841)
		6 098 776	**6 098 776**

2022

		Computer software	Total
Opening carrying value as at 01 July 2021			
Cost		17 943 517	17 943 517
Accumulated depreciation and impairment		(9 379 971)	(9 379 971)
		8 563 546	**8 563 546**
Amortisation	38	(1 496 422)	(1 496 422)
Closing carrying value as at 30 June 2022		**7 067 124**	**7 067 124**
Cost		17 943 517	17 943 517
Accumulated amortisation and impairment		(10 876 393)	(10 876 393)
		7 067 124	**7 067 124**

Pledged as security

There were no items of intangible assets that were pledged as security in the current financial year.

Restricted title

There were no items of intangible assets that that a restricted title in the current financial year.

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Notes to the Annual Financial Statements

	2023 R	2022 R

13. Biological assets

13.1 Reconciliation of carrying value

	2023		2022	
	Biological assets measured at fair value	Total	Biological assets measured at fair value	Total
Opening carrying value	5 142 777	5 142 777	5 142 777	5 142 777
Additions from acquisitions	-	-	-	-
Disposals through sales	-	-	-	-
Gains / Losses on disposals	-	-	-	-
Harvests	-	-	-	-
	5 142 777	**5 142 777**	**5 142 777**	**5 142 777**

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	2023 R	2022 R

13. Biological assets (continued)

2023 - Nature and quantities of each biological asset	Opening Balance	Decrease due to harvest	Fair value movement	Total
Botmanskop Plantation	293 463	-	-	293 463
Paradyskloof Plantation	4 849 313	-	-	4 849 313
	5 142 776	**-**	**-**	**5 142 776**

2022 - Nature and quantities of each biological asset	Opening Balance	Decrease due to harvest	Fair value movement	Total
Botmanskop plantation	293 463	-	-	293 463
Paradyskloof Plantation	4 849 313	-	-	4 849 313
	5 142 776	**-**	**-**	**5 142 776**

The determination of fair value was as follows:

Principle:

Price determination was done on the basis of current sale value of the tender for the current year i.e. R602.10/m3 excluding 15% VAT . This value was given to all trees as the estimated yield takes into consideration the age of the trees. The harvestable age starts from 20 years old where the minimum estimated yield would be 100m3/ha.

It must also be noted that this yield is based on optimum growing conditions and the existing microclimates, and thus the yield might vary per compartment. Refer to the Forestry Handbook p204 which can be obtained at the municipal offices.

Description of the Biological Assets

Botmanskop plantation (Block E)

Some compartments remain which can be harvested at a later stage due to the age of the trees.

Paradyskloof plantation (Block G)

Some compartments remain which can be harvested at a later stage due to the age of the trees.

Strategy to mitigate risks

The strategy to mitigate risks attached to this category of assets is to prevent the spread of runaway veld fires by maintaining fire breaks.

Pledged as security

There were no items of biological assets pleadged as security in the current financial year.

Non-Financial Information

Quantities of each biological asset (In hectors)		
Botmanskop Plantation	10	10
Paradyskloof Plantation	32	32
	42	**42**

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Stellenbosch Municipality

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	2023 R	2022 R

14. Heritage assets

14.1 Reconciliation of carrying value

2023

	Land and buildings	Monuments and parks	Other assets	Total
Opening carrying value as at 01 July 2022				
Cost	-	892 883	143 945	1 036 828
Additions from acquisitions			275 974	275 974
Closing carrying value as at 30 June 2023	**275 974**	**892 883**	**143 945**	**1 312 802**
Cost	275 974	892 883	143 945	1 312 802

2022

	Monuments and parks	Other assets	Total
Opening carrying value as at 01 July 2021			
Cost	892 883	143 945	1 036 828
Accumulated impairment losses	-	-	-
	892 883	**143 945**	**1 036 828**
Cost	892 883	143 945	1 036 828
Accumulated impairment losses	-	-	-
	892 883	**143 945**	**1 036 828**

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	2023 R	2022 R

14. Heritage assets (continued)

14.2 Heritage assets pledged as security

There were no heritage assets pledged as security during the current financial year.

Heritage assets used for more than one purpose

A significant portion of the following heritage assets are used for office accomodation and is therfore included in the balance of property, plant and equipment:

The following heritage assets are used by the municipality for more than one purpose		
Neethlingshuis and De Withuis	62 337 914	62 697 588
58 - 60 Andringa Street	1 858 476	1 868 632
35B Mark Street	3 121 213	3 130 455
127 Dorp Street, Transvalia, Alma & Bosmanshuis flats	12 618 351	12 649 326
116 - 118 Dorp Street, Voorgelegen - offices	5 516 951	5 537 263
4 Reservoir West, Mooiwater	2 056 781	2 064 905
34 Mark Street, Rynse Komplex; Toy Museum, Tourism	8 118 351	8 149 326
PMU Building, Alexander Street, Burger Huis	1 558 009	1 564 611
Merriman, Bergzicht Training Centre, Oude Libertas Theatre & Restaurant	61 652 545	61 846 119
Die Laan, Landbou Saal	4 329 471	4 336 326
	163 168 062	**163 844 551**

Expenditure incurred to repair and maintain heritage assets

The expenditure relating to repairs and maintenance of these buildings is included in the statement of financial performance and disclosed under note 11 to the financial statements.

There was no repairs and maintenance expenditure incurred on other remaining heritage assets.

15. Long-term receivables

Consumer receivables	5.1		
Electricity		554 827	1 183 521
Waste management		534 875	1 067 766
Waste water management		417 415	846 283
Water		2 139 941	3 519 805
Services charges		564 882	1 327 555
Property rates		369 630	738 862
Total		**4 581 570**	**8 683 792**
Transferred to current receivables		-	(2 034 864)
Total non-current consumer receivables		**4 581 570**	**6 648 928**
Other receivables			
Public organisation		71 703	119 134
Transferred to current receivables	8	(54 542)	(47 431)
Total non-current other receivables		**17 161**	**71 703**

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		2023 R	2022 R
16. Consumer deposits			
Electricity		12 362 360	12 025 674
Posters		290 106	290 106
Refuse		204 420	205 629
Rental properties		1 820 589	1 747 191
Water		8 452 937	7 387 820
Wayleave		558 413	498 413
Total		**23 688 825**	**22 154 833**

Deposits are released on termination of the contract or when the contractual services are delivered.

17. Employee benefits

Non-current employee benefits			
Post employment health care benefits	17.1	166 384 001	179 494 000
Long-service awards benefits	17.2	24 816 000	24 606 717
		191 200 001	**204 100 717**
Current employee benefits			
Post employment health care benefits	17.1	9 772 000	9 664 001
Long-service awards benefits	17.2	3 142 020	3 122 303
Bonus	17.3	14 629 565	13 928 763
Staff leave	17.4	30 740 330	32 871 279
		58 283 915	**59 586 346**
Total employee benefits		**249 483 916**	**263 687 063**

17.1 Post employment health care benefits

The municipality provides certain post-retirement health care benefits by funding the medical aid contributions of qualifying retired members of the municipality. According to the rules of the Medical Aid Funds, with which the municipality is associated, a member (who is on the current Conditions of Service) is entitled to remain a continued member of such medical aid fund on retirement, in which case the municipality is liable for a certain portion of the medical aid membership fee. The municipality operates an unfunded defined benefit plan for these qualifying employees. The plan is treated as a defined benefit plan under GRAP 25. No other post-retirement benefits are provided to these employees.

The most recent actuarial valuations of plan assets and the present value of the defined benefit obligation were carried out at 30 June 2023 by C Weiss of the Actuarial Society of South Africa. The present value of the defined benefit obligation, and the related current service cost and past service cost, were measured using the Projected Unit Credit Method.

The members of the Post-employment Health Care Benefit Plan are made up as follows:

	Number	Number
In-service members (Employees)	688	673
Continuation members (Retirees)	168	175
In service employees (Non-members)	454	472
Total members	**1 310**	**1 320**

The liability in respect of past service has been estimated as follow:

In-service members (Employees)	66 382 000	67 805 000
In-service non-members (Employees)	7 341 000	8 309 000
Continuation members (Retirees)	102 433 001	113 044 001
Total liability	**176 156 001**	**189 158 001**
Non-current	166 384 001	179 494 000
Current	9 772 000	9 664 001

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		2023 R	2022 R
17. Employee benefits (continued)			
Total liability		**176 156 001**	**189 158 001**

The principal assumptions used for the purposes of the actuarial valuations were as follow:

Rates of interest

Discount rate	12.32%	11.74%
Health care cost inflation rate	7.94%	8.37%
Net effective discount rate	4.06%	3.11%

Normal retirement age

The average retirement age for all active employees was assumed to be 62 years.

Amounts recognised in the statement of financial position

The amounts recognised in the statement of financial position is as follows:

Present value of unfunded obligations	176 156 001	189 158 001

Amounts recognised in the statement of financial performance

The amounts recognised in the statement of financial performance is as follows:

Current service cost		5 820 000	5 572 000
Interest cost		21 656 000	17 958 000
Actuarial loss/ (gain) recognised in the year		(30 656 325)	(10 615 342)
Total post-retirement benefit included in employee related costs	35	**(3 180 325)**	**12 914 658**

Movements in the present value of the defined benefit obligation

Opening balance	189 158 001	185 720 001
Current service cost	5 820 000	5 572 000
Interest cost	21 656 000	17 958 000
Actual employer benefit payments	(9 821 675)	(9 476 658)
Actuarial loss/ (gain) recognised in the year	(30 656 325)	(10 615 342)
Present value of fund obligation at the end of the year	**176 156 001**	**189 158 001**

Sensitivity analysis on the Accrued Liability (R Millions)

Assumption	Change	In-service	Continuation	Total	% change
Central assumptions		73.723	102.433	176.156	
Health care inflation	1%	87.850	111.481	199.331	13%
	-1%	62.395	94.515	156.910	-11%
Discount rate	1%	62.881	94.868	157.749	(11)%
	-1%	87.370	111.188	198.558	13%
Post retirement mortality	1 yr	71.949	99.080	171.029	(3)%
	(1)	75	106	181	3
Average retirement age	- 1 year	80.455	102.433	182.888	4%
Continuation of membership at retirement	(10)%	64.537	102.433	166.970	(5)%

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17. Employee benefits (continued)

Sensitivity analysis on Current-service and Interest Costs

Assumption	Change	Current-service cost	Interest cost	Total	% Change
Central assumptions		5 820 000	21 656 000	27 476 000	
Health care inflation	1%	7 194 000	24 789 000	31 983 000	16%
	(1)%	4 758 000	19 080 000	23 838 000	-14%
Discount rate	1%	4 837 000	20 802 000	25 639 000	-7%
	(1)%	7 098 000	22 611 000	29 709 000	8%
Post-retirement mortality	+1 yr	5 669 000	20 963 000	26 632 000	-3%
	-1 yr	5 974 000	22 349 000	28 323 000	3%
Average retirement age	-1 yr	6 182 000	22 460 000	28 642 000	4%
Membership continuation	-10%	5 121 000	20 518 000	25 639 000	-7%

Mortality Rates

Post retirement: PA (90) ultimate Mortality table was used.
Pre-retirement: The SA 85-90 ultimate table adjusted for female lives, was used.

Continuation of Membership

With the appointment of ARCH Actuarial Consulting for the year ending 30 June 2023.

17.2 Long-service awards benefits

Provision for long-service awards	17.2.1	27 958 020	27 729 020
Less: Transfer to current portion		(3 142 020)	(3 122 303)
Total non-current benefit		**24 816 000**	**24 606 717**
Non-current		24 816 000	24 606 717
Current		3 142 020	3 122 303
Total liability		**27 958 020**	**27 729 020**

Long-service awards

The municipality operates a funded defined benefit plan for all its employees. Under the plan, a Long Service Award is payable after 10 years of continuous service and every 5 years thereafter to employees. The provision is an estimate of the long-service based on historical staff turnover. No other long-service benefits are provided to employees.

The most recent actuarial valuations of plan assets and the present value of the defined benefit obligation were carried out at 30 June 2023 by Arch consulting. The present value of the defined benefit obligation, and the related current service cost and past service cost, were measured using the Projected Unit Credit Method.

At year end 1142 (2022: 1145) employees were eligible for Long Services Awards.

The principal assumptions used for the purposes of the actuarial valuations were as follows:

Discount rate	11.38%	11.12%
General Salary inflation	6.62%	7.3%
Net effective discount rate	4.47%	3.56%

GRAP 25 defines the determination of the Discount Rate Assumption to be used as follows:

The discount rate that reflects the time value of money is best approximated by reference to market yields at the reporting date on government bonds. Where there is no deep market in government bonds with a sufficiently long maturity to match the estimated maturity of all the benefit payments, an entity uses current market rates of the appropriate term to discount shorter term payments, and estimates the discount rate for longer maturities by extrapolating current market rates along the yield curve.

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		2023 R	2022 R
17. Employee benefits (continued)			
Amounts recognised in the statement of financial position			
The amounts recognised in the statement of financial position are as follow:			
Present value of unfunded obligations		27 958 020	27 729 020
Amounts recognised in the statement of financial performance			
The amounts recognised in the statement of financial performance are as follow:			
Current service cost		2 224 000	2 183 000
Interest cost		2 926 000	2 408 000
Actuarial losses / (gains) recognised		(2 139 584)	(1 161 853)
Total expense included in employee related costs	35	**3 010 416**	**3 429 147**
17.2.1 Provision for long service awards			
Movements in the present value of the defined benefit obligation			
Opening Balance		27 729 020	27 466 000
Increases		2 224 000	2 183 000
Increases (Passage of Time/Discounted Rate)		2 926 000	2 408 000
Reductions (Payments, remeasurement etc.)		(4 921 000)	(4 327 980)
Closing balance		**27 958 020**	**27 729 020**
17.3 Bonus			
Provision for bonus	17.3.1	14 629 565	13 928 763
Less: Transfer to current portion		(14 629 565)	(13 928 763)
Total non-current benefit		**-**	**-**
Current		14 629 565	13 928 763
Amounts recognised in the statement of financial position			
The amounts recognised in the statement of financial position are as follow:			
Present value of unfunded obligations		14 629 565	13 928 763
Amounts recognised in the statement of financial performance			
The amounts recognised in the statement of financial performance are as follow:			
17.3.1 Provision for bonus			
Movements in the present value of the defined benefit obligation			
Opening Balance		13 928 763	13 782 725
Increases		700 802	146 038
Closing balance		**14 629 565**	**13 928 763**
17.4 Staff leave			
Provision for staff leave	17.4.1	30 740 330	32 871 279
Less: Transfer to current portion		(30 740 330)	(32 871 279)
Total non-current benefit		**-**	**-**

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	2023 R	2022 R
17. Employee benefits (continued)		
Current	30 740 330	32 871 279
Amounts recognised in the statement of financial position		
The amounts recognised in the statement of financial position are as follow:		
Present value of unfunded obligations	30 740 330	32 871 279
17.4.1 Provision for staff leave		
Movements in the present value of the defined benefit obligation		
Opening Balance	32 871 279	30 542 342
Increases	602 366	5 754 363
Reductions (Payments, remeasurement etc.)	(2 733 315)	(3 425 426)
Closing balance	**30 740 330**	**32 871 279**

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	2023 R	2022 R

18. Lease liabilities

18.1 Carrying value of lease liabilities

2023

	Cost	Total
Carrying value as at 30 June 2023		
Operating lease liability	694 514	694 514
Transferred to current liabilities	(694 514)	(694 514)
Total non-current liabilities	**-**	**-**

2022

	Cost	Total
Carrying value as at 30 June 2022		
Operating lease liability	2 118 022	2 118 022
Transferred to current liabilities	(2 118 022)	(2 118 022)
Total non-current liabilities	**-**	**-**

Leasing arrangements

The municipality as a lessee

Operating Leases relate to Property, Plant and Equipment with lease terms not longer than 5 years, with an option to extend for a further period. All operating lease contracts contain market review clauses in the event that the municipality exercises its option to renew. The municipality does not have an option to purchase the leased asset at the expiry of the lease period.

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		2023 R	2022 R

19. Borrowings

Annuity loans from the Development Bank of South Africa have settlement periods of 14 to 15 years with fixed interest varying from 9.25% to 11.10% per annum.

Annuity loans from Nedbank Limited have settlement periods of 10 years with fixed interest rates varying from 9.7% to 8.8% per annum..

Annuity loan from Standard Bank has a settlement period of 10 years with fixed interest rate of 11% per annum.

Total borrowings			
Annuity and Bullet Loans		501 949 960	478 736 492
Less: Current portion transferred to current liabilities			
Annuity and Bullet Loans		(55 046 811)	(51 902 261)
Non-current borrowings		**446 903 149**	**426 834 231**

20. Trade and other payables from exchange transactions

Bulk purchases	20.1	73 788 181	63 264 302
Contractors	20.2	36 012 306	36 264 018
Control and clearing accounts	20.3	4 061 961	5 712 212
Other payables	20.4	213 425 143	165 684 000
Total		**327 287 591**	**270 924 532**
Current		327 287 591	270 924 532

20.1 Bulk purchases

Bulk water	308 973	361 253
Bulk electricity	73 479 208	62 903 049
Total	**73 788 181**	**63 264 302**

20.2 Contractors

Retentions	36 012 306	36 264 018

20.3 Control and clearing accounts

Group life control	899 695	899 696
Salary Control	3 162 266	4 812 516
Total	**4 061 961**	**5 712 212**

20.4 Other payables

Auditor-General of South Africa	-	16 507
Payables and accruals	155 225 477	112 382 367
Unallocated deposits	32 759 210	28 026 906
Advance payments	25 440 456	25 258 220
Total	**213 425 143**	**165 684 000**

Payables are being paid within 30 days as prescribed by the MFMA. This credit period granted is considered to be consistent with the terms used in the public sector, through established practices and legislation. Discounting of trade and other payables on initial recognition is not deemed necessary.

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21. Payables from non-exchange transactions

		2023				2022			
		Opening balance	Funds received	Funds utilised	Closing balance	Opening balance	Funds received	Funds utilised	Closing balance
Capital									
Monetary allocations	21.1	16 210 162	101 704 298	(99 583 330)	18 331 130	7 856 814	93 656 409	(87 197 219)	14 316 004
Operational									
Monetary allocations	21.2	13 571 809	215 419 199	(213 528 834)	15 462 174	7 563 661	197 088 782	(189 272 174)	15 380 269
Total		**29 781 971**	**317 123 497**	**(313 112 164)**	**33 793 304**	**15 420 475**	**290 745 191**	**(276 469 393)**	**29 696 273**

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21. Payables from non-exchange transactions (continued)

21.1 Capital monetary allocations

	2023				2022			
	Opening balance	Funds received	Funds utilised	Closing balance	Opening balance	Funds received	Funds utilised	Closing balance
Departmental agencies and accounts								
National departmental agencies	-	-	-	-	307 361	-	(307 361)	-
District municipalities								
Western Cape	146 959	-	-	146 959	146 959	-	-	146 959
National government								
Integrated National Electrification Programme Gran	8 382 170	28 350 000	(28 701 855)	8 030 315	-	23 400 000	(15 017 830)	8 382 170
Intergrated Urban Development Grant	-	62 459 650	(62 459 650)	-	-	53 093 950	(53 093 950)	-
Total	**8 382 170**	**90 809 650**	**(91 161 505)**	**8 030 315**	**-**	**76 493 950**	**(68 111 780)**	**8 382 170**
Private enterprises								
Other transfers private enterprises	440 392	-	-	440 392	1 162 743	-	(808 050)	354 693
Provincial government								
Western Cape	7 240 641	10 894 648	(8 421 825)	9 713 464	6 239 751	17 162 459	(17 970 028)	5 432 182
Total capital monetary allocations	**16 210 162**	**101 704 298**	**(99 583 330)**	**18 331 130**	**7 856 814**	**93 656 409**	**(87 197 219)**	**14 316 004**

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21. Payables from non-exchange transactions (continued)

21.2 Operational monetary allocations

	2023				2022			
	Opening balance	Funds received	Funds utilised	Closing balance	Opening balance	Funds received	Funds utilised	Closing balance
District municipalities								
Western Cape	484 000	615 000	(599 000)	500 000	-	984 000	(500 000)	484 000
National government								
Expanded Public Works Programme Integrated Grant	-	4 928 000	(3 747 841)	1 180 159	-	5 998 000	(5 998 000)	-
Local Government Financial Management Grant	-	1 550 000	(1 550 000)	-	-	1 550 000	(1 550 000)	-
Integrated Urban Development Grant	-	3 287 350	(3 287 350)	-	-	3 847 050	(3 847 050)	-
Equitable Share	-	179 634 000	(179 634 000)	-	-	157 136 000	(157 136 000)	-
Total	**-**	**189 399 350**	**(188 219 191)**	**1 180 159**	**-**	**168 531 050**	**(168 531 050)**	**-**
Non-profit institutions								
National Research Foundation	102 000	-	-	102 000	102 000	-	-	102 000
Private enterprises								
Other transfers private enterprises	5 334 735	2 365 413	(103 401)	7 596 747	4 719 413	656 235	(40 913)	5 334 735
Provincial government								
Western Cape	7 412 499	23 039 436	(24 607 242)	5 844 693	2 522 145	26 899 025	(20 200 211)	9 220 959
Public corporations								
Other transfers public corporations	238 575	-	-	238 575	220 103	18 472	-	238 575
Total operational monetary allocations	**13 571 809**	**215 419 199**	**(213 528 834)**	**15 462 174**	**7 563 661**	**197 088 782**	**(189 272 174)**	**15 380 269**

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	2023 R	2022 R

21. Payables from non-exchange transactions (continued)

The nature and extent of government grants recognised in the annual financial statements and an indication of other forms of government assistance from which the municipality has directly benefited and unfulfilled conditions and other contingencies attaching to government assistance that has been recognised.

These amounts are invested in a ring-fenced investment until utilised.

An amount of R3 873 630 in relation to provincial grants: libraries was approved to be rolled over from the 2021/2022 financial year. The split was as follows:

R2 065 169.69 Capital; and
R1 808 460.21 Operating.

From this rollver,the user department requested and received approval from the transferring department that the operating funds be utilised as Capital. The total amount approved for roll-over was the transferred to the Capital opening balance in the note disclsoed above.

22. Provisions

Landfill sites

Non-current

22.1 Landfill sites

Opening Balance	160 533 093	141 497 318
Increases/ (Decreases)	(77 151 099)	9 130 963
Increases (Passage of Time/Discounted Rate)	12 039 982	9 904 812
Closing balance	**95 421 976**	**160 533 093**

Landfill site provision

The municipality has a present obligation to rehabilitate the landfill site which stems from licensing agreements 16/2/7/G203/D16/Z1/P331) issued in terms of the Environmental Conservation Act, 1989 (Act 73 of 1989)

In terms of the licensing of the landfill refuse sites, the municipality will incur licensing and rehabilitation costs of R95 421 976 (2022: R160 533 093) to restore the site at the end of its useful life.

The unwinding of the provision for landfill site for the current year was R12 039 982 (2022: R9 904 812) was included in the finance cost in the statement of financial performance.

Cells 1 and 2 have reached full capacity and must be rehabilitated. The expected future cash outflows for cells 1 and 2 should commence in the 2025/2026 financial year. Cell 3 has come into use at the end of 30 June 2013 financial year and is the current landfill site in use. The expected future cash outflows is between July 2044 and July 2048 for cell 3.

The provision has been determined based on an independent valuation performed by a firm of consulting engineers as at 30 June 2023

Key cost parametres:

- Estimated post closure rehabilitation time 3 years
- Inflation rate 5.6% (2022: 7.4%)
- Discount rate 11.25% (2022: 7.75%)

Refer to note 47 for contribution to the provision.

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	2023 R	2022 R
23. Property rates		
Agricultural property	19 435 922	18 490 474
Business and commercial properties	157 319 688	166 626 428
Public benefit organisations	38 949	24 424
Public service purposes properties	9 564 881	9 290 588
Residential properties	243 560 455	216 061 713
Vacant land	14 115 461	3 952 269
Total	**444 035 356**	**414 445 896**

Assessment Rates are levied on the value of land and improvements, which valuation is performed every four years. Interim valuations are processed on an annual basis to consider any changes in individual property values, due to amendments. The current Valuation Roll came into effect on 01 July 2021. With reference to Section 78 of the Local Government: Municipal Property Rates Act, No. 6,2004, five reviews have been finalised and one supplementary valuation has been performed during the financial year and implemented accordingly.

The following assessment rates were charged for the period ending June 2023:

Residential Property – R 0.004759

Business and Commercial Property – R 0.009993

Agricultural Property – R 0.001189

Public Service Purposes – R 0.009993

Public Service Infrastructure – R 0.001189

Public Benefit Organization – R 0.001189

Vacant Residential – R 0.009518

Vacant other – R 0.019035

Property Rates are levied monthly on property owners' accounts and are payable the 7th of each month. Property owners may request to pay their Rates annually, which amount will be levied in July and must be paid by the 7th of October annually. Interest on outstanding accounts for Property Rates is levied as per Council's Credit Control and Debt Collection Policy.

Relief Measures

The relief measures on property rates are generally described in paragraph 8 of the approved Property Rates Policy of the Municipality. This includes the specific under mentioned relief measures:

Rebate and gross monthly household income for Qualifying senior citizens and Disabled persons:

Gross monthly household income %

Up to R8 000 - 100%
From R8 001 to R 10 000 - 75%
From R10 001 to R12 000 - 50%
From R12 001 to R15 000 - 25%

Municipal valuation threshold value

On qualifying residential properties, property owners will receive a rebate up to a maximum value of R250 000, which amount includes a value of R15 000 as per Section 17(1)(h) of the Local Government: Municipal Property Rates Act, No. 6, 2004, and an additional value of R235 000 reduction granted as per paragraph 8.2.1(ii) of the approved Property Rates Policy.

Paragraph 8.2.1 (ii) is only applicable on properties with valuations up to R5 000 000.

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		2023 R	2022 R

23. Property rates (continued)

Stellenbosch special rebate

A rebate of 20% may be granted as per paragrapgh 8.6 of the approved Rates policy of the municipality.

Other rebates

Rebates have also been granted to qualifying non-profit organizations and to organizations who qualified for any other rebate as defined in the Property Rates Policy. Any other exclusions or exemptions have been granted in accordance with the Local Government: Municipal Property Rates Act, No. 6, 2004.

24. Transfers and subsidies - Revenue

Operational			
Monetary allocations	24.1	211 107 092	196 208 355
Capital			
Allocations in-kind	24.2	22 920	50 000
Monetary allocations	24.3	100 311 831	94 509 119
Total transfers and subsidies: Capital		**100 334 751**	**94 559 119**
Total		**311 441 843**	**290 767 474**

24.1 Monetary allocations: Operational

District municipalities	599 000	500 000
National governments	8 585 191	11 395 051
National revenue fund	179 633 999	157 135 999
Provincial government	22 288 902	27 177 305
Total	**211 107 092**	**196 208 355**

24.2 Allocations in-kind: Capital

Private enterprises	-	50 000
Public corporations	22 920	-
Total	**22 920**	**50 000**

24.3 Monetary allocations: Capital

Departmental agencies and accounts	-	307 361
National government	91 161 505	68 111 780
Provincial governments	9 150 326	26 089 978
Total	**100 311 831**	**94 509 119**

Included in above are the following transfers and subsidies received:		
Conditional grants received	137 829 497	133 609 190
Unconditional grants received	179 634 000	157 136 000
	317 463 497	**290 745 190**

Grant revenue is recognised when all the conditions of the grant has been met.

25. Fines, penalties and forfeits

Fines	25.1	146 657 768	122 932 562

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		2023 R	2022 R
25. Fines, penalties and forfeits (continued)			
25.1 Fines			
Traffic fines			
Municipal fines		146 459 602	122 762 554
Other fines			
Building fines		11 044	23 478
Law enforcement		126 077	31 865
Overdue books		20 021	40 372
Pound fees		41 024	74 293
		198 166	**170 008**
Total		**146 657 768**	**122 932 562**
26. Interest earned from receivables			
Exchange receivables	26.1	16 467 413	10 428 555
Non-exchange receivables	26.2	3 418 263	2 430 082
Total		**19 885 676**	**12 858 637**
26.1 Interest earned from exchange receivables			
Consumer receivables			
Electricity		1 870 939	1 484 989
Service charges		1 044 584	684 532
Waste management		2 806 309	1 584 304
Waste water management		2 231 528	1 400 356
Water		8 514 053	5 274 374
		16 467 413	**10 428 555**
26.2 Interest earned from non-exchange receivables			
Consumer receivables			
Property rates		3 418 263	2 430 082
27. Service charges			
Electricity			
Electricity sales		779 983 813	756 431 257
Waste management			
Waste management sales		89 836 854	84 651 895
Waste water management			
Waste water management sales		106 739 375	102 285 414
Water			
Water sales		162 138 204	146 829 883
Total service charges		**1 138 698 246**	**1 090 198 449**

The amounts disclosed above for service charges are in respect of services rendered which are billed to the consumers on a monthly basis according to approved tariffs.

28. Rental			
Rental from fixed property		12 373 336	12 172 871

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		2023 R	2022 R
29. Interests on investments			
Bank accounts		5 423 264	2 318 032
Financial assets		-	15 296
Short-term investments and call accounts		36 826 894	16 437 013
Total		**42 250 158**	**18 770 341**
30. Licences or permits			
Exchange revenue	30.1	8 407 621	7 809 443
30.1 Licenses and permits - Exchange revenue			
Market porters		164 642	100 913
Road and transport		8 240 238	7 708 008
Trading		2 741	522
Total		**8 407 621**	**7 809 443**
31. Agency services			
Provincial		3 438 321	3 019 961

The municipality collects license fees on behalf of the Provincial Government Western Cape and receives a 12% agency fee.

The municipality, as an agent, recognises only the 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.

No resources are held by the municipality on behalf of the principle.

32. Operational revenue		
Administrative Handling Fees	284 601	296 143
Breakages and Losses Recovered	2 691	7 794
Collection Charges	2 727 349	2 599 387
Incidental Cash Surpluses	5 657	5 977
Inspection fees	29 644	3 658
Insurance Refund	1 065 491	970 346
Merchandising, Jobbing and Contracts	4 860 840	6 087 144
Recovery Maintenance	614 166	159 765
Request for information	58 649	106 127
Skills Development Levy Refund	864 945	807 097
Staff and Councillors Recoveries	629 244	7 718
Development Charges	33 110 235	30 472 217
Total	**44 253 512**	**41 523 373**

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	2023 R	2022 R
33. Sales of goods and rendering of services		
Application Fees for Land Usage	1 138 591	485 946
Building Plan Approval	6 783 438	8 561 312
Cemetery and Burial	1 106 042	999 722
Clearance Certificates	464 612	456 411
Computer Services	13 800	-
Construction Contract Revenue	-	287 846
Encroachment Fees	5 533 562	3 825 308
Entrance Fees	1 037 941	566 516
Fire Services	182 325	93 716
Housing (Boarding Services)	351 907	-
Legal Fees	-	147 140
Library Fees	917	1 573
Special rating area	7 983 666	7 523 406
Parking Fees	4 422 045	5 612 297
Photo copies, Faxes and Telephone charges	65 744	56 117
Removal of Restrictions	131 196	405 436
Sale of Goods	460 209	537 773
Re-allocation Fees	5 298	900
Total	**29 681 293**	**29 561 419**
34. Gain/(Loss) on disposal of fixed and intangible assets		
Gains/(losses) on disposals	(639 332)	(3 063 675)

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	2023 R	2022 R
35. Employee related cost		
Municipal staff including Senior Management	542 779 491	549 554 622
Senior Management Costs		
Basic Salary	8 058 591	7 272 858
Performance bonus	1 230 008	1 242 165
Contribution to pension fund, UIF, SDL	996 649	967 454
Car allowance	500 930	553 984
Cell phone allowance	241 400	133 000
Leave	-	345 326
Housing allowance	18 000	18 000
Acting allowance	5 261	5 461
	11 050 839	**10 538 248**
35.1 Municipal staff costs		
Basic salary	339 618 066	333 628 987
Bonuses	19 026	-
Service-related benefits	90 831 154	86 923 203
Allowances	14 123 027	14 216 037
Bargaining council	233 077	227 044
Group life insurance	7 034 390	5 804 754
Medical	26 984 782	25 564 279
Pension	55 643 449	52 554 036
Post-retirement benefit costs	27 476 000	23 530 000
Post-retirement benefit: Actuarial (Gains)/Loss	(30 656 325)	(10 615 342)
Long service awards: Actuarial (Gains)/Loss	(2 139 584)	(1 161 833)
Leave gratuity contribution/(Reversal)	(42 432)	6 106 278
Unemployment insurance	2 685 159	2 707 469
Total	**531 809 789**	**539 484 912**
35.2 Senior management costs		
Municipal Manager - G Mettler		
Basic salary	1 358 591	1 313 408
Performance bonus	258 074	263 283
Contribution to pension fund, UIF, SDL	332 871	337 255
Car allowance	180 000	150 604
Cellphone allowance	40 800	22 800
Leave	-	273 667
	2 170 336	**2 361 017**
Chief Financial Officer - K Carolus		
Basic salary	1 076 049	956 889
Performance bonus	210 323	204 782
Contributions to Pension Fund, Medical Aid, UIF, SDL	245 776	234 604
Car allowance	243 978	241 563
Cellphone allowance	40 800	22 800
Housing allowance	18 000	18 000
	1 834 926	**1 678 638**
Director: Planning and Development - A Barnes		
Basic salary	1 269 894	1 152 374
Performance bonus	165 211	159 754
Contribution to pension fund, UIF, SDL	311 901	298 955
Cellphone allowance	40 800	22 800
	1 787 806	**1 633 883**

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	2023 R	2022 R
35. Employee related cost (continued)		
Director: Corporate Services - A de Beer		
Basic salary	1 552 174	1 415 915
Performance bonus	210 453	204 782
Contribution to pension fund, UIF, SDL	35 342	33 817
Cellphone allowance	40 800	22 800
	1 838 769	**1 677 314**
Director: Corporate and protection services - G Boshoff		
Basic salary	1 492 174	1 354 425
Performance bonus	210 732	204 782
Contribution to pension fund, UIF, SDL	37 377	35 808
Car allowance	60 433	61 323
Cellphone allowance	40 800	22 800
Acting allowance	2 877	-
	1 844 393	**1 679 138**
Director: Infrastructure Services - P Chandaka		
Basic salary	1 312 093	1 079 847
Performance bonus	-	204 782
Contribution to pension fund, UIF, SDL	33 382	27 015
Car allowance	16 520	100 494
Cellphone allowance	37 400	19 000
Acting allowance	-	5 461
Leave	-	71 659
	1 399 395	**1 508 258**
36. Remuneration of councillors		
Executive mayor	1 025 458	921 503
Chief whip	774 160	679 629
Speaker	827 459	739 077
Deputy executive mayor	845 360	751 959
Executive committee	8 081 224	6 607 660
All other councillors	11 211 096	10 115 420
Total	**22 764 757**	**19 815 248**
Executive Mayor - G van Deventer		
Basic salary	803 458	698 553
Travel allowance	180 000	180 135
Cellphone allowance	40 800	39 342
Data card allowance	1 200	3 473
	1 025 458	**921 503**
Deputy Executive Mayor - J Fasser		
Basic salary	768 759	451 541
Cellphone allowance	40 800	25 742
Data card allowance	1 200	2 271
Trevelling	2 578	-
	813 337	**479 554**

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		2023 R	2022 R
36. Remuneration of councillors (continued)			
Speaker - Q Smit			
Basic salary		605 459	346 541
Travel allowance		180 000	105 000
Cellphone allowance		40 800	25 742
Data card allowance		1 200	2 271
		827 459	**479 554**
Council Whip - P Crawley			
Basic salary		526 585	282 056
Travel allowance		167 957	97 974
Cellphone allowance		40 800	26 390
Data card allowance		1 200	2 328
Pension fund contributions		37 618	20 462
		774 160	**429 210**
Executive committee			
Basic salary		6 205 720	5 209 887
Travel allowance		299 089	739 275
Cellphone allowance		381 418	376 914
Data card allowance		10 500	33 257
Pension fund contributions		230 356	200 806
Medical aid benefits		34 560	47 520
Back pay		32 023	-
		7 193 666	**6 607 659**
All other councillors			
Basic salary		9 389 428	7 736 174
Travel allowance		154 916	742 534
Cellphone allowance		1 278 245	1 236 790
Data card allowance		38 386	109 185
Pension fund contributions		239 635	192 881
Medical aid benefits		83 520	97 854
		11 184 130	**10 115 418**
37. Bad debt written off			
Electricity		154 306	373 181
Refuse		904 123	426 880
Sewerage		781 479	424 045
Water		4 536 770	2 907 506
Housing rental		582 310	395 817
Rates		2 007 210	626 437
Traffic fines		82 979 503	79 831 030
		91 945 701	**84 984 896**
38. Depreciation and amortisation			
Amortisation			
Intangible assets	12.1	1 175 448	1 496 422
Depreciation			
Investment property	10.1	423 567	251 884
Property, plant and equipment	11	230 079 987	216 944 815
		230 503 554	**217 196 699**
Total		**231 679 002**	**218 693 121**

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		2023 R	2022 R
39. Impairment losses			
Property, plant and equipment		1 572 668	2 722 872
40. Finance cost			
Interest	40.1	59 928 458	44 332 364
40.1 Interest cost			
Financial liabilities			
• Annuity loans		46 712 396	34 510 711
Discounting of financial instruments	20	1 176 080	(922 251)
Interest costs non-current provisions	22	12 039 982	9 904 812
Transfers and subsidies payable	21	-	839 092
Total		**59 928 458**	**44 332 364**
41. Bulk Purchases			
Electricity: Eskom		521 011 668	528 011 715
Water		22 990 433	31 417 675
Total		**544 002 101**	**559 429 390**
42. Inventory consumed			
Consumables		39 239 118	23 808 085
Housing stock		150 000	345 000
Materials and supplies		24 782 944	20 467 346
Total		**64 172 062**	**44 620 431**
43. Contracted services			
Consultants and professional services	43.1	25 003 332	27 628 960
Contractors	43.2	83 207 943	82 880 513
Outsourced services	43.3	120 227 016	97 722 975
Total		**228 438 291**	**208 232 448**
43.1 Consultants and professional services			
Business advisory services			
Audit committee		296 411	364 375
Business and financial management		3 793 067	3 074 693
Forensic investigators		279 541	-
Human resources		54 110	132 862
Organisational		-	96 787
Project management		11 993 539	13 690 224
Research and advisory		650 055	2 226 504
Valuer and assessors		936 051	1 636 061
Total business advisory services		**18 002 774**	**21 221 506**
Laboratory services			
Water		1 707 535	1 065 759

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	2023 R	2022 R
43. Contracted services (continued)		
Legal services		
Issue of summons	78 970	20 838
Legal advice and litigation	5 214 053	5 320 857
Total legal services	**5 293 023**	**5 341 695**
Total consultants and professional services	**25 003 332**	**27 628 960**
43.2 Contractors		
General services		
Bore waterhole drilling	7 614	-
Catering services	940 929	115 010
Employee wellness	92 875	9 289
Event promoters	1 638 094	-
Forestry	1 858 713	4 671 452
Gardening services	147 486	460 381
Gas	1 337	-
Graphic designers	146 789	56 330
Interior decorator	199 849	26 524
Management of informal settlements	6 899 621	1 645 862
Medical services	55 716	19 652
Pest control and fumigation	80 396	73 119
Plants, flowers and other decorations	708 526	408 573
Preservation/Restoration/Dismantling/Cleaning services	266 900	566 917
Sewerage services	6 414 822	6 163 179
Stage and sound crew	145 195	51 800
Tracing agents and debt collectors	2 206 910	2 007 251
Transportation	1 721 769	3 505 361
Total general services	**23 533 541**	**19 780 700**
Maintenance services		
Maintenance of buildings and facilities	7 106 472	6 838 531
Maintenance of equipment	3 443 803	2 656 949
Maintenance of unspecified assets	43 686 063	46 929 414
Total maintenance service	**54 236 338**	**56 424 894**
Trading services		
Prepaid electricity vendors	5 438 064	6 674 919
Total contractor	**83 207 943**	**82 880 513**
43.3 Outsourced services		
Business and advisory services		
Accounting and Auditing	128 530	-
Project Management	1 958 390	1 389 847
Research and Advisory	-	516 145
Total business and advisory services	**2 086 920**	**1 905 992**

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		2023 R	2022 R
43. Contracted services (continued)			
General services			
Animal Care		11 650	102 221
Catering Services		17 884	507 403
Cleaning Services		1 513 186	476 670
Clearing and Grass Cutting Services		1 705 461	2 662 480
Drivers Licence Cards		721 725	802 300
Internal Auditors		172 328	1 500
Litter Picking and Street Cleaning		3 106 885	4 293 304
Medical Services		636	-
Personnel and Labour		806 560	371 735
Professional Staff		303 600	592 528
Refuse Removal		53 682 787	47 196 621
Traffic Fines Management		9 646 176	8 424 289
Translators, Scribes and Editors		-	1 300
Transport Services		313 299	147 600
Total general services		**72 002 177**	**65 579 951**
Trading services			
Security Services		46 137 919	30 237 032
Total outsourced services		**120 227 016**	**97 722 975**
44. Transfers and subsidies - Expenditure			
Operational			
Allocations in-kind	44.1	4 264 641	-
Monetary allocations	44.2	13 493 614	13 363 879
Total transfers and subsidies: Operational		**17 758 255**	**13 363 879**
44.1 Allocations in-kind: Operational			
Households		4 264 641	-
44.2 Monetary allocations: Operational			
Households		962 361	807 629
Non-profit institutions		12 531 253	12 556 250
Total		**13 493 614**	**13 363 879**

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	2023 R	2022 R
45. Operational Cost		
Achievements and Awards	17 754	12 439
Advertising, Publicity and Marketing	2 110 817	1 528 667
Assets less than the Capitalisation Threshold	163 991	415 926
Bank Charges, Facility and Card Fees	1 803 393	1 578 109
Bargaining Council	6 845 910	4 301 799
Bursaries (Employees)	527 015	514 009
Cleaning Services	2 583	2 276
Commission	1 832 347	2 419 679
Communication	10 328 853	10 571 338
Deeds	2 348	-
Drivers Licences and Permits	12 660	22 365
Entertainment	7 380	52 958
External Audit Fees	8 104 988	5 413 885
External Computer Service	23 831 956	24 478 474
Full Time Union Representative	154 242	55 940
Hire Charges	11 816 150	6 209 994
Honoraria (Voluntarily Workers)	48 165	35 500
Indigent Relief	4 519 318	6 134 237
Insurance Underwriting	8 060 258	6 393 368
Learnerships and Internships	348 216	141 346
Licences	1 734 225	1 641 313
Management Fee	8 969 582	9 778 480
Municipal Services	15 209 418	11 501 460
Office Decorations	19 374	36 983
Printing, Publications and Books	324 046	521 208
Professional Bodies, Membership and Subscription	199 497	186 468
Registration Fees	4 373 990	2 194 586
Resettlement Cost	36 945	26 043
Road Worthy Test	-	404
Samples and Specimens	1 024 635	1 167 422
Search Fees	56 260	46 790
Signage	-	1 800
Skills Development Fund Levy	4 805 444	4 684 477
Storage of Files (Archiving)	81 361	56 647
Supplier Development Programme	28 125	530 650
System Access and Information Fees	55 193	47 765
Travel Agency and Visa's	23 217	-
Travel and Subsistence	729 760	298 092
Uniform and Protective Clothing	8 575 384	7 957 561
Vehicle Tracking	639 319	663 982
Workmen's Compensation Fund	4 065 666	1 847 772
Total	**131 489 785**	**113 472 212**

The following principle agent arrangements were in place in relation to the expenditure as contained in note 45 to the annual financial statements:

Pay@ (Agent) provides the Municipality with payment service solutions on behalf of the Municipality. Pay@ pays over the monies generated from the payment services to the Municipality. The municipality recognises 100% of the money's collected as revenue from exchange transactions and the fee to be paid to Pay@ (as stipulated in the relevant service schedule or based on Pay@'s standard prevailing rates),is recognized as an expense.

EasyPay (Agent) is a payment platform used to collect municipal service payments from third parties. These payments are accepted by EasyPay on behalf of the Municipality (Principal), from third parties. A service charge is levied by EasyPay for collection of the payments. This fee is recognised as commisions paid.

SPS (Agent) collects parking tariffs from motorists on behalf of the Municipality. SPS pays over the tariffs collected to the Municipality, minus the service charge levied. The municipality recognises 100% of the tariff as revenue from exchange transactions and the service charges incurred to SPS is recognized as an expense. This service provider was only utilised in the prior year (2021-2022).

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	2023 R	2022 R

45. Operational Cost (continued)

Syntell (Agent) sells and collects money from the sale of prepaid electricity on behalf of the Municipality. Syntell pays over the monies collected to the Municipality, minus the collection fee levied, determined at a rate specific in the Service Level Agreement. The municipality recognises 100% of the money's collected as revenue from exchange transactions and the collection fee paid to Syntell (which includes costs incurred on debit or credit card electricity sales and cash handling fees incurred),is recognized as an expense.

TMT (Agent) manages the collection of traffic fines (both legacy fines issue before 1 July 2017 and fines issued after this date), on behalf of the Municipality. TMT pays over the monies collected to the Municipality. The municipality recognises 100% of the money's collected as revenue from non - exchange transactions and the fee incurred to TMT is recognized as an expense.

These arrangements are subject to standard terms and conditions upon termination.

None of the municipalities assets are under the custodianship of the agents.

46. Operating leases

Furniture and Office Equipment	2 033 762	2 930 829
Investment Properties	6 068 633	10 368 396
Machinery and Equipment	1 190 102	1 691 309
Total	**9 292 497**	**14 990 534**

47. Contribution to Provision

Landfill site	(69 693 846)	6 287 548

48. Contribution to allowance for doubtful debt

Contribution to exchange transactions	31 475 278	33 515 674
Contribution to non-exchange transactions	39 246 803	18 195 690
	70 722 081	**51 711 364**

49. Inventories losses/write-down

Inventory	389 307	115 859

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	2023 R	2022 R
50. Net cash from/(used) operating activities		
Surplus after capital transfers and contributions	253 243 188	108 669 963
Adjustments for:		
Depreciation and amortisation	231 678 995	218 693 121
Bad debts written off	91 945 701	84 984 896
Impairment Losses	1 572 668	2 722 872
(Gains) / Losses on disposal of assets	639 332	3 063 675
Finance Cost	12 039 982	9 904 813
Increase / (Decrease) in provisions	(77 151 099)	9 130 963
Increase / (Decrease) employee benefit	(14 203 146)	6 771 716
Increase / (Decrease) operating Lease - Straight Lining	(1 423 508)	(1 621 452)
Other non-cash movements	(83 074)	(57 003)
Debtors Impairment	70 722 081	51 711 364
Fair value adjustment	1 176 080	-
Inventory losses	539 307	460 859
Ohter changes, movements in PPE	-	(12 195 979)
Other non cash movements in Assets	(2 258 793)	17 309 097
Rehabilitation provision capitalised	7 457 254	(2 843 415)
Movement in working capital		
(Increase) / Decrease in receivables from non-exchange transactions	(125 672 731)	(108 373 237)
(Increase) / Decrease in inventory	12 519 058	23 824 253
(Increase) / Decrease in receivables from exchange transactions	(86 170 424)	(54 817 116)
(Increase) / Decrease in other receivables from exchange	(14 486 871)	3 048 496
(Increase) / Decrease in Long-term receivables	945 820	1 160 041
Increase / (Decrease) in unspent grants	4 097 031	14 192 697
Increase / (Decrease) in VAT receivable	6 637 239	858 308
Increase / (Decrease) in consumer deposits	1 533 992	1 147 001
Increase / (Decrease) in payable from non-exchange	56 363 059	(27 101 241)
Net cash flows from operating activities	**431 661 141**	**350 644 692**

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	2023 R	2022 R

51. Financial instruments disclosure

Categories of financial instruments

2023

Financial assets

	At amortised cost	Total
Cash and cash equivalents	248 533 953	248 533 953
Receivables from exchange	217 629 743	217 629 743
Other receivables from exchange	6 431 810	6 431 810
Receivables from non-exchange	10 460 788	10 460 788
Short term investments	331 767 247	331 767 247
Long term receivables	4 598 731	4 598 731
	819 422 272	**819 422 272**

Financial liabilities

	At amortised cost	Total
Consumer deposits	23 688 825	23 688 825
Borrowings	501 949 960	501 949 960
Payables from exchange transactions	294 053 688	294 053 688
	819 692 473	**819 692 473**

2022

Financial assets

	At amortised cost	Total
Cash and cash equivalents	137 877 710	137 877 710
Receivables from exchange	169 893 585	169 893 585
Other receivables from exchange	5 852 606	5 852 606
Receivables from non-exchange	18 645 756	18 645 756
Short term investments	305 522 446	305 522 446
Long term receivables	6 720 631	6 720 631
	644 512 734	**644 512 734**

Financial liabilities

	At amortised cost	Total
Consumer deposits	22 154 833	22 154 833
Borrowings	478 736 492	478 736 492
Payables from exchange transactions	236 931 678	236 931 678
	737 823 003	**737 823 003**

We draw to your attention, the payables from exchange transactions in the comparative year contains an error.This was due to the salary control and group life control accounts being erroneously included. The effects of this error is represented as follows:

Payables from exchange transactions		
Amount previously reported	-	241 129 880
Salary and group life correction	-	(4 198 202)
	-	**236 931 678**

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	2023 R	2022 R

52. Risk management

Liquidity risk

Ultimate responsibility for liquidity risk management rests with the Council, which has built an appropriate liquidity risk management framework for the management of the municipality's short, medium and long-term funding and liquidity management requirements. The municipality manages liquidity risk by maintaining adequate reserves, banking facilities and reserve borrowing facilities, by continuously monitoring forecast and actual cash flows and matching the maturity profiles of financial assets and liabilities.

The table below analyses the municipality's financial liabilities into relevant maturity groupings based on the remaining period at the statement of financial position to the contractual maturity date. The amount disclosed in the table are the contractual undiscounted cash flows. Balances due within 12 months equal their carrying balances as the impact of discounting is not significant.

At 30 June 2023	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Consumer deposits	23 688 825	-	-	-
Borrowings	104 080 467	104 080 467	278 469 805	244 345 506
Payables from exchange transactions	294 053 688	-	-	-

At 30 June 2022	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Consumer deposits	22 160 472	-	-	-
Borrowings	92 860 606	92 860 606	259 571 387	266 345 634
Payables from exchange transactions	236 931 678	-	-	-

We draw to the users attention the following prior period error which refers to the maturity analysis disclosed in this note. The amount previously disclosed did not include the undiscounted interest as disclosed below.		
Borrowings: Less than 1 year - Undiscounted interest previously excluded	-	40 958 345
Borrowings: Between 1 and 2 years - Undiscounted interest previously excluded	-	42 002 718
Borrowings: Between 2 and 5 years - Undiscounted interest previously excluded	-	93 979 516
Borrowings: More than 5 years - Undiscounted interest previously excluded	-	55 961 702
	-	**232 902 281**

Risk from biological assets

The municipality is exposed to financial risks arising from changes in wood prices. The municipality does not anticipate that wood prices will decline significantly in the foreseeable future. The municipality has not entered into derivative contracts to manage the risk of a decline in wood prices. The municipality reviews its outlook for wood prices regularly in considering the need for active financial risk management.

Interest rate risk management

Interest Rate Risk is defined as the risk that the fair value or future cash flows associated with a financial instrument will fluctuate in amount as a result of market interest changes.

Potential concentrations of interest rate risk consist mainly of variable rate deposit investments, long-term receivables, consumer debtors, other debtors, bank and cash balances.

The municipality limits its counterparty exposures from its money market investment operations by only dealing with well established financial institutions of high credit standing. No investment with a tenure exceeding twelve months shall be made without consultation with the councillor responsible for financial matters.

In the case of receivables whose accounts become in arrears, it is endeavoured to collect such accounts by "levying of penalty charges", "demand for payment", "restriction of services" and, as a last resort, "handed over for collection", whichever procedure is applicable in terms of Council's Credit Control and Debt Collection Policy.

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52. Risk management (continued)

Long-term receivables and other debtors are individually evaluated annually at the reporting date for impairment or discounting. A report on the various categories of receivables are drafted to substantiate such evaluation and subsequent impairment / discounting, where applicable.

The municipality is not exposed to interest rate risk as the municipality borrows funds at fixed interest rates.

The municipality's exposures to interest rates on Financial Assets and Financial Liabilities are detailed in the Credit Risk Management section of this note.

Interest Rate Sensitivity Analysis

The municipality had no variable rate long-term financial instruments at year-end requiring an Interest Rate Sensitivity Analysis.

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	2023 R	2022 R

52. Risk management (continued)

Credit risk

Credit risk refers to the risk that a counterparty will default on its contractual obligations resulting in financial loss to the municipality. The municipality has a sound credit control and debt collection policy and obtains sufficient collateral, where appropriate, as a means of mitigating the risk of financial loss from defaults. The municipality uses other publicly available financial information and its own trading records to assess its major customers. The municipality's exposure of its counterparties are monitored regularly.

Potential concentrations of credit rate risk consist mainly of long-term receivables, consumer debtors, other debtors, bank and cash balances.

The municipality limits its counterparty exposures from its investment operations (financial assets that are neither past due nor impaired) by only dealing with well-established financial institutions of high credit standing. The credit exposure to any single counterparty is managed by setting transaction / exposure limits, which are included in the municipality's Investment Policy. These limits are reviewed annually by the Chief Financial Officer and authorised by the Council.

Receivables from exchange transactions comprise of a large number of ratepayers, dispersed across different industries and
geographical areas within the jurisdiction of the municipality. Ongoing credit evaluations are performed on the financial condition of these receivables. Receivables from exchange transactions are presented net of the allowance for impairment.

Receivables from non-exchange transactions comprise of a large number of ratepayers, dispersed across different industries and geographical areas within the jurisdiction of the municipality. Ongoing credit evaluations are performed on the financial condition of these receivables. Receivables from non - exchange transactions are presented net of the allowance for impairment.

The municipality establishes an allowance for impairment that represents its estimate of anticipated losses in respect of receivables. Receivables are provided for based on estimated irrecoverable amounts, determined by reference to a non payment rate.

In the case of debtors whose accounts become in arrears, it is endeavoured to collect such accounts by "levying of penalty charges", "demand for payment", "restriction of services" and, as a last resort, "handed over for collection", whichever procedure is applicable in terms of Council's Credit Control and Debt Collection Policy.

Long-term Receivables and Other Debtors are individually evaluated annually at reporting date for impairment or discounting. A report on the various categories of debtors is drafted to substantiate such evaluation and subsequent impairment / discounting, where applicable.

Payment to accounts of consumer debtors who are unable to pay, are renegotiated as an ongoing customer relationship in response to an adverse change in the circumstances of the customer.

The municipality does not have any significant credit risk exposure to any single counterparty or any group of counterparties having similar characteristics. The municipality defines counterparties as having similar characteristics if they are related entities. The credit risk on liquid funds is limited because the counterparties are banks with high credit-ratings.

There is no collateral held for security in respect of consumer debtors.

The maximum credit and interest risk exposure in respect of the relevant financial instruments is as follows:	2023	2022
Cash and cash equivalents	248 529 665	137 877 710
Short term investments	331 767 247	305 522 446
Receivables from exchange transactions	217 629 743	169 893 585
Other receivables from exchange transactions	6 431 810	5 852 606
Receivables from non-exchange transactions	10 460 788	18 645 756
Long term receivable	4 598 731	6 720 631

Foreign currency risk management

The municipality's activities do not expose it to the financial risks of foreign currency and therefore has no formal policy to hedge volatilities in the interest rate market.

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Notes to the Annual Financial Statements

	2023 R	2022 R

52. Risk management (continued)

Other price risks

The municipality is not exposed to equity price risks arising from equity investments as the municipality does not trade these investments.

53. Commitments

Authorised capital expenditure

Already contracted for but not provided for		
• Property, plant and equipment - Infrastructure assets	236 525 122	176 428 333
• Property, plant and equipment - other assets	67 895 389	18 169 063
	304 420 511	**194 597 396**
Total capital commitments		
Already contracted for but not provided for	304 420 511	194 597 396

Total commitments

Total commitments		
Authorised capital expenditure	304 420 511	194 597 396

This committed expenditure relates to property, plant and equipment and will be financed by available bank facilities, retained surpluses, existing cash resources, funds internally generated.

The amounts as disclosed are VAT inclusive.

The comparitive year contains an error in relation to the prior year audited financial statements. The effects of this is represented as follows:

Commitments		
Amount previously reported - Property, plant and equipment - Infrastructure assets	-	174 098 225
Amount previously reported - other assets	-	17 449 135
Correction of error - Property, plant and equipment - Infrastructure assets	-	2 330 108
Correction of error - other assets	-	719 928
	-	**194 597 396**

54. Related party disclosures

Loans granted to related parties

In terms of the MFMA, the municipality may not grant loans to its councillors, management, staff and public with effect from 01 July 2004. Loans, together with conditions thereof granted prior to this date are disclosed in note 15 in the annual financial statements.

Remuneration of management

Compensation of key management and personnel is set out in notes **35** and **36** respectively in the annual financial statements.

All Councillors and Employees have disclosed their interest in related parties and no one has the ability to control or exercise significant influence over Council in making financial and operating decisions.

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Stellenbosch Municipality

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55. Awards to close family members - SCM Regulation 45

Awards to close family members of persons in the service of Stellenbosch Municipality

Supplier name	Employee name	Relationship	Department	2023	2022
**Kemanzi (Pty) Ltd - B/SM 71/22 (Rates)	JN Du Toit	Spouse	Department of Local Government	626 501	-
**- FQ 22/23				169 740	-
#Conlog (Pty) Ltd - B/SM 03/23	N Moodley	Spouse	Department of Health	-	-
*Eugene Mark Hartley Redhills Electronics - FQ 18/23	L Hartley	Spouse	Education Department	200 000	-
Zutari (Pty) Ltd - B/SM 93/23	HC Alschlager	Spouse	Special Investigations Unit	1 498 896	-
	MR Marques	Spouse	Department of internal affairs	-	-
	K Nadasen	Spouse	National Department of Public Works	-	-
	TJ Ndala	Spouse	School Principle	-	-
- BSM 98/21				-	6 316 500
- B/SM 118/21				-	2 016 515
- B/SM 121/21				-	867 329
- B/SM 115/21				-	3 819 344
*Ikapa Reticulation - B/SM 10/23	Cindy Schuyler Davids	Child	Education Department	20 472 196	-
- B/SM 54/21				-	-
- B/SM 52/21				-	-
# Ganwa Consulting & Development B/SM 101/21	NW Ngomane	Spouse	Transnet	-	-
Stellemploy B/SM 117/21	Viginia Jumat	Child	Stellenbosch Municipality	-	380 926
# Webber & Wentzel B/SM 54/22 (Rates)	Jennifer Abraham	Parent	Department of Education	-	-
	Clive Truter	Parent	Department of Education	-	-
	Anlerie Marelese Truter	Parent	West Coast Education District	-	-
	Esther Watson	Parent	Department of public service	-	-
	Johannes Cornelius Louw Smit	Parent	Beaufort West Municipality	-	-
	Busisiwe Thembekile Mahlangu	Parent	Department Of Education	-	-
	Nicoas Dias	Spouse	City of Cape Town	-	-
	Khomotso Nonyane	Spouse	Petro SA	-	-
	Irma Brink	Mother	Department Of Education - Free State	-	-
	Alison Smith	Parent	South African Airways	-	-
	Sizi Qolohle	Parent	National Treasury	-	

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Notes to the Annual Financial Statements

				2023 R	2022 R
55. Awards to close family members - SCM Regulation 45 (continued)					
	Hein Prinsloo	Parent	Development Bank of Southern Africa	-	-
	Jolande Botha	Parent	Department of Education	-	-
	Paul van den Brink	Spouse	Wesgro	-	-
	Barbara Watson	Parent	Independent Non-executive Director of the PIC	-	-
	Mark Rutherfoord-Jones	Spouse	Nedbank South Africa	-	-
	Pieter Coetzee	Parent	Tshwane metro Police Department	-	-
	Sizi Solohle	Parent	National Treasury	-	-
**Ian Dickie and Company (Pty) Ltd - FQ 17/23	Deon Samuels	Spouse	SA Police Service	44 040	-
- FQ 32/22				-	30 171
Nedbank B/SM 81/23	Venisha Subramoney	Spouse	Department of Education	104 882 421	-
*Rhode Security & Fire CC T/A Rhotech FQ 59/23	Re Matthee	Spouse	Correctional Services	200 000	-
*Cape Petroleum FQ 95/23	Lydia B. Mdyogolo	Spouse	Educator: Ntwasahlobo	151 510	-
# Kemp & Associates B/SM 54/22 (Rates)	Mervin Williams	Spouse	Stellenbosch Municipality	-	-
# Van Der Spuy (Wp) Inc BSM 54/22 (Rates)	Mariaan Van Zyl	Spouse	Head Mistress Paarl Girls High School	-	-
**Van Zyl Kruger Inc B/SM 54/22	Peter Marais	Parent	Member Of Parliament	48 832	-
# Etienne Walter Vermaak B/SM 54/22 (Rates)	JMC Vermaak	Spouse	Phamacist @ Department of Health	-	-
# Herold Gie Attorneys B/SM 54/22 (rates)	K Meyer	Parent	Senior Clerk @ City of Cape Town	-	-
Empa structures B/SM 05/23	Gaylon Petersen	Wife	Driver City of Cape Town	414 102	-
Adapt IT Holding Limited D/SM 13/23	Dudley Muziwanadoda Siyothozoza Mbmabo	Spouse	Sanral	335 942	-
*Resource Innovation Africa D/SM 14/23	Kaveesh Ramdoe	Spouse	Ethekweni Municipality	1 187 049	-
*Red Ant Security D/SM 17/23	Noxolo Lesiela	Spouse	Mogale City Local Municipality	1 670 153	-
Steven Happie B/SM 116/21	Franciska Happie	Spouse	City of Cape Town	-	106 095
Wilstan book supplies FQ 22/22	Valencia Beukes Williams	Spouse	City of Cape Town	-	121 665
Ducharme Assets FQ 128/22	Lamahlubi Mbekeni	Spouse	Dept of Rural Development	-	164 450
JVZ Construction B/SM 124/21	RE Matthee	Spouse	Correctional services	-	2 369 349
				131 901 382	**16 192 344**

Awards to close family members actual award amount is disclosed in the note above. In the event that an award amount is not present, an estimate will be made for that award. These are demarcated with an *. In the event that an estimate is not possible, actual expenditure will be disclosed. These are demarcated with a **. In the event that none of these options are probable these awards will be demarcated with a #.

The comparative information is this note has been restated due to awards included erroneously in the disclosure. The financial effect of this error is denoted below:

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	2023 R	2022 R
55. Awards to close family members - SCM Regulation 45 (continued)		
Nature of error		
Amount previously reported	-	60 704 134
Awards erroneously included	-	(44 511 790)
	-	**16 192 344**

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Notes to the Annual Financial Statements

	2023 R	2022 R

56. Unauthorised, irregular, fruitless and wasteful expenditure

56.1 Unauthorised expenditure

The municipality incured no unathorised expenditure in both the current and previous financial year.

56.2 Irregular expenditure

Opening balance as previously reported	26 402 075	99 389 541
Add: Irregular expenditure - current	30 992 707	42 119 538
Add: Irregular expenditure – prior period	7 434 902	2 974 982
Less: Amounts written-off – current	(34 700 110)	(118 081 987)
Closing balance	**30 129 574**	**26 402 074**
Incidents/cases identified in the current year include those listed below:		
Irregular expenditure was identified as it breached the procurement process in terms of the Supply Chain Management Policy	12 751 493	3 505 672
The Auditor-General, in its findings during the 2019/2020 financial year, identified that the Municipality awarded that does not comply with Preferential Procurement Regulations 2017.	25 676 116	41 588 848
The Auditor-General, in its findings during the 2017/2018 financial year, identified that the Municipality did not include a specific condition that local production and content is applicable when inviting bidders to tender (advertisement). Furthermore the Municipality also did not include the local production and content in the bid documents (MBD 6.2) and the suppliers declared a ccordingly. The A uditor-General concluded that the tender award does not comply with Preferential Procurement Regulations 2017.		
Total	**38 427 609**	**45 094 520**

56.3 Fruitless and wasteful expenditure

Opening balance previously reported	-	-

Due to an investigation performed externally, the outcome concluded that the expenditure was not fruitless and wasteful. The effect of this prior period error is displayed below:

Nature of error		
Amount previously reported	-	4 266 953
Correction of error	-	(4 266 953)
	-	**-**

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	2023 R	2022 R

57. Additional disclosure in terms of Municipal Finance Management Act

Contributions to SALGA

Opening balance	7 205	-
Current year subscription / fee	6 316 571	6 052 817
Early settlement discount	(315 829)	(301 881)
Amount paid - current year	(6 000 742)	(5 743 731)
Amount paid - previous years	(7 205)	-
	-	**7 205**

Audit fees

Opening balance	16 509	98 101
Current year audit fee	9 323 542	6 225 849
Amount paid - current year	(9 323 542)	(6 307 441)
Amount paid - previous years	(16 509)	-
	-	**16 509**

PAYE, UIF and SDL

Current year subscription / fee	92 036 184	89 222 633
Amount paid - current year	(92 036 184)	(89 222 633)
	-	**-**

Pension and Medical Aid Deductions

Current year subscription / fee	129 984 910	124 436 807
Amount paid - current year	(129 984 910)	(124 436 807)
	-	**-**

VAT

VAT receivable	656 182 536	809 391 586
VAT payable	(644 051 025)	(790 745 186)
	12 131 511	**18 646 400**

All VAT returns have been submitted by the due date throughout the year.

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	2023 R	2022 R

57. Additional disclosure in terms of Municipal Finance Management Act (continued)

Councillors' arrear consumer accounts

There were no councillor arear accounts more than 90 days as at 30 June 2023.

Distribution Losses

In terms of section 125(2)(d)(i) of the Municipal Finance Management Act, the municipality experienced the following distribution losses for the year under review.

Electrical distribution losses (KW)		
System Input	344 236 600	393 194 417
Sales	(329 632 095)	(355 429 150)
	14 604 505	**37 765 267**

Electricity losses are calculated as 4.24% (2022: 9.6%). Electricity losses are within the industry norm.

Water distribution losses (KL)		
System Input	10 827 196	10 660 846
Sales	(7 858 877)	(8 669 713)
	2 968 319	**1 991 133**

Water losses are calculated as 27.42% (2022: 18.7%). Water losses are within the industry norm.

58. Retirement benefit information

The municipality makes provision for post-retirement benefits to eligible Councillors and employees who belong to different pension schemes. These funds are governed by the Pension Funds Act and include both defined benefit and defined contribution schemes.

The only obligation of the municipality with respect to the retirement benefit plans is to make the specified contributions. Where councillors / employees leave the plans prior to full vesting of the contributions, the contributions payable by the municipality are reduced by the amount of forfeited contributions.

These schemes are subject to a tri-annual, bi-annual or annual actuarial valuation as set out hereunder.

SALA Pension fund

The SALA Pension Fund operates both as a defined benefit and defined contribution scheme.

The statutory valuation performed as at 1 July 2021 stated that the net assets of the fund amounted to R12 238 000 (30 June 2018: R14 299 000), with funding levels of 85.5% (30 June 2018: 96%). The actuary recommended that employers continue to contribute at the current rate of 19.18% of pensionable salary.

The actuaries are satisfied with the investment strategy of the fund.
The nature of the assets is, in their opinion, suitable for the nature of the liabilities of the Fund as defined in the rules of the fund.The matching of assets with the liabilities of the Fund is adequate; and the insurance arrangements are appropriate compared to the cover provided can be regarded as financially sound at the valuation date.

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	2023 R	2022 R

58. Retirement benefit information (continued)

LA retirement Fund (Previously Cape Joint Pension Fund)

The LA RETIREMENT FUND operates both as a defined benefit and defined contribution scheme.

Defined benefit scheme

The contribution rate of the defined benefit scheme is 27%; 9% by the members and 18% by their councils. The actuarial valuation report at 30 June 2022 disclosed an actuarial valuation amounting to R1 391 841 000 (30 June 2021: R1 486 110 000), with a net accumulated surplus of R144 158 000 (2021: R69 420 000), with a funding level of 111,6% (2021: 104.9%).

Defined contribution scheme

The actuarial valuation report at 30 June 2021 indicated that the defined contribution scheme of the fund is in a sound financial position, with net assets amounting to R1 976 184 (2021: R2 082 488 000) and with a funding level of 100% (2021: 100%).

Cape Joint Retirement Fund (CRF)

The most recent statutory valuation performed as at 30 June 2022 revealed that the assets of the fund amounted to R36 502 914 (2021:R34 148 000 000), with funding levels of 131,6% and 100,4% (2021:133% and 100.5%) for the Pensions Account and the Share Account respectively. The contribution rate paid by the members 9% and the municipalities 18% is sufficient to fund the benefits accruing from the fund in the future. The actuary certified that the structure of the assets is appropriate relative to the nature of the liabilities, given normal circumstances and that the Fund is in a sound financial condition as at the valuation date.

Municipal Councillors Pension Fund

The Municipal Councillors Pension Fund operates as a defined contribution scheme. The statutory valuation performed as at 30 June 2018 stated that the net assets of the fund amounted to R1 798 030 000 (30 June 2017: R1 480 549 000), with funding levels of 103.26% (30 June 2017: 101.31%). The contribution rate paid by the members (13,75 %) and council (15 %) is sufficient to fund the benefits accruing from the fund in the future. The Actuary certified that the Fund was in a sound financial condition as at 30 June 2018, in that the assets of the fund were sufficient to cover the accrued service liabilities including the recommended Contingency Reserves in full.

The Municipal Workers Retirement Fund (Previously South African Municipal Workers Union National Provident Fund)

The Municipal Workers Retirement Fund is a defined contribution scheme. Members contribute at a rate of not less than 7.5% of salaries, as required by the Rules. The employers contribute at a total rate of not less than 18%.From 1 July 2017, members and employers that fall under other bargaining councils or forums are not bound by the above minimum contribution rates. The statutory valuation performed as at 30 June 2021 stated that the assets of the fund amounted to R 10 866 257 0000 (30 June 2020: R9 021 008 000), with funding levels of 100% (30 June 2020: 100%). As a percentage of members' Fund Credits, the investment smoothing reserve has increased to 6.5% over the valuation period.

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58. Retirement benefit information (continued)

National Fund for Municipal Workers

The fund operates as a defined contribution fund and in terms of the rules of the fund category A and category C members contribute at a rate as agreed upon by the Local Authority and the member, subject to an absolute minimum contribution of 2% and 5% of their remuneration respectively. Category C-Members, appointed after 1 July 2012, who are not part of the Schedule shall make monthly contributions to the Fund equal to 7.5% of their pensionable salary.

The most recent statutory valuation performed as at 30 June 2019 stated that the net assets of the fund amounted to R17 107 067 000 (30 June 2018: R15 393 671 000), with funding levels of 100.40% (30 June 2018: 100.46%). The actuary certified that the assets of the fund are sufficient to cover 100.40% of the members' liabilities, also that it can be expected that the funding level of a fund of this nature will fluctuate around 100%, for example due to timing differences in investment and receipt of monies, slight mismatching of assets and liabilities and processing errors.

The Local Authority must contribute in respect of category A and category C members such an amount as agreed between the Local Authority and the fund, subject to a minimum contribution rate of 2% and 5% of their remuneration respectively. Category B members are members who belong to both category A and C and the Local Authority must, on behalf of such members, not contribute less than 7% of their remuneration. The contribution rates stipulated above include the amount payable towards the insured risk benefits policy.

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	2023 R	2022 R

59. Going concern

We draw attention to the fact that at 30 June 2023, the municipality had an accumulated surplus of R 5 623 651 021.

The annual financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

60. Deviations from SCM regulations - SCM Regulation 36

In terms of section 36 of the municipality SCM regulations, any deviations from SCM policy needs to be approved by the accounting officer and noted by Council. The awards listed below have been approved by the accounting officer and noted by Council.

All deviations considered by the accounting officer are processed in terms of the SCM regulations and the municipality's SCM
policy. This process entails being assessed by the SCM Bid Adjudication Committee in terms of the stipulated criteria for emergency procurements and circumstances where it is impractical or not possible to follow the official procedure.

Deviation from, and ratification of minor breaches of, the procurement processes

In terms of section 36(2) of the Supply Chain Management Policy approved by Council it is stipulated that bids where the formal procurement processes could not be followed, must be noted in the annual financial statements.

SCM paragraph reverence			
36 (1)(a) i	Dispense with the official procurement processes in an emergency	6 298 623	3 563 056
36 (1)(a) ii	Dispense with official procurement processes if such goods or services are produced or available from a single source or sole provider.	335 943	9 139 368
36 (1)(a) v	Dispense with official procurement processes in any other exceptional case where it is impractical or impossible to follow the official procurement processes.	26 804 533	30 902 451
Total deviations		**33 439 099**	**43 604 875**

The deviations rand value disclosed is representative of the award value. In the event of a rates based award, an estimate is utilised based on certain projected provisions. In the event that an award value in not present, nor an estimate due to certain conditions, the actual expenditure incurred will be disclosed.

A prior period disclosure error has been corrected in the comparative disclosed figures. The error was caused by certain awards that were erroneously included. The effects of the disclosure can be seen below:

Deviations prior period disclosure error:		
Amount previously disclosed	-	59 279 072
Adjustment for 36(1)(a)(i)	-	(12 892 802)
Adjustment for 36(1)(a)(ii)	-	366 883
Adjustment for 36(1)(a)(v)	-	(3 148 278)
	-	**43 604 875**

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61. Budget information

The budget has been prepared on the accrual basis of accounting in accordance with the prescripts of the Municipal budget regulations as well as MFMA budget circulars. In accordance with the Municipal budget regulations, the classification basis the municipality presents its budget is per economic as well as per functional classification (per Vote (Department) and GFS classification). It should be noted that minor budget differences between the basis the budget is prepared (accrual basis and prescripts of NT guidance) and actual financial results (accrual basis in accordance with GRAP) exists, mainly related to technical GRAP adjustments required. These differences are not material and as the basis of preparation is the same (accrual basis) no restatements have been made to the financial information compared to the budgeted amounts, but where found to be material is explained below:

Explanation of variances between approved and final budget amounts

The materiality framework of the municipality informs the determining base ranges. The framework outlines all principles and guiding practices to allow management to enforce a consistent application of the framework's guidelines. With regard to reporting, the understandability and transparency to users of the financial statements was a determining factor when deciding on the base %.

BD1 - Service Charges - Revenue from Service Charges: Electricity: Industrial was R34mil less than anticipated due to loadshedding being implemented

BD2 - Other Revenue - Development Charges revenue is R25mil more than budgeted. Development Charges to the amount of R20.9 million were receipted from December 2022 until June 2023

BD3 - Employee related cost -Included in the Actual of Employee related Cost is a R30.6mil actuarial gain on post employment medical benefit which was not budgeted for. This therefore reduces the total Employee related cost expenditure by R30.6mil overall

BD4 - Debt Impairment - The variance is due to the actual Contribution to impairment loss on receivables for non-exchange and exchange transactions being more than anticipated

BD5 Depreciation - The variance is due to the addition of legacy assets and the unbundled historical work-in-progress assets

BD6 - Contracted services - Savings were identified on Contractors to the value of R27.7mil.

BD7 - Other expenditure- The material variance is due to the negative R69.7mil contributions from provisions

BD8 - Cash - Loan repayments were only effected in the new financial year.

BD9 - Property, plant and equipment - Legacy assets movements were effected in the current year.

BD10 - Trade and other payables - An increase in payables was due to an increase in eskom bulk electricity and loan repayments which were not effected in the current financial year.

BD11 - Provisions - A decrease in material costs and change in interest rate caused the variance to grow larger.

BD12- Borrowings - An additional loan was taken up in the current financial year

BD13- Reserves - An increase in the surplus for the current financial year has contribution to this variance.

CF1 - . The muncipality overcollected in the current year

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	2023 R	2022 R

61. Budget information (continued)

CF2 - The muncipality under collected this period.

CF3 - The difference strems from amounts in relation to rollver funding that was recepited and budgeted for in the prior year.

CF4 - The municipality had a underspending on employee related cost, bulk purchases and paid less suppliers than anticipalted

CF5 - The municipality had an underspending on its capital expenditure budget.

CF6 - The municipality required less funding than anticipated from borrowings

CF7 - Over estimation during forecasting of other revenue.

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62. Contingent liabilities

SHAHIEDA JACOBSS/ STELLENBOSCH MUNICIPALITY	200 000	200 000
Shahieda Jacobs instituted legal proceedings against Stellenbosch Municipality and a municipal official for alleged sexual harassment and unfair discrimination in the Labour Court.The Municipality filed its Statement of Response to the Plaintiff's Statement of Claim. .		
RICMAL GREEN (PTY) LTD & ANOTHER / THE UNLAWFUL OCCUPIERS & OTHERS	200 000	200 000
Ricmal Green (Pty) Ltd applied for an interdict that the National Minister of Agriculture, Deputy Minister of Agriculture and the National Government be interdicted and restrained from placing any third parties in occupation of the Property or in any way encouraging, promoting, supporting and or allowing any persons to come onto the farm to occupy the Property. That the persons attempting to occupy the Property be interdicted and restrained from entering onto or remaining on the Property and erecting or attempting to erect any form of structure, be it temporary, permanent or semi-permanent of nature on the Property. Ricmal Green (Pty) Ltd also applied for an urgent eviction application in terms of rule 6(12) against all unlawful occupiers of the Property listed in Annexure A to be ordered to vacate the Property and should they fail/refuse that the Sheriff be ordered to evict them from the Property. Stellenbosch Municipality is sited as Seventh Respondent to the matter. No relief is sought against the Municipality unless the Municipality oppose the application. The Municipality was joined as the Property is situated within its jurisdiction and its statutory and/or constitutional obligations as regards the occupiers. The Municipality is supporting the application of the Applicants and filed an explanatory affidavit		
ANGELA ADELINE MOGOLEGENG / STELLENBOSCH MUNICIPALITY	100 000	100 000
Angela Adeline Mogolegeng applied for Default Judgment against Stellenbosch Municipality for alleged unfair labour practice in relation to failure to promote and/or demotion and alleged that she is being unfairly discriminated against		
SPS / STELLENBOSCH MUNICIPALITY	100 000	100 000
MZ Loghdey t/a Street Parking Solutions submitted a tender, which was awarded to him. The tender was implemented on or about 1 April 2019. A dispute arose between the parties around various issues in terms of the tender. Clause 27.1 of the GCC provides that if any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. Clause 27.2 provides further if, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. Clause 27.3 provides that should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law. Notwithstanding the above clause 27.4 provides that notwithstanding any reference to mediation and/or court proceedings herein the parties shall continue to perform their respective obligations under the contract unless they otherwise agree and the purchaser shall pay the supplier any monies due for goods delivered and/or services rendered according to the prescripts of the contract.Both SPS and the Municipality alleged that certain conditions of the tender/contract was breached and that mediation is required to solve the dispute. A mediator was appointed and a date for the mediation need to be set to argue the matter.		

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62. Contingent liabilities (continued)		
VAN DER WESTHUIZEN, K / STELLENBOSCH MUNICIPALITY	50 000	50 000
Kyla van der Westhuizen issued summons against the Municipality for damages to her vehicle, VW Polo Cross 2015 model for allegedly colliding with a pothole.The Municipality defended the matter and filed its plea in the matter. Discovery affidavit was served and filed and a court date needs to be obtained to argue the matter.		
MHLENZE,N R / STELLENBOSCH MUNICIPALITY	325 469	325 469
Nomzi Renee Mlenze is applying to the Labour Court for condonation of the non-compliance with the time periods envisaged by the Labour Court in terms of the applicable Rules. Mlenze is employed at Stellenbosch Municipality as Senior Clerk: Accounts in the Finance Department.		
SIPHO DYIDI / STELLENBOSCH MUNICIPALITY	-	200 000
Sipho Dyidi is employed as Superintendent: Collections in the Department: Infrastructure Services who instituted legal proceedings against Stellenbosch Municipality in the Labour Court for overtime work in the amount of 111 hours, but the Municipality allegedly did not logged or captured his overtime.		
OCTOFIN COMMERCIAL (PTY) LTD / TURN AROUND	200 000	200 000
Octofin Commercial (Pty) Ltd instituted legal action against Turn Around Investments 22 (Pty) Ltd and Stellenbosch Municipality and applied for an order reviewing and setting aside the decision of the Municipality taken on 9 June 2020 to grant a permanent departure of the building line applicable to Turn Around Investment property, i.e Erf 15713 Stellenbosch. .		
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STELLENBOSCH MUNICIPALITY / GREEN SPOT RECYCLING (PTY) LTD, THEIR DIRECTORS/ANY ILLEGAL OCCUPIERS AND ILLEGAL USERS OF THE LA MOTTE DEPOT	200 000	200 000
Green Spot Recycling (Pty) Ltd occupied a section of the La Motte Depot and have been operating a recycling company without any formal agreement with Stellenbosch Municipality.		
STELLENBOSCH MUNICIPALITY / DUWAINE KLEYNHANS AND ADRIAN KLEYNHANS AND ALL THOSE WHO ARE OCCUPYING THE HOUSE UNDER OR THROUGH THEM	100 000	100 000
Mr Phillips Kleynhans was allowed as caretaker by the Toy and Miniature Museum to occupy the flat at 118 Dorp Street, Stellenbosch. Mr Phillip Kleynhans passed away on or about 30 November 2016 and his right to occupy the flat in terms of his employment agreement terminated. Duwaine Kleynhans and Adrian Kleynhans are still occupying the flat and was given notice that any right of occupation of the flat at 118 Dorp Street, Stellenbosch which flows from the right of occupation of Mr Phillip Kleynhans employment contract with the Toy and Miniature Museum was terminated and that they should vacate the flat by 31 March 2020		
FRANSCHHOEK CLAIMANT'S TRUST / EXECUTIVE MAYOR: STELLENBOSCH MUNICIPALITY & OTHERS	300 000	200 000
The Franschhoek Claimant's Trust instituted review proceedings in terms of section 6 and 8 of PAJA reviewing and setting aside the Executive Mayor's decision, in her capacity as the appeal authority, to revoke the development and related approvals, granted by the Stellenbosch Municipal Planning Tribunal to the Franschhoek Claimant's Trust ("FC Trust") in respect of Erf 1692 Franschhoek ("the Property").		

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62. Contingent liabilities (continued)		
WASTEWANT WASTE MANAGEMENT (PTY) LTD / STELLENBOSCH MUNICIPALITY AND RESOURCE INNOVATIONS AFRICA (PTY) LTD	-	200 000
Wastewant Waste Management (Pty) Ltd ("Wastewant") instituted review proceedings against the decision of Stellenbosch Municipality ("the Municipality"), wherein the Municipality set aside the decision by the Bid Adjudication Committee ("BAC") to award Tender B/SM12/21 to Wastewant. Reviewing the decision of the Municipality dated 23 February 2021, wherein the Municipality awarded tender B/SM12/21 to Resource Innovations Africa (Pty) Ltd. Reviewing and declaring invalid the Appeal Authority's decision in terms of Section 62(3) of the Systems Act, to revoke the decision of the BAC, as same detracted from the rights, which accrued to Wastewant.		
STELLENBOSCH MUNICIPALITY/ILLEGAL OCCUPIERS OF THE OPEN SPACE CLOSE TO THE R44	100 000	100 000
Illegal structures were erected on the open space next to Rietenbos Primary School, Cloetesville ("the Property") close to R44. The Municipality is in the process of instituting eviction proceedings against the illegal occupiers.		
STELLENBOSCH MUNICIPALITY / SURITA LAYMAN & OTHERS	200 000	200 000
Erf 7802 Stellenbosch was incorrectly transferred to Surita Layman. Stellenbosch Municipality is applying for a rectification transfer directing that the transfer of the immovable property situated at Erf 7802 Stellenbosch to Surita Layman be set aside and an order directing the Municipality to transfer the Property to both Surita Layman and Margaret Louisa Layman		
MICHAEL SACHAR /STELLENBOSCH MUNICIPALITY	129 030	129 030
Mr Michael Sachar alleged that his Land Rover Discovery 4 3.0 TD/SD V6 Se motor vehicle on 6 August 2020 collided with a large pot hole at or near Main Road (R45 near BP Garage) Franschhoek..		
STELLENBOSCH MUNICIPALITY / THE CHILDREN MR BESS AND LLEGAL OCCUPIERS	100 000	100 000
Eviction application against the children of Mr Johnny Bess, who was employed by Stellenbosch Municipality and retired from the employ of the Municipality on or about 31 July 2006. Mr Bess passed on and his children continued to occupy the house. There are various complaints from community members that the children who are currently occupying the house are involved in alleged drug dealing and anti-social behaviour. The house is vandalised and not maintained. The surrounding homeowners handed in a petition demanding that the children be evicted from the house due to an increase in illegal activities from the house, which is making living with them unbearable.		
STELLENBOSCH MUNICIPALITY / ILLEGAL OCCUPIERS OF ERF 290 RAITHBY ALSO KNOWN AS PORTION C(TRANSPORT ZONE II – PUBLIC ROAD)	100 000	100 000
Erf 150 Raithby was subdivided in terms of section 25 of the Land Use Planning Ordinance, 15 of 1985 ("LUPO") into three portions namely, Portion A, Portion B, Portion C and Remainder Portion. Portion C will be utilized for road purposes. Erf 150 Raithby was divided into Erf 288 Raithby, Erf 289 Raithby, Remainder Erf 150 Raithby and Erf 290 Raithby the zoning which is Transport Zone II for a public road. The Municipalitry is in the process of instituting eviction and demolition prpceedings against the illegal occupiers.		

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62. Contingent liabilities (continued)		
STELLENBOSCH MUNICIPALITY/ THATO RUBUSHA	300 000	300 000
Review application instituted by Stellenbosch Municipality setting aside the Arbitration Award made under WCP121702 under the South African Local Government Bargaining Council to pay her compensation for additional work done.		
FORMER EMPLOYEES / SOUTH AFRICAN LOCAL GOVERNMENT BARGAINING COUNCIL & OTHERS	200 000	200 000
This matter involves an application on behalf of the Municipality to be joined as co-applicant together with eThekwini Municipality in an application for the review and setting aside of the Amended Municipal Property Rates Regulations promulgated on 12 March 2010. The Municipality has been joined successfully as co-applicant.		
This matter involves an application on behalf of the Municipality to be joined as co-applicant together with eThekwini Municipality in an application for the review and setting aside of the Amended Municipal Property Rates Regulations promulgated on 12 March 2010. The Municipality has been joined successfully as co-applicant.		
THAPELO MBASA SMITH AND OTHERS / STELLENBOSCH MUNICIPALITY	200 000	200 000
Thapelo Mbasa Smith & Others applied for an interim interdict against Stellenbosch Municipality & Others pending the determination of the final relief sough in Part B of the Notice of Motion.The Municipality did not oppose the interim interdict but opposed the Review application instituted by Thapelo Mbasa Smith & Others against the Municipality declaring inter alia the Municipality's decision, taken on 13 November 2020, to acquire, or accept the donation of, the Property from the Trust, to be unlawful and invalid. The Municipality subsequently filed its answering affidavit in the matter.		
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LABOUR COURT REVIEW -MATUSA OBO REVONAH ANTHONY ("ANTHONY") / STELLENBOSCH MUNICIPALITY- STE10/0318	150 000	150 000
MATUSA obo Revona Anthony obtained an arbitration award against Stellenbosch Municipality in terms of which she was reinstated and certified the arbitration award in terms of section 143(3) of the LRA. They instructed the sheriff to attached the movable properties of the Municipality to be sold in execution.The Municipality instituted review proceedings against the arbitration award and stay the execution of the arbitration award.		
WS SMIT N.O & OTHERS / STELLENBOSCH MUNICIPALITY	-	200 000
Community members illegally occupied Portion 5 of Farm 183 Stellenbosch also known as Watergang. An eviction application was subsequently instituted and Acting Judge Martin granted an eviction order against the illegal occupiers. The illegal occupiers filled an appeal against the eviction order grated by Acting judge Martin which appeal is still pending.The appeal, or any proceedings before the Supreme Court or Higher Court should leave to appeal be granted and any other actions flowing from the Interdict need to be oppose.		
STELLENBOSCH MUNICIPALITY / ISAYA NKUKUMANA	-	200 000
Opinion and Review application against decision of the Chairperson in the disciplinary hearing of Isaya Nkunkumana to have the ruling on the sanction issued against Isaya Nkunkumana reviewed and set aside.Review application with condonation application was finalised and served on the respective parties.		

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62. Contingent liabilities (continued)		
SURREY HOLMES (PTY) LTD/ STELLENBOSCH MUNICIPALITY	200 000	600 000
Surrey Holmes instituted a review application against Stellenbosch Municipality for its alleged failure to make a decision in terms of section 6(2) (g) of the Promotion of Administrative Justice Act 3 of 2000 (PAJA) and directing the Municipality to perform its duties and exercise its powers by; accepting and considering the amended ceiling height of the Attic Room.The review application was opposed by the Municipality. The Municipality is in the process to provide the Rule 53 records.		
STELLENBOSCH MUNICIPALITY / LEELYN MANAGEMENT CC	200 000	200 000
Opinion and institution of Monetary claim against Leelyn Management CC for alleged parking revenue collected on behalf of the Municipality which was not paid over by Leelyn Management CC to the Municipality.		
JVZ CONSTRUCTION (PTY) LTD / STELLENBOSCH MUNICIPALITY	-	700 000
JVZ Construction instituted review proceedings against Stellenbosch Municipality's decision to cancel Bid No B/SM50/20: The Construction of Skilpadvlei Reservoir and Associated Work ("the Reservoir tender") and Bid B/SM51/20: The Construction of Skilpadvlei Bulk Water Supply and Associated Works ("the Water Supply Tender"). Directing the Municipality to adjudicate and award the Reservior tender and the Water Supply tender and to pay JVZ's cost of the matter.		
STELLENBOSCH MUNICIPALITY / OSCAN INVESTMENTS ENTERPRICE (PTY) LTD	485 200	485 200
Property owner of Erf 1727 Stellenbosch erected a fence which encroach on municipal public open space. The Municipality needs to apply for a demolition order if the owner refuse/fail to remove the illegal wooden fence.Notice was served on the property owner to address the issues highlighted in the letter of refusal of the building plan and to resubmit the building plan together with the requested information and documents required alternatively to have the illegal fence removed.Should the property owner not comply with the notice served, the Municipality will proceed with the demolition application of the illegal fence.		
STELLENBOSCH MUNICIPALITY / FRANCOIS JANSEN	-	50 000
Application for eviction of unlawful occupants from municipal property.		
STELLENBOSCH MUNICIPALITY / TANIA WASMUTH AND OTHERS	50 000	50 000
Application for eviction of unlawful occupants from municipal property.		
STELLENBOSCH MUNICIPALITY / COBUS VISAGIE	50 000	50 000
Approximately R684 000.00 owed by Cobus Visagie for a tender to harvest wood.		
SECURITEM (PTY) LTD/STELLENBOSCH MUNICIPALITY	200 000	200 000
Securitem instituted legal action against the Municipality to pay VAT on top of their tender price. The Municipality is of the view that VAT was included in the tender price submitted by SECURITEM and opposed the application.		

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62. Contingent liabilities (continued)		
FUSION PROPERTIES 233 CC / THE MUNICIPALITY OF STELLENBOSCH	33 465 000	33 465 000
This matter involves a summons issued against the Municipality for alleged damages pursuant to the sale of certain immovable property belonging to the Municipality. The amount claimed is R32 115 000.00 together with interest calculated at the rate of 9% per annum from 28 July 2015. The Municipality is defending the action. Pleadings have closed, however, the action is currently stayed. The Plaintiff, having been unsuccessful in its appeals against the High Court's judgment to furnish security, must now furnish security prior to proceeding with the action. The Plaintiff's attorneys of record have, however, withdrawn and the Plaintiff has not taken any steps to advance the matter since February 2021..		
INDEPENDENT SCHOOLS ASSOCIATION OF SOUTHERN AFRICA / ETHEKWINI MUNICIPALITY / STELLENBOSCH MUNICIPALITY & OTHERS	-	250 000
This matter involves an application on behalf of the Municipality to be joined as co-applicant together with eThekwini Municipality in an application for the review and setting aside of the Amended Municipal Property Rates Regulations promulgated on 12 March 2010. The Municipality has been joined successfully as co-applicant.		
STELLENBOSCH MUNICIPALITY / KLAPMUTS MEDIATION	250 000	250 000
Municipality under obligation to provide emergency housing to evictees of various eviction orders in Klapmuts. Klapmuts community has threatened violence against evictees and destruction of property should the municipality proceed to utilise Klapmuts housing facilities for evictees rather than for members of the Klapmuts community. Independent expert mediator appointed to facilitate mediation which is currently pending. Mediator had meetings with the community and a committee was elected to discuss the matter and proposals made. The chairperson of the Committee was not available for a period to attend meetings and new proposed dates were arrange by the mediator for such meetings. The community still refuse the Municipality to implement emergency housing.		
STELLENBOSCH MUNICIPALITY/ NE PROPERTIES (PTY) LTD	200 000	200 000
Application to declare the dissolution of NE Industries void in terms of section 83(4) of the Companies Act and to direct the Companies and Intellectual Property Commission of South Africa to restore NE Industries' name to the register of companies. NE Industries was deregistered and its name was removed from the register of companies on 16 July 2010 due to its failure to file its annual returns. NE Industries is the single largest debtor on the Municipality's debtor's book. The Municipality wants to collect the outstanding amount due to it but established that NE Industries was deregistered as a result of its failure to file its annual returns and its name was removed from the register of companies.		
STELLENBOSCH MUNICIPALITY / IMATU ON BEHALF OF EMPLOYEES	-	200 000
Review application instituted against the arbitrator's award by Commissioner Der Vlieger-Seynhaeve including application for condonation and to oppose the application for contempt of court proceedings instituted by IMATU obo Deidre Jefthas		
STELLENBOSCH MUN / MOFFAT & OTHERS	100 000	100 000
Kyla van der Westhuizen issued summons against the Municipality for damages to her vehicle, VW Polo Cross 2015 model for allegedly colliding with a pothole. The Municipality defended the matter and filed its plea in the matter. Discovery affidavit was served and filed and a court date needs to be obtained to argue the matter.		

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	2023 R	2022 R
62. Contingent liabilities (continued)		
STELLENBOSCH MUNICIPALITY / CHOISY –LE-ROI OWNERS (PTY) LTD	200 000	200 000
Review application instituted by the owner of Erf 13500 Technopark, Stellenbosch against the appeal judgment of the Executive Mayor.The Municipality served and filed notice of opposition against the application. Rule 53 record was subsequently filed at court. Choisy-le-Roi supplemented their application and the Municipality served and filed its answering affidavit. A court date needs to be obtained to argue the matter.		
STELLENBOSCH MUNICIPALITY / FORMER EMPLOYEE	200 000	200 000
Review Application instituted in the Labour Court against the disciplinary sanction of the chairperson in the disciplinary hearing of Leon Lourens. Leon Lourens was found guilty on three charges, which involves dishonesty but was not dismissed by the chairperson. The Municipality has served and filed its founding affidavit to have the ruling of the chairperson set aside and replace for a dismissal. The Municipality is in the process of transcribing the recordings of the hearing whereafter Leon Lourens will provide its answering affidavit in the matter.		
DEON GARDEN & CONSTRUCTION CC / STELLENBOSCH MUNICIPALITY	200 000	200 000
Monetary claim in the amount of R4 374 192.67 including interest at a rate of 7.75% per annum for alleged damages suffered by Deon Garden & Construction CC.The Municipality defended the claim instituted and is in the process of finalising its plea in the matter..		
STELLENBOSCH MUNICIPALITY / EX-EMPLOYEES WHO OCCUPY THE DEVON VALLEY HOUSING STOCK	200 000	200 000
Eviction of ex-employees who occupy the Devon Valley Housing Stock of the Municipality which can only be utilised by employees working in Engineering Directorate		
LJ TURNKEY INVESTMENTS (PTY) LTD / STELLENBOSCH MUNICIPALITY	1 552 000	1 552 000
LJ Turnkey Investments (Pty) Ltd ("LJ Turnkey") issued summons against Stellenbosch Municipality for alleged damages suffered by LJ Turnkey as a result of the Municipality allegedly refusing to consider its application submitted for a determination of zoning as contemplated in section 15(2)(m) of the Land Use Planning By-law.		
STELLENBOSCH MUNICIPALITY / LJ TURNKEY INVESTMENTS (PTY) LTD	250 000	250 000
The owner of Portion 9 of Farm 100 Stellenbosch (“the Property”) applied for a declaratory order that the Property is being utilised for residential purposes and thus effectively allows them to utilise the Property for student accommodation.The Municipality opposed the declaratory order and filed its answering affidavit. The Municipality has instituted a counter-application in the form of, amongst others, interdict proceedings against the owner’s illegal utilisation of the property for student and/or any other rental accommodation. The Municipality has also instituted a chamber book application to compel the owner, LJ Turnkey Investments (Pty) Ltd, to serve and file its answering affidavit in the counter-application. LJ Turnkey Investments (Pty) Ltd has now served its replying affidavit in the main application as well as it answering affidavit in the counter (interdict) application. LJ Turnkey Investments (Pty) Ltd also filed a Notice of Intention to Amend and an application to have certain parts or paragraphs of the Municipality's affidavits struck out. The Municipality has filed its replying affidavit in the counter-application and the matter has been set down for hearing on 17 October 2022. This matter does not involve any amounts claimed.		

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62. Contingent liabilities (continued)		
STELLENBOSCH MUNICIPALITY / JW ANGUS PROPERTIES (PTY) LTD AND JUNO CORP Interdict application instituted against JW Angus Properties (Pty) Ltd, the owner of erven 144 Klapmuts and 149 Klapmuts, who is operating or allowing Juno Corp to utilise Erf 144 Klapmuts and 149 Klapmuts for industrial related activities such as operating a Wash Bay for trucks on Erf 149 Klapmuts and utilising Erf 144 Klapmuts for parking of trucks, storage of trucks in contravention of the approved zoning of the Property and to operate a business that uses trucks to collect and transport waste..	250 000	250 000
STELLENBOSCH MUNICIPALITY / GAYNOR SKIPPERS AND ALL OTHER ILLEGAL OCCUPIERS Eviction of Gaynor Skippers and all other illegal occupiers who illegally occupy the road reserve, Torrey Street, Jamestown	100 000	100 000
FORMER EMPLOYEE / STELLENBOSCH MUNICIPALITY Application instituted by Elizabeth Rhoda against Stellenbosch Municipality to have her reinstated retrospectively with accumulated benefits and salary or adjustments and that the Municipality pay compensation to her in the amount of 12 months' salary including the cost of suit as well as a condonation application for the late submission of her application. The application was opposed by the Municipality and the Municipality is in the process to serve and file its Statement of Defence.	200 000	200 000
DB PROPERTY DEVELOPMENT COMPANY (PTY) LTD / EXECUTIVE MAYOR: STELLENBOSCH MUNICIPALITY & OTHERS On 2 June 2020 the Director: Planning and Economic Development approved, subject to certain conditions, DB Property Development Company (Pty) Ltd ("DB Property") land use application for the rezoning, consent use, departure and temporary departure in relation to Portion 43 of Farm No 65 Stellenbosch Division ("the Property"). On 22 June 2020 DB Property submitted an appeal to the Executive Mayor against the two conditions. On 24 May 2021 the Executive Mayor, acting in her capacity as the Appeal Authority, issued her appeal decision dismissing DB Property's appeal against these two conditions. DB Property instituted review proceedings and applied setting aside two conditions of the 2020 Approval in terms of section 6 and 8 of the Promotion of Administrative Justice Act, 3 of 2000..	500 000	-
CHRISTO HENRY BOLTNEY / STELLENBOSCH MUNICIPALITY Christo Henry Boltney ("Boltney") sued the Municipality for injuries obtained due to falling into an open manhole, which had no manhole cover. The insurer defended the matter on the Municipality's behalf and appointed attorneys whereafter a notice of intension to defend the matter was filed on 29 March 2018. According to Boltney, the attorneys appointed delivered a notice of withdrawal on 5 July 2018 and on 4 June 2019 served a notice of bar to be served on the Municipality by the sheriff. Despite a notice of bar being served, the Municipality failed to deliver its plea. The applicant applied for default judgment. Attorneys was appointed to defend the application for default judgment. The parties agree to allow the Municipality to file its plea in the matter, which the Municipality subsequently filed. The Plaintiff filed its Rule 37 Questionnaire in this matter.	100 000	-

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	2023 R	2022 R

62. Contingent liabilities (continued)

STELLENBOSCH MUNICIPALITY // CABZUS (PTY) LTD	200 000	-

Cabzus (Pty) Ltd instituted review proceedings against the Municipality reviewing and setting aside the decision taken on 13 April 2022 requiring Cabzus to pay an alternative building plan fee in the amount of R652 801.41 and or the refusal as communicated to Cabzus on 24 June 2022 to reconsider the imposition of the alternative building plan fee and ordering the Municipality to repay the amount of R652 801.41 including interest thereon.
The Municipality opposed the application and filed its notice of opposition. The Rule 53 record was also filed.
We await Cabzus supplementary affidavit in this matter.

STELLENBOSCH MUNICIPALITY/ FRANSCHHOEK JEUGSENTRUM TRUST	100 000	-

Legal opinion requested from attorneys to establish whether the trustees including Mr Van der Westhuizen were entitled to amend the trust deed and clause 12 thereof without a resolution from Stellenbosch Municipal Council and if not what legal steps can be taken against them.
Opinion obtained to apply to Court for a declaratory order.

MUNICIPAL LANDFILL SITE	-	-

The municipality has a present obligation to rehabilitate the landfill site which stems from licensing agreements 16/2/7/G203/D16/Z1/P331) issued in terms of the Environmental Conservation Act, 1989 (Act 73of 1989),E13/2/10/7-B4/37-WL0077/11 issued in terms of the National Environmental Management: Waste Act, 2008 (Act no. 59 of 2008) (NEMWA) and license number 19/2/5/1/B4/46/WL0118/14 issued in terms of NEMWA. The obligation is immediately enforceable upon closure of the landfill site. As part of these licensing obligations, the municipality is responsible for post-closure obligations namely, ground water monitoring, decommissioning, monitoring committee and gas monitoring. The duration of the time for the cost to be incurred is contingent on the decision making of the regional director as stipulated in the licence conditions. At 30 June 2023, a decision has not been made by the regional director on the post-closure obligations for the municipality as per the licence agreements, as a result thereof, a reliable estimate of the costs to be incurred cannot be reliable estimated due to the uncertainty of the key events contained within the licencing conditions. .

STELLENBOSCH MUNICIPALITY/ ELIZABETH RHODA	200 000	-

Unfair discrimination referred by Elizabeth Rhoda to the CCMA under case number WECT4519-18 on or during 13 March 2018 under section 10(2) of the Employment Equity Act. Rhoda submitted that the discrimination was ongoing since 2015 and that no condonation was required. She did not apply for condonation and the commissioner found against her. Rhoda took the matter on review and the Labour Court found in her favour. Rhoda applied for a date to set her unfair discrimination dispute under case number WECT4519-18 down for hearing and to have the directive of 12 August 2021 reviewed and set aside.
The matter was argued before the CCMA and pursuant thereto set down for conciliation. The dispute remains unresolved and a certificate was issued by the CCMA that the dispute remains unresolved and that same should be referred to the Labour Court.

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62. Contingent liabilities (continued)		
STELLENBOSCH MUNICIPALITY/ HANNIEL TRUST (TENDER)	200 000	-
Hanniel Trust instituted review proceedings against Stellenbosch Municipality refusing the Trust's application in terms of section 15(2) of the Planning By-law for the removal of conditions 1.B and 3B in Title Deed T.57549/2006, and (ii) a Consent Use on Erf 275 Klapmuts for Transport Purposes (goods).		
The Municipality opposed the application and filed the Rule 53 record. Hanniel Trust provided an undertaking not to utilise the property in contravention of the zoning until such time as the review application is finalised. We await the supplementary affidavit of the Hanniel Trust..		
	42 906 699	**43 906 699**

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63. Segment information

General information

Identification of segments

The municipality is organised and reports to management on the basis of four major functional areas. These four functional segments are governance and administration, community and public safety,economic and enviromental services as well as trading services. The segments were organised around the type of service delivered and the target market.

Information reported about these segments is used by management as a basis for evaluating the segments' performances and for making decisions about the allocation of resources. The disclosure of information about these segments is also considered appropriate for external reporting purposes.

Reportable segments are identified based on activities performed of the municipality that generates economic benefits or service potential including internal services that contribute to achieving the municipality's objectives without necessarily generating net cash inflows.

Management has only identified segment information for which data is reported on and reviewed during the decision making process of the municipality. Aspects relating to GRAP 18 paragraph 21 (a) - (j) which does not form part of the review process of the management reports will not form part of the segment information.

Segmental reporting was based and identified on the MFMA S71 monthly budget statements/reports that are reviewed by senior management and council to make strategic decisions and in monitoring segment performance. The disclosure of information about segments in these reports are organised around the type of service delivered, in a standardised format namely the C2 schedule. This is considered appropriate for external reporting purposes to achieve the objectives of GRAP 18.

Types of goods and/or services by segment

These reportable segments as well as the goods and/or services for each segment are set out below:

Reportable segment	Goods and/or services
Community and public safety	Primary services providing community safety, crime prevention and law enforcement.
Governance and administration	Primary services in relation to financial management,financial and governance decision making.
Economic and environmental services	Urban and developmental planning in accordance with therelevent laws and regulations. Environmental planning andprotection for long term sustainibility.
Trading services	Primary basic service provision including water, electricity,sanitation and refuse.

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Notes to the Annual Financial Statements

	2023 R	2022 R

63. Segment information (continued)

2023

	Community and public safety	Economic and environmental services	Trading services	Governance and administration	Total
Segment revenue					
External revenue from non-exchange transactions	15 532 596	230 422 659	134 199 757	525 398 218	905 553 230
External revenue from exchange transactions	21 222 599	35 635 441	1 179 934 324	16 527 378	1 253 319 742
Interest revenue	-	-	-	42 250 158	42 250 158
Total	**36 755 195**	**266 058 100**	**1 314 134 081**	**584 175 754**	**2 201 123 130**
Segment expenses					
Total segment expenses	(248 106 928)	(228 455 112)	(921 496 199)	(256 646 701)	(1 654 704 940)
Depreciation and amortisation	(21 771 487)	(59 374 301)	(134 445 581)	(16 087 633)	(231 679 002)
Interest expense	-	-	(58 752 378)	(1 176 080)	(59 928 458)
Contribution to/from provisions	-	-	69 693 846	-	69 693 846
Debt impairment	(3 256 570)	(40 520 185)	(23 735 813)	(3 209 512)	(70 722 080)
Inventory losses/write downs	(25 000)	-	-	(364 308)	(389 308)
Cost of housing sold	(150 000)	-	-	-	(150 000)
Total	**(273 309 985)**	**(328 349 598)**	**(1 068 736 125)**	**(277 484 234)**	**(1 947 879 942)**
Surplus for the year	**(236 554 790)**	**(62 291 498)**	**245 397 956**	**306 691 520**	**253 243 188**
Other information					
Total capital expenditure	15 395 152	73 678 259	199 782 628	31 111 831	319 967 870

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Notes to the Annual Financial Statements

	2023 R	2022 R

63. Segment information (continued)

2022

	Community and public safety	Economic and environmental services	Trading services	Governnance and admin	Other	Total
Segment revenue						
External revenue from non-exchange transactions	34 623 159	200 437 102	116 927 729	478 588 023	-	830 576 013
External revenue from exchange transactions	14 528 847	43 932 378	1 115 952 619	20 197 673	102 555	1 194 714 072
Interest revenue	-	-	15 296	18 755 045	-	18 770 341
Total	**49 152 006**	**244 369 480**	**1 232 895 644**	**517 540 741**	**102 555**	**2 044 060 426**
Segment expenses						
Total segment expenses	(218 440 294)	(262 650 164)	(868 736 705)	(264 309 765)	-	(1 614 136 928)
Depreciation and amortisation	(20 317 177)	(48 137 739)	(121 729 729)	(28 508 474)	-	(218 693 119)
Interest expense	-	-	(44 415 523)	83 159	-	(44 332 364)
Contribution to/from provisions	-	-	(6 287 548)	-	-	(6 287 548)
Debt impairment	-	(15 626 017)	(30 448 104)	(5 637 244)	-	(51 711 365)
Inventory losses/write downs	5 000	-	-	110 859	-	115 859
Cost of housing sold	(345 000)	-	-	-	-	(345 000)
Total	**(239 097 471)**	**(326 413 920)**	**(1 071 617 609)**	**(298 261 465)**	**-**	**(1 935 390 465)**
Surplus for the year	**(189 945 465)**	**(82 044 440)**	**161 278 035**	**219 279 276**	**102 555**	**108 669 961**
Other information						
Total capital expenditure	45 072 208	93 897 819	172 584 668	23 934 055	-	335 488 750

Measurement of segment surplus or deficit, assets and liabilities

Basis of accounting for transactions between reportable segments

The accounting policies of the segments are the same as those described in the summary of significant accounting policies..

Information about geographical areas

All the municipality's operations are located in the Republic of South Africa in the Cape Winelands area. Information to report on different geographical areas is not available would be expensive and impractical to develop.:

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Notes to the Annual Financial Statements

64. Prior period error and reclassification

The following restatements and adjustments occurred which are set out below:

64.1 Adjustments of Statement of financial position items

2023

	Note	As previously reported	Correction of error	Re-classification	Restated
Assets					
Current assets					
Cash and cash equivalents	3	137 877 710	-	-	137 877 710
Short term investments	5	305 522 446	-	-	305 522 446
Receivables from exchange transactions	6	169 893 585	-	-	169 893 585
Receivables from non-exchange transactions	8	67 176 042	-	-	67 176 042
Inventories	7	29 030 067	-	-	29 030 067
Other receivables from exchange transactions	4	23 237 334	-	-	23 237 334
VAT Control		18 651 433	-	-	18 651 433
		751 388 617	**-**	**-**	**751 388 617**
Non-current assets					
Investment property	10	411 892 012	15 848 043	-	427 740 055
Property, plant and equipment	11	5 562 988 212	11 154 389	-	5 574 142 601
Intangible assets	12	7 067 124	-	-	7 067 124
Biological assets	13	5 142 777	-	-	5 142 777
Heritage assets	14	1 036 828	-	-	1 036 828
Long-term receivables	15	6 720 631	-	-	6 720 631
		5 994 847 584	**27 002 432**	**-**	**6 021 850 016**
Total assets		**6 746 236 201**	**27 002 432**	**-**	**6 773 238 633**
Net assets and liabilities					
Current liabilities					
Consumer deposits	16	22 154 833	-	-	22 154 833
Employee benefits	20	60 750 863	(1 164 517)	-	59 586 346
Lease liabilities	21	2 118 022	-	-	2 118 022
Borrowings	19	51 902 261	-	-	51 902 261
Trade and other payables	18	267 827 729	74 382	-	267 902 111
Payables from non-exchange transactions	17	31 403 223	(1 706 950)	-	29 696 273
		436 156 931	**(2 797 085)**	**-**	**433 359 846**
Non-current liabilities					
Employee benefits	19	204 100 717	-	-	204 100 717
Borrowings	18	426 834 231	-	-	426 834 231
Provisions	17	160 533 093	-	-	160 533 093
		791 468 041	**-**	**-**	**791 468 041**
Total net assets					
Reserves		162 490 627	-	-	162 490 627
Accumulated surplus		5 356 120 602	29 791 993	-	5 385 912 595
		5 518 611 229	**29 791 993**	**-**	**5 548 403 222**
Total net assets and liabilities		**6 746 236 201**	**26 994 908**	**-**	**6 773 231 109**

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Notes to the Annual Financial Statements

64. Prior period error and reclassification (continued)

64.2 Adjustments of Statement of financial performance items

2023

	Note	As previously reported	Correction of error	Re-classification	Restated
Revenue					
Non-exchange revenue					
Property rates	23	414 445 896	-	-	414 445 896
Transfers and subsidies	24	289 060 524	1 706 950	-	290 767 474
Fines, penalties and forfeits	25	122 933 462	-	-	122 932 562
Interest on receivables	26	2 430 082	-	-	2 430 082
		828 869 964	**1 706 950**	**-**	**830 576 014**
Exchange revenue					
Services charges - Electricity	27	756 431 257	-	-	756 431 257
Services charges - Water	27	146 829 883	-	-	146 829 883
Services charges - Waste water management	27	102 285 414	-	-	102 285 414
Services charges - Waste management	27	84 651 895	-	-	84 651 895
Rental	28	12 172 871	-	-	12 172 871
Interest on investments	29	18 770 341	-	-	18 770 341
Interest earned from receivables	26	10 428 555	-	-	10 428 555
Licences or permits	30	7 809 443	-	-	7 809 443
Agency services	31	3 019 961	-	-	3 019 961
Operational revenue	32	11 051 156	-	30 472 217	41 523 373
Sales of goods and rendering of services	33	60 032 736	-	(30 472 217)	29 561 419
		1 213 483 512	**-**	**-**	**1 213 484 412**
Total revenue		**2 042 353 476**	**1 706 950**	**-**	**2 044 060 426**
Expenditure					
Employee related cost	35	(550 719 139)	1 164 517	-	(549 554 622)
Remuneration of councillors	36	(19 815 248)	-	-	(19 815 248)
Depreciation and amortisation		(84 984 896)	-	-	(84 984 896)
Depreciation, amortisation and impairment	38	(211 023 051)	(7 677 589)	-	(218 700 640)
Impairment losses		(2 722 872)	-	-	(2 722 872)
Finance costs	40	(44 332 364)	-	-	(44 332 364)
Bulk Purchases	41	(559 177 188)	-	(252 202)	(559 429 390)
Inventory consumed	42	(44 872 633)	-	252 202	(44 620 431)
Contracted services	43	(208 232 448)	-	-	(208 232 448)
Transfers and subsidies	44	(13 363 879)	-	-	(13 363 879)
Operational Cost	45	(113 472 212)	-	-	(113 472 212)
Operating leases	46	(14 990 534)	-	-	(14 990 534)
Contribution to/from provision		(6 287 548)	-	-	(6 287 548)
Contribution to allowance for doubtful debt		(51 711 364)	-	-	(51 711 364)
Loss on disposal of assets	39	(76 275)	(2 987 400)	-	(3 063 675)
Inventory (write down)		(115 859)	-	-	(115 859)
Total expenditure		**(1 925 897 510)**	**(9 500 472)**	**-**	**(1 935 397 982)**

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Notes to the Annual Financial Statements

64. Prior period error and reclassification (continued)

64.3 Correction of errors

The following prior period errors adjustments occurred:

Property, plant and equipment

Items of property, plant and equipment was identified as not present on the fixed asset register. Consequently these items were capitalised on the fixed asset register.Movable items were also not found during the annual stock take, these items consequently disposed of in the fixed asset register. There were also changes in residual values in the current year. The effect of these items are presented below:

Nature of error		
Amount previously reported	-	5 562 988 212
Correction of error - Accumalated surplus	-	18 749 630
Correction of error - Payables from exchange	-	74 381
Correction of error - Depreciation reversal	-	(7 670 070)
	-	**5 574 142 153**

Investment property

Investment property items were erroneously excluded from the fixed asset register.

Nature of error		
Amount previously reported	-	411 892 012
Addtions to the fixed asset register - Accumalated surplus	-	16 330 000
Disposals of property, plant and equipment	-	(481 500)
Correction of error - Depreciation	-	(448)
	-	**427 740 064**

Employee Benefits

An amount of R1 164 517 was incorrectly paid out an incorrect vote. This was subsequently corrected. The contra leg for this correction was the employee related cost.

Nature of error		
Amount previously reported	-	60 750 863
Correction of error - Employee related costs	-	(1 164 517)
	-	**59 586 346**

Payables from non-exchange transactions

Revenue recognised erroneously in relation of grants received.

Nature of error		
Amount previously reported	-	31 403 223
Correction of error - Transfers and subsidies	-	(1 706 950)
	-	**29 696 273**

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Notes to the Annual Financial Statements

64. Prior period error and reclassification (continued)

Loss of disposal of assets

This error relates to items of property, plant and equipment which was disposed of in prior years.

Nature of error		
Amount previously reported	-	(76 275)
Correction of error - Assets disposed	-	(2 987 400)
	-	**(3 063 675)**

64.4 Reclassification

Operational revenue/Sale of goods and rendering of services

The development charges was reclassified from sale of good and rendering of services to operational revenue.This reclassification comes as part of the change in the mSCOA chart.

Nature of reclassification		
Sale of goods and rendering of services	-	30 472 217
Operational revenue	-	(30 472 217)
	-	**-**

Inventory Consumed/Bulk purchases

An item previously utilised under inventory consumed has now formed part of the bulk purchases line item.

Nature of reclassification		
Inventory consumed	-	(252 202)
Bulk purchases	-	252 202
	-	**-**

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Notes to the Annual Financial Statements

65. Additional disclosure in terms of the Broad-Based Black Economic Empowerment Act

Information on compliance with the Broad-Based Black Economic Empowerment Act (B-BBEE) is included in the Annual Report under the section titled Employment Equity.

66. Events after the reporting date

The subsequent approval of the upper limits in relation to remuneration of councillors provides evidence of a condition that existed at the reporting date, which is the unrecognised contingent liability as well as the councilors performing the services during the year. The above event constitutes an adjusting event after the reporting period in terms of paragraph 7 of GRAP 14 and will affect the payables from exchange transactions and the remuneration of councillors line items in the annual financial statements.

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ANNEXURE B: ANNUAL PERFORMANCE REPORT 2022/23

STELLENBOSCH

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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annual Performance Report

2022/23

(01 July 2022 – 30 June 2023)

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1. PURPOSE

The Annual Performance Report 2022/23 is hereby submitted to the Stellenbosch Municipal Council in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), Sections 46(1) and (2). The report covers the municipality's performance information from 01 July 2022 to 30 June 2023 and focuses on the implementation of the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2022/23, concerning the objectives as encapsulated in the municipality's Integrated Development Plan (IDP) for the year under review.

The format of the report will reflect the Stellenbosch Municipality's Key Performance Indicators (KPIs) per Strategic Focus Area (SFA).

This report will also endeavour to report to the Council on the municipality's performance in terms of the five (5) National Government's Key Performance Areas for local government, which are (1) Basic Service Delivery; (2) Local Economic Development; (3) Municipal Institutional Transformation and Development; (4) Municipal Financial Viability and Management; and (5) Good Governance and Public Participation.

2. LEGISLATIVE REQUIREMENTS

This Annual Performance Report has been compiled in compliance with the requirements of Section 46(1) of the MSA, which stipulates that:

(1) A municipality must prepare for each financial year a performance report reflecting—
- (a) the performance of the municipality and each external service provider during that financial year;
- (b) a comparison of the performance referred to in paragraph (a) with targets set for performance in the previous financial year; and
- (c) measures taken to improve performance.

In addition, regulation 7(1) of the Local Government: Municipal Planning and Performance Management Regulations, 2001 states that "a municipality's performance management system entails a framework that describes and represents how the municipality's cycle and processes of performance planning, monitoring, measurement, review, reporting, and improvement will be conducted, organised, and managed, including determining the roles of the different role players." Performance management is not only relevant to the organisation as a whole but is also applicable to the individuals employed in the organisation as well as the external service providers.

3. MUNICIPAL OVERVIEW

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 started that year. Today, the area has become primarily known for its extraordinary wines, fruit, world-renowned cultural landscapes, and exceptional scenic quality. The towns of Stellenbosch and Franschhoek are renowned for various architectural styles such as Dutch, Georgian, and Victorian, which reflect their rich heritage and traditions but also the divisions of the past.

The area houses excellent educational institutions, including the University of Stellenbosch, Boland College, sports and culinary institutions, and several prestigious schools. It has a strong business sector, ranging 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. The area's numerous wine farms and cellars are very popular, and the area is the home of the very first wine route in South Africa.

The town boasts a variety of sports facilities. Coetzenburg, with its athletics and rugby stadiums, has hosted star performances over many generations, while the Danie Craven Stadium is the home of Maties Rugby, the largest rugby club in the world. The municipal area has several theatres, which include the University's HB Thom Theatre, Spier Amphitheatre, Dorpstraat Theatre, Aan de Braak Theatre, and Oude Libertas Amphitheatre, all well-known for their summer seasons of music, theatre, and dance.

Limited municipal resources require an increase in multi-sectoral partnerships to address the broad spectrum of needs in the community. The municipality cannot address the challenges of Stellenbosch on its own, not only because of limited resources but also because it does not control all the variables impacting the growth and development of the town. Welfare and community organisations play a leading role in helping to meet the needs of previously neglected communities. The business sector also plays a key role in shaping the economic development of the municipal area.

Figure 3:1 Location of the Stellenbosch Municipality



3.1 Vision

"An Integrated Valley of Opportunity and Innovation"

3.2 Socio-economic status

Table 1: Total population

Total population		
2020/21	**2021/22**	**202/23**
192 879*	196 036**	199 325***

** DLG 2020 Socio-Economic Profile- Stellenbosch Municipality*
*** Western Cape, Social – Economic Profile 2021*
****Western Cape, Social – Economic Profile 2022*

Table 2: Total number of households

Households	2020/21	2021/22	2022/23
Number of households in the municipal area	52 374*	52 374*	52 374*
Number of registered indigent households in the municipal area	7 283	4 681	5 744

*STATSSA, 2011

Table 3: Access to Services

Community Survey 2016	Stellenbosch	Cape Winelands District
Formal main dwelling	34 071	191 077
	65,1%	81,0%
Water (piped inside dwelling / within 200m)	51 581	232 605
	98,5%	98,6%
Electricity (primary source of lighting)	51 386	228 650
	98,1%	96,9%
Sanitation (flush / chemical toilet)	47 594	218 483
	90,9%	92,6%
Refuse removal (at least weekly)	37 207	192 974
	71,0%	81,8%

Source: Western Cape, Socio-Economic Profile 2018

4. PERFORMANCE MANAGEMENT OVERVIEW

To improve planning, implementation, measurement, and reporting, the municipality implemented the following actions:

- Departmental operational plans were developed for monitoring and reporting operational programmes;
- An electronic performance management system is operational within the municipality. The same system forms the basis of the performance evaluations of the Directors and the Municipal Manager; and
- The municipality endeavoured during the development of the TL SDBIP as well as with the development of the Departmental SDBIP that the "SMART" principle be adhered to in the setting of indicators and targets. Emphasis was placed on ensuring that indicators and targets were specific and time-bound, thus making them measurable.

Table 4: Performance Management System Checklist

	Performance Management Policy	All MSA s57/56 Performance contracts signed	Audit Committee	Municipal Public Accounts Committee (MPAC)	Quarterly Performance Reporting to Council	Annual Performance Reporting to Council
In place?	√	√	√	√	√	√

4.1 Top Layer Service Delivery and Budget Implementation Plan

The organisational performance is evaluated using a Municipal Scorecard (the TL SDBIP) at the organisational level and through the Service Delivery and Budget Implementation Plan (SDBIP) at the directorate and departmental levels.

The SDBIP is a plan that converts the IDP and Budget into measurable indicators of how, where, and when the municipality's strategies, objectives, and normal business processes are implemented. It also allocates responsibilities to directorates to deliver the services in terms of the IDP and Budget.

The MFMA Circular No. 13 prescribes that:

- The IDP and budget must be aligned;
- The budget must address the strategic priorities;
- The SDBIP should indicate what the municipality is going to do during the next 12 months; and
- The SDBIP should form the basis for measuring performance against goals set during the budget / IDP processes.

The TL SDBIP 2022/23 was prepared as described in the paragraphs below and approved by the Executive Mayor on 22 June 2022.

The approved TL SDBIP 2022/23 was revised in February 2023. These revisions were made in line with the adjustment budget, internal audit findings, and (if any) recommendations made by the Auditor General of South Africa (AGSA).

The overall assessment of actual performance against targets set for the Key Performance Indicators as documented in the SDBIP is illustrated in terms of the following assessment methodology:

Table 5: Performance Assessment Criteria

Colour	Category	Explanation
N/A	KPI Not Yet Measured	KPIs with no targets or actual results for the selected period
R	KPI Not Met	Actual vs. target less than 75%
O	KPI Almost Met	Actual vs. target between 75% and 100%
G	KPI Met	Actual vs. target 100% achieved
G2	KPI Well Met	Actual vs. target more than 100% and less than 150% achieved
B	KPI Extremely Well Met	Actual vs. target more than 150% achieved

The TL SDBIP (the Municipal Scorecard) consolidates service delivery targets set by Council / Senior Management and provides an overall picture of performance for the municipality as a whole, reflecting performance on its strategic priorities. The TL SDBIP is a detailed one-year plan, and the necessary components should include:

- Monthly projections of revenue to be collected for each source;
- Expected revenue to be collected, not billed;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators for each vote;
- Non-financial, measurable performance objectives in the form of targets and indicators; and
- A detailed capital project plan broken down by ward over three years.

4.2 Departmental Service Delivery and Budget Implementation Plan

The Departmental Service Delivery and Budget Implementation Plan (the detailed SDBIP) captures each Directorate's performance. Unlike the TL SDBIP, which reflects on the strategic performance of the municipality, the Departmental SDBIP 2022/23 provides a comprehensive picture of the performance per directorate, department, and section. It was compiled by the directors and senior managers for their respective departments and sections and consists of objectives, indicators, and targets derived from the approved TL SDBIP 2022/23.

5. PLANNED TARGETS VS ACTUAL RESULTS FOR THE 2022/23 FINANCIAL YEAR

This section of the Annual Performance Report 2022/23 will report on the municipality's actual performance against the planned targets as derived from the municipality's IDP. Because the municipality has developed five (5) Strategic Focus Areas (SFAs), the performance reporting will follow these themes.

5.1 Municipal Performance per National Key Performance Indicator

5.1.1 Municipal Transformation and Institutional Development

Table 6: NKPA- Municipal Transformation and Institutional Development

INDICATOR	MUNICIPAL ACHIEVEMENT 2021/22	MUNICIPAL ACHIEVEMENT 2022/23
The number of people from employment equity target groups employed in the three highest levels of management in compliance with a municipality's approved employment equity plan	3	3
The percentage of a municipality's budget actually spent on implementing its workplace skills plan	R 2 567 666 / R 598 305 199 x 100 = 0.43%	R 5 491 014 / R 611 731 735 = 0.89%

5.1.2 Basic Service Delivery

Table 7: NKPA- Basic Service Delivery

INDICATOR	MUNICIPAL ACHIEVEMENT 2021/22*	MUNICIPAL ACHIEVEMENT 2022/23*
The percentage of households earning less than R6,500 per month with access to free basic services (In the case of Stellenbosch Municipality- the percentage of registered Indigent households is being reported)	100%	100%
The percentage of households with access to basic level of water	100%	100%
The percentage of households with access to basic level of sanitation	100%	100%
The percentage of households with access to basic level of electricity	100%	100%
The percentage of households with access to basic level of solid waste removal	100%	100%

** The percentage of households with access to a basic level of water, sanitation, electricity and solid waste services is based on formal households only. The information on informal households and backyard dwellings was not taken into account.*

5.1.3 Local Economic Development

Table 8: NKPA- Local Economic Development

INDICATOR	MUNICIPAL ACHIEVEMENT 2021/22	MUNICIPAL ACHIEVEMENT 2022/23
The number of jobs created through the municipality's local economic development initiatives including capital projects	1 439	1 449

5.1.4 Municipal Financial Viability and Management

Table 9: NKPA- Municipal Financial Viability and Management

INDICATOR	MUNICIPAL ACHIEVEMENT 2021/22	MUNICIPAL ACHIEVEMENT 2022/23
Debt coverage ((Total operating revenue - operating grants received) / Debt service payments due within the year)	17.55%	33.22%
Service debtors to revenue (Total outstanding service debtors / Annual revenue received for services)	15.56%	30%
Cost coverage ((Available cash + investments) / Monthly fixed operating expenditure)	3	4.04

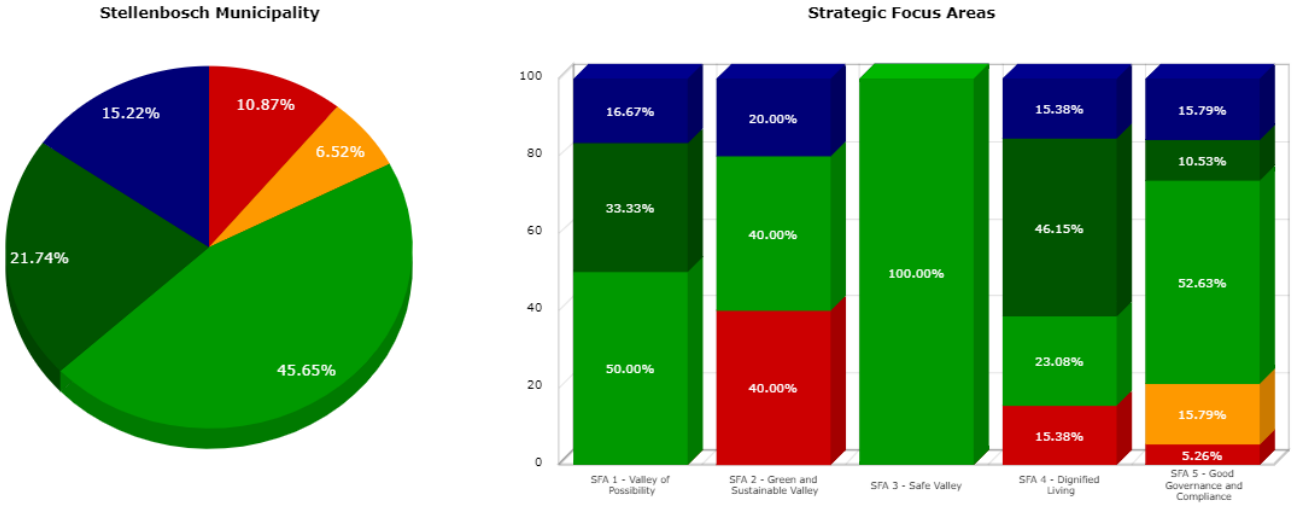
5.1.5 Good Governance and Public Participation

Table 10: NKPA- Good Governance and Public Participation

INDICATOR	MUNICIPAL ACHIEVEMENT 2021/22	MUNICIPAL ACHIEVEMENT 2022/23
The percentage of a municipality's capital budget actually spent on capital projects identified for a particular financial year in terms of the municipality's integrated development plan	84.29%	84.79%

5.2 Overall Performance per Municipal Strategic Focus Area

The following graph and table illustrate the Municipality's overall performance per Municipal Strategic Focus Area (SFA).



Stellenbosch Municipality		Municipal Strategic Focus Areas (SFAs)				
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	-	-	-	-	-	-
KPI Not Met	5 (10.87%)	-	2 (40%)	-	2 (15.38%)	1 (5.26%)
KPI Almost Met	3 (6.52%)	-	-	-	-	3 (15.79%)
KPI Met	21 (45.65%)	3 (50%)	2 (40%)	3 (100%)	3 (23.08%)	10 (52.63%)
KPI Well Met	10 (21.74%)	2 (33.33%)	-	-	6 (46.15%)	2 (10.53%)
KPI Extremely Well Met	7 (15.22%)	1 (16.67%)	1 (20%)	-	2 (15.38%)	3 (15.79%)
Total:	46	6	5	3	13	19
	100%	13.04%	10.87%	6.52%	28.26%	41.30%

Table and Graph 11: Overall performance per SFA- 01 July 2022 – 30 June 2023

5.2.1 SFA 1 - Valley of Possibility

SFA 1 - VALLEY OF POSSIBILITY											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from target (under and over performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL6	KPI001	Submission of the Economic Development Strategy to the MayCo	Number of Economic Development Strategies submitted to the MayCo by 31 May	New KPI	1	1	**1**	**1**	G		
TL7	KPI003	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	1 439	1 400	1 400	**1 400**	**1 449**	G2		
TL8	KPI004	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	66.66%	80%	75%	**75%**	**100%**	G2	15 / 15 x 100 = 100%	
TL9	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	11	4	4	**4**	**22**	B		
TL10	KPI006	Submission of the revised Spatial Development Framework (SDF) submitted to the Council	Number of revised SDFs submitted to the Council by 30 June	New KPI	1	1	**1**	**1**	G		
TL11	KPI007	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	1	1	1	**1**	**1**	G		

Summary of Results: SFA 1 - Valley of Possibility

N/A	KPIs with no targets or actuals in the selected period	0
R	KPI Not Met	0
O	KPI Almost Met	0
G	KPI Met	3
G2	KPI Well Met	2
B	KPI Extremely Well Met	1
Total KPIs		**6**

5.2.2 SFA 2 - Green and Sustainable Valley

SFA 2 - GREEN AND SUSTAINABLE VALLEY											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from target (under and over performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL14	KPI020	Conduct an External Audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	1	1	1	**1**	**1**	G		
TL15	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	2	**2**	**2**	G		
TL16	KPI014	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	62.35%	75%	70%	**70%**	**42.91%**	R	587 / 1 368 x 100 = 42.91% A Building Plan Process Investigation was completed and submitted to the Municipal Manager in March 2023. A BDM Action Plan to address the outcomes of the independent building plan process investigation was completed and submitted in June 2023 for implementation as of 01 July 2023. A new BDM Policy, operational guidelines, and procedures were developed. A new draft BDM Bylaw has been developed and is to be submitted to the Council for approval	BDM staff capacity constraints have been addressed with the appointment of an additional plans examiner, who will assume duty on 01 August 2023. A further request for additional BDM capacity will be submitted to the Municipal Manager and CFO. Micro-organogram changes to the BDM organogram are in process and will be submitted to the MM for consideration. Staff capacity constraints within internal commenting directorates (specifically Infrastructure Services) need to be addressed. Funding has been secured from the WCG for the upgrade

SFA 2 - GREEN AND SUSTAINABLE VALLEY										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from target (under and over performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
										before the public can participate.	of the Building Plan Application Management System (BPAMS), which is currently in process. A BDM Action Plan to address the outcomes of the independent building plan process investigation has been developed and is currently being implemented.
TL17	KP022	Wastewater quality measured ito the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	51.75%	70%	70%	**70%**	**46.04%**	R	Stage 6 load-shedding had an impact on the Stellenbosch Waste Water Treatment Plant, necessitating ongoing maintenance and the replacement of some equipment. The effluent discharge limits have been discussed with the Department of Water and Sanitation for relaxation of their limits.	A number of upgrades and repairs have been instituted at the various plants, such as the renewal of pumps and inlet screens, the ordering of a standby generator for the dewatering facility, etc. In addition, an experienced service provider has been hired to assist with the operation and maintenance of the plants while the vacant positions are filled.
TL19	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	42%	20%	20%	**20%**	**51.30%**	B	Total Waste = 962 m3 / Total Waste Entering landfill = 1 875 m3 x 100 = 51.30%	

Summary of Results: SFA 2 - Green and Sustainable Valley

N/A	KPIs with no targets or actuals in the selected period	0
R	KPI Not Met	2
O	KPI Almost Met	0
G	KPI Met	2
G2	KPI Well Met	0
B	KPI Extremely Well Met	1
Total KPIs		**5**

5.2.3 SFA 3 - Safe Valley

SFA 3 - SAFE VALLEY											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from target (under and over performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL20	KPI024	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	1	1	1	**1**	**1**	G		
TL21	KPI025	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	1	1	1	**1**	**1**	G		
TL22	KPI026	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	1	1	1	**1**	**1**	G		

Summary of Results: SFA 3 - Safe Valley

N/A	KPIs with no targets or actuals in the selected period	0
R	KPI Not Met	0
O	KPI Almost Met	0
G	KPI Met	3
G2	KPI Well Met	0
B	KPI Extremely Well Met	0
Total KPIs		**3**

5.2.4 SFA 4 - Dignified Living

SFA 4 - DIGNIFIED LIVING												
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from target (under and over performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL23	KPI027	Installation of new standpipes	Number of new standpipes installed by 30 June	0	50	50	**50**	**26**	R	The Informal Settlements Department will use the Informal Settlements Upgrade Partnership Grant to secure funding for standpipes. Some instances require a budget and / or adequate land rights (which cannot be installed on private or non-municipal land).	A new SOP is being developed so that the Informal Settlements Department can apply for funding promptly. Target areas will be identified upfront, and budget applications will be made in advance to avoid delays. Facilitation of land rights will also be effected at an earlier stage in the project pipeline.
TL24	KPI028	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	New KPI	50	50	**50**	**56**	G2		
TL25	KPI032	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	**100%**	**100%**	G	5 744 / 5 744 x 100 = 100%	
TL26	KPI029	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of	Percentage of average electricity losses, measured by 30 June	9.60%	<9%	<9%	**<9%**	**4.24%**	B	(344 236 600kWh – 329 632 095kWh) / 344 236 600 x 100 = 4.24%	

SFA 4 - DIGNIFIED LIVING											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from target (under and over performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
		Electricity Units Purchased and/or Generated) x 100}									
TL27	KPI030	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	95%	90%	90%	**90%**	**94.81%**	G2		
TL28	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	18.70%	<25%	<25%	**<25%**	**27.42%**	R	2 968 319kl / 10 827 196kl x 100 = 27.42% Illegal water connections have an impact on unaccounted water, which increases system input volume. Reduction in physical losses (lowering unaccounted volume) is done through pipe replacement and leak detection and correction.	Law enforcement is investigating instances of reported illegal water connections. An increased budget for leak detection and pipe replacement has been motivated for in 2023/24 financial year.
TL29	KPI033	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	65%	65%	**65%**	**100%**	B	5 744 / 5 744 x 100 = 100%	
TL30	KPI034	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	**100%**	**100%**	G	5 744 / 5 744 x 100 = 100%	

SFA 4 - DIGNIFIED LIVING											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from target (under and over performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL31	KPI035	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	**100%**	**100%**	G	5 744 / 5 744 x 100 = 100%	
TL32	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	26 825	26 000	26 000	**26 000**	**26 895**	G2		
TL33	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	26 825	26 000	26 000	**26 000**	**26 895**	G2		
TL34	KPI038	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	26 825	26 000	26 000	**26 000**	**26 895**	G2		
TL35	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	26 825	26 000	26 000	**26 000**	**26 895**	G2		

Summary of Results: SFA 4 - Dignified Living

N/A	KPIs with no targets or actuals in the selected period	0
R	KPI Not Met	2
O	KPI Almost Met	0
G	KPI Met	3
G2	KPI Well Met	6
B	KPI Extremely Well Met	2
Total KPIs		**13**

5.2.5 SFA 5 - Good Governance and Compliance

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL1	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 30 June	New KPI	1	1	**1**	**1**	G		
TL2	KPI044	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	33.30%	50%	50%	**50%**	**37.50%**	O	3 / 8 x 100 = 37.50% At each shortlisting panel meeting, the statistics and underrepresented target groups are indicated to the panel. In some instances, there are no qualifying candidates from the underrepresented groups. It also happens in some instances that candidates on the shortlist from underrepresented groups do not perform well enough in the interview to be appointed.	Critical vacancies had to be filled thereby appointing qualifying candidates. Measures are in place on the criteria to be followed when shortlisting is done on candidates within the EE target groups.
TL3	KPI049	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 28 February	1	1	1	**1**	**1**	G		
TL4	KPI053	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	1	1	1	**1**	**1**	G		

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL5	KPI041	Submission of the revised Integrated Zoning Scheme to the MayCo	Number of revised Integrated Zoning Schemes submitted to the MayCo by 30 June	New KPI	1	1	**1**	**2**	B	The ATC Overlay Zone, as an amendment to the IZS, was submitted and approved by the Council on 24 May 2023. Furthermore, the request to undertake the PPP for the Draft Outdoor Dining and Events Overlay Zone served at the Special Council Meeting in June 2023.	
TL12	KPI055	Submission of the revised Wastewater Master Plan to the Municipal Manager	Number of revised Wastewater Master Plans submitted to the Municipal Manager by 30 June	New KPI	1	1	**1**	**0**	R	Capacity constraints affected the achievement of this indicator. The Manager: Water and Wastewater Planning post has been vacant for the duration of the 2022/23 financial year. Despite this, the Wastewater Master Plan has been commissioned but could not be finalised on or before 30 June 2023.	A consultant has been successfully appointed and is finalising the Wastewater Master Plan. The plan will be completed and submitted to the Municipal Manager by 30 September 2023.
TL13	KPI060	Submission of the revised Comprehensive Integrated Transport Plan	Number of revised CITPs submitted to the Municipal Manager by 30 June	1	1	1	**1**	**1**	G		

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
		(CITP) to the Municipal Manager									
TL18	KPI058	Submission of an Integrated Property Maintenance Plan to the Municipal Manager	Number of Integrated Property Maintenance Plans submitted to the Municipal Manager by 30 June	New KPI	1	1	**1**	**1**	G		
TL36	KPI042	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	3	4	4	**4**	**4.04**	G2	(R 248 533 953 + R 331 767 247 – R 33 427 725) / (R 1 621 533 417 / 12)	
TL37	KPI043	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	96%	96%	96%	**96%**	**95.06%**	O	R 326 768 954.23 + R 1 619 451 674.53 - R 416 752 461.54 - (-R 9 986 950.17) / R 1 619 451 674.53 = 95.06% The increase in the interest rate had an impact on consumers' available earnings to pay their debtors' accounts.	The municipality will install water management devices during the financial year of 2023/2024. In addition, no payment arrangements will be permitted on current accounts. The municipality will also employ attorneys to collect debts from account holders who are in arrears.
TL38	KPI040	Actual expenditure on the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	84.29%	90%	90%	**90%**	**84.79%**	O	(R 321 098 081.33 / R 378 709 141) x 100 = 84.79%	Supply chain management indicators were developed and allocated to each

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
											Snr Manager in the Departmental SDBIP 2022/23. These indicators are also aligned to the Demand Management Plan.
TL39	KPI045	The percentage of the actual payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy-MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x100), measured by 30 June	0.43%	0.20%	0.20%	**0.20%**	**0.89%**	B	R 5 491 014 / R 611 731 735 x 100 = 0.89%	
TL40	KPI046	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	17.55%	15%	15%	**15%**	**33.22%**	B	(R 2 042 353 476 - R 213 587 080) / R 55 046 811 = 33.22%	
TL41	KPI047	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio - (Total outstanding service debtors / revenue received for services) measured by 30 June	15.56%	27%	27%	**27%**	**30%**	G2	R 467 219 209 / R 1 582 735 669 x 100 = 30%	
TL42	KPI054	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	1	1	1	**1**	**1**	G		
TL43	KPI051	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	1	1	1	**1**	**1**	G		

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE											
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2022 to 30 June 2023			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL44	KPI052	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	1	1	1	**1**	**1**	G		
TL45	KPI048	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	1	1	1	**1**	**1**	G		
TL46	KPI050	Submission of the revised Strategic Risk Register (SRR) to the Risk Management Committee	Number of revised SRRs submitted to the Risk Management Committee by 30 June	1	1	1	**1**	**1**	G		

Summary of Results: SFA 5 - Good Governance and Compliance

N/A	KPIs with no targets or actuals in the selected period	0
R	KPI Not Met	1
O	KPI Almost Met	3
G	KPI Met	10
G2	KPI Well Met	2
B	KPI Extremely Well Met	3
Total KPIs		**19**

GERALDINE METTLER
MUNICIPAL MANAGER

DATE: 31 August 2023

ANNEXURE C: AUDIT AND PERFORMANCE AUDIT COMMITTEE ANNUAL REPORT 2022/23

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Report of the Audit and Performance Audit Committee

This report of the Audit and Performance Audit Committee of Stellenbosch Municipality is in respect of the 2022/2023 financial year. The Audit and Performance Audit Committee has complied with its responsibilities in terms of Section 166 of the MFMA and applicable National Treasury Regulations. The Committee has also regulated its affairs and discharged its responsibilities concordant to the approved Audit Committee Charter. The Committee's operation is guided by the MFMA, the King IV report on Corporate Governance and International Institute of Internal Auditor's Standards.

The Committee consisted of four independent members, elected by the Council: Linda Nene (Chairperson), Tsepo Lesihla, Vincent Botto and June Williams. Members Lesihla and Botto's term came to an end on 31 August 2023. Council appointed Ms Ruth Strydom and Ms Reyhana Gani on 27 September 2023 to fill these vacancies. The Municipal Manager, Chief Financial Officer, Directors, Chief Audit Executive, Senior Manager Governance, Chief Risk Officer, MPAC Chairperson, and External Auditors are permanent invitees to the Committee meetings.

Execution of Functions

The Audit and Performance Audit Committee has executed its duties and responsibilities during the financial year in accordance with its terms of reference as they relate to the Council's accounting, external and internal auditing processes, internal control, governance, predetermined objectives and performance monitoring, compliance with laws and regulations, risk management, combined assurance and information technology governance and financial reporting practices.

During the year under review, the Committee, amongst other matters,

1.1 In respect of the External Auditors and the External Audit

i. Approved the External Auditors' (Auditor-General of RSA) terms of engagement and strategy, the audit plan and budgeted audit fees payable;
ii. Engaged and interrogated extensively the Audit report and management report of the Auditor General at the Audit and Performance Audit Committee meeting dated 28th November 2023;
iii. Considered the audit outcome of the Municipality extensively and communicated the Audit and Performance Audit Committee's satisfaction and congratulated the Accounting Officer and Management on the Clean Audit Outcome;

iv. Based on the audit outcome recommendations were made by the Audit and Performance Audit Committee on the other important matters as well as control deficiencies identified in the Auditor-Generals' management report;
v. Management have been requested by the Audit and Performance Audit Committee to improve business processes impacting the annual financial statements compilation and reconciliations of transactions, more specially to limit repeat findings relating to errors on the AFS;
vi. Management are urged to strengthen controls to adequately monitor non-compliance with laws and regulations on a timely basis;
vii. Management were requested to concentrate on accurate presentation and review of the annual financial statements submitted to the Auditor General for audit;
viii. The supervision and review process needs to be interrogated to prevent, detect and correct misstatements on a timely basis and the controls designed to monitor compliance with regulations that are not always able to prevent or report the instances of non-compliance in a timely manner to allow for corrective action; and
ix. The quality of submitted financial statements can still be improved on; thus, management is encouraged to develop action plans early to allow for the improvement in the next reporting cycle.

1.2 In respect of the Annual Financial Statements (AFS)

i. Confirmed the going concern as the basis of preparation of the annual financial statements;
ii. Examined, reviewed and interrogated the annual financial statements, performance report as well as financial information disclosed to the public prior to submission and approval by Council;
iii. Reviewed reports on the adequacy of the portfolio and specific impairments and impairment of other assets;
iv. Ensured that the annual financial statements fairly represented the financial position of the Stellenbosch Municipality as at the end of the financial year in accordance with South African Standards of GRAP and in the manner required by the MFMA and DORA;
v. Considered the appropriateness of accounting treatments, significant unusual transactions and management accounting judgements;
vi. Considered the appropriateness of the accounting policies adopted by Management and changes thereto;
vii. Through the Chairperson, met separately over the course of the year with the Chief Audit Executive and the Municipal Manager;
viii. Reviewed any significant legal and tax matters that could have a material impact on the financial statements; and
ix. Noted that there were no material reports or complaints received concerning accounting practices, internal financial controls, content of annual financial statements, internal controls and related matters.

1.3 In respect of Internal Control and Internal Audit

i. Reviewed and approved the internal audit mandate, annual and three-year rolling audit plans and evaluated the independence, effectiveness and performance of the Internal Audit Department and compliance with its mandate;
ii. Considered reports of the Internal and external auditors on Council's system of internal control, including internal financial controls and maintenance of effective internal control systems;
iii. Reviewed significant issues raised by the internal audit process and the adequacy of corrective action in response to such findings;
iv. Reviewed significant differences of opinion between the internal audit function and Management and noted that there were no material issues of difference raised and all matters were addressed and resolved;

v. Assessed the adequacy of the performance of the internal audit function and found it to be effective in providing assurance;
vi. Reviewed and monitored the quality assurance and improvement plan submitted by internal audit as required by the IIA Standards;
vii. Assessed the adequacy and sufficiency of available internal audit resources and found these to be limited, as more resources would be required to evaluate the control weaknesses and high-risk areas identified in both the corporate strategic risk, external audit and the audit universe;
viii. Received limited assurance that proper and adequate accounting records were maintained and that systems have been integrated to compile accurate AFS free of errors which needed adjustments after the AGSA's review;
ix. Based on the above, the Committee's opinion at the date of this report is that there were some breakdowns in internal control, including internal financial controls, for the year under review in the following areas (it is noted that management are in the process of addressing these concerns):

- Revenue Management – Income and debtors
- Recruitment and Selection
- Pre-determined objectives
- Monthly or regular reconciliations of assets, debtors, and creditors
- Compilation of mid-year or interim AFS

x. In addition, the Committee noted Management's improved responses to conclude on internal findings from the prior and current year as reported in the internal audit follow up reports.

1.4 In respect of Legal and Compliance with Laws and Regulations

i. Reviewed with management matters that could have a material impact on Council;
ii. Monitored compliance with the MFMA and other key legislation applicable to the Municipality, requirements of National and Provincial Treasury, Council's policies, and all other applicable legislation and codes of good governance;
iii. Reviewed reports from the internal and external auditors detailing the extent of compliance.

1.5 In respect of Risk Management, Combined Assurance and Information Technology

During the period under review, Management presented Strategic and Operational Risk profiles for the Municipality to the Audit and Performance Audit Committee who:

i. Considered and reviewed reports from Management on risk management, including fraud risks and information technology risks as they pertain to financial reporting and the going concern assessment;
ii. In respect of the coordination of assurance activities, the Committee reviewed the plans and work outcomes of the external and internal auditors and concluded that these were adequate to address all significant financial, operational and compliance risks facing the Municipality;
iii. Noted the progress made in terms of Combined Assurance and the co-ordination between assurance providers to mitigate the top 10 strategic risks facing the Municipality as well as the emerging risks;
iv. The Audit and Performance Audit Committee took cognisance that Information Technology and IT systems controls improved in the Auditor General's Management report. Member Tsepo Lesihla, ICT expert, has been appointed to the ICT committee to support management in this respect.

1.6 In respect of Pre-Determined Objectives (PDO's)

The Audit and Performance Audit Committee:

i. The quality of submitted performance information in the Management report is indicated as satisfactory. There were no material findings reported on performance information by the Auditor General and Internal Audit, respectively.
ii. Internal audit has also provided the Audit and Performance Audit Committee with reports on performance on a quarterly basis and no critical findings have been raised.

1.7 In respect of the Finance Function

The Audit and Performance Audit Committee:

i. Considered the existing expertise, resources and experience of the organisation-wide finance functional capacity and has noted that the improvement year on year on the quality of the annual financial statements submitted to the Committee and the AGSA. The number of misstatements corrected on the annual financial statements are noted and impact of external factors recognised. Management intends to report on an action plan in this respect.

ii. The Chief Financial Officer should continue to ensure appropriate measures are in place for the accurate and timeous submission of information to the Office of the Auditor-General.

1.8 Independence of the External Auditors

The Audit and Performance Audit Committee is satisfied that the Audit General of RSA (AGSA) were independent of the Council. This conclusion was arrived at, inter alia, after taking into account the following factors:

i. The presentations made by the Auditor-General to the Audit and Performance Audit Committee;
ii. The Auditors' independence was not impaired by any consultancy, advisory or other work undertaken by the auditors; and

1.9 General

i. The Audit and Performance Audit Committee has monitored quarterly the Municipality's implementation plan for audit issues raised in the prior year and are satisfied that the matters have been adequately addressed and resolved. Of all the matters raised in the 2022/2023 audit outcome, one (1) has been repeat a finding. The Audit and Performance Committee has raised its concern around the repeat findings and the other important matters raised in the Auditor-General's Management Report. The Municipal Manager has given assurance that all of these will be addressed as urgent and tracked for the 2023/2024 financial year.

ii. The Audit and Performance Audit Committee concurs and accepts the conclusions of the External Auditor on the annual financial statements and is of the opinion that the audited annual financial statements be accepted and read together with the report of the Auditor-General.

Stellenbosch Municipality has increasingly been stable in the areas of second and third levels of assurance and governance over a three-year period. There has also been stability in the leadership over the past five financial years. The areas for concern, and where attention is required are highlighted above. The Audit and Performance Committee has made recommendations in these areas which management have committed to.

1.10 Conclusion

I am extremely grateful to the members of the Committee for their dedication and high levels of professionalism and diligence in their duties, as well as their flexibility in accommodating last-minute calls to duty. We are fortunate to have the diversity of skills and expertise available to the Municipality. It would be amiss not to convey on behalf of the Committee our appreciation to the Mayor, the entire Council and its Committees for the leadership, support and oversight they have provided during the year.

Finally, the Audit and Performance Audit Committee would like to express its appreciation to Management, Internal Audit, Risk Management and the Auditor General of South Africa for the support and co-operation extended during the financial year and for providing the relevant information to enable the Audit and Performance Audit Committee to compile this report. This past year was again challenging, however Stellenbosch Municipality should be proud of its elected and appointed leaders for taking control and driving an agenda of sustainability and service delivery and improving its audit results in the process, during a time of great fluidity.

On behalf of the Audit and Performance Audit Committee.



Mr Linda C. Nene FIIA SA, CPrac (SA), CCSA, CRMA
Chairperson Audit and Performance Audit Committee
11 January 2024

ANNEXURE D: REPORT OF THE AUDITOR GENERAL OF SOUTH AFRICA 2022/23

Report of the auditor-general to the Western Cape Provincial Parliament and council on the Stellenbosch Municipality

Report on the audit of the financial statements

Opinion

1. I have audited the financial statements of the Stellenbosch Municipality set out on pages 6 to 130, which comprise the statement of financial position as at 30 June 2023, statement of financial performance, statement of changes in net assets, cash flow statement and statement of comparison of budget and actual amounts for the year then ended, as well as notes to the financial statements, including a summary of significant accounting policies.

2. In my opinion, the financial statements present fairly, in all material respects, the financial position of the Stellenbosch Municipality as at 30 June 2023 and its financial performance and cash flows for the year then ended in accordance with the Standards of Generally Recognised Accounting Practice (GRAP) and the requirements of the Municipal Finance Management Act 56 of 2003 (MFMA) and the Division of Revenue Act 5 of 2022 (Dora).

Basis for opinion

3. I conducted my audit in accordance with the International Standards on Auditing (ISAs). My responsibilities under those standards are further described in the responsibilities of the auditor-general for the audit of the financial statements section of my report.

4. I am independent of the municipality in accordance with the International Ethics Standards Board for Accountants' *International code of ethics for professional accountants (including International Independence Standards)* (IESBA code) as well as other ethical requirements that are relevant to my audit in South Africa. I have fulfilled my other ethical responsibilities in accordance with these requirements and the IESBA code.

5. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matters

6. I draw attention to the matters below. My opinion is not modified in respect of these matters.

Restatement of corresponding figures

7. As disclosed in note 64 to the financial statements, the corresponding figures for 30 June 2022 were restated as a result of errors in the financial statements of the municipality at, and for the year ended 30 June 2023.

Material Impairments

8. As disclosed in note 5 to the financial statements, the municipality provided for the impairment of trade and other receivables from exchange transactions of R238,8 million (2021-22: R204,3 million).

9. As disclosed in note 6 to the financial statements, the municipality provided for the impairment of trade and other receivables from non-exchange transactions of R230,1 million (2021-22: R187,6 million).

Other matter

10. I draw attention to the matter below. My opinion is not modified in respect of this matter.

Unaudited disclosure notes

11. In terms of section 125(2)(e) of the MFMA, the municipality is required to disclose particulars of non-compliance with the MFMA in the financial statements. This disclosure requirement did not form part of the audit of the financial statements and, accordingly, I do not express an opinion on it.

Responsibilities of the accounting officer for the financial statements

12. The accounting officer is responsible for the preparation and fair presentation of the financial statements in accordance with the GRAP and the requirements of the MFMA and Dora, and for such internal control as the accounting officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

13. In preparing the financial statements, the accounting officer is responsible for assessing the municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern, and using the going concern basis of accounting unless the appropriate governance structure either intends to liquidate the municipality or to cease operations, or has no realistic alternative but to do so.

Responsibilities of the auditor-general for the audit of the financial statements

14. My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

15. A further description of my responsibilities for the audit of the financial statements is included in the annexure to this auditor's report.

Report on the audit of the annual performance report

16. In accordance with the Public Audit Act 25 of 2004 (PAA) and the general notice issued in terms thereof, I must audit and report on the usefulness and reliability of the reported performance against predetermined objectives for the selected strategic focus area presented in the annual performance report. The accounting officer is responsible for the preparation of the annual performance report.

17. I selected the following strategic focus area presented in the annual performance report for the year ended 30 June 2023 for auditing. I selected a strategic focus area that measures the municipality's performance on its primary mandated functions and that is of significant national, community or public interest.

Strategic focus area	Page numbers	Purpose
Strategic focus area 4 – dignified living	15 to 17	Provision of basic services to all citizens in the greater Stellenbosch area to ensure that everyone has access to a dignified life, sustainable human settlements and develop and implement social infrastructure.

18. I evaluated the reported performance information for the selected strategic focus area against the criteria developed from the performance management and reporting framework, as defined in the general notice. When an annual performance report is prepared using these criteria, it provides useful and reliable information and insights to users on the municipality's planning and delivery on its mandate and objectives.

19. I performed procedures to test whether:

- the indicators used for planning and reporting on performance can be linked directly to the municipality's mandate and the achievement of its planned objectives
- the indicators are well defined to ensure that they are easy to understand and can be applied consistently, as well as verifiable so that I can confirm the methods and processes to be used for measuring achievements
- the targets can be linked directly to the achievement of the indicators and are specific, time bound and measurable to ensure that it is easy to understand what should be delivered and by when, the required level of performance as well as how performance will be evaluated
- the indicators and targets reported on in the annual performance report are the same as those committed to in the approved initial or revised planning documents
- the reported performance information is presented in the annual performance report in the prescribed manner
- there is adequate supporting evidence for the achievements reported and for the measures taken to improve performance.

20. I performed the procedures for the purpose of reporting material findings only and not to express an assurance opinion or conclusion.

21. I did not identify any material findings on the reported performance information for the selected strategic focus area.

Other matter

22. I draw attention to the matter below.

Achievement of planned targets

23. The annual performance report includes information on reported achievements against planned targets and measures taken to improve performance.

24. The municipality plays a key role in delivering services to South Africans. The table that follows provides information on the achievement of planned targets and lists the key service delivery indicators that were not achieved as reported in the annual performance report. Measures taken to improve performance are included in the annual performance report on pages 15 to 17.

Strategic focus area 4 – dignified living

Targets achieved: 85% *Budget spent: 109%*		
Key service delivery indicator not achieved	**Planned target**	**Reported achievement**
TL23 - Installation of new standpipes	50	26
TL28 - Limit unaccounted water to less than 25%	<25%	27,42%

Report on compliance with legislation

25. In accordance with the PAA and the general notice issued in terms thereof, I must audit and report on compliance with applicable legislation relating to financial matters, financial management and other related matters. The accounting officer is responsible for the municipality's compliance with legislation.

26. I performed procedures to test compliance with selected requirements in key legislation in accordance with the findings engagement methodology of the Auditor-General of South Africa (AGSA). This engagement is not an assurance engagement. Accordingly, I do not express an assurance opinion or conclusion.

27. Through an established AGSA process, I selected requirements in key legislation for compliance testing that are relevant to the financial and performance management of the municipality, clear to allow consistent measurement and evaluation, while also sufficiently detailed and readily available to report in an understandable manner. The selected legislative requirements are included in the annexure to this auditor's report.

28. I did not identify any material non-compliance with the selected legislative requirements.

Other information in the annual report

29. The accounting officer is responsible for the other information included in the annual report. The other information referred to does not include the financial statements, the auditor's report and the selected strategic focus area presented in the annual performance report that have been specifically reported on in this auditor's report.

30. My opinion on the financial statements, the report on the audit of the annual performance report and the report on compliance with legislation do not cover the other information included in the annual report and I do not express an audit opinion or any form of assurance conclusion on it.

31. My responsibility is to read this other information and, in doing so, consider whether it is materially inconsistent with the financial statements and the selected strategic focus area presented in the annual performance report or my knowledge obtained in the audit, or otherwise appears to be materially misstated.

32. I did not receive the other information prior to the date of this auditor's report. When I do receive and read this information, and if I conclude that there is a material misstatement therein, I am required to communicate the matter to those charged with governance and request that the other information be corrected. If the other information is not corrected, I may have to retract this auditor's report and re-issue an amended report as appropriate. However, if it is corrected this will not be necessary.

Internal control deficiencies

33. I considered internal control relevant to my audit of the financial statements, annual performance report and compliance with applicable legislation; however, my objective was not to express any form of assurance on it.

34. I did not identify any significant deficiencies in internal control.

Other reports

35. I draw attention to the following engagements conducted by various parties. These reports did not form part of my opinion on the financial statements or my findings on the reported performance information or compliance with legislation.

36. During the 2021-22 financial year the public protector investigated allegations of improper conduct and maladministration at the Stellenbosch Municipality. These allegations related to irregularities in the appointment of two senior officials at the municipality. The public protector's report was submitted to the municipality on 30 March 2022. On 21 June 2022, the municipality submitted a response to the public protector and pursued a review application. The review application was heard by a high court on 28 November 2022. The high court set aside the findings of the public protector. This matter has therefore been concluded.

37. On 18 October 2022 the municipality appointed a service provider to investigate instances of irregular and fruitless and wasteful expenditure that was included in notes 55.2 and 55.3 to the 2021-22 financial statements. This expenditure was incurred on information technology licences procured from various service providers. The investigation was to determine whether unauthorised, irregular and/or fruitless and wasteful expenditure was incurred as a result of the software upgrades of licences purchased, whether legislated procurement processes were followed with the respective service providers and whether evidence of misconduct by officials for the appointment of the service providers exist. The investigation was concluded during August 2023. Recommendations were made to the municipality to improve its current supply chain management control environment relating to filing of procurement documentation, bid specification committee minutes and the supply chain management checklist. It also recommended a review of its information and communication technology strategic plan as it relates to the identification of technology needs. Irregular expenditure was confirmed on one of the contracts and the other contracts were confirmed to not result in irregular or fruitless and wasteful expenditure. This has been appropriately disclosed in notes 56.2 and 56.3 to the 2022-23 financial statements. This matter has therefore been concluded.

Auditor - General

Cape Town

30 November 2023

AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence

Annexure to the auditor's report

The annexure includes the following:

- The auditor-general's responsibility for the audit
- The selected legislative requirements for compliance testing

Auditor-general's responsibility for the audit

Professional judgement and professional scepticism

As part of an audit in accordance with the ISAs, I exercise professional judgement and maintain professional scepticism throughout my audit of the financial statements and the procedures performed on reported performance information for the selected strategic focus area and on the municipality's compliance with selected requirements in key legislation.

Financial statements

In addition to my responsibility for the audit of the financial statements as described in this auditor's report, I also:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error; design and perform audit procedures responsive to those risks; and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations or the override of internal control
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the municipality's internal control
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made
- conclude on the appropriateness of the use of the going concern basis of accounting in the preparation of the financial statements. I also conclude, based on the audit evidence obtained, whether a material uncertainty exists relating to events or conditions that may cast significant doubt on the ability of the municipality to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial statements about the material uncertainty or, if such disclosures are inadequate, to modify my opinion on the financial statements. My conclusions are based on the information available to me at the date of this auditor's report. However, future events or conditions may cause a municipality to cease operating as a going concern
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Communication with those charged with governance

I communicate with the accounting officer regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

I also provide the accounting officer with a statement that I have complied with relevant ethical requirements regarding independence and communicate with them all relationships and other matters that may reasonably be thought to bear on my independence and, where applicable, actions taken to eliminate threats or safeguards applied.

Compliance with legislation – selected legislative requirements

The selected legislative requirements are as follows:

Legislation	Sections or regulations
Municipal Finance Management Act 56 of 2003	Section 1 – paragraph (a), (b) & (d) of the definition: irregular expenditure Section 1 – definition: service delivery and budget implementation plan Sections 11(1), 13(2), 14(1), 14(2)(a), 14(2)(b), 15, 24(2)(c)(iv), 29(1) Sections 29(2)(b), 32(2), 32(2)(a), 32(2)(a)(i), 32(2)(a)(ii), 32(2)(b) Sections 32(6)(a), 32(7), 53(1)(c)(ii), 54(1)(c), 62(1)(d), 62(1)(f)(i) Sections 62(1)(f)(ii), 62(1)(f)(iii), 63(1)(a), 63(2)(a), 63(2)(c), 64(2)(b) Sections 64(2)(c), 64(2)(e), 64(2)(f), 64(2)(g), 65(2)(a), 65(2)(b), 65(2)(e) Sections 72(1)(a)(ii), 112(1)(j), 116(2)(b), 116(2)(c)(ii), 117, 122(1) Sections 126(1)(a), 127(2), 127(5)(a)(i), 127(5)(a)(ii) Sections 129(1), 129(3), 133(1)(a), 133(1)(c)(i), 133(1)(c)(ii), 170 Sections 171(4)(a), 171(4)(b)
MFMA: Municipal Budget and Reporting Regulations, 2009	Regulations 71(1), 71(2), 72
MFMA: Municipal Investment Regulations, 2005	Regulations 3(1)(a), 3(3), 6, 7, 12(2), 12(3)
MFMA: Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings, 2014	Regulations 5(4), 6(8)(a), 6(8)(b), 10(1)
MFMA: Municipal Supply Chain Management Regulations, 2005	Regulations 5, 12(1)(c), 12(3), 13(b), 13(c), 13(c)(i), 16(a), 17(1)(a) Regulations 17(1)(b), 17(1)(c), 19(a), 21(b), 22(1)(b), 22(2), 27(2)(a) Regulations 27(2)(e), 28(1)(a)(i), 28(1)(a)(ii), 29(1)(a), 29(1)(b) Regulations 29(5)(a)(ii), 29(5)(b)(ii), 32, 36(1), 36(1)(a), 38(1)(c) Regulations 38(1)(d)(ii), 38(1)(e), 38(1)(g)(i), 38(1)(g)(ii), 38(1)(g)(iii), 43 Regulations 44, 46(2)(e), 46(2)(f)
Municipal Systems Act 32 of 2000	Sections 25(1), 26(a), 26(c), 26(h), 26(i), 29(1)(b)(ii), 29(3)(b), 34(a), 34(b) Sections 38(a), 41(1)(a), 41(1)(b), 41(1)(c)(ii), 42, 43(2), 56(a), 57(2)(a) Sections 57(4B), 57(6)(a), 66(1)(a), 66(1)(b), 67(1)(d), 74(1), 96(b)

Legislation	Sections or regulations
MSA: Municipal Planning and performance Management Regulations, 2001	Regulations 2(1)(e), 2(3)(a), 3(3), 3(4)(b), 3(6)(a), 7(1), 8, 9(1)(a), 10(a) Regulations 12(1), 15(1)(a)(i), 15(1)(a)(ii)
MSA: Municipal Performance Regulations for Municipal Managers and Managers directly Accountable to Municipal Managers, 2006	Regulations 2(3)(a), 4(4)(b), 8(1), 8(2), 8(3)
MSA: Regulations on Appointment and Conditions of Employment of Senior Managers, 2014	Regulations 17(2), 36(1)(a)
MSA: Disciplinary Regulations for Senior Managers, 2011	Regulations 5(2), 5(3), 5(6), 8(4)
Division of Revenue Act 5 of 2022	Section 11(6)(b), 12(5), 16(1); 16(3)
Construction Industry Development Board Act 38 of 2000	Section 18(1)
Construction Industry Development Board Regulations	Regulations 17, 25(7A)
Municipal Property Rates Act 6 of 2004	Section 3(1)
Preferential Procurement Policy Framework Act 5 of 2000	Sections 2(1)(a), 2(1)(f)
Preferential Procurement Regulations, 2017	Regulations 4(1), 4(2), 5(1), 5(3), 5(6), 5(7), 6(1), 6(2), 6(3), 6(6), 6(8) Regulations 7(1), 7(2), 7(3), 7(6), 7(8), 8(2), 8(5) 9(1), 10(1), 10(2) Regulations 11(1), 11(2)
Preferential Procurement Regulations, 2022	Regulations 4(1), 4(2), 4(3), 4(4), 5(1), 5(2), 5(3), 5(4)
Prevention and Combating of Corrupt Activities Act 12 of 2004	Section 34(1)

8.3	DRAFT 2ND REVIEW OF THE 5TH GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027 AND THE IDP AND BUDGET OPEN DAYS SCHEDULE FOR APRIL 2024

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: DRAFT 2nd REVIEW OF THE 5th GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027 AND THE IDP AND BUDGET OPEN DAYS SCHEDULE FOR APRIL 2024

2. PURPOSE

To table to the Council for consideration:

(a) the draft 2nd review of the 5th Generation IDP 2022–2027, attached as **ANNEXURE A**, to be released for public comment; and

(b) the IDP and Budget Open Days Schedule, April 2024, attached as **ANNEXURE B**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In terms of Section 34(a)(i)(ii) of the Local Government: Municipal Systems Act, 2000 (Act. No. 32 of 2000) (MSA), each municipal council must review its Integrated Development Plan annually in accordance with an assessment of its performance measurements in terms of Section 41 of MSA and to the extent the changing circumstances so demand. Therefore, considering the changing circumstances in the municipal environment, including the community's needs and priorities.

The draft 2nd Review of the 5th Generation IDP 2022 – 2027 informs the budget of the municipality and details the municipality's actions to address the vision, mission, strategic objectives, and needs of the community.

The municipal IDP must be reviewed annually to ensure that:

- municipalities and communities monitor the progress in the implementation of development projects and the spending of the municipal budget; and
- communities are provided with an opportunity to review their community needs and to recommend changes to the ward priorities outlined in the municipality's IDP.

The Council should take note that the Disaster Management and Safety and Security Plan information will be updated in the final IDP document, which will be presented to the Council in May 2024.

At an all-ward councillor meeting on Friday, 23 February 2024 it was resolved that the Stellenbosch Municipality will conduct public participation open days in April 2024. Therefore, area-based open days will be held in the respective areas of the Stellenbosch municipal area, see attached **ANNEXURE B** for the IDP and Budget open days schedule.

The public participation period will comprise the period 02 – 23 April 2024, to allow members of the community and stakeholders ample time to provide written inputs and or comments on the draft 2nd Review of the 5th Generation IDP 2022 – 2027. The area-based public participation open days will be held from 09 – 15 April 2024, in the respective areas. The open-day schedule includes a detailed transport plan.

The listed public participation platforms below will be made available for the community and stakeholders to provide input and comments on the draft 2nd Review of the 5th Generation IDP 2022 – 2027:

- A link to an electronic submission form will be active from 02 – 23 April 2024 on the municipal website: www.stellenbosch.gov.za;
- The link to the electronic form will be broadcast via WhatsApp and published on Facebook, X and the Stellenbosch Citizen App;
- '*Have your Say'* boxes will be placed at ward offices and libraries; and
- Written submissions may also be made via:

    - Email: idp@stellenbosch.gov.za;
    - WhatsApp: 067 427 1556;
    - Stellenbosch Citizen App: Download from Google Play Store, iStore, Windows Store and Java.

5. RECOMMENDATIONS

(a) that the draft 2nd review of the 5th Generation IDP 2022 – 2027 of Stellenbosch Municipality be approved in terms of Section 34 (a)(i)(ii) of the MSA for the purpose of obtaining public input and comments, attached as **ANNEXURE A**;

(b) that an advertisement be placed on the official website of the municipality and the local newspaper notifying the public that the draft 2nd review of the 5th Generation IDP 2022 – 2027 is open for public input and comments for a period of 21 days;

(c) that the draft 2nd review of the 5th Generation IDP 2022 – 2027 be submitted to the MEC for Local Government, Environmental Affairs and Development Planning, Western Cape: Department of Local Government, Western Cape: Provincial Treasury, the Cape Winelands District Municipality, and the Office of the Provincial Speaker; and

(d) that the IDP and Budget open days schedule for April 2024 be approved, attached as **ANNEXURE B**.

6. DISCUSSION

6.1 Background

In terms of the provisions of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), each council must review its Integrated Development Plan in accordance with an assessment of its performance measurements in terms of Section 41 of MSA and to the extent the changing circumstances so demand.

The key dates and activities for the IDP review process form part of the integrated SDF / IDP / Budget Time Schedule adopted by the Council in August 2023 to guide the planning, drafting and review of the 2nd Review of the 5th Generation IDP 2017 – 2022.

The key activities stipulated in the table below were followed in accordance with the adopted SDF / IDP / Budget Time Schedule:

Date	Action(s)
July / August 2023	▪ Approval of the Spatial Development Framework (SDF) / Integrated Development Plan (IDP) / Budget Time Schedule / Process Plan for 2024/25
September 2023 – November 2023	▪ The IDP public participation period was open from 04 September to 04 October 2023. ▪ The area–based IDP public participation open days were held from 12 September – 02 October 2023. ▪ The IDP stakeholder engagement was held on 04 October 2023. ▪ An electronic submission form was activated on the municipal website for the community and stakeholders to provide their community needs and inputs. This website link (URL) was shared via Facebook, Twitter, WhatsApp, and the Stellenbosch Citizen App. ▪ Hard copies of the "Have Your Say' submission forms were also made available at all libraries and ward offices. ▪ All-ward councillor sessions were facilitated from 14 to 16 November 2023, for the reprioritisation of the 2022 – 2027 ward priorities considering community inputs as baseline information for the reprioritisation of ward priorities.
December 2023 - February 2024	▪ Departmental sessions were held to review the IDP deliverables and targets for the draft 2nd Review of the 5th Generation IDP 2022 – 2027. ▪ MayCo and Management had a strategic session on 12 January 2024 to consider the external and internal analysis and strategies around the 5-year development priorities and operational strategies (programmes / projects / activities and actions).
March-May 2024	▪ The MayCo and the Council to consider the draft 2nd review of the 5th Generation IDP 2022 – 2027 to obtain public input and comments. ▪ The IDP and Budget public participation period is scheduled to commence on Tuesday, 02 – 23 April 2024. ▪ A Stakeholder Engagement will be held on Tuesday, 16 April 2024. ▪ Consultation and refinement of the IDP and Budget documents. ▪ Adoption of final IDP, Budget, Tariffs, and budget-related policies in May 2024. ▪ Submission of the adopted IDP to the Provincial Government and other role-players.

6.2 Financial Implications

There are no financial implications beyond that which was approved in the 2023/24 MTREF Budget.

6.3 Legal Implications

The recommendations in this report comply with all applicable legislation.

Section 25(1):

The municipal council must, within a prescribed period after the start of its elected term, adopt a single, inclusive, and strategic plan for the development of the municipality which—

(a) links, integrates and co-ordinates plans and takes into account proposals for the development of the municipality;

(b) aligns the resources and capacity of the municipality with the implementation of the plan;

(c) forms the policy framework and general basis on which annual budgets must be based;

(d) complies with the provisions of this Chapter; and

(e) is compatible with national and provincial development plans and planning requirements binding on the municipality in terms of legislation.

Section 26:

An integrated development plan must reflect—

(a) the municipal council's vision for the long-term development of the municipality with special emphasis on the municipality's most critical development and internal transformation needs;

(b) an assessment of the existing level of development in the municipality, which must include an identification of communities which do not have access to basic municipal services;

(c) the council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;

(d) the council's development strategies which must be aligned with any national or provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;

(e) a spatial development framework which must include the provision of basic guidelines for a land use management system for the municipality;

(f) the council's operational strategies;

(g) applicable disaster management plans;

(h) a financial plan, which must include a budget projection for at least the next three years; and

(i) the key performance indicators and performance targets determined in terms of section 41.

Section 34:

"**Annual review and amendment of the integrated development plan**

A municipal council-

(a) must review its integrated development plan-

(i) annually in accordance with an assessment of its performance measurements in terms of Section 41; and

(ii) to the extent that changing circumstances so demand; and

(a) may amend its integrated development plan in accordance with a prescribed process."

Section 35(1):

An integrated development plan adopted by the council of a municipality—

(a) is the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development, in the municipality;

(b) binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's integrated development plan and national or provincial legislation, in which case such legislation prevails; and

(c) binds all other persons to the extent that those parts of the integrated development plan that impose duties or affect the rights of those persons have been passed as a by-law.

Section 36:

A municipality must give effect to its integrated development plan and conduct its affairs in a manner that is consistent with its integrated development plan.

The 3rd Review of the 5th Generation IDP 2022 – 2027 will be consulted and drafted during the 2024/25 financial year.

6.4 Staff Implications

This report has no additional staff implications for the municipality.

6.5 Risk Implication

This report has no direct risk implications for the municipality.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Comments from Senior Management

6.7.1 Director: Community and Protection Services

Supported.

6.7.2 Chief Financial Officer

Supported.

6.7.3 Director: Infrastructure Services

Supported.

6.7.4 Director: Corporate Services

Supported.

6.7.5 Director: Planning and Economic Development

Supported.

6.7.6 Comments from the Municipal Manager

Supported

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-03-20: ITEM 6.2

(a) that the draft 2nd review of the 5th Generation IDP 2022 – 2027 of Stellenbosch Municipality be approved in terms of Section 34 (a)(i)(ii) of the MSA for the purpose of obtaining public input and comments, attached as **ANNEXURE A**;

(b) that an advertisement be placed on the official website of the municipality and the local newspaper notifying the public that the draft 2nd review of the 5th Generation IDP 2022 – 2027 is open for public input and comments for a period of 21 days;

(c) that the draft 2nd review of the 5th Generation IDP 2022 – 2027 be submitted to the MEC for Local Government, Environmental Affairs and Development Planning, Western Cape: Department of Local Government, Western Cape: Provincial Treasury, the Cape Winelands District Municipality, and the Office of the Provincial Speaker; and

(d) that the IDP and Budget open days schedule for April 2024 be approved, attached as **ANNEXURE B**.

ANNEXURES

Annexure A: The draft 2nd review of the 5th Generation IDP 2022 – 2027.

Annexure B: IDP and Budget Open Days Schedule, April 2024.

FOR FURTHER DETAILS CONTACT:

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REPORT DATE	20 March 2024

ANNEXURE A



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

5th GENERATION INTEGRATED DEVELOPMENT PLAN (IDP) 2022 – 2027

As prescribed by Section 34 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA)

Draft 2nd Review

March 2024



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Contents Revisions

Section	Revisions made during the review process
List of Acronyms	Reviewed
Foreword by the Executive Mayor	The Foreword of the Executive Mayor was replaced to take into account changes in the social, political, and economic conditions.
Overview by the Municipal Manager	The Foreword of the Municipal Manager was replaced to take into account changes in the social, political, and economic conditions.
Chapter 1: Governance and Institutional Arrangements	Chapter 1 was reviewed and updated where necessary considering the municipality's changing circumstances.
Chapter 2: State of the Greater Stellenbosch Area	Chapter 2 was reviewed and updated with figures from the 2023 MERO, SEP reports and 2022 SA Statistics.
Chapter 3: Strategic Policy Context	Chapter 3 was reviewed and updated. The pre-determined objectives for the Strategic Focus Area (SFA) were corrected.
Chapter 4: Spatial Development Framework	Additional information was included in Chapter 4 relating to the Adam Tas Corridor.
Chapter 5: Performance Summary of the 5th Generation IDP 2022 - 2027	Chapter 5 was reviewed to reflect on the performance of the implementation plans of the 5th Generation IDP 2022 -2027.
Chapter 6: One Plan: Service Delivery, Budget, Programmes and Projects	Chapter 6 was reviewed and updated. The Cape Winelands Joint Approach initiatives and agricultural interventions have been updated to indicate the progress to date.
Chapter 7: Sector Plans and Implementation	Chapter 7 was reviewed and updated. The sector plans were reviewed by the departments and updated to be aligned with newly adopted sector plans. The IDP deliverables and targets on the implementation plans have been adjusted taking into account changes in the social, political, and economic conditions.
Chapter 8: Council Term Projects 2022 – 2027	Chapter 8 was reviewed and updated. The IDP deliverables and targets on the Mayoral and Mayoral Portfolio implementation plans have been adjusted taking into account changes in the social, political, and economic conditions.
Chapter 9: Public Interest and Expression of Needs	Chapter 9 was reviewed and updated with the latest public participation statistics and draft revised ward priorities for 2022 – 2024.
Chapter 10: Financial Plan	Chapter 10 was reviewed and updated where necessary considering the municipality's changing circumstances.
Chapter 11: Organisational Scorecard (5-YEARS)	Chapter 11 was reviewed and updated where necessary considering the municipality's changing circumstances.
Chapter 12: Implementation, Monitoring and Review (1-YEAR)	Chapter 12 was reviewed and updated where necessary considering the municipality's changing circumstances.

LIST OF ABBREVIATIONS AND ACRONYMS

Abbreviation / Acronyms	Description	Abbreviation / Acronyms	Description
AQMP	Air Quality Management Plan	**LUMS**	Land Use Management System
CBD	Central Business District	**LUPA**	Land Use Planning Act
CBO	Community-Based Organisation	**MAYCO**	Mayoral Committee
CITP	Comprehensive Integrated Transport Plan	**MDG**	Millennium Development Goal
CoCT	City of Cape Town	**MDGs**	Millennium Development Goals
CRR	Capital Replacement Reserve	**MEC**	Member of the Executive Council
CSP	Community, Social and Personal Services	**MFMA**	Local Government: Municipal Financial Management Act, 2003 (Act No. 56 of 2003)
CWDM	Cape Winelands District Municipality	**MOU**	Memorandum of Understanding
DBSA	Development Bank of South Africa	**MSA**	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
DCoG	Department of Cooperative Governance	**MTREF**	Medium-Term Revenue and Expenditure Framework
DEADP	Department of Environmental Affairs and Development Planning	**MTSF**	Medium-Term Strategic Framework
DGDS	District Growth and Development Strategy	**NDP**	National Development Plan
DLG	Department Local Government	**NGO**	Non-Governmental Organisation
DMA	Disaster Management Act, 2002 (Act No. 57 of 2002)	**NGP**	New Growth Path
DoRA	Division of Revenue Act	**NHDP**	Neighbourhood Development Plan
DTPW	Department of Transport and Public Works	**NMT**	Non-motorised Transport
du/ha	Dwelling units per hectare	**NPO**	Non-Profit Organisation
DWAF	Department of Water and Sanitation (previously Department of Water Affairs and Forestry)	**NSDP**	National Spatial Development Perspective
ECD	Early Childhood Development	**PEA**	Potentially Economically Active
EDA	Economic Development Agency	**PGWC**	Provincial Government of the Western Cape
EPWP	Expanded Public Works Programme	**PMS**	Performance Management System
FLISP	Finance Linked Individual Subsidy Programme	**PMS**	Performance Management System
FPSU	Farmer Production Support Unit	**POE**	Portfolio of Evidence
GCM	Greater Cape Metro	**PSDF**	Provincial Spatial Development Framework
GDP	Gross Domestic Product	**PSTP**	Provincial Sustainable Transport Programme
GDP-R	Gross Domestic Product in Rand	**RAP**	Rural Area Plan
GGP	Gross Geographic Product	**RSIF**	Regional Spatial Implementation Framework
GIS	Geographic Information System	**SALGA**	South African Local Government Association
GRAP	Generally-Recognised Accounting Practices	**SAMWU**	South African Municipal Workers Union
GVA-R	Gross Value-Added in Rand	**SANBI**	South African National Biodiversity Institute
HDI	Human Development Index	**SAPS**	South African Police Service
HIV/AIDS	Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome	**SDBIP**	Service Delivery and Budget Implementation Plan
HR	Human Resources	**SDF**	Spatial Development Framework
IDP	Integrated Development Plan	**SITT**	Stellenbosch Infrastructure Task Team
IHS	Integrated Human Settlements	**SLA**	Service Level Agreement
IHSP	Integrated Human Settlement Plan	**SM**	Stellenbosch Municipality
IIC	Infrastructure Innovation Committee	**SMME**	Small Medium and Micro Enterprises
I-MAP	Implementation Plan	**SOE**	State-Owned Enterprises

Abbreviation / Acronyms	Description	Abbreviation / Acronyms	Description
IMATU	Independent Municipal Allied Trade Union	**SOP**	Standard Operating Procedure
IMESA	Institute for Municipal Engineers South Africa ITP Integrated Transport Plan	**SPLUMA**	Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013)
IPC	Integrated Planning Committee	**SU**	Stellenbosch University
IRDP	Integrated Residential Development Programme	**UDS**	Urban Development Strategy
ISC	Integrated Steering Committee	**UISP**	Upgrading of Informal Settlements Programme
IWMP	Integrated Waste Management Plan	**US**	University of Stellenbosch
JPI	Joint Planning Initiative	**WCDSP**	Western Cape Draft Strategic Plan
KPA	Key Performance Area	**WCG**	Western Cape Government
KPI	Key Performance Indicator	**WDM**	Water Demand Management
LED	Local Economic Development	**WESGRO**	Western Cape Tourism, Trade and Investment Promotion Agency
LEO	Law Enforcement Officer	**WSA**	Water Service Authority
LGMTEC	Local Government MTEC	**WSDP**	Water Services Development Plan
LHA	Lanquedoc Housing Association	**WtE**	Waste to Energy
LM	Local Municipality	**WWTW**	Wastewater Treatment Works

Integrated Development Plan for 2022 – 2027

Compiled in terms of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)

The Integrated Development Plan is the municipality's principal five-year strategic plan that deals with the most critical development needs of the municipal area (external focus) and the organisation's most critical governance needs (internal focus).

The Integrated Development Plan–

- is adopted by the council within one year after a municipal election and remains in force for the council's elected term (five years);
- is drafted and reviewed annually in consultation with the local community as well as interested organs of state and other role players;
- guides and informs all planning and development, and all decisions concerning planning, management, and development;
- forms the framework and basis for the municipality's medium-term expenditure framework, annual budgets, and performance management system; and
- seeks to promote integration by balancing the economic, ecological, and social pillars of sustainability without compromising the institutional capacity required in the implementation, and by coordinating actions across sectors and spheres of government.

STRATEGIC OVERVIEW

Vision, Mission, and Values



FOREWORD BY THE EXECUTIVE MAYOR



Cllr Adv Gesie van Deventer
Executive Mayor

DRAFT

As we embark on the 2nd review of the 5th Generation Integrated Development Plan (IDP), we delve into Stellenbosch Municipality's vision for the upcoming five-year term. This comprehensive assessment not only reflects on our achievements but also critically evaluates our current status and outlines the tasks that lie ahead. Over the past few years, we have not only met but often surpassed our goals, triumphing over numerous challenges along the way.

Our overarching strategy centers on implementing pragmatic solutions, delivering exceptional services to our residents, prioritising economic and social development, and fortifying our reputation for good governance practices and sound financial management. Beyond a mere document or report, this IDP is deeply personal to me. It encapsulates the essence of the Stellenbosch Council's plans, actions, and accomplishments, detailing our government's endeavours to create a clean, safe, and prosperous environment that attracts investment, fosters job creation, and uplifts communities out of poverty. Local government is the closest conduit to our residents and communities. As elected councillors, we are entrusted with the responsibility of serving the needs of all communities, including the 14 "dorpies," equitably and sustainably.

Public participation in the IDP and Budget processes is of paramount importance. Thankfully, our residents in Stellenbosch have actively engaged with the municipality, contributing insights into their needs and priorities. This engagement aids us in meticulous planning and ensures sustainable growth throughout the municipal area (WC024).

The IDP serves as the foundational framework for the municipality to fulfil its mandate and execute its budget. Additionally, it aids us in continuously planning ahead, working diligently, and delivering the services we are accountable for.

Among the key priorities for this term, we are steadfast in ensuring an efficient and effective local government that is accountable and responsive. Our zero-tolerance approach to corruption is unwavering, and we consistently demonstrate our commitment to act decisively when the need arises.

Our commitment to running a clean and transparent government is resolute, with a focus on optimising every public fund for service improvement, maintenance, upgrades, and development. Notably, we are progressing well in our plans to co-generate electricity to shield our communities from the adverse effects of load shedding.

The crucial matter of housing for all our residents remains a top priority. While housing is not a municipal competency, we continue to maximise our resources to provide housing opportunities across various categories, from rental stock to BNG and GAP housing, upgrades of informal settlements, and mixed-use developments.

We will continue to build a municipality of opportunity that creates an enabling environment for economic growth and job creation, and to aid those who need it most. We will also continue to provide quality services to all residents and serve the residents of the Greater Stellenbosch in a well-run, corruption-free administration.

I extend my gratitude to the Deputy Mayor, Councillor Jeremy Fasser, the members of my Mayoral Committee, all our councillors, and the Municipal Manager and Administration for crafting this updated roadmap. Our commitment to realising the vision of becoming a Valley of Opportunity and Innovation for all residents remains steadfast. This document symbolises our unwavering dedication to creating meaningful opportunities for everyone in our community.

CLLR ADV GESIE VAN DEVENTER
EXECUTIVE MAYOR

OVERVIEW BY THE MUNICIPAL MANAGER



Geraldine Mettler
Municipal Manager

DRAFT

In the realm of local governance, I take pride in Stellenbosch Municipality's commitment to delivering essential services amidst considerable pressure and uncertainty. Our ability to adapt and respond to the ever-changing dynamics of the world has been a testament to our resilience as an organisation and our capability as a local government.

The IDP is a strategic tool that guides all the activities of local government in consultation with residents and stakeholders. Its focus is on development in a broader sense and is a structured plan that informs budget priorities, decision-making, and the allocation of resources. Since local government exists to provide municipal services to all residents, it is essential that it interact with the people living in the city and obtain their input in their elected government's plans and vision.

This IDP articulates a set of focused objectives aimed at directing public funds towards programmes and projects that provide the greatest benefit to the public in an equitable manner. The inputs from our communities form the bedrock of the entire IDP and budgeting processes.

Residents now have multiple avenues to express their views on the IDP and articulate their priorities for their wards. Interactive pages on our municipal website, emails, a dedicated WhatsApp line, a variety of social media platforms, and traditional written submissions have become invaluable tools for engaging with our communities. Coupled with community meetings across the entire municipal area, these tools have provided residents with ample opportunities to actively participate in the IDP and Budget processes.

The IDP serves as our roadmap, outlining our current position and future aspirations. It facilitates the evaluation of community needs, the identification of ward priorities, and the reaffirmation of our strategic objectives. Crucially, the IDP informs the municipal budget, aligning practical plans with identified needs. This underscores the importance of reaching as many residents as possible and encouraging active involvement in the decision-making process.

Key priorities outlined for the administration in the 5th Generation IDP encompass various facets:

- E-governance (SMART CITY);
- Bulk infrastructure upgrades for economic development;
- Critical road infrastructure upgrades for safety and development;
- Clean, green electricity generation for economic sustainability;
- Financial viability and sustainability through long-term planning;
- Zero-tolerance approach to corruption;
- Focus on social and gap housing;
- Finalising the Inclusionary Housing Policy;
- Continuing wealth creation through the title deed programme;
- The Adam Tas Corridor development;
- Improvements in business processes in the Planning Department;
- Establishment of a land invasion unit; and
- Enhancements to safety through expanded surveillance networks.

The municipality's achievements are a testament to our commitment to collaboration, good governance practices, transparency, and organisational stability. Fiscal discipline, operational restraint, and sound corporate governance have positioned the municipality to resiliently weather any storm.

Our effective partnerships with industry, investors, residents, and community organisations continue to strengthen, and I extend my gratitude to all partners and stakeholders for their contributions. I anticipate that opportunities for even stronger partnerships and collaboration will flourish during the implementation of this new IDP.

Special thanks to our Executive Mayor, Mayoral Committee, Councillors, and Directors for their guidance and significant contributions in enhancing the functionality of our administration for all residents. Together with the residents and stakeholders of the Stellenbosch Municipality, we can transform our towns into places of excellence and opportunity for all.

GERALDINE METTLER
MUNICIPAL MANAGER

CHAPTER 1:
Governance and Institutional Arrangements

1.1 Integrated Development Planning

The Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) mandates South African municipalities to formulate a five-year Integrated Development Plan (IDP) to inform the municipal budget and guide all development within the municipal area. The IDP is considered the municipality's principal strategic plan that deals with the most critical development needs of the municipal area as well as the most critical governance needs of the organisation.

As the principal planning instrument that guides and informs the municipal budget, the planning process has to provide a forum for identifying, unpacking, and resolving the real issues that face the residents of Stellenbosch Municipality. Identifying these issues in consultation with communities makes it possible for the municipality to propose realistic and workable solutions that can be budgeted for, implemented, and monitored in a controlled environment. These issues may be overarching issues that affect the whole municipality or may only affect specific communities. It is therefore crucially important that the IDP be developed after the completion of a public participation process in which community stakeholders were thoroughly consulted. The plan is also developed in partnership with the provincial and national governments as well as the district municipality.

At the heart of the IDP lies improvement in the provision of basic municipal services and expanding livelihood opportunities for the people of the Stellenbosch Municipality. The IDP also focuses on expanding and transforming municipal capacity, enterprise development, and, crucially, exploring new ways of working and living together. This is especially relevant in an ever-changing environment.

1.2 Compilation and Legal Status of the 5th Generation IDP 2022 – 2027

SECTION 35(1) OF THE MSA

An IDP is adopted by the council of a municipality:

(a) is the principal strategic planning instrument which guides and informs all planning and development, and all decisions with regard to planning, management and development, in the municipality;

(b) binds the municipality in the exercise of its executive authority, except to the extent of any inconsistency between a municipality's integrated development plan and national or provincial legislation, in which case such legislation prevails; and

(c) binds all other persons to the extent that those parts of the integrated development plan that impose duties or affect the rights of those persons have been passed as a by-law.

CHAPTER 5 AND SECTION 26 OF THE MSA

Core components of IDPs: An integrated development plan must reflect-

(a) The municipal council's vision for the long-term development of the municipality, with special emphasis on the municipality's most critical development and internal transformation needs;

(b) An assessment of the existing level of development in the municipality, which must include an identification of communities that do not have access to basic municipal services;

(c) The council's development priorities and objectives for its elected term, including its local economic development aims and its internal transformation needs;

(d) The council's development strategies, which must be aligned with any national and provincial sectoral plans and planning requirements binding on the municipality in terms of legislation;

(e) A spatial development framework that must include the provision of basic guidelines for a land-use management system for the municipality;

(f) The council's operational strategies;

(g) Applicable disaster management plans;

(h) A financial plan, which must include a budget projection for at least the next three years; and

(i) The key performance indicators and performance targets are determined in terms of Section 41.

The IDP is informed by a leadership agenda, as contained in national and provincial policy documents, as well as the needs of local citizens and public, private, and community organisations. It directs and is informed by different aspects of the municipality's work, including how the municipality is structured politically and administratively, the municipal budget, the sector plans and service delivery and budget implementation plans of different municipal services, and how the municipality manages its performance.

The 2nd Amendment of the 5th Generation IDP 2022 – 2027 outlines the following chapters:

- Chapter 1: Governance and Institutional Arrangements;
- Chapter 2: State of the Greater Stellenbosch Area;
- Chapter 3: The Strategic Policy Context;
- Chapter 4: Spatial Development Framework;
- Chapter 5: Performance Summary of the 5th Generation IDP 2022 – 2027;
- Chapter 6: One Plan: Service Delivery, Budget, Programme and Projects;
- Chapter 7: Sector Planning and Implementation;
- Chapter 8: Council Term Projects 2022 – 2027;
- Chapter 9: Public Interest and Expression of Needs (Community Participation);
- Chapter 10: Financial Plan;
- Chapter 11: Organisational Scorecard (5 Years); and
- Chapter 12: Implementation, Monitoring and Review (1- year).

1.3 Relationship between the IDP, Budget, Performance Management and Risk Management

The IDP process, together with the performance management process, should be seamlessly integrated, where the IDP ensures that the planning stage for performance management occurs, and performance management fulfils the implementation, monitoring, and evaluation of the IDP process. This is prescribed according to the Performance Management Guide for Municipalities, DPLG, 2001.

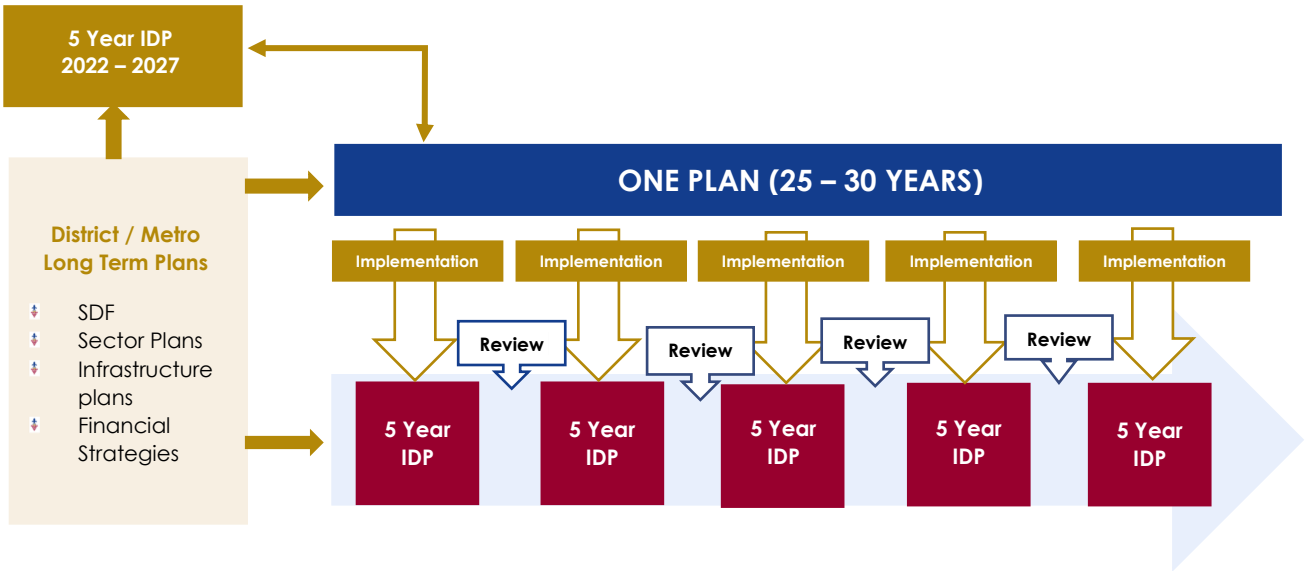
The role of the Budget is to attach money to the objectives that are contained in the IDP, and the Budget gets monitored through the Service Delivery Budget Implementation Plan (SDBIP). The IDP, therefore, provides the strategic direction for the municipality, whereas the Budget should ensure the implementation of the IDP.

Risk management is one of management's core responsibilities according to Section 62 of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) and is an integral part of the internal processes of a municipality. It is a systematic process to identify, evaluate, and address risks continuously before such risks can negatively impact the service delivery capacity of the Stellenbosch Municipality. Risk management provides reasonable assurance that the institution will be successful in achieving its goals and objectives.

1.4 Relationship between the IDP and One Plan

The One Plan does not replace the Integrated Development Plan (IDP) of the municipality as the "single, inclusive, and strategic plan for the development of the municipality." It is envisaged that the One Plan will strengthen and enhance the IDP and other plans of the municipalities. It is foreseen to provide greater certainty and direction for the IDP. During the development of the One Plan, the IDP informed the One Plan. However, after approval of the One Plan, the IDP will be guided by the strategies and priorities outlined in the One Plan. In this regard, the IDP will be the vehicle through which implementation of the One Plan will happen at the local government level.

Figure 1: Relationship between One Plan and IDP



1.5 The IDP and Ward Plans

The **twenty - three (23)** ward plans include:

- A consensus on priorities for the relevant ward(s);
- An implementation plan; and
- The capital budget is available for the relevant wards, including the small capital budget.

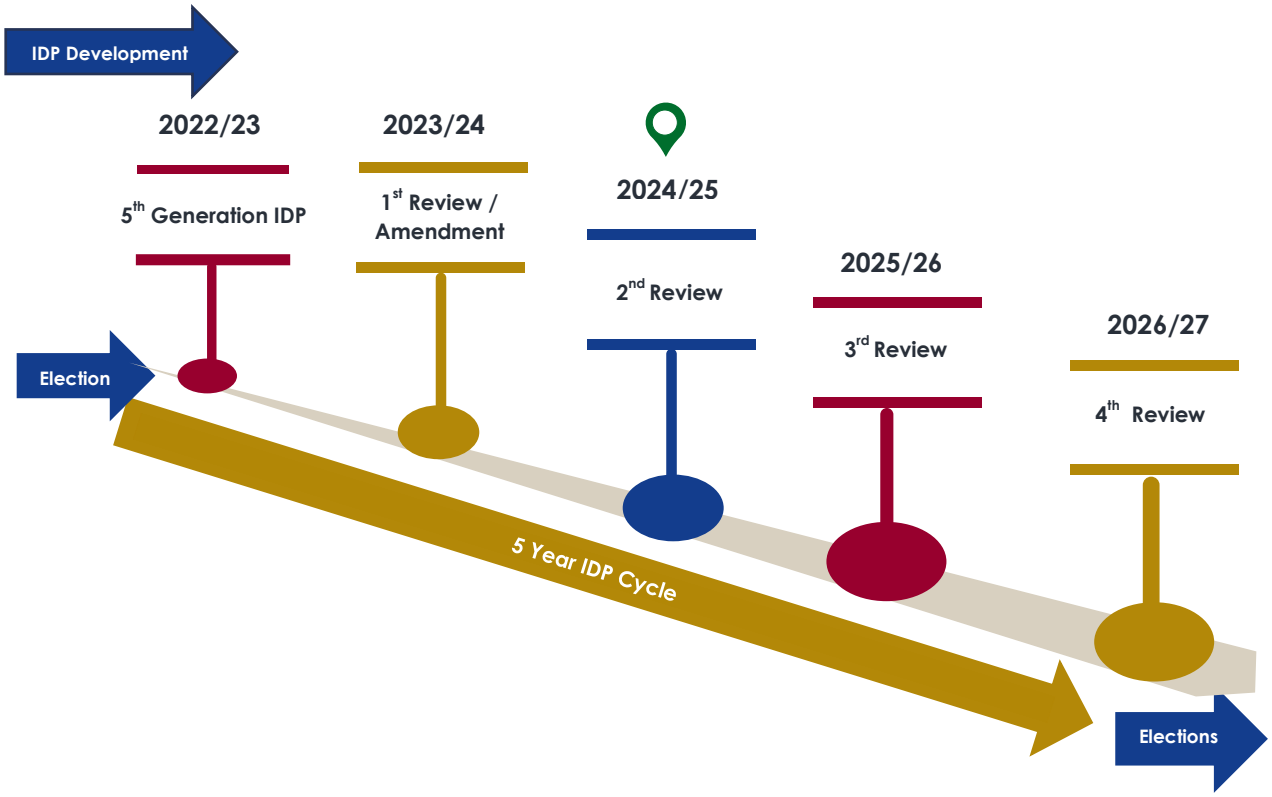
Ward plans help make sure that the IDP is more targeted and relevant to the needs of all groups, including the most vulnerable. These plans give ward committees a way to plan and carry out their roles and responsibilities in a systematic way. They are the basis for conversations between the municipality and ward committees about setting priorities and making budget requests. Ward committees will also use them to keep track of and evaluate progress throughout the year. The information is, however, on a detailed level and is not duplicated in the IDP, but a detailed ward plan is available on request.

1.6 The IDP Planning Process (five-year cycle)

According to the MSA, every new council that comes into office after the local government elections has to prepare an IDP that will guide them for the five years that they are in office. The IDP is, therefore, linked to the five-year term of office of councillors. This does, however, not restrict all proposals in the IDP to five years. The strategic goals that are part of the municipality's strategy all have a longer than five-year horizon, similar to the Spatial Development Framework (SDF) of the municipality.

A clear distinction must also be made between the main IDP, which is compiled every five years (or if a new council comes into power within the five-year period and does not accept the previous council's IDP), and the annual review of the IDP. The annual review is not a replacement for the five-year IDP, and its purpose is not to interfere with the long-term strategic orientation of the municipality. The annual review reflects, and progress reports made concerning the five-year strategy (and strategic goals) and proposes adjustments to the strategy, if necessary, because of changing internal and external circumstances that impact the appropriateness of the IDP.

Figure 2: Five–Year IDP Development and review cycle



1.7 Review of the Integrated Development Plan

Section 34 of the MSA prescribes that a municipality -

a) must review its integrated development plan –
   (i) annually following an assessment of its performance measurement in terms of section 41; and
   (ii) to the extent that changing circumstances so demand;

The review process serves as an institutional monitoring process where stakeholders can meet to discuss the successes and progress of the previous financial year. It is not designed to interfere with the long-term strategic objectives of the municipality. The review process is a strategic process to ensure the institution remains in touch with its intentions, informed of the varying needs of residents and up to date with the changing environment within which it functions.

The Stellenbosch Municipality, in collaboration with all relevant stakeholders and following the completion of the IDP public participation engagements during September 2023, must now review its IDP.

This is the second review to occur since the adoption of the 5th Generation IDP 2022 – 2027 in May 2022.

Importantly, this review does not seek to replace or rewrite the IDP that was adopted by the Council on 25 May 2022. The purpose of this review, as instructed by the MSA, is to examine the progress made on the implementation of the IDP and assess the municipality's strategic objectives and targets as set out in the IDP.

The priorities and key performance deliverables identified in this review of the IDP will seek to better inform the municipality's budget, and sector plans and streamline service delivery initiatives. This will ensure that the Stellenbosch Municipality remains on course to attain its strategic objectives.

1.8 Roles and Responsibilities

Section 53 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) stipulates, inter alia, that the respective roles and areas of responsibility of each political structure and political office bearer of the municipality and the Municipal Manager must be defined.

Figure 3: Roles and Responsibilities

Executive Mayor and Municipal Council

In terms of the MSA and the MFMA, the Executive Mayor must:
- Manage the drafting of the IDP;
- Assign responsibilities in this regard to the Municipal Manager;
- Submit the draft plan to the municipal council for adoption; and
- Co-ordinate the annual revision of the IDP and determine how the IDP taken into account or revised for the purposes of the Budget.

The Municipal Council
- The Council is the ultimate decision-making authority.
- Decisions to approve or amend the municipality's IDP may not be delegated and have to be taken by the full Council.

Proportional Councillors, Ward Councillors and Ward Committee Members
- Assist with public participation process.
- Assist the ward councillor (who is the chairperson) in identifying challenges and needs of residents.
- Provide a mechanism for discussion and negotiation between different stakeholders in the ward;
- Interact with other forums and organisations on matters affecting the ward;
- Draw up a ward plan that offers suggestions on how to improve service delivery in the particular ward;
- Disseminate information in the ward; and
- Monitor the implementation process concerning its area

Municipal Manager and Management Team
- Provide technical / sector expertise and information;
- Provide inputs related to the various planning steps;
- Summarise / digest / process inputs from the participation process;
- Discuss and comment on inputs from specialists; and
- Address inputs from and give feedback to the community.

1.9 Municipal Council

The Council performs both legislative and executive functions. It focuses on legislative, oversight, and participatory roles and has delegated its executive function to the Executive Mayor and the Mayoral Committee. Its primary role is to debate issues publicly as well as facilitate political debates and discussions. Apart from their functions as policymakers, councillors are also actively involved with community work and in the various social programmes in the municipal area.

Stellenbosch Municipality is represented by 45 councillors, of whom 23 were elected directly as ward councillors. The rest of the councillors were elected based on the proportion of votes cast for the different political parties. The political composition of the Council is as follows:

Table 1: Council Political Representation

Political Party	Number of Councillors
Democratic Alliance (DA)	**28**
African National Congress (ANC)	**8**
GOOD	**3**
Economic Freedom Fighters (EFF)	**2**
African Christian Democratic Party (ACDP)	**1**
People's Democratic Movement (PDM)	**1**
Patriotic Alliance (PA)	**1**
Vryheidsfront Plus (VF)	**1**
Total	**45**

Below is a table that categorises the councillors within their respective political parties and wards.

Table 2: Ward Councillors and Proportional Councillors

No.	Name of Councillor	Capacity	Political Party	Ward Councillor and Proportional (PR)
1.	G van Deventer (Adv)	Executive Mayor	DA	PR
2.	JS Fasser (Mr)	Deputy Executive Mayor including Financial Services portfolio	DA	PR
3.	Q Smit (Mr)	Speaker	DA	PR
4.	A Hanekom (Mr)	Part-time	DA	PR
5.	S Schafer (Mr)	Part-time	DA	PR
6.	X Kalipa (Mr)	MayCo Member	DA	PR
7.	P Crawley (Ms)	Chief Whip	DA	PR
8.	X Mdemka (Ms)	Part - time	DA	PR
9.	N Olayi (Mr)	Part-time	DA	PR
10.	R Pheiffer (Mr)	MayCo Member	DA	Ward Councillor: Ward 1
11.	WC Petersen (Ms)	Part-time	DA	Ward Councillor: Ward 2
12.	C Manuel (Mr)	Part-time	DA	Ward Councillor: Ward 3
13.	R Adams (Mr)	Part-Time	DA	Ward Councillor: Ward 4
14.	RB van Rooyen (Mr)	Part-time	DA	Ward Councillor: Ward 5
15.	NE Mcombring (Ms)	Part-time	DA	Ward Councillor: Ward 6
16.	A Ferns (Ms)	Part-time	DA	Ward Councillor: Ward 7
17.	C van Wyk (Ms)	MayCo Member	DA	Ward Councillor: Ward 8
18.	Z Dalling (Ms)	Part-Time	DA	Ward Councillor: Ward 9
19.	R du Toit (Ms)	MayCo Member	DA	Ward Councillor: Ward 10
20.	J Serdyn (Ms)	Part-time	DA	Ward Councillor: Ward 11
21.	E Vermeulen (Ms)	Part-time	DA	Ward Councillor: Ward 16
22.	P Johnson (Mr)	MayCo Member	DA	Ward Councillor: Ward 17
23.	J Anthony (Ald)	MayCo Member	DA	Ward Councillor: Ward 18
24.	J Williams (Mr)	MayCo Member	DA	Ward Councillor: Ward 19
25.	J Joon (Mr)	MayCo Member	DA	Ward Councillor: Ward 20

No.	Name of Councillor	Capacity	Political Party	Ward Councillor and Proportional (PR)
26.	M Slabbert (Mr)	Part-time	DA	Ward Councillor: Ward 21
27.	E Groenewald (Ms)	Part-time	DA	Ward Councillor: Ward 22
28.	L Nkamisa (Mr)	MayCo Member	DA	Ward Councillor: Ward 23
29.	RS Nalumango (Ms)	Part-time	ANC	PR
30.	N Ntsunguzi (Ms)	Part-time	ANC	PR
31.	MG Rataza (Mr)	Part-time	ANC	PR
32.	N Mananga – Gugushe (Ms)	Part-time	ANC	PR
33.	A Tomose (Mr)	Part-time	ANC	Ward Councillor: Ward 12
34.	M Nkopane (Ms)	Part-time	ANC	Ward Councillor: Ward 13
35.	MM Danana (Mr)	Part-time	ANC	Ward Councillor: Ward 14
36.	EP Masiminini (Mr)	Part-time	ANC	Ward Councillor: Ward 15
37.	CD Noble (Mr)	Part-time	GOOD	PR
38.	RB Hendrikse (Ms)	Part-time	GOOD	PR
39.	M van Stade (Mr)	Part-time	GOOD	PR
40.	ZR Ndalasi (Mr)	Part-time	EFF	PR
41.	NM Mkhontwana (Ms)	Part-time	EFF	PR
42.	OL Jooste (Mr)	Part-time	ACDP	PR
43.	W Pietersen (Mr)	MPAC Chairperson	PDM	PR
44.	J Andrews (Mr)	Part-time	PA	PR
45.	I De Taillefer (Ms)	Part-time	VF Plus	PR

1.10 Executive Mayor and Mayoral Committee (MayCo)

The Mayoral Committee assists the Executive Mayor of the municipality, who oversees the municipality's political executive branch. The Executive Mayor is at the centre of the system of governance since executive powers are vested in the executive mayor to oversee the day-to-day affairs. This encompasses an overarching strategic and political responsibility. The key element of the executive model is that executive power is vested in the Executive Mayor, in addition to delegated powers assigned by the Council. Although accountable for the strategic direction and performance of the municipality, the Executive Mayor operates in consultation with the Mayoral Committee.

Table 3: Executive Mayor and Mayoral Committee (MayCo)

Name of member	Portfolio
Alderman G van Deventer	Executive Mayor
Cllr J Fasser	Deputy Executive Mayor, including Financial Services
Cllr P Johnson	MayCo member: Infrastructure Services
Cllr X Kalipa	MayCo member: Community Services
Cllr R Pheiffer	MayCo member: Protection Services
Cllr L Nkamisa	MayCo member: Corporate Services
Cllr JC Anthony	MayCo member: Youth, Sport, and Culture
Cllr J Williams	MayCo member: Parks, Open Spaces and Environment
Cllr R du Toit	MayCo member: Human Settlements
Cllr J Joon	MayCo member: Rural Management
Cllr C van Wyk	MayCo member: Planning, Local Economic Development and Tourism

Figure 4: Executive Mayoral Committee



Quintin Smit
Speaker

Gesie van Deventer
Executive Mayor

Jeremy Fasser
Deputy Mayor

MayCo Members



Reginald Pheiffer
Protection Services



JC Anthony
Youth, Sport and Culture



Carli van Wyk
Planning, LED &Tourism



Jeremy Fasser
Financial Services



Rozette du Toit
Human Settlement



Peter Johnson
Infrastructure Services



Xolile Kalipa
Community Services



Lwando Nkamisa
Corporate Services



James Williams
Parks, Open Spaces & Environment



Joseph Joon
Rural Management

1.11 The Administration

The Municipal Manager is the Chief Accounting Officer of the municipality. The Municipal Manager is the head of the administration and primarily must serve as the chief custodian of service delivery. The Municipal Manager is assisted by the Management Team, which reports directly to the Municipal Manager. The structure of the management team is outlined in the diagram below:

Figure 5: Municipal Management Team



Geraldine Mettler
Municipal Manager
Strategic Management; Internal Audit; Corporate Governance; Risk Management; Intergovernmental Relations; International Relations; Integrated Development Planning; Organisational Performance Management; Communications; and Knowledge Management.



Annalene de Beer
Director: Corporate Services
Administrative Services; Legal and Compliance; Human Resources Management; Individual Performance Management; Information and Communication Technology; Councillor's Support; Committee Services; Municipal Court; and Properties Management and Municipal Building Maintenance.



Anthony Barnes
Director: Planning and Economic Development
Development Management; Development Planning; Integrated Human Settlements; Building Management; Heritage Resource Management; Spatial Planning and Land Use Management; Local Economic Development and Tourism, Housing Development; Informal Settlements; and Housing Administration.



Kevin Carolus
Chief Financial Officer
Revenue Management; Expenditure Management; Budget Preparation and Management; Management of Financial Statements; Supply Chain Management; Financial Systems; and Asset Management.



Shane Chandaka
Director: Infrastructure Services
Roads, Transport and Storm Water; Water and Wastewater Services; Electrical Services; Waste Management; and Infrastructure Planning, Development, and Implementation.



Gary Boshoff
Director: Community and Protection Services
Community Development; Protection Services; Disaster Management and Fire Services, Traffic and Law Enforcement Services; Library Services; Parks and Cemeteries; Recreation, Sport, and Halls; and Environmental Management.

1.12 First-Year Process Followed

The table below reflects the preparation for the 5th Generation Integrated Development Plan 2022 – 2027.

Table 4: Preparation for the first year of the 5th Generation IDP 2022 – 2027

Date	Action(s)
July / August 2021	• Approval of the *m*SDF / IDP / Budget Process Plan / Time Schedule. • Cape Winelands District Municipality hosted a discussion session on the Section 27 Framework.
September 2021 – November 2021	• With the Local Government Elections completed in November 2021, it was critical for the municipality to carefully manage the process to ensure compliance with legislation and the successful development of the 5th Generation IDP 2022 – 2027, therefore an Amended *m*SDF / IDP / Budget Process Plan / Time Schedule was submitted to Council on 23 November 2021 for consideration and approval. • The IDP public participation period started on **29 November 2021** and ended on **12 January 2022**. • A link to access IDP pre-recorded videos was published on the municipal Youtube Channel, shared via Facebook, Twitter, WhatsApp, Stellenbosch Citizen App and on the municipal website. Feedback was also provided on the implementation of projects per ward. • An electronic written submission form was created on the municipal website for the community and stakeholders to provide input into the development of the 5th Generation IDP 2022 – 2027. This website link (URL) was shared via Facebook, Twitter, WhatsApp, and the Stellenbosch Citizen App. • Hard copies of the submission form were also made available at all libraries and ward offices.
December 2021 - February 2022	• An Online Sector Engagement was held on **11 January 2022** to determine the sector needs and collectively devise plans to address the needs. • MayCo and management had a strategic session from **13 – 14 January 2022** to consider the external and internal analysis and strategies around the 5-year development priorities and operational strategies (programmes / projects / activities and actions). • Departmental sessions were held with all departments to set their 5–year implementation plans for the 5th Generation IDP 2022 – 2027.
March 2022 – April 2022	• The Process Plan for 2022 – 2027 to guide the planning, drafting, adoption and review of the 5th Generation IDP 2022 – 2027 was approved by the Council on **30 March 2022**, for public comment for 21 days. • A second revision of the SDF / IDP / Budget Time Schedule for 2022/23 was submitted to the Council on **30 March 2022** for consideration and approval, which in effect moved the adoption of the Process Plan to May 2022. This was done to ensure compliance and alignment between the MSA Section 27 Framework of the CWDM and the Process Plan for 2022 – 2027 of the Stellenbosch Municipality. • The draft 5th Generation IDP 2022 – 2027 and draft MTREF 2022/23 – 2024/25 for Stellenbosch Municipality was submitted to the Council on **30 March 2022** for consideration and approval to be released for public comments. • The IDP and Budget public participation process within the Stellenbosch Municipal area commenced on **04 – 28 April 2022.** • Inputs and comments on the draft 5th Generation IDP 2022 – 2027 and draft MTREF 2022/23 – 2024/25 will be compiled and distributed to the directorates for consideration in finalising the IDP and Budget.
May – June 2022	• Adoption of the final IDP and Budget, Tariffs and Budget-related policies. • Submit adopted IDP to Cape Winelands District Municipality, Provincial Government and National Treasury. • Approval of SDBIP by the Executive Mayor within 28 days after adoption of the IDP and Budget.

1.13 Second-Year Process Followed

The table below reflects the preparation for the 1st Review of the 5th Generation Integrated Development Plan 2022 – 2027 for the 2023/24 financial year.

Table 5: Preparation for the second year for the 1st Review of the 5th Generation IDP 2022 – 2027

Date	Action(s)
July / August 2022	• Approval of the Spatial Development Framework (SDF) / Integrated Development Plan (IDP) / Budget Time Schedule / Process Plan for 2023/24
September 2022 – November 2022	• The IDP public participation period was open from **07 – 28 September 2022.** • The hybrid public participation meetings were held from **19 – 22 September 2022.** • The online stakeholder engagement was held on **27 September 2022.** • An electronic written submission form was created on the municipal website for the community and stakeholders to provide input into the 1st Review of the 5th Generation IDP 2022 – 2027. This website link (URL) was shared via Facebook, Twitter, WhatsApp, and the Stellenbosch Citizen App. • Hard copies of the "Have Your Say' submission form was also made available at all libraries and ward offices. • An all-ward councillor session was held on **7 October 2022**, for the reprioritisation of ward priorities for the 2023/24 financial year taking into account the community inputs as baseline information for the reprioritisation of ward priorities.
December 2022 - February 2023	• Departmental sessions were held to review the IDP deliverables and targets set for the period 2022 – 2027. • An Indaba 2 Engagement was attended on **7 February 2023** to provide the opportunity to the municipality to engage Western Cape Government (WCG) departments on planning priorities, service delivery challenges and WCG-planned projects / programmes. • Management strategic session on **15 and 16 February 2023** to consider the external and internal analysis and strategies around the 5-year development priorities and operational strategies (programmes / projects / activities and actions).
March-May 2023	• MayCo and Council considered the draft 1st Review of the 5th Generation IDP 2022 – 2027 to obtain public input and comments. • The IDP and Budget public participation period has commenced on **03 April – 25 April 2023.** • A virtual Stakeholder Engagement was held on **20 April 2023** to provide feedback on major projects / programmes / initiatives. • The closing date for the IDP and Budget submission was **25 April 2023**. • Consultation and refinement of SDF, IDP and Budget documents. • Adoption of final IDP, Budget, Tariffs, and budget-related policies. • Submission of the adopted IDP to the Provincial Government and other role-players.

1.14 First Amendment Process Followed

The table below stipulates the key activities in preparation for the 1st Amendment of the 5th Generation IDP 2022 – 2027:

Table 6: Preparation for the 1st Amendment of the 5th Generation IDP 2022 – 2027

Date	Action(s)
August 2023 - September 2023	• Submit the draft proposed amendments to the IDP to MayCo, taking into consideration the requirements of the Municipal Planning and Performance Management Regulations, to recommend to the Council. • Submit the proposed draft IDP amendments, taking into consideration the requirements of the Municipal Planning and Performance Management Regulations, to the Council for approval for the purpose of obtaining public comment (21 days). • The proposed draft IDP amendments were advertised for a period of 21 days to allow for public comment on the municipal website and local newspaper. • The period for public comment on the proposed draft IDP amendments was 21 days. • Submit the proposed draft IDP Amendments to the MEC, Provincial Treasury, National Treasury, and other affected organs of state within 10 working days after the Council approval. • Submit the draft IDP Amendment to the District Municipality for input within 10 working days after the Council approval.
October 2023	• Submit the final amended IDP to the Council for adoption together with the memorandum in terms of Regulation 3. • The adopted IDP Amendment was placed on the municipal website. • An electronic and hard copy of the adopted IDP Amendment was submitted to the MEC for local government as well as Provincial Treasury, National Treasury, and District Municipality within 10 days of the adoption or amendment of the plan. • A notice was published in the local newspaper to inform the public of the adoption of the amended IDP (within 14 days of the adoption of the plan) and to place hard copies in libraries and ward offices.

1.15 Third-Year Process Followed

The table below reflects the preparation for the review and proposed 2nd Amendment of the 5th Generation Integrated Development Plan 2022 – 2027 for the 2024/25 financial year.

Table 7: Preparation of the third year for the review and amendment of the 5th Generation IDP 2022 – 2027

Date	Action(s)
July / August 2023	• Approval of the Spatial Development Framework (SDF) / Integrated Development Plan (IDP) / Budget Time Schedule / Process Plan for 2024/25
September 2023 – November 2023	• The IDP public participation period was open from 04 September to 04 October 2023. • The area–based IDP public participation open days were held from 12 September – 02 October 2023. • The IDP stakeholder engagement was held on 04 October 2023. • An electronic submission form was created on the municipal website for the community and stakeholders to provide their community needs and inputs. This website link (URL) was shared via Facebook, Twitter, WhatsApp, and the Stellenbosch Citizen App. • Hard copies of the "Have Your Say' submission form was also made available at all libraries and ward offices. • All-ward councillor sessions were facilitated from 14 to 16 November 2023, for the reprioritisation of the 2022 – 2027 ward priorities, taking into account community inputs as baseline information for the reprioritisation of ward priorities.
December 2023 - February 2024	• Departmental sessions were held to review the IDP deliverables and targets for the 2nd Review of the 5th Generation IDP 2022 – 2027. • MayCo and Management had a strategic session on 12 January 2024 to consider the external and internal analysis and strategies around the 5-year development priorities and operational strategies (programmes / projects / activities and actions).
March-May 2024	• MayCo and Council to consider the draft 2nd Review of the 5th Generation IDP 2022 – 2027 to obtain public input and comments. • The IDP and Budget public participation period is scheduled to commence on **02 April – 23 April 2024.** • A Stakeholder Engagement will be held on **16 April 2024.** • Consultation and refinement of the IDP and Budget documents. • Adoption of the final IDP, Budget, Tariffs, and budget-related policies in May 2024. • Submission of the adopted IDP to the Provincial Government and other role-players.

1.16 Corporate Governance

Corporate governance is the set of processes, practices, policies, laws, and stakeholders affecting the way an institution is directed, administered, and controlled. Corporate governance also encompasses the relationships among the many stakeholders involved and the goals for which the institution is governed.

1.17 Risk Management

Section 62 of the MFMA, states that the Accounting Officer should take all reasonable steps to ensure that the municipality has and maintains effective, efficient and transparent systems of financial and **risk management** and internal control, as well as the effective, efficient and economical use of the resources of the municipality.

Certain risks have also been revised to ensure that the municipality can appropriately respond to the impact of these risks on municipal service delivery, taking into account changing external and internal factors. Provision was also made for ineffective service delivery due to geopolitical instability and the impact of Ukraine and the Russian war on global commodities, particularly fuel.

The top **5 strategic** risks identified include:

- R | 01 Availability and cost of electricity
- I | 02 Increased risk of land invasion
- S | 03 Economic downturn due to civil unrest and crime
- K | 04 Scarcity of landfill space
- S | 05 Increase in community unrest since growth in demand for housing exceeds the resources available for development

The municipal risks have been aligned with the Integrated Development Plan (IDP) through linkages to the Strategic Focus Areas (SFAs). The following table depicts these linkages:

Table 8: Risk and IDP Alignment

Strategic Risks						
Risk Item	**Risk Description**	**Risk Background**	**Strategic Focus Areas**	**Impact Rating**	**Likelihood Ratings**	**Directorate**
1	Availability and cost of electricity	Continuous and persistent load shedding; sustainability of the national power supplier	Green and Sustainable Valley Dignified Living	**10**	**10**	Directorate: Infrastructure Services
2	Increased risk of land invasion	Legal precedents are set under the disaster management declaration, limiting the municipal scope to evict. Illegal invasions and land grabs. Compromising housing development and housing opportunities	Dignified Living Safe Valley Good Governance and Compliance	**9**	**10**	All Directorates
3	Economic downturn due to civil unrest, crime, and continuous load-shedding	Increase in criminal activities, civil unrest, and reputational risk due to the perceived increase in the said activities. The impact of prolonged load shedding - not sufficient light at night as streetlights, CCTV cameras, and traffic lights are not functioning—can lead to more criminal activities.	Safe Valley Dignified Living	**10**	**8**	Directorate: Community and Protection Services
4	Scarcity of landfill space	Unavailability of suitable land; costs of SLAs and alternative waste disposal; legislative requirements, i.e., EIA applications and approvals, etc.	Green and Sustainable Valley	**8**	**8**	Directorate: Infrastructure Services
5	Increase in community unrest since the growth in demand for housing exceeds the resources available for development	Lack of bulk infrastructure; lack of identified and suitable land, unrealistic eviction judgements, housing backlogs, migration.	Dignified Living Safe Valley	**8**	**8**	Directorate: Community and Protection Services

Strategic Risks						
Risk Item	**Risk Description**	**Risk Background**	**Strategic Focus Areas**	**Impact Rating**	**Likelihood Ratings**	**Directorate**
Operational Risks						
1	Insufficient burial space in the greater Stellenbosch	Planning and funding; land availability. Insufficient funding.	Dignified Living	**8**	**8**	Directorate: Community and Protection Services
2	Timeous Capital Spending	A steady increase in budget allocation; growing population and demand for services; demand management.	Good Governance and Compliance	**10**	**4**	Directorate: Financial Services
3	COVID-19 Pandemic	Manage the COVID-19 pandemic within the context of the prescribed regulations, taking the possible 4th wave and intensity of new infections into account.	Safe Valley Dignified Living	**8**	**4**	All Directorates
4	Climate Change	Changing weather patterns, unpredictable rainfall, flash floods, drought natural disasters, fires (seasonal and other).	Green and Sustainable Valley Safe Valley	**8**	**4**	Office of the Municipal Manager
5	High Vacancy Rate	A skilled and capable workforce is necessary to support growth objectives, and quality and timeous service delivery need to be provided by all departments.	Good Governance and Compliance	**8**	**4**	Directorate: Corporate Services

1.18 Anti–Corruption and Anti–Fraud

SECTION 83(C) OF THE MSA

Refers to the implementation of effective bidding structures to minimise the possibility of fraud and corruption.

SECTION 115(1) OF THE MFMA

States that the accounting officer must take reasonable steps to ensure that mechanisms and separation of duties in a supply chain management system are in place to minimise the likelihood of corruption and fraud.

SECTION 62(1) OF THE MFMA

States the following "the accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure: –

(a) That the resources of the municipality are used affectively, efficiently and economically;
(b) That the full and proper records of the financial affairs are kept in accordance with any prescribed norms and standards;
(c) That the municipality has and maintains effective, efficient and transparent systems –
  (i) Of financial and risk management and internal control;
  (ii) Of internal audit operating in accordance with any prescribed norms and standards;
(d) That unauthorised, irregular of fruitless and wasteful expenditure and other losses are prevented; and
(e) That disciplinary or, when appropriate, criminal proceedings are instituted against any official of the municipality who has allegedly committed an act of financial or an offence in terms of Chapter 15."

1.19 Audit and Performance Audit Committee (APAC)

The Municipal Audit and Performance Audit Committee (APAC) (refer to Table below for members of the Audit Committee), appointed in terms of Section 166 of the MFMA, has also been appointed as the Performance Audit Committee. Section 166(2) of the MFMA states that an audit committee is an independent advisory body that must:

(a) advise the municipal council, the political office-bearers, the accounting officer and the management staff of the municipality, on matters relating to: –

- internal financial control and internal audit;
- risk management;
- accounting policies;
- the adequacy, reliability, and accuracy of financial reporting information;
- performance management;
- effective governance;
- compliance with this Act, the annual Division of Revenue Act, 2013 (Act No. 2 of 2013) and any other applicable legislation;
- performance evaluation; and
- any other issues referred to it by the municipality.

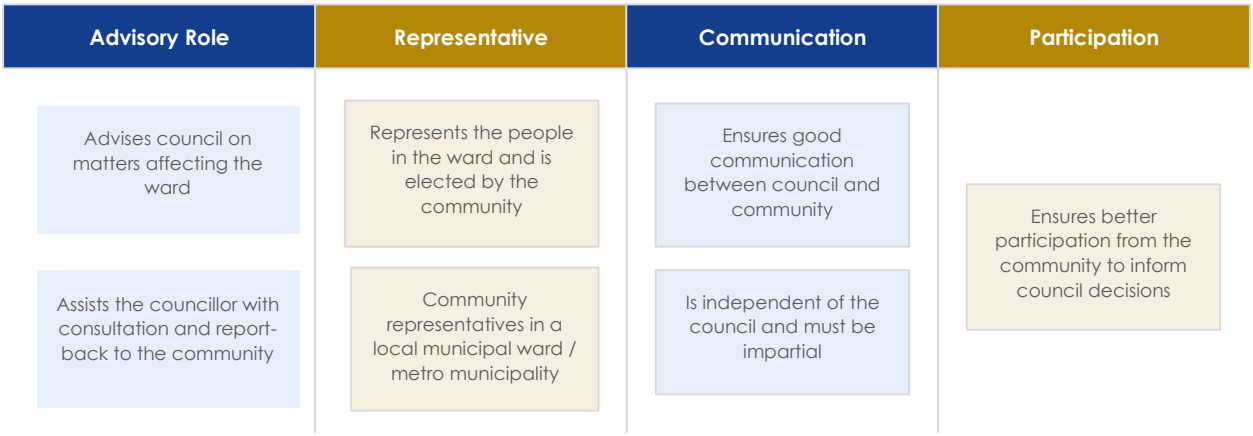
Table 9: Members of the Audit Committee

Name of representative	Capacity
LC Nene (Mr)	Chairperson
J Williams (Ms)	Member
V Botto (Mr)	Member
TW Lesihla (Mr)	Member

1.20 Ward Committees

Stellenbosch Municipality has a ward committee system in place, which plays a crucial role in achieving the aims of local governance and democracy, as mentioned in the Constitution of 1996. A ward committee is independent of the council and not politically aligned. The figure below depicts the main duties of the ward committees.

Figure 6: Main duties of the Ward Committee



1.21 Stakeholders

To ensure effective service delivery, high levels of cooperation must exist between all three spheres of government. Effective inter-governmental relations (IGR) structures are especially important to the developmental role of municipalities. This role can only be fulfilled through the active involvement of

all spheres of government in the setting of priorities, resource allocation, and development planning.

The demonstration of the importance of partnerships for the municipality is illustrated in the table below.

Table 10: Key Stakeholders

Name of Partner	Purpose of MOU / MOA
@ Heart	The @heart partnership is a long-standing relationship built on experience with youth work and HCT testing from a municipal facility.
City of Cape Town and Drakenstein Municipality	Partnership through the Greater Cape Metro Regional Spatial Implementation Framework has been initiated to improve coordination around the development of the Klapmuts area.
Community structures (Forums, ECD centres, religious fraternities, etc.)	Aim to promote and implement: - platforms to share knowledge; - disaster risk reduction initiatives; - community safety programmes; and - campaigns to promote safe resilient sustainable communities.
CSIR (Council of Scientific and Industrial Research)	A partnership aimed at multidisciplinary research and development by supporting innovation in Stellenbosch.
Department of Education	Aims to promote a culture of prevention, preparedness, and resilience at all levels through knowledge, innovation and education.
Department Social Development, DCAS, Cape Winelands District Municipality	Joint implementation of programmes focusing on common issues within WC024.
Disaster Management Advisory Forum	An advisory forum on all safety issues as well as remedial measures implemented to address and alleviate and / or minimise risks.
Executive Mayor and Rector Forum	A partnership with the University of Stellenbosch to ensure aligned development planning and that the municipality draws from the University's expertise and resources.
Memorandum of Cooperation between the Stellenbosch Municipality and Stellenbosch University (SU)	Cooperation in terms of closed-circuit television in the interest of the security of the town and the campus with a view to a crime-free university town.
Genius of Space	This initiative developed from and forms part of the Western Cape 110% Green Initiative. The Biomimicry Genius of Space project is a registered flagship project of 110% Green. This initiative combines two priorities of the Western Cape Government – the Berg River and the Green Economy – to find an innovative solution to water pollution in the Berg River.
Green Cape	The Green Cape partnership represents cooperation with the Province's 110% green initiatives, focusing on alternative waste management initiatives and energy efficiency.
HeartFlow	Helping people on the fringes of society. Provide paper coupons that can be exchanged for a stay at the night shelter, a blanket, or a meal. The programme was extended to include an electronic app through which said coupons can be bought to benefit people who are homeless.
ICLEI (International Council for Local Environmental Initiatives)	A partnership between the City of Cape Town, ECLEI and Stellenbosch Municipality to discuss developments in Transport, Waste and Electricity Generation, towards ensuring sustainability.
IMESA (Institute for Municipal Engineers South Africa)	A partnership with IMESA aimed at strengthening knowledge and capacity related to municipal infrastructure and service delivery.
Infrastructure Innovation Committee (IIC)	A partnership with the Stellenbosch University and other stakeholders aimed at exploring sustainable and innovative infrastructure provisions to meet the needs of the municipality and achieve future sustainability.
Integrated Development Committee (IDC)	A partnership with the Stellenbosch University and other stakeholders aimed at exploring spatial and urban planning possibilities for Stellenbosch to meet the needs of the municipality and University.
IPC (Integrated Planning Committee)	The Integrated Planning Committee is a working group between the City of Cape Town, Stellenbosch, Saldanha Bay, Overstrand, Theewaterskloof, and Drakenstein Municipality that discusses all transport-related matters to effectively promote regional planning.
Landfill Monitoring Committee	A partnership with the Devon Valley residents, whereby residents monitor the Stellenbosch landfill site.

Name of Partner	Purpose of MOU / MOA
LTAB (Land Transport Advisory Board)	A partnership was formed between political leaders to discuss Land Transport related matters that affect transport in the area.
NMT (Non-motorised Transport) Working Group	A working group that discusses all Non-Motorised Transport matters in the Stellenbosch area. The group consists of NMT users, officials, representatives from the University and the disabled fraternity.
Provincial Disaster Management Centre, Cape Winelands District Municipal Disaster Management Centre	Aims to promote the development, implementation, and maintenance of effective services within its area of jurisdiction.
Provincial Waste Management Officer's Forum	Quarterly Meetings (All designated Waste Management Officers of Western Cape engage with the Provincial Government's Waste Management Department (DEA&DP on issues relating to policy, best practice, etc.).
Ranyaka	Sustainable and integrated solutions to the challenges facing towns, neighbourhoods, and communities.
Roads Safety Management	Assisting with schools and education, special projects, e.g. Learners' license classes.
Safety Forum	An advisory forum to the Executive Mayor on all safety issues as well as remedial measures implemented to address and alleviate threats.
SALGA Municipal Benchmarking Committee	A partnership aimed at improving efficiency and effectiveness through comparative process benchmarking, peer-to-peer operational knowledge sharing, and interactive performance improvements.
SCORE	Youth Sports Development at the Indoor Sports Centre, Franschhoek.
Stellenbosch Alternate Energy Research	A joint working relationship is being launched among the University of Stellenbosch, the Council for Scientific and Industrial Research, the Western Cape Government, and the municipality to investigate the generation of alternate electricity to combat load shedding from Eskom.
Visit Stellenbosch	A partnership with the umbrella tourism body for the Greater Stellenbosch area aimed at growing and sustaining the municipality's tourism industry and broadening tourism-related benefits.
Social Housing Regulatory Authority (SHRA)	An informal working partnership on promoting and implementing Social Housing within the Stellenbosch Municipal area.
Stellenbosch and Gotland Municipality Partnership	A partnership with Gotland municipality focusing on programmes in local economic development.
Stellenbosch Heritage Foundation	The initiative is aimed at providing support to the municipality on the interactive website of the Heritage Foundation and assisting with the compilation of the heritage inventory.
Stellenbosch Infrastructure Task Team (SITT)	A partnership with the University of Stellenbosch and other stakeholders aimed at exploring sustainable infrastructure provision to meet the needs of the municipality.
Stellenbosch Night Shelter	A partnership to enable appropriate management of the municipal night shelter.
Stellenbosch River Collaborative Steering Committee	A partnership was formed between various role-players to improve the water quality in the Eerste River catchment, with the focus being on the Plankenbrug River.
Mobility Forum and NMT Working Group	A Mobility Forum and NMT Working Group were established to discuss transport-related matters that affect Stellenbosch, including all relevant governmental institutions and other role-players.
University of Stellenbosch – Student Representative Council	A partnership with the University, whereby students provide: • relief aid (clothing, food); • placement of students to assist during incidents/disasters; and • awareness programmes.
University of Stellenbosch – Department of Geography and Environmental Studies	A partnership with the University and other stakeholders focusing on strengthening community-based risk assessment capabilities in disaster-prone areas.
University of Stellenbosch – Maties Sport: Community Interaction	A partnership striving for excellence in meeting the needs of the youth through innovative and sustainable programmes to disseminate information on risk avoidance, hazards and their effects, and preventative activities.
Western Cape Planning Heads Forum	A partnership with all local municipalities within the Western Cape and the Western Cape Government Department of Environmental Affairs and Development Planning is aimed at the sharing of best practices and improving coordination on matters related to the Spatial Planning and Land Use Management sector.
Western Cape Government Department of Environmental Affairs and Development Planning.	A partnership around the implementation of the Adam Tas Corridor Catalytic initiative.

Name of Partner	Purpose of MOU / MOA
Western Cape Government Department of Environmental Affairs and Development Planning.	A Partnership around the development of an Inclusionary Housing Policy Framework for Stellenbosch Municipality.
Western Cape Government Department of Environmental Affairs and Development Planning.	A partnership through the Greater Cape Metro Regional Spatial Implementation Framework has been initiated to improve coordination around the development of the Klapmuts area.
Western Cape Department of Public Works, Roads and Transport	As part of the Provincial Sustainable Transport Programme (PSTP), the Western Cape Department of Public Works, Roads, and Transport identified Stellenbosch as a priority municipality for the development of a sustainable transport system. The emphasis will be on the development of a public transport system and the development of infrastructure to improve non-motorised transport.
Western Cape Recycling Action Group Forum	Quarterly meetings (meetings involving the private sector, industries, and government in terms of waste minimisation initiatives).
WOF (Working on Fire)	A partnership aimed at promoting capacity building through various programmes helps to develop social cohesion.

CHAPTER 2:
State of the Greater Stellenbosch Area

2.1 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 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 several rural hamlets such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesdal, Lanquedoc, Groot Drakenstein, Muldersvlei, Klapmuts, 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 several 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, ranging 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 sports facilities are available. Coetzenburg, with its athletics and rugby stadiums, has delivered star performances over many generations. The municipal area has a variety of theatres, which include 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 Theatre, and Aan de Braak Theatre.

2.2 Ward Demarcation

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

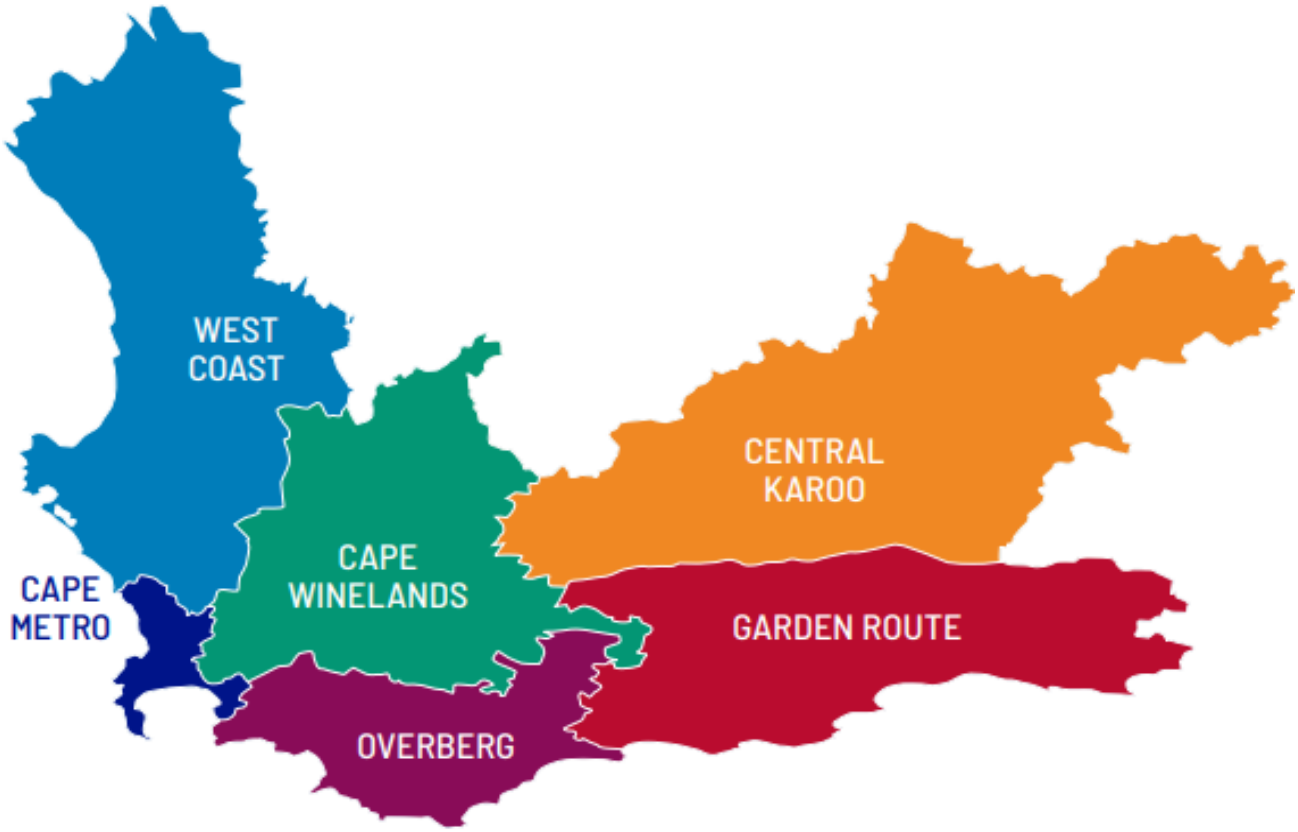
Table 11: Municipal ward demarcation

Ward	Areas
1	Mooiwater, Franschhoek Town and Surrounding Farms
2	Langrug, La Motte, Dennegeur, Groendal
3	Lanquedoc, Wemmershoek to La Motte Wine Farm and Leopards 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
7	Mostertsdrift, Karindal, Rozendal, Uniepark, Simonswyk and Universiteitsoord
8	Stellenbosch University campus and university residence area; Coetzenburg, (partially:) Koloniesland
9	Stellenbosch CBD, Part of the US campus (residential areas within both these areas), the Southern border is the Eerste River, the Northern border is Merriman Street, the Eastern border is Die Laan and the Western border is Bird Street
10	Tennantville, 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, 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, Olienhout Street, Banghoek Road, Academia, Bosman Street, Smuts Road, Joubert Street, De Beer Road, De Villiers Road from Ryneveld Street to Cluver Road on the left-hand side
11	Boundaries of the ward are: Kridge Road, Herte Street, Skone Uitsig Road onto Alexander Street onto Du Toit Street toward Merriman Avenue towards Adam Tas Road onto George Blake Street, Mark Street, Distillery Road, Santhagen Road, Swawel Avenue, Kanarie Road, Tarentaal Road, Bokmakierie Road, Fisant Road, Devon Valley Road, Kiewiet Road, Dagbreek Road, Pelikaan Street, Patrys Road, Hammerkop Road, Loerie Road, 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, Zwelitsha, Costaland
14	Kayamandi: Zone P, I, F, D and O, Costaland, Marikana, Watergang, Smarties (Mgabadeli Street), Monde Crescent
15	Kayamandi: Zone M, N, O, 4th and 5th Avenue, 10th, 12th and 14th Street, Long Street, Retreat Street, Forest Drive
16	The borders are Tenant Road, Long Street, Crombi Road to the end of Gabriels Road. Asalea Road, 2nd Road, Noble Road, Bailey Road, Eike Street, Curry Street, Hoop Road, Pansy Road, West Road, Laai Road, Anthony Road, Carriem Road, Archilles Road, Bergstedt Road, Davidse Road, Cupido Road, Pearce Road, Robyn Road, Gonzalves Road, Hercules Road, Chippendale Road, Afrika Road, Arnolds Road, September Road, Jakaranda Street, Short Road, Quarry Road, Middle Road, Primrose Street, Pine (Bo en Onder), North End, Vredelust, Gemsbok, Daffodil Single, Steps, Sylvia Street, Eiland Street, Last Street (White City), Frikkadel Dorp, September Street
17	A part of Cloetesville (Lakay Road towards Langstraat – Suid Road, Kloof Street, Fir Street, Fontein Road, Williams R towards Gabriels Road towards February Road, Valentyn Road, Pool Road, Raziet Road, Ortell Road, Rhode Road, King Road, Hine Road, Hendrikse Road, Rhode Road), as well as Welgevonden, Green Oaks, Stellita Park, Weltevrede, Welgevonden Estate (Red Oak Road, Belladonna Street, Wildeklawer Welgevonden Boulevard, Olive Road, Sonnedou Road, Mountain Silver Road, Silver Oak Road, Froetang Road, Katbos Road, 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 Street.
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 Spirits 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, Poultrey / 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, Paradyskloof, Stellenbosch Golf Course, Blaauwklippen / Stellenzicht Farms, De Zalze, Jamestown, Mountainview, Stellenbosch Airfield
22	Die Boord, Dalsig, Brandwacht, Krigeville, Libertas Farm

Ward	Areas
23	Dorp Street, Krige, Hamman Street, Schroder Road, Die Braak, Bird Street from Dorp Street, Dennesig area, Muller Road, Banghoek Road, Ryneveld Street, Plankenburg Industrial area and Kayamandi Corridor.

Below is a map of the Cape Winelands District concerning the provincial district boundaries:

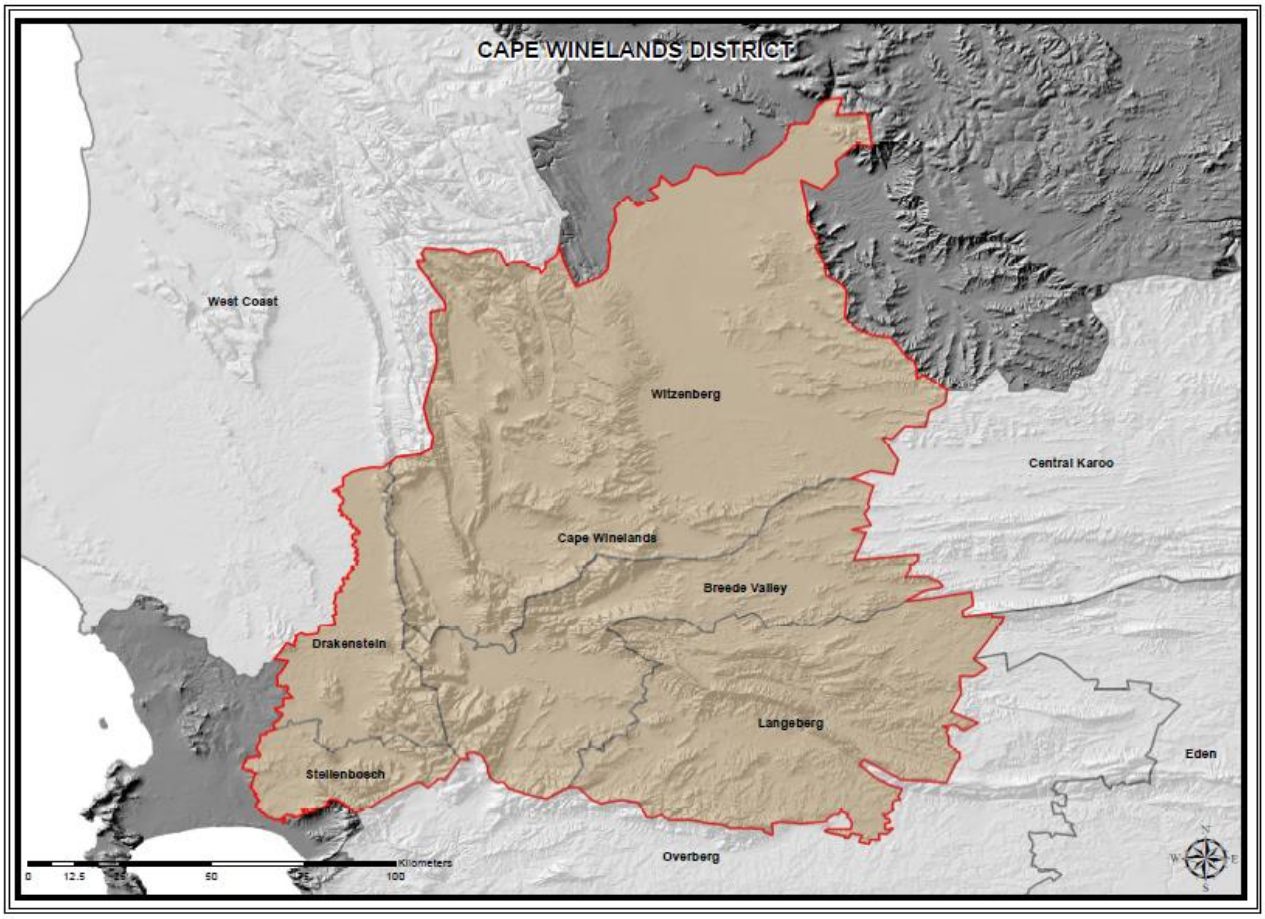
Map 1: Locality of Cape Winelands concerning Provincial Boundaries



The Western Cape Province makes up 10.6% of the country's land surface and encompasses an area of 129 462 km2. The province's 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 concerning the Cape Winelands District:

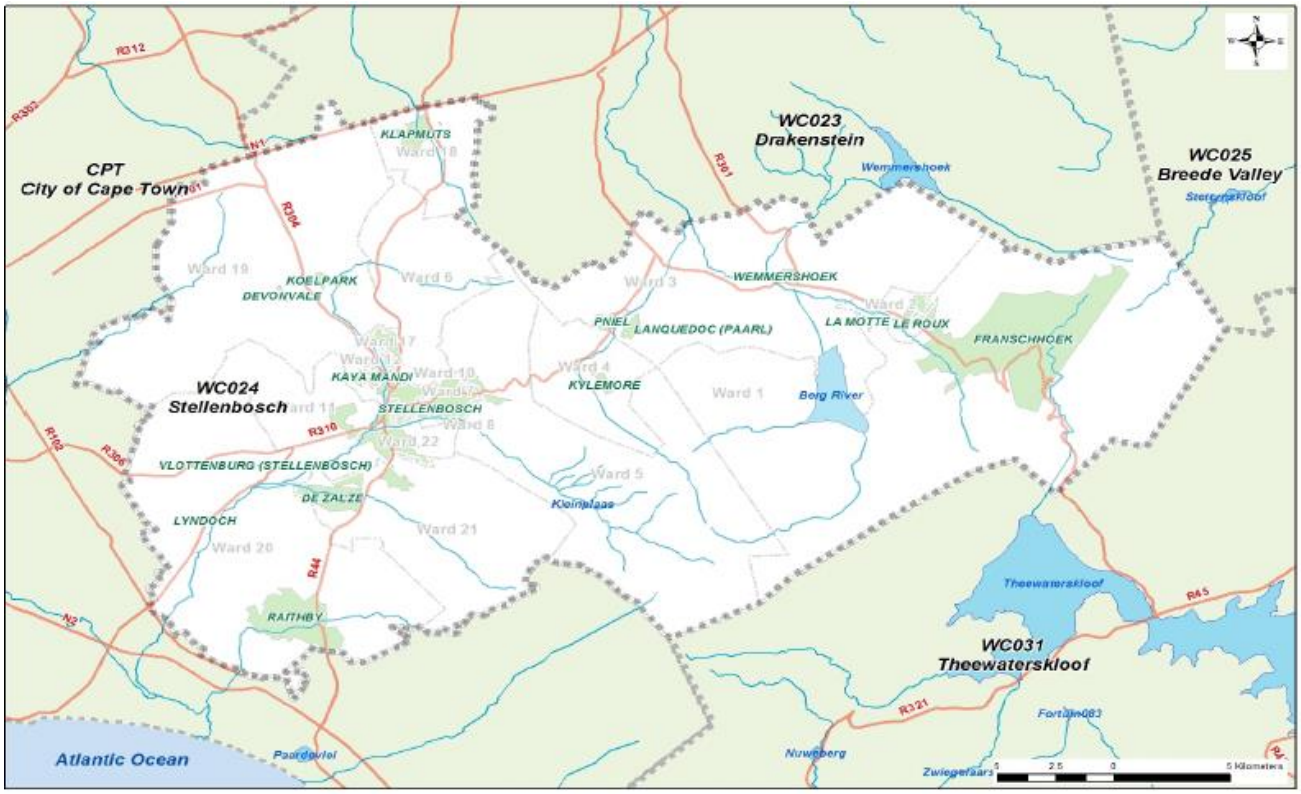
Map 2: Locality map of Stellenbosch Municipality concerning Cape Winelands District Boundaries



The Cape Winelands District Municipality is located within 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 makes 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. Stellenbosch Municipality, as a local authority, governs the towns of Stellenbosch, Pniël, Klapmuts, Kylemore, Jamestown, Raithby, Ida's Valley, Cloetesville, Kayamandi, and Vlottenburg, as well as 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, 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 Vlottenburg. Stellenbosch is a sought-after space, offering opportunity and quality of living while being near city life. This has placed the municipal area under constant development pressure.

2.3 Stellenbosch Municipality at a Glance

Table 12: Stellenbosch Municipality - Summarised Statistics

Population Estimates, 2022		Actual households, 2022	
Population	175 411	Households	59 626

Education	2022	Poverty	2022
Matric Pass Rate	84.7%	Gini-Coefficient	0.61
Learner Retention Rate	82.0%	Poverty Head Count Ratio (UBPL)	66.68%
Learner-Teacher Ratio	26.7		

Health				2022/23
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)	64.5%	60.2	12.5%	

Safety and Security				The annual number of reported cases in 2022/23
Residential Burglaries	DUI	Drug-related Crimes	Murder	Sexual Offences
869	251	1463	77	207

Access to Basic Service Delivery				Percentage of households with access to basic services, 2022/23
Water	Refuse Removal	Electricity	Sanitation	Housing
86.4%	87.3%	96.9%	96.8%	87.3%

Road Safety 2021/22		Labour, 2023	Socio-economic Risks	
Fatal Crashes	31	Unemployment Rate (narrow definition)	Risk 1	Job Losses
Road User Fatalities	39	15.2%	Risk 2	Low Learner retention
			Risk 3	Low skills base (Labour)

Largest 3 sectors			Contribution to GDP, 2021
Finance, insurance, real estate and business services	Wholesale and retail trade, catering and accommodation	Manufacturing	
25.7%	18.1%	17.2%	

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

2.4 Socio – Economic Context

All socio-economic information is sourced from the Local Government Socio-Economic Profile 2022 and 2023. 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.

The GDPR performance, risk, and vulnerability factors can be read in detail within the Local Government Socio-economic Profile 2023 for the Stellenbosch municipal area.

2.4.1 Population Growth

In 2022, the Stellenbosch municipal area, a prominent region within the Cape Winelands, accommodated 21 per cent of the area's population, totalling **175 411** individuals. Projections indicate a steady rise, estimating a population of **192 951** residents by 2027, marking an average annual population growth rate of 2.0 per cent during this period. This growth rate surpasses the Cape Winelands District's average annual population growth rate of 1.7 per cent by 0.3 percentage points. The socio-economic implications of this demographic shift are multifaceted, impacting various sectors including housing, employment, and education within the region.

The table below depicts the population growth from 2022 to 2027:

Table 13: Estimated Population Growth

Area	2022	2023	2024	2025	2026	2027
		%				
Stellenbosch	**3.3**	**2.0**	**2.1**	**1.8**	**2.0**	**1.6**
Cape Winelands	2.7	1.6	1.6	1.7	1.7	1.6
Western Cape	2.9	1.6	1.6	1.6	1.7	1.6

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

2.4.2 Racial Split

The race dynamics in the Stellenbosch municipal area present a diverse demographic landscape. Much of the population comprises Black African individuals, accounting for 37.0 per cent of the total, followed closely by the Coloured community, constituting 37.8 per cent. White residents make up 23.3 per cent of the population, while individuals categorised as Indian / Asian represent a smaller proportion at 0.5 per cent.

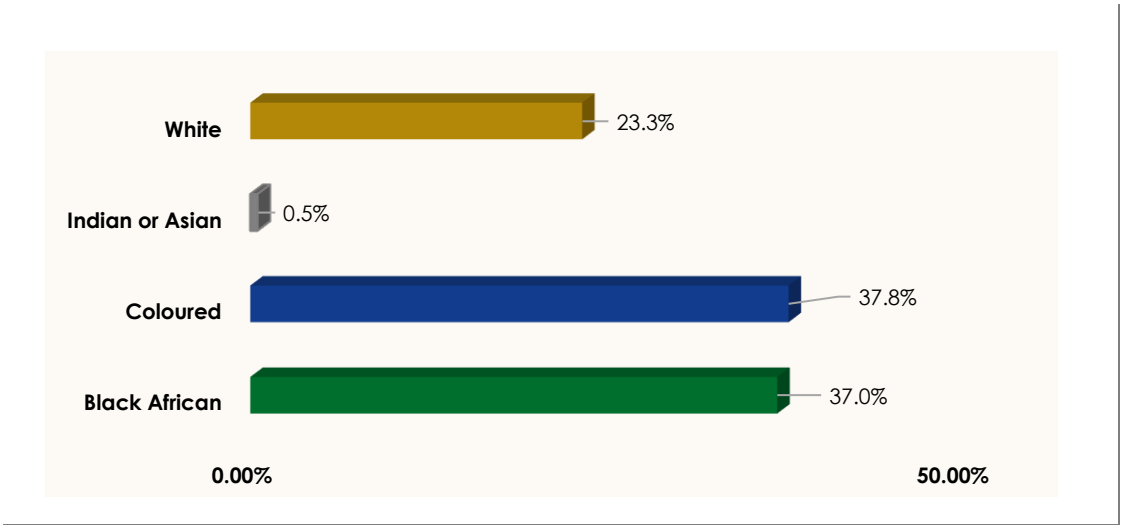
This cross-analysis highlights the intricate racial composition within the Stellenbosch community, underscoring the significance of cultural diversity and its potential impact on economic and social interactions.

The table and graph below indicate the ratio split within the Cape Winelands District.

Table 14: Racial Split

Race	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
Black African	28.2%	30.1%	27.6%	**37.0%**	29.1%	19.4%
Coloured	61.8%	64.1%	61.8%	**37.8%**	62.3%	70.6%
Indian or Asian	0.4%	0.2%	0.4%	**0.5%**	0.5%	0.3%
White	9.6%	5.7%	10.2%	**23.3%**	8.1%	9.6%

Figure 7: Racial Split for the WCO24



Source: Western Cape Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

2.4.3 Gender Ratio

According to Stats SA, the Stellenbosch municipal area presented a gender ratio of 94.2, indicating that there are 94.2 men for every 100 women in the population. This ratio translates to 48.5 per cent males and 51.5 per cent females.

The slight increase in the ratio observed towards 2023 suggests a potential influx of working males to the area or a rise in female mortality rates. This demographic shift carries significant socio-economic implications, as it impacts workforce dynamics and social structures within the municipal area.

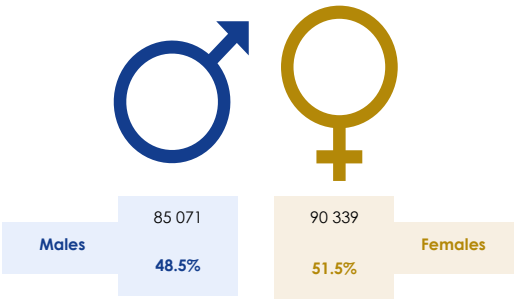
The table below depicts the gender ratio within the Stellenbosch municipal area.

Table 15: Gender Ratio

Year	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2022	94.1	97.7	98.8	**94.2**	93.3	92.7
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 2023 and StatsSA 2022

Figure 8: Ratio of % females and males



Source: Western Cape, Social–Economic Profile 2023 and StatsSA 2022

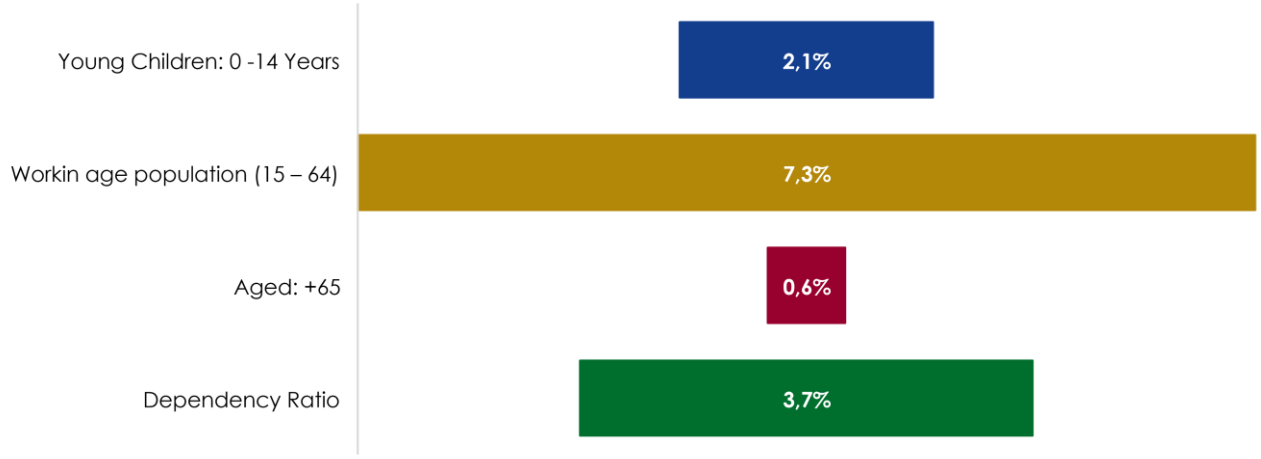
2.4.4 Age Cohorts

Within the Stellenbosch municipal area, a distinct age composition was apparent in 2022. The youth population was the largest, accounting for a substantial 73.1 per cent of residents.

Following closely behind were those between the ages of 35 and 64, who constituted 31.5 per cent of the population. This composition is primarily attributed to the presence of the acclaimed Stellenbosch University, which attracts students from across South Africa and around the world.

Additionally, the age composition of the population is analysed through dependency ratios, which highlight the proportion of individuals within the working age group (15 – 64) supporting dependents, including children and senior citizens. The higher dependency ratio in the graph below places increased strain on social systems and essential service delivery.

Graph 1: Age Cohorts for 2022



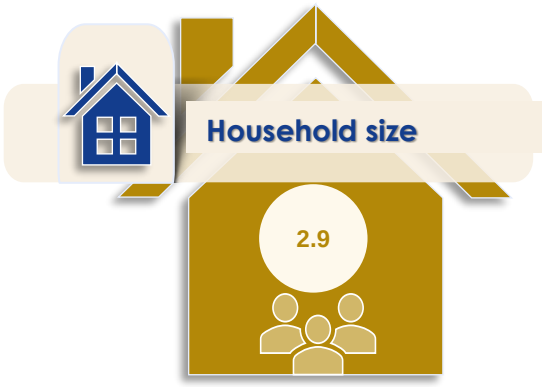
Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

2.4.5 Household Size

Household size refers to the number of people per household. The average size of households is expected to remain an average of 2.9 individuals from 2022 to 2026. The trend of the average household size could be attributed to a wide range of factors, including but not limited to underlying socio-economic factors like patterns in employment opportunities, educational access, and housing market dynamics that shape this trend.

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

Figure 9: Household size



Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

2.4.6 Population Density

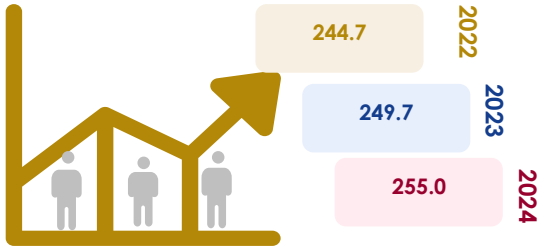
Amidst rapid urbanisation across the Western Cape, population density figures will aid public sector decision-makers in mitigating environmental, health, and service delivery risks. In 2022, the population density of the Cape Winelands District was 45 persons per square kilometer. In order of highest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

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

- Stellenbosch 245 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 (*m*SDF) says that urban development should stay within the limits of the urban edge.

Graph 2: Level of Urbanisation



Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

2.5 Education

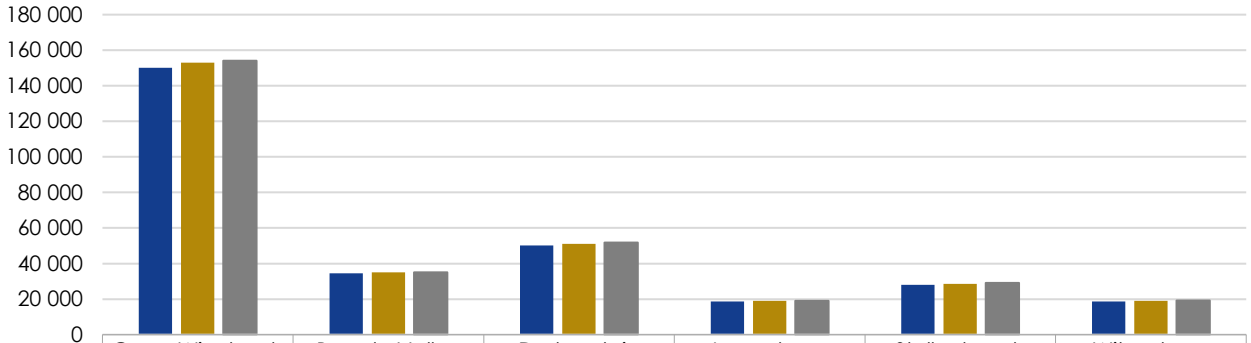
The socio-economic impact of education within municipalities is profound and complex, touching on various aspects of community development and individual well-being. Quality education equips individuals with essential skills, knowledge, and critical thinking abilities, empowering them to participate meaningfully in the local economy. As the educational attainment level rises within a municipality, there is a corresponding increase in employment opportunities and higher earning potential for residents. Additionally, an educated workforce attracts investments and industries, fostering economic growth and stability. Education also plays a pivotal role in reducing poverty and promoting social equity by breaking the cycle of intergenerational poverty.

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

Learner enrolment in Stellenbosch experienced a notable surge from 28 033 enrolments in 2020 to 29 092 in 2022, which reflects an increase of 1 059 learners. It is evident that the educational growth depicts a positive socio-economic trend within the region, presenting an enhanced emphasis on education and potentially indicating improved access to educational facilities.

The graphs below depict learner enrollments, learner-teacher ratios, and learner retention from 2020 to 2022.

Graph 3: Learner Enrolment



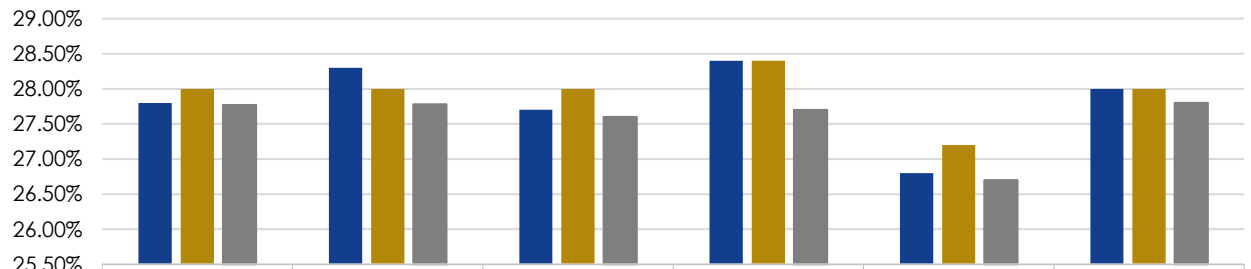
	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	150 125	34 542	50 186	18 659	28 033	18 705
2021	152 914	35 092	51 128	18 988	28 594	19 112
2022	154 061	35 112	51 730	18 989	29 092	19 138

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

It is crucial to establish healthy learner-teacher ratios to determine the schools' capacity to accommodate the students. Lower learner-teacher ratios are associated with enhanced teacher-student interaction, fostering better-quality education. The 2022 Schools Realities Publications emphasise that government-paid teachers face high learner-teacher ratios, indicating larger class sizes. Despite a minor decrease from 26.8 students per teacher in 2020 to 26.6 in 2022, the ratio remains within the recommended range of 35:1 to 40:1.

This suggests relatively uncrowded classrooms, aligning with established standards and ensuring a conducive learning environment, ultimately impacting the socio-economic landscape positively.

Graph 4: Learner–Teacher Ratio



	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	27.80%	28.30%	27.70%	28.40%	26.80%	28.00%
2021	28.00%	28.00%	28.00%	28.40%	27.20%	28.00%
2022	27.77%	27.78%	27.60%	27.70%	26.70%	27.80%

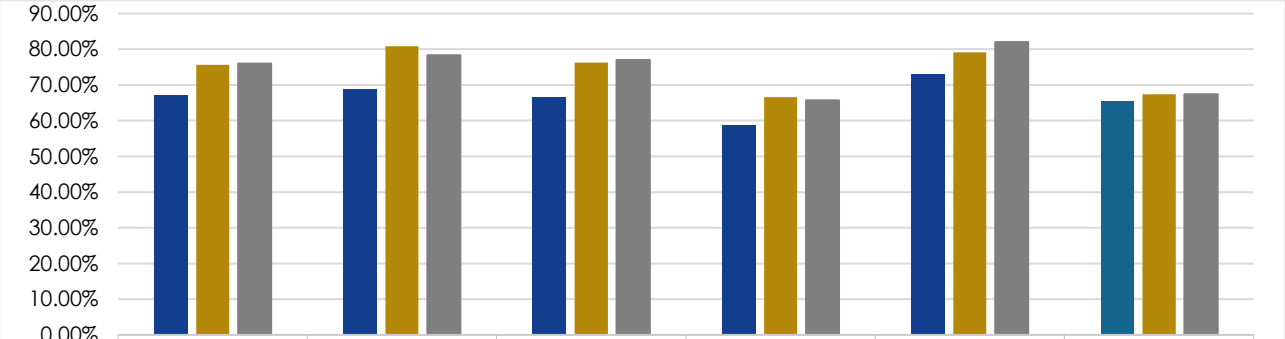
Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

The learner retention rate measures the proportion of learners in Grade 12 who were in Grade 10 two years prior. This can reflect essential socio-economic factors and personal circumstances that have a significant impact on education.

The inverse of the learner-retention rate is commonly referred to as the drop-out rate. 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 that can make it difficult for the learner to focus on education. Despite the learner retention rate progressing in the Stellenbosch municipal area, improving from 79.1 per cent in 2021 to 82 per cent in 2022, 18 per cent of the learners did not complete their studies. Addressing these

factors is necessary for encouraging a more conducive learning environment, ensuring higher retention rates, and ultimately enhancing the region's overall socio-economic landscape.

Graph 5: Learner retention



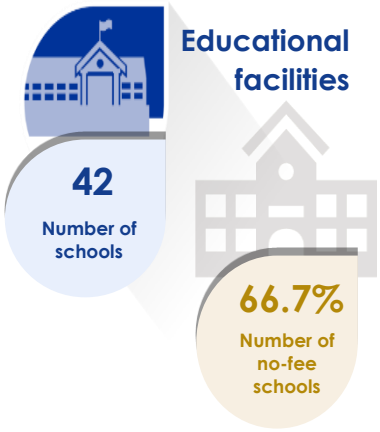
	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	67.20%	68.90%	66.40%	58.80%	73.10%	65.40%
2021	75.60%	80.80%	76.30%	66.60%	79.10%	67.40%
2022	76.00%	78.30%	77.00%	65.70%	82.00%	67.40%

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

2.5.2 Number of schools and no-fee schools

Figure 10: Number of schools and no-fee schools

The number of schools within the Stellenbosch municipal area was recorded at 42 in 2022. Over the Medium-Term Expenditure Framework (MTEF), a substantial budget has been allocated for vital upgrades, additions, and the construction of new facilities in specific schools. This allocation is slated for use in enhancing the infrastructure of key educational institutions, including Aviation, Elsenburg Agri School, New Klapmuts Primary and High Schools, and New Stellenbosch Primary School. Such investments signify a proactive approach to bolstering the educational landscape, fostering an environment conducive to quality learning.



The proportion of no-fee schools in the Stellenbosch municipal area remains at 66.7 per cent in 2022, whereby 71.4 per cent are equipped with libraries.

Source: Western Cape, Social–Economic Profile 2023

2.5.3 Schools with libraries / media centres

The Stellenbosch municipal area consists of 42 schools in 2022, of which 30 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.

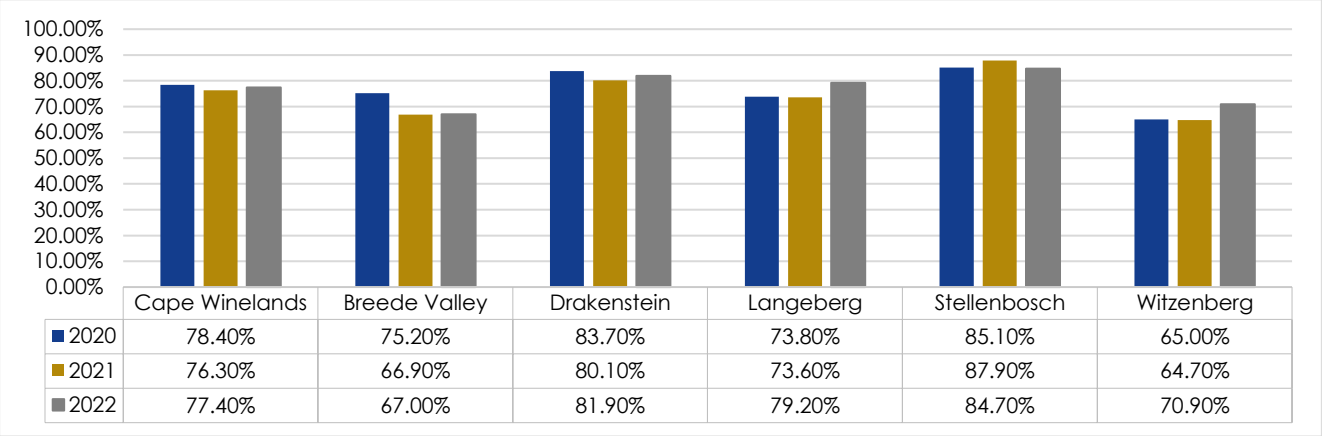


2.5.4 Education outcomes (matric pass rate)

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.

The graph below depicts the Matric pass rates from 2020 to 2022.

Graph 6: Education outcomes (matric pass rate)



	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	78.40%	75.20%	83.70%	73.80%	85.10%	65.00%
2021	76.30%	66.90%	80.10%	73.60%	87.90%	64.70%
2022	77.40%	67.00%	81.90%	79.20%	84.70%	70.90%

Source: Western Cape, Social–Economic Profile 2023

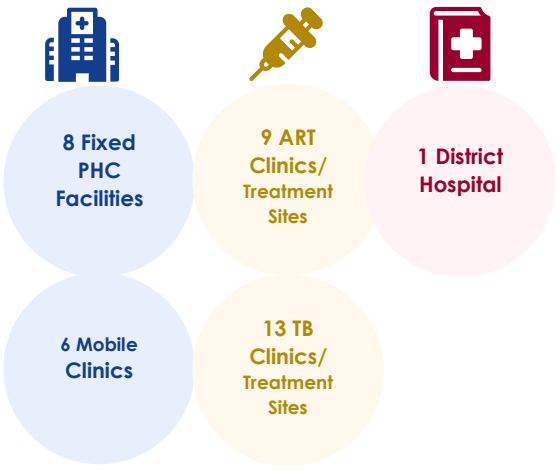
2.6 Health

2.6.1 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, nine ART treatment sites, and 13 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 16: Health facilities

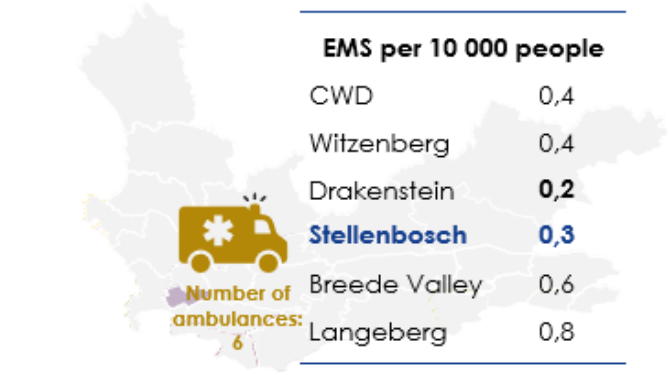


Source: Western Cape, Social–Economic Profile 2023

2.6.2 Emergency Medical Services

The provision of more operational ambulances can provide greater coverage for emergency medical services. This number below only refers to provincial ambulances and excludes all private service providers, and it remained unchanged between 2021/22 and 2022/23.

Figure 11: Emergency Medical Services



2.6.3 HIV / AIDS and Tuberculosis

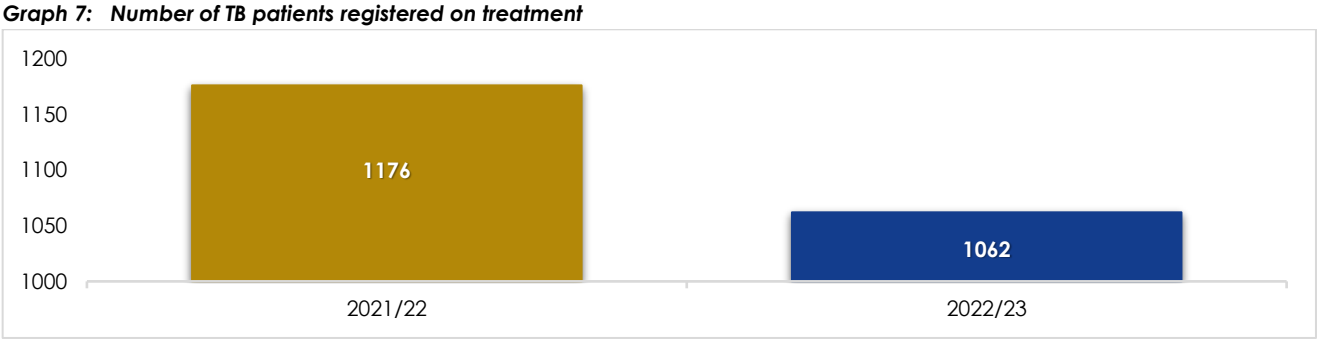
The number of clients (patients) that remain committed to their antiretroviral treatment (ART) plan in the Stellenbosch municipal area increased from 6 915 registered patients in 2021/22 to 7 062 in 2022/23, while the number of new patients receiving ART declined from 481 to 429 during the same period. Similarly, the number of registered patients receiving TB treatment exhibited an average annual decrease of 9.7 per cent between 2021/22 and 2022/23.

Table 17: HIV/AIDS Management

Area	Registered patients receiving ART		Number of new ART patients	
	2021/22	2022/23	2021/22	2022/23
Stellenbosch	6915	7062	481	429

Source: Western Cape, Social–Economic Profile 2023

Graph 7: Number of TB patients registered on treatment



Source: Western Cape, Social–Economic Profile 2023

2.6.4 Child Health

The immunisation coverage rate for children under the age of one in the municipal area worsened from 73.3 per cent to 64.5 per cent between 2021/22 and 2022/23. The overall Child Welfare and Development (CWD) rate also showed improvement, rising from 60.6 per cent to 62.2 per cent. However, there was a notable increase in malnourished children under the age of five, with severe acute malnutrition rising from 1.5 to 1.6 per 100 000 people between 2021/22 and 2022/23.

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 18: Child Health

Area	Low Birth Weight		Neonatal Mortality Rate per 1000		Acute Malnutrition Rate (Under 5) per 100 000		Immunisation Rate (Under 1)	
	2022	2023	2022	2023	2022	2023	2022	2023
Stellenbosch	9.8	9,8	3.1	4.8	1.5	1.6	73.3	64.5
Cape Winelands District	**16.0**	**16.7**	**8.0**	**8.6**	**2.2**	**2.5**	**77.0**	**76.4**

Source: Western Cape, Social–Economic Profile 2023

2.6.5 Maternal Health

In 2021/22, the Stellenbosch municipal area recorded the second lowest number of maternal deaths (61.1 per cent) and the lowest teenage pregnancies (13.2 per cent) in the CWD; however, these numbers decreased to 60.2 per cent (maternal deaths) and 12.5 per cent (teenage pregnancies) in 2022/23. However, the termination of pregnancy rate (0.7 per cent) remained unchanged across this period.

Table 19: Maternal Health

Area	Maternal Mortality Rate		The delivery rate of women 10- 19 years		Termination of pregnancy rate	
	2022	2023	2022	2023	2022	2023
Stellenbosch	61.1	60.2	13.2	12.5	0.6	0.7
Cape Winelands District	**120.1**	**54.7**	**14.0**	**13.3**	**0.7**	**0.8**

Source: Western Cape, Social–Economic Profile 2023

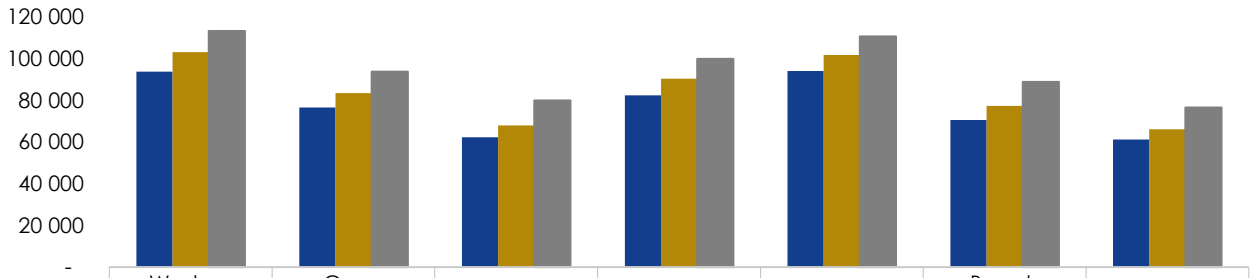
2.7 Poverty

2.7.1 GDPR Per Capita

In terms of Gross Domestic Product per capita (GDPR), an increase is only witnessed when economic growth surpasses population growth. According to the LGSEP 2023, the real GDPR per capita was R93 873 whereby the Stellenbosch municipal area has grown significantly with a per capita income of R110 7, marking the highest figure in the Cape Winelands District for 2022. All the data below are sourced from the Local Government Socio-economic Profile 2023 for the Stellenbosch Municipal area.

Despite a moderate regression in the period between 2016 and 2022, this highlights the municipality's robust economic potential, particularly noteworthy considering the recent economic challenges posed by the recession and the global COVID-19 pandemic, which impacted economic activities regionally and globally.

Graph 8: GDP Per Capita



	Western Cape	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2016	93 816	76 589	62 253	82 386	94 124	70 678	61 304
2019	103 259	83 507	68 062	90 375	101 770	77 346	66 226
2022	113 327	93 873	80 058	100 051	110 723	88 847	76 679

Source: Western Cape, Social–Economic Profile 2022

2.7.2 Income Inequality

According to the widely used Gini index, South Africa has one of the highest levels of inequality globally. Inequality is seen through a distorted distribution of income, unequal opportunities, and regional discrepancies.

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. In the Cape Winelands District, income inequality worsened to 0.69 in 2022, a trend expected to exacerbate due to the potential aftermath of the COVID-19 pandemic. Stellenbosch improved its income inequality, with inequality levels declining from 0.63 in 2021 to 0.61 in 2022, aligning below the district's trajectory.

Graph 9: Income Inequality



	2015	2018	2021
Western Cape	0.61	0.61	0.62
Cape Winelands	0.59	0.6	0.62
Witzenberg	0.58	0.60	0.61
Drakenstein	0.59	0.60	0.61
Stellenbosch	0.62	0.62	0.63
Breede Valley	0.59	0.60	0.62
Langeberg	0.58	0.60	0.62

Source: Western Cape, Social–Economic Profile 2022

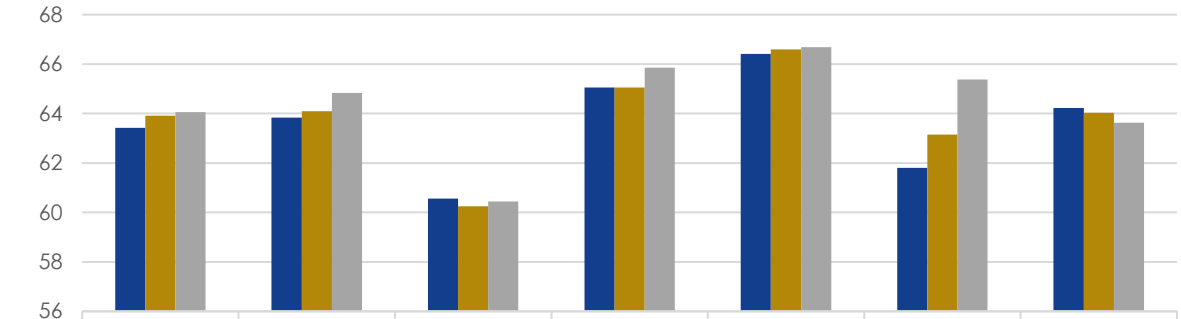
2.7.3 Poverty Line

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.

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.

In 2022, 66.7 per cent of Stellenbosch's population fell below the UBPL. In 2022, 66.7 per cent of Stellenbosch's population fell below the UBPL, a slight improvement from 2016 and 2019. Stellenbosch and Drakenstein had the highest poverty rates in the Cape Winelands District, with Stellenbosch's 66.7 per cent slightly below the district's 64.8 per cent in 2022. Addressing these socio-economic challenges is essential for ensuring sustainable growth and development within the municipality.

Table 20: Poverty Line



	WC	CWD	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2016	63.42	63.84	60.56	65.05	66.41	61.8	64.22
2019	63.91	64.1	60.25	65.05	66.59	63.15	64.03
2022	64.05	64.83	60.44	65.86	66.68	65.37	63.63

Source: Western Cape, Social–Economic Profile 2023

2.8 Basic Service Delivery

The Constitution stipulates that every citizen has the right to adequate housing access 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 basic services such as potable water, basic sanitation, safe energy sources, and refuse removal services, to ensure that households enjoy a decent standard of living.

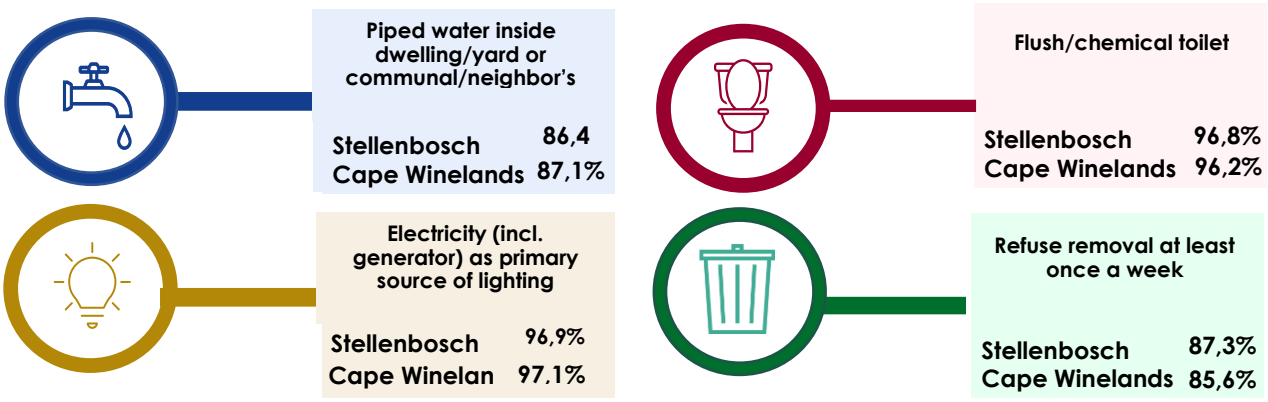
This section considers to what extent this has been achieved by reflecting on the latest available information from Quantec Research for 2021. The latest official statistics were collected by Statistics South Africa for the 2016 Community Survey; the 2021 Census will provide the updated official statistics. The information on free basic services is obtained from Statistics South Africa's Non-Financial Census of Municipalities Survey findings.

2.8.1 Housing and household services

During 2023, the Stellenbosch municipal area, which comprises 59 626 households, 87.3 per cent had access to formal housing, lower than the Cape Winelands District average of 88.8 per cent. The area also recorded a significantly higher proportion of informal dwellings, totaling 11.8 per cent, in contrast to the District's 10.3 per cent.

Service delivery access levels within the municipal area were considerably higher than the access to formal housing, with access to piped water access (86.4 per cent), flush or chemical toilet access (96.8 per cent), electricity access (including generators) for lighting (96.9 per cent), for lighting at 96.9 per cent and the removal of refuse at least weekly by the local authority at 87.3 per cent of households. These access levels were above the District figures for electricity and refuse removal services.

Figure 12: Service delivery access levels (HH)



Source: Western Cape: Socio-Economic Profile 2023

2.8.2 Free Basic Services

The following table indicates the percentage of average registered indigent households that have access to free basic municipal services. The total number of indigent households excludes all informal households and includes formal households that have been registered as indigent households. The total i.t.o. of free basic electricity includes only indigent households claiming 100 kWh from the Stellenbosch Municipality. Additionally, it excludes the totals for areas where ESKOM manages the electricity distribution.

Per the approved Indigent Policy of the municipality, all households earning less than R6 500 per month will receive free basic services as prescribed by national policy and in terms of Stellenbosch Municipality's Indigent Policy.

The table below indicates the number of households receiving free basic services.

Table 21: Access to Free Basic Services

Year	Number of Households							
	Total no. of HH	Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse Removal	
		Access	%	Access	%	Access	%	Access	%
2018/19	52 374	6 813	13.01	6 813	13.01	4 833	9.23	6 813	13.01
2019/20	52 374	6 666	100%	6 666	100%	4 932	100%	6 666	100%
2020/21	50 328	7 283	100%	7 283	100%	5 189	100%	7 283	100%
2021/22	50 328	4 681	100%	4 681	100%	4 982	84.25%	4 681	100%
2022/23	59 626	5 744	100%	5 744	100%	5 744	100%	5 744	100%

Source: Western Cape Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

Municipalities offer free basic services to financially vulnerable households, and the number of households receiving these services in the Stellenbosch municipal area sharply declined in 2020. The strained economic conditions are anticipated to increase demand for these services, leading to a rise in the number of indigent households. However, this trend is area-specific and contingent on the qualifying criteria applied. These findings underscore the persistent challenges and socio-economic factors influencing housing and essential service access within the Stellenbosch municipal area, emphasising the need for targeted interventions to uphold citizens' constitutional rights and enhance overall living standards.

2.9 Safety and Security

All the data below are sourced from the Local Government Socio–Economic Profile for 2023 for Stellenbosch Municipal area.

2.9.1 Murder

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

Within the Stellenbosch area, the number of murders de-escalated from 90 cases in 2021/22, reaching 77 cases in 2022/23. The Stellenbosch municipal area's murder rate (per 100 000 people) decreased from 46 in 2021/22 to 38 in 2022/23, reflecting a similar trend in the Cape Winelands District, where the rate increased from 45 to 41 for the same period.

2.9.2 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 2022/23, there were 207 sexual offences in the Stellenbosch area, compared to 989 reported cases in the Cape Winelands District. The incidence of sexual offences (per 100 000 people) in the Stellenbosch municipal area (104) was higher than that of the district (102) in 2022/23.

2.9.3 Common Assault

In Stellenbosch, the crime rate per 100 000 people for common assault showed a concerning upward trend, with 510 reported incidents per 100 000 people, which increased from 527 in 2021/22 to 557 in 2022/23. This escalation in common assault cases per capita suggests a challenging security environment, which could potentially have socio-economic implications. Addressing this rising trend is vital to ensuring the safety and well-being of the community and fostering a secure environment for residents, businesses, and investors. Implementing effective crime prevention measures and community outreach initiatives may be essential to reversing this trend and creating a safer atmosphere conducive to economic growth and development.

2.9.4 Commercial Crime

In Stellenbosch, the crime rate per 100 000 people for commercial crime showed a steady upward trend over the analysed period. In 2020/21, there were 340 reported incidents per 100 000 people, which increased slightly to 443 in 2021/22 but then increased significantly to 528 in 2022/23. This fluctuation in commercial crime rates could indicate varying challenges faced by local businesses and law enforcement in combating economic offences. Addressing this issue is crucial as it directly impacts the business environment, investor confidence, and the overall economic stability of the municipality. Implementing robust measures to combat commercial crimes, such as fraud and embezzlement, is essential for fostering a secure and trustworthy business environment, supporting economic growth, and attracting investments in the Stellenbosch municipal area.

2.9.5 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 increased from 1 224 cases in 2021/22 to 1 463 cases in 2022/23. The Cape Winelands District's drug-related offences surged from 6 047 in 2021/22 to 6 783 in 2022/23. When considering the rate per 100 000 people, with 734 drug-related offences per 100 000 people in 2022/23, the Stellenbosch area's rate is above the district's rate of 700 per 100 000 population.

2.9.6 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 declined from 262 in 2021/22 to 251 in 2022/23. This translates into a rate of 126 per 100 000 people in 2022/23, which is above the district's 79 per 100 000 people.

2.9.7 Residential Burglaries

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

Stellenbosch's rate of 436 residential burglaries per 100 000 people, which is well below the district's rate of 453 for 2022/23, indicates that the targeted strategies that were implicated to address these crime rates improved the safety and security in the community.

2.10 Economy and Labour Market Performance

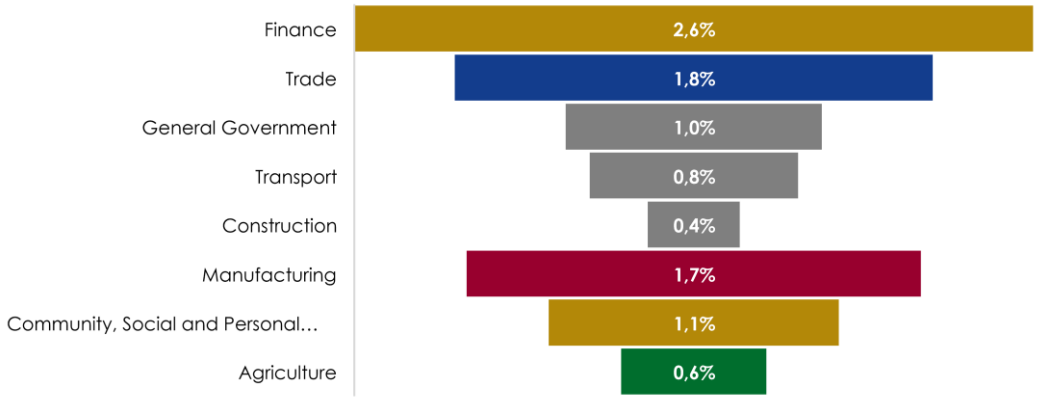
2.10.1 Sectoral Overview

In 2021, the economic landscape of the Stellenbosch municipal area boasted a Gross Domestic Product at regional level (GDPR) totaling R20.6 billion and provided gainful employment to 69 012 individuals. The municipality's economy thrives on a robust agriculture sector, primarily specialising in grape cultivation for its globally acclaimed wineries, which serves as a pivotal driver for trade and tourism. Notably, the finance sector emerged as the primary contributor to the local economy, generating R5.3 billion in 2021 and constituting 25.7 per cent of the total GDPR, further solidifying the area's economic significance. The sectors that contributed to GDPR growth in 2022 were finance and transport, both accounting for 1.0 percentage point, followed by trade, which contributed a 0.6 percentage point.

Moreover, the potential for overall Gross Domestic Product at the regional level (GDPR) growth was impeded by declines in the primary and secondary sectors. Apart from agriculture, which experienced growth rates of 20.3 per cent in 2020 and 5.0 per cent in 2021, these sectors have yet to recover to their 2019 levels. The occurrence of load-shedding in 2022 had adverse effects on both farmers and manufacturers, diminishing their production capacities significantly.

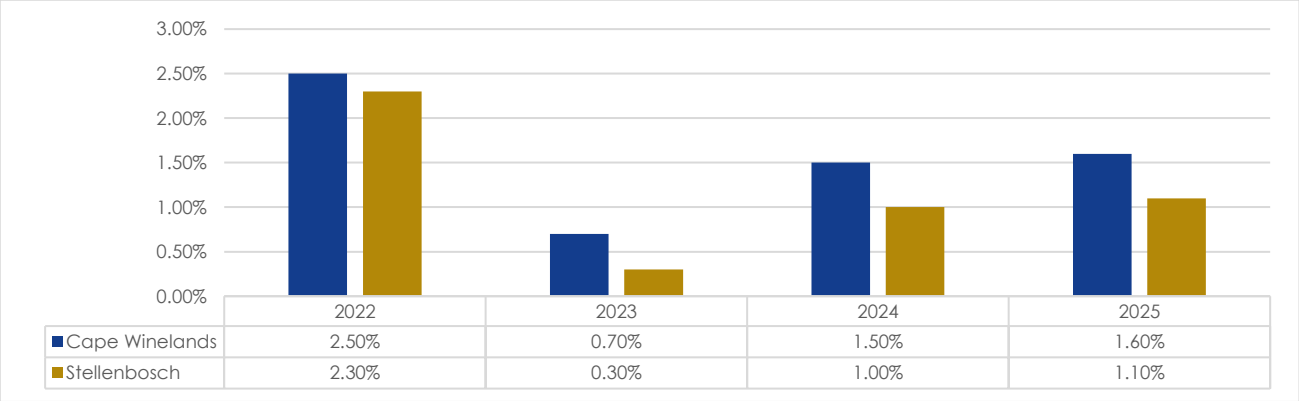
In the current economic landscape of South Africa, marked by challenges such as load-shedding, constrained consumer spending, and diminished business confidence, the Stellenbosch municipal area is predicted to experience near-stagnant Gross Domestic Product at regional level (GDPR) growth of 0.3 per cent in 2023, as indicated on the graph below. Several sectors, including agriculture, manufacturing, construction, general government, and personal services, are expected to underperform due to the macroeconomic pressures dampening overall business activities. However, there is a more optimistic outlook for GDPR growth in 2024, projected at 1.0 per cent. This optimism is rooted in the anticipation of increased tourist activities and robust growth in the finance sector, which are poised to bolster the local economy.

Figure 13: Sectoral contribution to GDPR 2021



Source: Western Cape, Social–Economic Profile 2023

Graph 10: GDPR Forecast

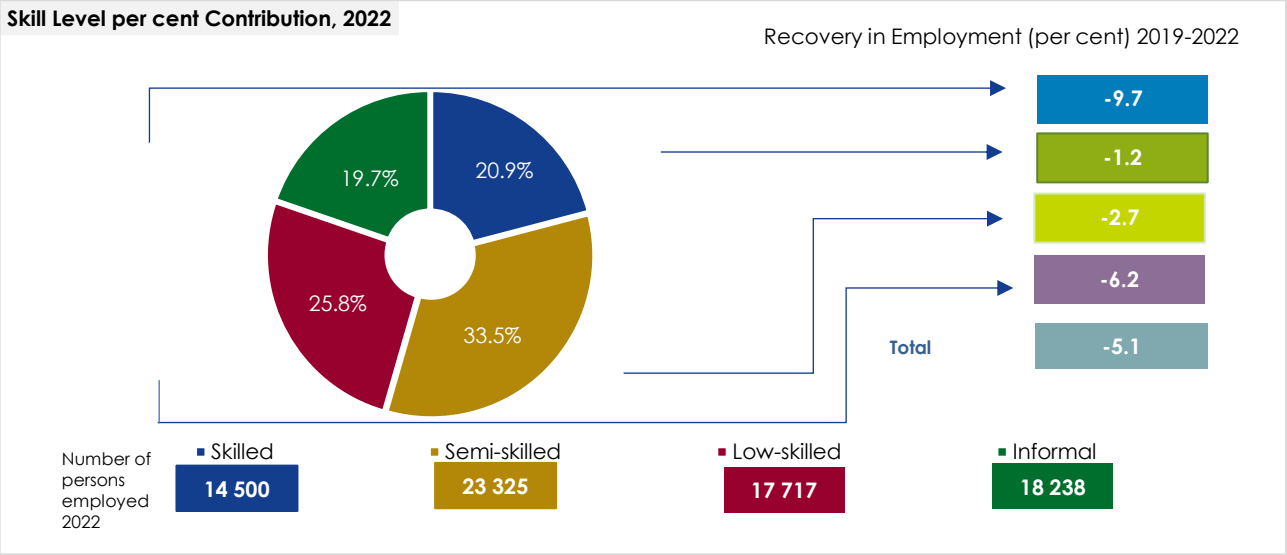


Source: Western Cape, Social–Economic Profile 2023

2.10.2 Formal and Informal Employment

The presence of Stellenbosch University and the diverse industries in the area have led to a significant workforce composition, with 20.9 per cent classified as skilled workers and 33.5 per cent as semi-skilled workers. Informal sector activities, particularly in trade, agriculture, and personal services, contribute significantly to employment, accounting for 19.7 per cent of the workforce in 2021. However, a notable challenge exists for low-skilled workers, constituting 25.8 per cent of the workforce, as recent job creation trends have favoured semi-skilled and skilled workers, limiting opportunities for this demographic.

Graph 11: Skills Level Contribution, 2022



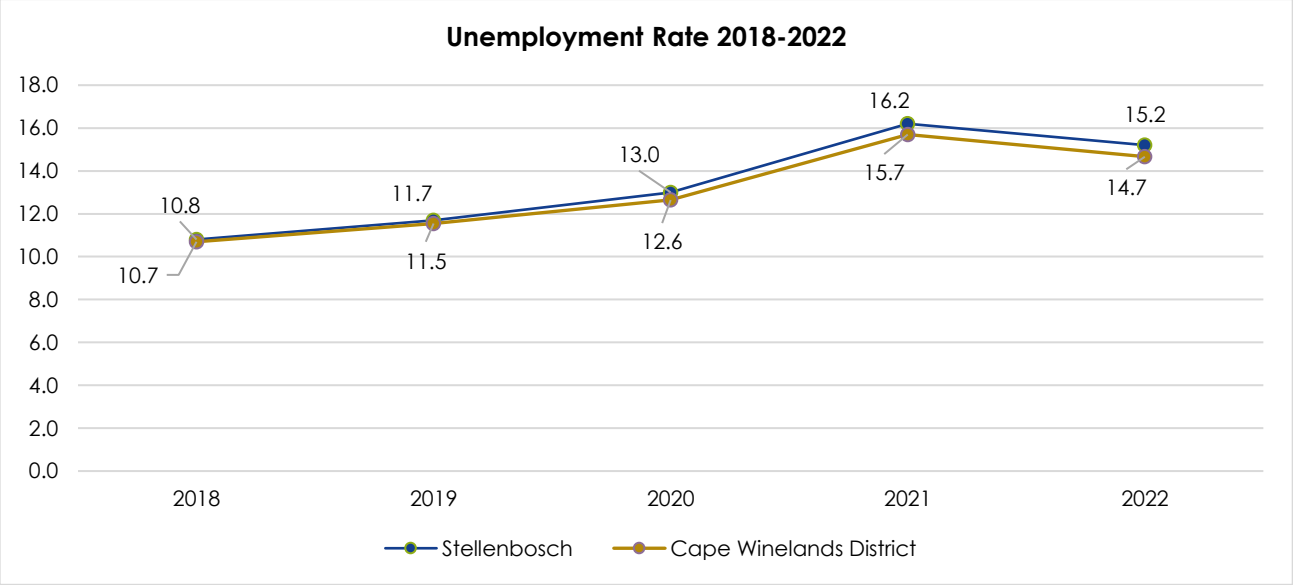
Source: Western Cape, Social–Economic Profile 2023

2.10.3 Unemployment

It is crucial to facilitate access to education and skills development initiatives in communities where high unemployment rates occur. Social transformation needs to be promoted and provide enough relevant opportunities and resources for affected demographic areas.

Not only does this initiative enhance the socio-economic landscape, but it also has implications for municipal revenue. A skilled and educated workforce can contribute to a more vibrant local economy, generating higher tax revenues to support municipal projects and services.

Graph 12: Unemployment Rate



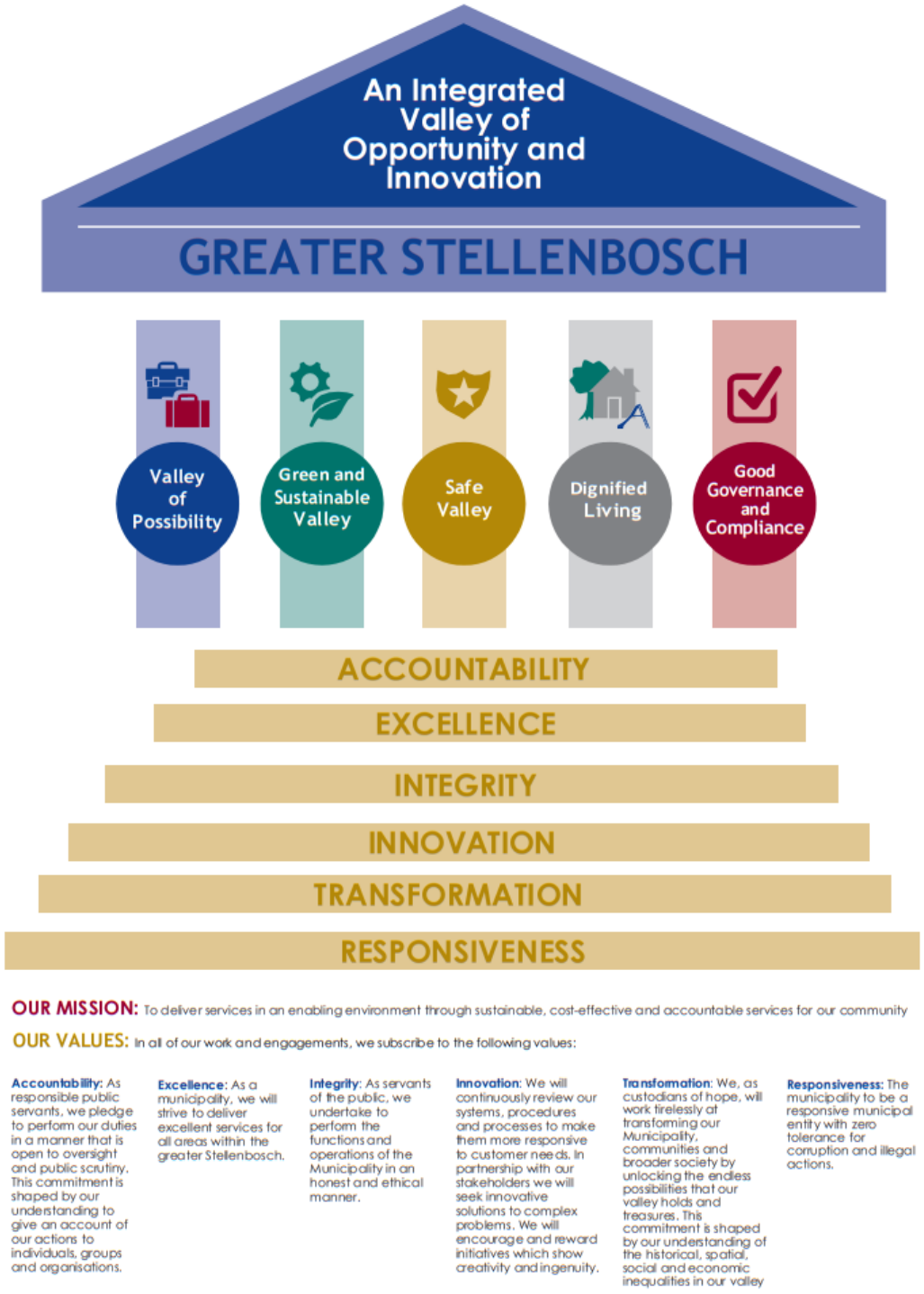
Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

CHAPTER 3:

Strategic Policy Context

3.1 Municipal Vision and Strategy

Figure 14: Municipal Vision and Strategy



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

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 honestly and ethically.

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 of the need to give an account of our actions to individuals, groups, and organisations.

Transformation: We, as custodians of hope, will work tirelessly to transform 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 is a responsive municipal entity with zero tolerance for corruption and illegal actions.

3.2 Strategic Focus Areas (SFAs)

3.2.1 Strategic Focus Area 1: Valley of Possibility

The Stellenbosch area offers ample possibilities to their stakeholders. The unlocking of these possibilities to encourage opportunities for enterprise, creativity and business development in our cities, towns and villages is an urgent issue in South Africa. Unemployment, poverty, income inequality, and skills shortages are major concerns impacting the economy. This strategic focus area has three broad dimensions that address these challenges: The first relates to the provision of services to citizens and how these services can assist them in facilitating development and job creation. The second relates to the internal workings of the municipality and how municipal procurement of services aids in fostering opportunities for enterprise development and creativity. The third dimension asserts that efficient infrastructure and services lie at the heart of the municipality's mandate. Infrastructure and services of different kinds fulfil the basic needs of citizens and also enable enterprise and business development. Without appropriate, well-maintained infrastructure, the greater Stellenbosch area will fail as a place of living, work, and learning.

3.2.2 Strategic Focus Area 2: Green and Sustainable Valley

Several dimensions of the environment underpin its importance for the greater Stellenbosch area and the people living within it. The first is an ecological dimension, which recognises that the natural environment and its processes provide the setting in which and the basic resources with which human life is played out.

The second is an economic and productive dimension, which recognises that the natural environment underpins vitally important tourism and agricultural economies. The third is a psychological, social, and recreational dimension, which recognises that human life is qualitatively affected by a sense of place and the need for places of 'escape' from urban life. The fourth is a cultural dimension, which recognises the inextricable relationship between the characteristics of a place, people's activities in that place, and the emergence of cultural expressions and forms.

There are at least three reasons why the spatial direction is important. Firstly, we live our lives in geographic spaces; how activities and infrastructure are organised in space fundamentally impacts people's access to opportunity. For example, prioritising new urban development on agricultural land may harm the overall viability of agriculture and the food security of an area. Another example is the location of housing for poor people far away from work opportunities, which impacts disposable income, work productivity, and transport infrastructure provision. Secondly, the municipal strategy has, over the last decade, taken a strong sectoral approach. The approach looks at development in sectors as reflected in the LED plans, plans for creative industries, small enterprises, tourism, and so on. Unfortunately, much of this work is silent on the impact of space on specific sectors and has helped to hide spatial inequity in our settlements. Thirdly, the municipal government has considerable influence over the space economy of settlements. Under its mandate, local government can determine the nature and location of key infrastructure and where settlement is to occur and where not. Local government cannot grow the economy, but it impacts economic success through the provision and maintenance of infrastructure and how activities are organised in space.

3.2.3 Strategic Focus Area 3: Safe Valley

Establishing safety and law-abiding behaviour in greater Stellenbosch is an absolute priority. All our efforts to improve services, opportunities, and sound financial position – including affordable rates – will come to nothing if by-laws are not respected, our assets are vandalised, or our neighbourhoods, roads, business areas, and recreational facilities are not safe. Safety and security, together with cleanliness, are often cited as the most important factors in getting investment into a city or town. A safe and secure greater Stellenbosch area is thus not only a functional necessity but also underpins elements of economic and social development strategies.

3.2.4 Strategic Focus Area 4: Dignified Living

All our citizens should have access to a dignified life, irrespective of their relative material wealth or their background. By a dignified life, we mean, inter alia, access to shelter, ethical administration of municipal housing, and sufficient choice in housing opportunities for different income groups, including young people. We also mean neighbourhoods with accessible public facilities and services. Support for vulnerable groups, including the youth, women, and elderly, is critical, as is a close working relationship with other government and social agencies that focus on the needs of these groups.

3.2.5 Strategic Focus Area 5: Good Governance and Compliance

As more people become urbanised, towns and cities have become increasingly important foci of political and economic power and service provision. As the 13th largest economy nationally, the greater Stellenbosch area and municipality is a significant seat of power and deliverer of services. Deciding what to do, when, where, and to whose benefit it is, however, is a difficult task. The range of

services to be provided is wide in scope, and the needs of citizens and enterprises vary significantly. Given the depth of need in many communities and limited resources, tough choices have to be made. To succeed, municipalities have to develop appropriate policy and decision-making structures and plan carefully for the long and short term (across territorial areas and sectors). They should also ensure synergy between the work of the political and administrative spheres of the municipality, their work, and that of other spheres of government, civil society, and the business sector. Municipalities should communicate well and monitor processes and procedures in a structured manner. It is also important that excellence in service delivery contributions, both external and internal to the organisation, be recognised and built upon.

We cannot serve the needs of our citizens without a skilled and customer-focused administration in all the different functional areas and at all levels of the municipality. Given the rapid change in all facets of society, the opportunity must exist for staff to develop their skills, whether in specific functional areas or management. To ensure the best use of public resources, regular performance management is essential. The information must be readily available and contact between citizens and the municipality should be responsive and as efficient as possible.

The facilities that house the administration also need to be organised in a manner that facilitates integrated and joint work among the staff themselves, and between staff, political leadership, and other sectors of the community.

A sound financial basis is central to implementing any strategy. The greater Stellenbosch area is no exception. To meet the needs of its citizens, the municipality is required to manage revenue streams sustainably. It also needs to ensure that funds available are utilised for identified projects and that value for money is achieved. In procuring goods and services, ethical conduct is essential to ensuring the integrity of the municipality. It is most important that the use of municipal resources supports agreed-upon objectives; in other words, the municipal budget and ongoing expenditure must be strategy-led.

3.3 Strategic Objectives and Predetermined Objectives

Figure 15: Strategic Focus Areas and Predetermined Objectives

SFA 1: Valley of Possibility

Predetermined Objectives
1.1 Create an environment conducive to business development and job creation.
1.2 To facilitate and coordinate support for emerging entrepreneurs by utilising internal SCM processes and linking SMMEs with opportunities in the market.
1.3 To provide, upgrade, and maintain an effective engineering infrastructure to support effective service delivery.
1.4 To ensure the provision of non-motorised transport routes as a functional mode of transport.

SFA 2: Green and Sustainable Valley

Predetermined Objectives
2.1 Managing human use of the biosphere and its resources.
2.2 Enhancing the integrity of the environment is imperative for long-term sustainability.
2.3 Incorporating biodiversity into the environment is an imperative for long-term sustainability.
2.4 Ensuring spatial sustainability.
2.5 Facilitate the efficient use of all forms of capital available to Stellenbosch.
2.6 Building human capacity and ability.
2.7 Efficient information management.

SFA 3: Safe Valley

Predetermined Objectives
3.1 To implement an integrated safety strategy that incorporates multi-stakeholder engagement and social crime preventions.
3.2 To develop and implement institutional crime prevention strategies, with a focus on improved law enforcement and neighbourhood watches.

SFA 4: Dignified Living

Predetermined Objectives
4.1 To develop and maintain sustainable human settlements that will meet the diverse range of housing needs.
4.2 To develop and implement a social infrastructure master plan for the upgrading and maintenance of social facilities in all wards.
4.3 To involve and build the capacity of stakeholders in the planning and management (governance) of the areas where they live. (Promote participatory planning and integrated implementation).
4.4 To provide access to basic services for households in the WC024 area.

SFA 5: Good Governance and Compliance

Predetermined Objectives
5.1 To develop, align, and implement effective management Information systems.
5.2 An effective asset management system to optimise the use of municipal assets.
5.3 To manage integrated development planning and the efficient measurement of predetermined objectives as per the regulatory framework.
5.4 To involve the community in the planning and management of programmes and projects impacting their ward(s),
5.5 To review municipal governance processes as per the Risk-Based Audit Plan.
5.6 A skilled and capable workforce that supports the growth objectives of the municipal area.
5.7 A responsive, accountable, effective, and efficient local government system.
5.8 To implement an effective revenue management system.
5.9 To provide accurate and relevant financial information for decision-making.
5.10 To develop and implement a responsive, accountable, effective, and efficient customer care structure and system.

3.4 Core Principles in Executing Strategy

The municipality comprises three core components:

- Democratically elected political leadership;
- The administration, comprising officials; and
- Citizens, as individuals, interest groups, and organisations (public, community-based and private).

For sustainable municipal management, political leadership, and the administration work closely together. Ultimately, democratically elected political leadership is responsible for policy direction. The administration provides advice and implements policy.

International best practice shows that the only way to carry out sustainable urban management is to engage in meaningful partnerships with communities, where communities take full responsibility for the development of their neighbourhoods. Stellenbosch Municipality is committed to ensuring that the real social and economic development of our poorest communities is realised through proper community input and ownership. It is not generally realised that communities are legally part of the municipality. This being the case, however, means that local communities cannot simply play the role of critics or passive bystanders. Local communities must play an active part in the planning and implementation of projects and programmes in their neighbourhoods.

A component of community participation focuses on ward-based planning, where the desired outcome is to have a ward-based plan for each of the 23 wards. Ward-based plans are a form of participatory planning designed to promote community action, with clear linkages to the IDP. Such plans mobilise communities and citizens to take responsibility for their destinies and capture what communities see as their desired outcomes. They also help to speed up the implementation of the IDP. This ensures that the IDP objectives become the collective responsibility of community members, ward councillors, ward committees, the business community, NGOs and CBOs, and all other stakeholders in the greater Stellenbosch. This presents an opportunity for visionary local leaders to implement a shared agenda and show tangible and measurable results through collectively addressing the above-mentioned ward priorities.

3.4.1 Alignment with institutional structures and processes

Conventional strategic planning processes aimed at guiding development and management decisions are time-consuming. Preparing a detailed strategic framework and implementation programme can take months. Unfortunately, these processes do not provide for the "now" – the need to guide decisions today. For municipalities, the "now" has become extremely important. Every month counts. We believe that our challenges have become so significant that if we do not find an integrated and commonly shared response to them fast, we may lose much of what is special about an area and be poorly prepared to meet future challenges successfully. We often find that the fact that a strategy is "under preparation" is used as an excuse for inaction or even poor decision-making. The arm's length approach also appears to neglect local experiential knowledge – what people know through working with service issues daily. With this in mind, we have provided for regular, informal, but structured engagements between the MayCo and Director's Forum to discuss strategic matters and how to best respond to these issues.

These planning methods bridge the gap between local experiential knowledge, the technical requirements of strategy preparation, and the need for strategic frameworks to be available to deal with immediate decision-making. This process is aimed at getting an initial position through intense, structured information-sharing and planning workshops on how to direct the development and management of the municipality. Written up as an initial strategy, provision is made for influencing the

decisions of today and the nature of further work in a manner that supports the strategy. The strategy becomes the broad strategic framework, elaborated on in further technical work.

3.4.2 The tools of governance

Policy: defining / framing the position of government and direction for action concerning issues where clear choices exist (for example, to focus on private or public transport, to grow a settlement outwards or contain it inwards).

Plan making: indicating where resources should focus functionally or spatially, in what form, and when.

Legislation: directing, constraining, and rewarding (potentially) the behaviour of different actors in society (in the interest of all citizens).

Regulation: elaborating on behaviour outlined in legislation through guidelines, standards, and so on.

Fiscal measures: fees, charges, and taxes for services as a means for raising government revenue and directing action in support of policy and legislation (through fiscal "incentives").

Financial measures: the priorities and areas of government spending, including investments in infrastructure, facilities, and programmes to support spatial and sectoral or functional area policy and plans.

Institutional measures: arrangements for decision-making, the allocation of powers, responsibilities, agreements, and relationships between government and other actors, human resource capacity / competency, and measurement systems within government and between government and other actors.

Asset management: the approach taken to the management of government assets (land, public facilities, and so on).

Knowledge and information management: the government's investment in and dissemination of knowledge about existing / anticipated conditions that require management.

Advocacy: the positions that the government takes on issues, "positive" and "negative." This could be through the media, public meetings / engagements, events, and so on.

3.5 Global Policy Direction

The Stellenbosch Municipality's strategic planning does not occur in a vacuum. Various key policy directives are being employed that range from a global reach to more specific directives applicable to the municipality and its neighbouring municipalities. All these directives are considered when framing future strategic planning and resource allocation. The sections below outline key policy directives considered when framing Stellenbosch Municipality's 2nd Review and Amendment of the 5th Generation IDP 2022 – 2027.

3.5.1 Sustainable Development Goals (SDGs)

Figure 16: Sustainable Development Goals (SDGs)



The Sustainable Development Goals (SDGs), officially known as *Transforming Our World: The 2030 Agenda for Sustainable Development* is a set of seventeen aspirational "Global Goals" with 169 targets between them. The Agenda is an action plan for people, the planet, and prosperity, with a focus on strengthening peace and partnerships. The SDGs are integrated and indivisible and balance the three dimensions of sustainable development: the **economic, social,** and **environmental**. The Goals are the following:

Sustainable Development Goals (SDGs) 2030

- Goal 1: End poverty in all its forms everywhere.
- Goal 2: End hunger, achieve food security and improved nutrition, and promote sustainable agriculture.
- Goal 3: Ensure healthy lives and promote well-being for all ages.
- Goal 4: Ensure inclusive and equitable quality education and promote life-long learning opportunities for all.
- Goal 5: Achieve gender equality and empower all women and girls.
- Goal 6: Ensure availability and sustainable management of water and sanitation for all.
- Goal 7: Ensure access to affordable, reliable, sustainable, and modern energy for all.
- Goal 8: Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all.
- Goal 9: Build resilient infrastructure, promote inclusive and sustainable industrialisation, and foster innovation.
- Goal 10: Reduce inequality within and among countries.
- Goal 11: Make cities and human settlements inclusive, safe, resilient, and sustainable.
- Goal 12: Ensure sustainable consumption and production patterns.
- Goal 13: Take urgent action to combat climate change and its impacts.
- Goal 14: Conserve and sustainably use the oceans, seas, and marine resources for sustainable development.
- Goal 15: Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat deforestation, halt and reverse land degradation, and halt biodiversity loss.
- Goal 16: Promote peaceful and inclusive societies for sustainable development, provide access to justice for all, and build effective, accountable, and inclusive institutions at all levels.
- Goal 17: Strengthen the means of implementation and revitalise the global partnership for sustainable development.

3.6 National Policy Direction

Based on the national government's election manifesto and Medium-Term Strategic Framework, a set of twelve outcomes was developed through extensive consultation and discussion at both the ministerial and administrative levels. These outcomes reflect the desired development impacts sought nationally, given the government's policy priorities indicated below:

National Strategic Outcomes

- Goal 1: Improved quality of basic education.
- Goal 2: A long, healthy life for all South Africans.
- Goal 3: All people in SA are and feel safe.

- Goal 4: Decent employment through inclusive economic growth.
- Goal 5: A skilled and capable workforce to support an inclusive growth path.
- Goal 6: An efficient, competitive, and responsive economic infrastructure network.
- Goal 7: Vibrant, equitable and sustainable rural communities with food security for all.
- Goal 8: Sustainable human settlements and improved quality of household life.
- Goal 9: A responsive, accountable, effective, and efficient local government system.
- Goal 10: Environmental assets and natural resources that are well protected and continually enhanced.
- Goal 11: Create a better SA and contribute to a better and safer Africa and World.
- Goal 12: An efficient, effective, and development-oriented public service and an empowered, fair, and inclusive citizenship.

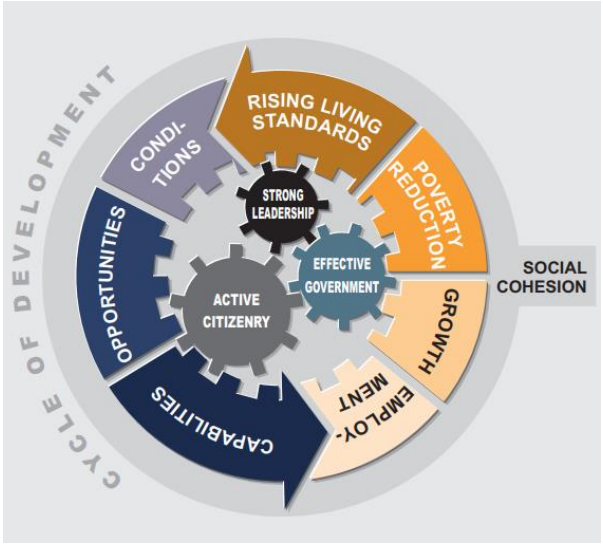
3.6.1 National Development Plan (NDP) – 2030

The President appointed a National Planning Commission in May 2010 to draft a vision and plan for the country. On 9 June 2011, the Commission released a diagnostic document and elements of a vision statement. On 11 November 2011, the vision statement and the plan were released for consideration. The Commission consulted widely on the draft plan. The National Development Plan was adopted by the Cabinet in September 2012.

An approach to change

The graphic below demonstrates the close link between capabilities, opportunities, and employment on social and living conditions. It shows how leadership, active citizenry and effective government can help drive development in a socially cohesive environment.

Figure 17: National Development Plan – An approach to change



The plan focuses on the critical capabilities needed to transform the economy and society. Achieving these capabilities is not automatic, nor will they emerge if the country continues on its present trajectory. Rising levels of frustration and impatience suggest that time is of the essence: failure to act will threaten democratic gains. In particular, South Africa must find ways to urgently reduce alarming levels of youth unemployment and provide young people with broader opportunities.

Progress over the next two decades means doing things differently. Given the complexity of national development, the plan sets out six interlinked priorities:

- Uniting all South Africans around a common programme to achieve prosperity and equity.

- Promoting active citizenry to strengthen development, democracy, and accountability;
- Bringing about faster economic growth, higher investment, and greater labour absorption;
- Focusing on key capabilities of people and the state;
- Building a capable and developmental state; and
- Encouraging strong leadership throughout society to work together to solve problems.

The Plan in brief

By 2030

- Eliminate income poverty – Reduce the proportion of households with a monthly income below R419 per person (in 2009 prices) from 39% to zero; and
- Reduce inequality – The Gini coefficient should fall from 0.69 to 0.6.

Enabling milestones

- Increase employment from 13 million in 2010 to 24 million in 2030.
- Raise per capita income from R50 000 in 2010 to R120 000 by 2030.
- Increase the share of national income in the bottom 40% from 6% to 10%.
- Establish a competitive base of infrastructure, human resources, and regulatory frameworks.
- Ensure that skilled, technical, professional, and managerial posts better reflect the country's racial, gender, and disability makeup.
- Broaden ownership of assets to historically disadvantaged groups.
- Increase the quality of education so that all children have at least two years of preschool education and all children in grade 3 can read and write.
- Provide affordable access to quality health care while promoting health and well-being.
- Establish effective, safe, and affordable public transport.
- Produce sufficient energy to support the industry at competitive prices, ensuring access for poor households, while reducing carbon emissions per unit of power by about one-third.
- Ensure that all South Africans have access to clean running water in their homes.
- Make high-speed broadband internet universally available at competitive prices.
- Realise a food trade surplus, with one-third produced by small-scale farmers or households.
- Ensure household food and nutrition security.
- Entrench a social security system covering all working people, with social protection for the poor and other groups in need, such as children and people with disabilities.
- Realise a developmental, capable, and ethical state that treats citizens with dignity.
- Ensure that all people live safely, with an independent and fair criminal justice system.
- Broaden social cohesion and unity while redressing the inequities of the past.
- Play a leading role in continental development, economic integration, and human rights.

3.6.2 Medium-Term Strategic Framework 2019 – 2024 (MTSF)

The MTSF is a high-level strategic document to guide the five-year implementation and monitoring of the National Development Plan (NDP) 2030. It identifies the priorities to be undertaken during the 2019 – 2024 period to put the country on a positive trajectory towards the achievement of the 2030 vision. It sets targets for the implementation of the priorities and interventions for the next five years and states the outcomes and indicators to be monitored.

The implementation of the MTSF 2019–2024 was, however, disrupted by the outbreak of the COVID-19 pandemic and the declaration of a National State of Disaster on 15 March 2020. The government had to reprioritise its plans and budgets in response to the pandemic, which has had a devastating impact on the health, social, and economic aspects of the lives of South Africans. The President launched the Economic Reconstruction and Recovery Plan (ERRP) on 15 October 2020, which sought to restore much-needed economic growth and employment. The combination of all these factors

has meant that the MTSF 2019–2024 had to be revised to include critical interventions that are part of the government's relief and recovery efforts.

The Revised MTSF 2019–2024 also prioritises government commitments to prevail over the coronavirus pandemic and to work towards recovery. These commitments are to defeat the coronavirus pandemic, accelerate our economic recovery, implement economic reforms to create sustainable jobs and drive inclusive growth, and lastly, fight corruption and strengthen the capacity of the state. These commitments are included in the revised MTSF for 2019–2024 and will provide the focus for annual and strategic plans.

The MTSF 2019 – 2024 aims to address the challenges of **unemployment**, **inequality**, and **poverty** through the three pillars of the NDP.

Figure 18: Three NDP Pillars



The priorities, which will be achieved through more focused implementation, coordination, and integration by the various levels of government, including state-owned enterprises, the private sector, and civil society, are as follows:

Priority 1: A capable, ethical, and developmental state;
Priority 2: Economic transformation and job creation;
Priority 3: Education, skills, and health;
Priority 4: Consolidating the social wage through reliable and quality basic services;
Priority 5: Spatial integration, human settlements, and local government;
Priority 6: Social cohesion and safe communities; and
Priority 7: A better Africa and world.

3.6.3 National District Development Model and One Plan

Cabinet approved the District Development Model (DDM) as an All of Government and Society Approach, providing a method by which all three spheres of government and state entities work in unison in an impact-oriented way to speed up service delivery to ensure that municipalities are properly supported and adequately resourced. The DDM is an intergovernmental approach focusing on 44 districts and 8 metropolitan spaces for more effective joint planning, budgeting, and implementation over multi-year planning and electoral cycles. Although each sphere, sector, or entity has its own distinct constitutional powers, functions, and responsibilities, they cooperate and undertake collaborative planning, budgeting, and implementation processes, converging developmental efforts at the district / metropolitan level.

The objectives of the DDM are to:

- solve the silos at a horizontal and vertical level;
- maximise impact and align plans and resources at our disposal through the development of "One District, One Plan, and One Budget";

- narrow the distance between people and government by strengthening the coordination role and capacities at the district level;
- ensure inclusivity through gender-responsive budgeting based on the needs and aspirations of our people and communities at a local level;
- build government capacity to support municipalities;
- strengthen monitoring and evaluation at district and local levels;
- implement a balanced approach towards development between urban and rural areas;
- ensure sustainable development while accelerating initiatives to promote poverty eradication, employment, and equality; and
- exercise oversight over budgets and projects in an accountable and transparent manner.

Nationally, the DDM is expressed through the development of a One Plan. The One Plan is defined as an intergovernmental plan setting out a 25–30-year long-term strategic framework (consisting of short, medium, and long-term actions) to guide investment and delivery in each of the districts and metropolitan spaces. This plan for each space is to be jointly developed and agreed to by all three spheres of government.

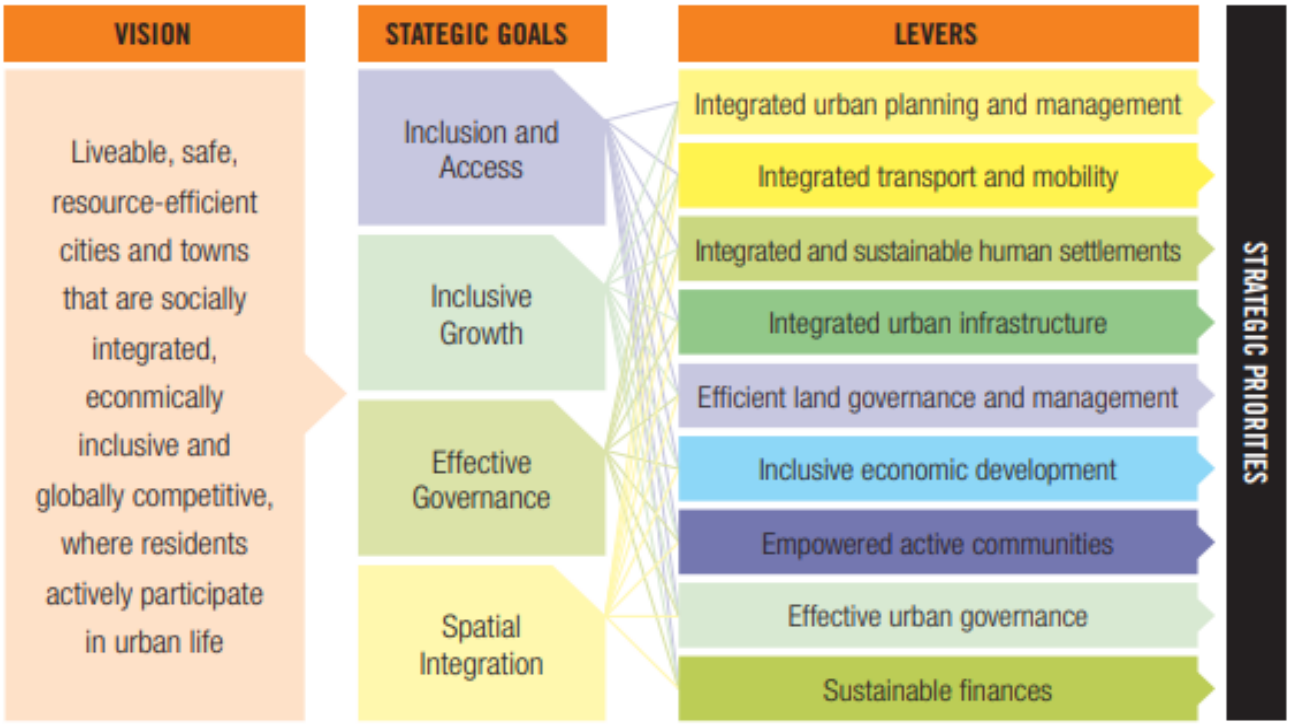
3.6.4 Integrated Urban Development Framework (IUDF)

The National Development Plan (NPD) indicated that by 2030, South Africa should observe meaningful and measurable progress in creating more functionally integrated, balanced, and vibrant urban settlements. To attain this goal, the Department of Cooperative Governance, working in collaboration with other national departments and other role-players, developed the Integrated Urban Development Framework (IUDF) to transform and restructure South Africa's urban spaces.

The IUDF aims to guide the development of **inclusive**, **resilient,** and **liveable urban settlements** while directly addressing the unique conditions and challenges facing South Africa's cities and towns.

To achieve the transformation vision, four (4) overall strategic goals were introduced:

Figure 19: UIDF Strategic Goals and Levers



Source: Integrated Urban Development Framework

The IUDF strategic goals listed above create nine policy levers. These policy levers can only be used if they are added to tools for planning municipal development, like the Spatial Development Framework (SDF) and Integrated Development Plan (IDP).

3.7 Provincial Policy Direction

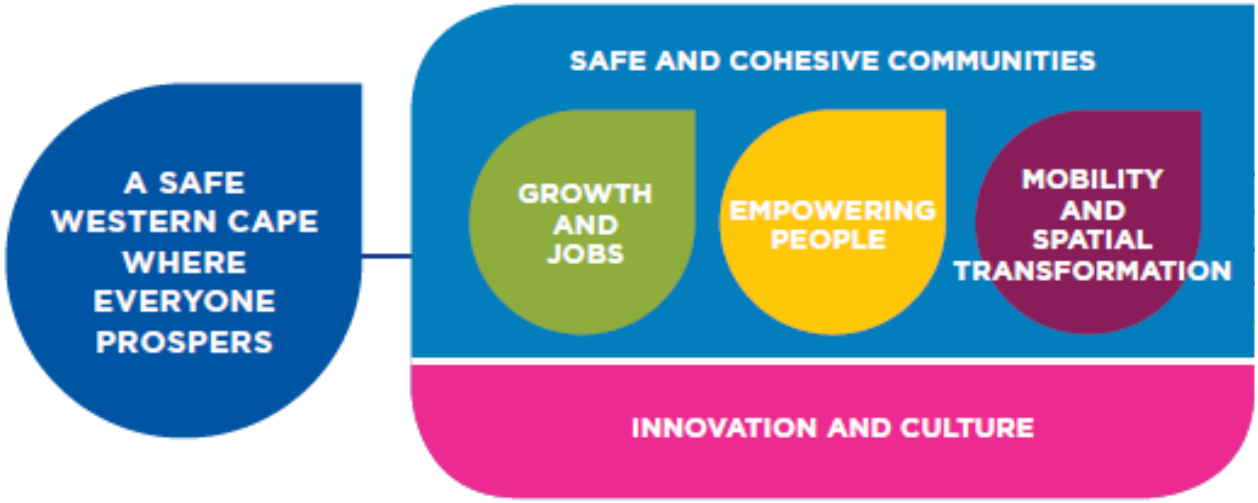
3.7.1 The Western Cape Government Provincial Strategic Plan 2019 – 2024

The Western Cape Provincial Government (WCG) committed itself, through its recently adopted Vision Inspired Priorities (VIPs), to building a values-based competent state that enables opportunity and promotes responsibility in a safer Western Cape.

The VIPs are as follows:

1. Safe and Cohesive Communities **(VIP 1)**;
2. Growth and Jobs **(VIP 2)**;
3. Empowering People **(VIP 3)**;
4. Mobility and Spatial Transformation **(VIP 4)**; and
5. Innovation and Culture **(VIP 5)**.

Figure 20: WCG: Vision Inspired Priorities (VIPs)



3.8 The Cape Winelands District Municipality (CWDM) Strategic Focus

The Cape Winelands District Municipality has set the following strategic objectives for their District:

Table 22: CWDM Strategic Objective 2022 – 2027

SOs	Strategic Objective 2022 – 2027
SO 1	Creating an environment and forging partnerships that ensure social and economic development of all communities, including the empowerment of the poor in the Cape Winelands District.
SO 2	Promoting sustainable infrastructure services and a transport system which fosters social and economic opportunities.
SO 3	Providing effective and efficient financial and strategic support services to the Cape Winelands District Municipality.

3.9 Local Policy Direction

3.9.1 Stellenbosch Municipality

The intent of the strategic goals for the 1st Review of the 5th Generation IDP 2022 – 2027 will remain the same as the strategic goals of the 5th Generation IDP 2017 – 2022.

The table below indicates how the municipality's Strategic Focus Areas (SFAs) are aligned with national, provincial, and district plans.

Table 23: Horizontal Alignment Matrix

Strategic Focus Areas (SFAs)	Sustainable Development Goals (SDGs)	National Strategic Outcomes	Medium-Term Strategic Framework	Western Cape Provincial Government Strategic Plan	CWDM Strategic Objectives
SFA 1- Valley of Possibility	Promote sustained, inclusive, and sustainable economic growth, full and productive employment, and decent work for all (8)	Ensuring decent employment through inclusive economic growth (4)	Economic transformation and job creation (2)	Growth and Jobs (VIP 2)	Promoting sustainable infrastructure services and transport systems which foster social and economic opportunities.
SFA 2- Green and Sustainable Valley	Take urgent action to combat climate change (13) Protect, restore, and promote sustainable use of terrestrial ecosystems, sustainably manage forests, combat desertification, and halt and reverse land degradation and halt biodiversity loss (15)	Ensuring that the environmental assets and natural resources are well protected and continually enhanced (10)	Social cohesion and safe communities (6) Spatial integration, human settlements, and local government (5)	Empowering People (VIP 3)	Creating an environment and forging partnerships that ensure 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.
	Make cities and human settlements inclusive, safe, resilient, and sustainable(11)	Ensuring vibrant, equitable and sustainable rural communities with food security for all (7) Promoting sustainable human settlements and improved quality of household life (8)	Social cohesion and safe communities (6)	Mobility and Spatial Transformation (VIP 4)	Promoting sustainable infrastructure services and transport systems which foster social and economic opportunities.
SFA 3- Safe Valley	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable, and inclusive institutions at all levels (16)	Ensuring all people in South Africa are and feel safe (3)	Social cohesion and safe communities (6)	Safe and Cohesive Communities (VIP 1)	Creating an environment and forging partnerships that ensure the health, safety, social and economic development of all communities including the empowerment of the poor in the Cape Winelands District.

Strategic Focus Areas (SFAs)	Sustainable Development Goals (SDGs)	National Strategic Outcomes	Medium-Term Strategic Framework	Western Cape Provincial Government Strategic Plan	CWDM Strategic Objectives
SFA 4- Dignified Living	Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all (4) Ensure healthy lives and promote well-being for all at all ages (3)	Providing improved quality of basic education (1) Enabling a long, healthy life for all South Africans (2)	Education, skills, and health (3)	Growth and Jobs (VIP 2)	Creating an environment and forging partnerships that ensure the health, safety, social and economic development of all communities, including the empowerment of the poor in the Cape Winelands District.
	Build resilient infrastructure, promote inclusive and sustainable industrialisation and foster innovation (9)	Setting up an efficient, competitive, and responsive economic infrastructure network (6)	A capable, ethical, and developmental state (1)	Empowering People (VIP 3)	Promoting sustainable infrastructure services and transport systems which foster social and economic opportunities.
SFA 5- Good Governance and Compliance	Promote peaceful and inclusive societies for sustainable development, provide access to justice for all and build effective, accountable, and inclusive institutions at all levels (16)	Achieving an accountable, effective, and efficient local government system (9) Creating a better South Africa and a better and safer Africa and the world (11) Building an efficient, effective, and development-oriented public service and an empowered fair and inclusive citizenship (12)	A capable, ethical, and developmental state (1) Education, skills, and health (3) Social cohesion and safe communities (6)	Innovation and Culture (VIP 5)	Promoting sustainable infrastructure services and transport systems which foster social and economic opportunities.
		Achieving a responsive, accountable, effective, and efficient local government system (9)	A capable, ethical, and developmental state (1)	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.

3.10 Municipal Manager: Five–Year Plan

Table 24: Summary Results: Municipal Manager Priority IDP Deliverables 2022 - 2027

Period	2022 - 2027	2022/23	2023/24
☺	Project completed	6	0
😐	Project in progress	0	4
☹	Not completed / No budget available / District Function / Provincial Function	1	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**7**	**4**

Table 25: Municipal Manager 5-Year Plan 2022 - 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

Municipal Manager Five-Year Plan 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Portfolio	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
											2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Office of the Municipal Manager	Section: Communication	NKPA 5	SFA 5	Corporate Services	Customer-Centric Approach to basic services and improve on it where needed and expand	Develop a Communication Strategy	Number of Communication Strategies developed by 30 June	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Communication Strategy to be formulated after the adoption of the Revised Communication Policy.
TBC	Directorate: Corporate Services	Department: Information Communications Technology (ICT)	NKPA 5	SFA 5	Corporate Services	E-governance (SMART CITY)	Drafting of a Smart City Framework	Number of Smart City Frameworks drafted by 31 May	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Draft Smart City Framework submitted to the Director Corporate Services.
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 1	SFA1	Infrastructure Services	Continues with our plan with bulk infrastructure upgrades to ensure sufficient bulk capacity – key for economic development	Establish a new cell at the Stellenbosch Landfill Site	Number of new cells established at the Stellenbosch Landfill Site by 30 June	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Linked to the IWMP. The project is divided into 3 phases. Phase 1 will be completed by 30 June 2024.

Municipal Manager Five-Year Plan 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Portfolio	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
											2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 1	SFA1	Infrastructure Services	Continues with our plan with bulk infrastructure upgrades to ensure sufficient bulk capacity – key for economic development	Develop an Infrastructure Asset Register	Number of Infrastructure Asset Registers developed by 30 June	WCO24	1	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	To date, an Infrastructure Asset Management Framework has been developed and signed off by the Municipal Manager. Before considering a software system, the next step is to develop an Infrastructure Asset Management Policy.
TBC	Directorate: Infrastructure Services	Department: Roads, Transport and Storm Water (RTS)	NKPA 1	SFA 3	Infrastructure Services	Critical road infrastructure upgrades from a safety and development point of view – R45, Western by-pass, etc	Completion of the Adam Tas Link Road	Number of Adam Tas Link roads completed by 30 June	WCO24	1	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 1	Infrastructure Services	Clean, green electricity generation to ensure economic sustainability	Develop a policy to allow purchasing of electricity from the public	Number of policies were developed to allow purchasing of electricity from the public by 30 June	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality is purchasing electricity from its customers in the form of credits.
TBC	Directorate: Financial Services	Department: Financial Management Services	NKPA 4	SFA 5	Financial Services	Financial viability and sustainability through long-term financial planning and prudent financial management Zero tolerance for corruption	Submission of a revised Capital Expenditure Framework (CEF) to CoGTA	Number of revised Capital Expenditure Frameworks (CEF) submitted to CoGTA by 30 June	WCO24	2	1	n/a	n/a	1	n/a	☺	n/a	n/a	n/a	n/a	In terms of COGTA compliance, a CEF should be compiled every five (5) years. The CEF was adopted by Council in June 2023.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Human Settlements	Focus on social housing and Gap housing to address the plight of the backyarders and to provide dignified living	Submission of the Stellenbosch Inclusionary Housing Policy to the Council	Number of Stellenbosch Inclusionary Housing Policies submitted to Council by 31 March	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Linked to Mayoral Outcome and Spatial Planning Outcome. Target achieved. Council adopted the Inclusionary Housing Policy on 27 June 2023.

Municipal Manager Five-Year Plan 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Portfolio	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
											2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Human Settlements	Continuing with wealth creation through the title deed programme	Transferring title deeds to approved beneficiaries	The number of title deeds transferred to approved beneficiaries by 30 June	WCO24	750	150	150	150	150	150	☺	😐	n/a	n/a	n/a	Linked to Mayoral Outcome. In the 2022/23 financial year, 190 title deeds were transferred. The 5-year target has been adjusted downwards due to the challenges experienced with resolving late estates.
TBC	Directorate: Planning and Economic Development	Development Planning	NKPA 3	SFA 1	Planning, LED and Tourism	Adam Tas Corridor is an excellent private-public partnership for sustainable urban development and inclusion	Development of an ATC Local Spatial Development Framework	Number of ATC Local Spatial Development Frameworks developed by 30 September	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved. Linked to Mayoral Outcome.
TBC	Directorate: Planning and Economic Development	Development Planning	NKPA 5	SFA 1	Planning, LED and Tourism	Improve business processes in the Planning department	Compilation of an annual report on the policy / guideline / SOP needs assessment for the Department: Development Management	Number of annual reports on the policy / guideline / SOP needs assessment for the Department: Development Management, compiled by 31 March	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	The target will be reported on by 31 March 2024 for the 2023/24 financial year.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Protection Services	Implementation of a land invasion unit	Appointment of Law Enforcement Officers (Tactical Reaction Unit (TRU))	Number of Law Enforcement Officers (TRU) appointed by 30 June	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The establishment of a TRU needs to be finalised before appointments can be made.

Municipal Manager Five-Year Plan 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Portfolio	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
											2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Protection Services	Continuing to improve on the safer environment, through adding to our cameras and surveillance as well as supporting and creating more neighbourhood watches	Spending of the Capital Budget on CCTV cameras and equipment for the Department: Protection Services	Percentage of the Capital Budget on CCTV cameras and equipment for the Department: Protection Services by 30 June	WCO24	90%	90%	90%	90%	90%	90%	☹	😐	n/a	n/a	n/a	Linked to the Mayoral Outcome Actual spending was 0.22% for 2023/24 due to the tender not being finalised. 0.00% capital spending. A tender is currently being advertised. The ongoing process of expenditure on CCTV cameras as per the master plan. This will include UPS solar power for the batteries.
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 2	Infrastructure	Clean, green electricity generation to ensure economic sustainability	Develop an Energy Master Plan	Number of Energy Master Plans to be developed by 31 December	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved. The Energy Master Plan was presented to the Municipal Manager and Directors on 08 November 2022 by CSIR.

CHAPTER 4:
Spatial Development Framework

4.1 The Purpose of the Spatial Development Framework

Spatial Development Frameworks (SDFs) serve to provide strategic direction and align the efforts of all government spheres as they apply within the municipal area. The SDF serves to give a coherent spatial direction to the municipal Integrated Development Plan (IDP) and provide a planned and integrated approach to achieve the shared spatial development vision, goals, and objectives for sector plans of government over the short term (5 years) as well as over the strategically longer term (10–20 years) to achieve the desired spatial growth and development pattern of the municipality. Most importantly, the SDF outlines the municipality's spatial agenda for its service departments, ensuring that their sector plans, programmes, and projects are grounded in sound and common spatial logic.

In essence, the SDF is a spatial contract between all spheres of government as well as the private sector, which is binding and must assist in integrating, coordinating, aligning, and expressing development efforts. It should be actively supported through the specific arrangement of prioritising, mobilising, sequencing, and implementing investment in priority spatial structuring areas to achieve the legislated development principles of sustainable development. Therefore, the SDF and the Capital Expenditure Framework (CEF) indicate where and how the municipality intends to channel public investment, influence, and other resources at its disposal. In broad terms, this includes where infrastructure and public facility investment will be prioritised, where private sector partners will be sought in development, and how the municipality will view development applications through its spatial planning and land use management system.

4.2 The relationship between the IDP and SDF

Figure 21: Relationship: IDP and SDF



At its core, SDFs deal with the art and science of shaping places at different scales (or areas of influence, from large regions to municipal jurisdictions or neighbourhood precincts). The SDF aims to:

- Enable a long-term spatial vision for the future of regions and places to be best developed over time that is based on evidence, local distinctiveness, and community-derived objectives;
- Translate this vision into a set of strategic municipal planning, policies, priorities, programmes,

and land allocations, together with the public-sector resources (budget) to deliver them;
- Create a framework for private investment and regeneration that promotes economic, environmental, and social well-being for a specific region or area, i.e., the Adam Tas Corridor Local Areas Spatial Development Framework and Development Guidelines (October 2022); and
- Coordinate and deliver the public-sector components of this vision with other agencies and processes to ensure implementation through its CEF (medium-term) and IDP (short-term).

In the case of Stellenbosch Municipality, the SDF, CEF, and IDP must answer the following questions: "How is Stellenbosch going to develop over the next ten to thirty years? What kind of development will take place, where will it take place, and who will be responsible for what aspect of the development?"

4.3 The Legislative Framework of Municipal SDFs

With the enactment of the Spatial Planning and Land Use Management Act, 2013 (Act No. 16 of 2013) (SPLUMA), a new planning regime was introduced in South Africa. The coherent legislative system has been designed to spatially transform the country in its democratic era. In broad terms, SPLUMA differentiates between two components of the planning system:

- Spatial Development Frameworks; and
- The Land Use Management System (LUMS).

Section 12(1) of SPLUMA sets out general provisions that apply to the preparation of all scales of SDFs. These provisions require that all SDFs must:

- Interpret and represent the spatial development vision of the responsible sphere of government and competent authority;
- Be informed by a long-term spatial development vision;
- Represent the integration and trade-off of all relevant sector policies and plans;
- Guide planning and development decisions across all sectors of government;
- Guide a provincial department or municipality in taking any decision or exercising any discretion in terms of this Act or any other law relating to spatial planning and land use management systems;
- Contribute to a coherent, planned approach to spatial development in the national, provincial, and municipal spheres;
- Provide clear and accessible information to the public and private sectors and provide direction for investment purposes;
- Include previously disadvantaged areas, areas under traditional leadership, rural areas, informal settlements, slums, and land holdings of state-owned enterprises and government agencies, and address their inclusion and integration into the spatial, economic, social, and environmental objectives of the relevant sphere;
- Address historical spatial imbalances in development;
- Identify the long-term risks of spatial patterns of growth and development and the policies and strategies necessary to mitigate those risks;
- Provide direction for strategic developments, and infrastructure investment;
- Promote efficient, sustainable, and planned investments by all sectors;
- Indicate priority areas for investment in land development;
- Promote a rational and predictable land development environment to create trust and stimulate investment;
- Take cognisance of any environmental management instrument adopted by the relevant environmental management authority;
- Give effect to national legislation and policies on mineral resources and sustainable utilisation and protection of agricultural resources; and

- Consider and, where necessary, incorporate the outcomes of substantial public engagement, including direct participation in the process through public meetings, public exhibitions, public debates and discourses in the media, and any other forum or mechanisms that promote such direct involvement.

Chapter 2 of SPLUMA sets out the development principles that must guide the preparation, adoption, and implementation of any SDF, policy, or by-law concerning spatial planning and the development or use of land. The table below summarises the five SPLUMA principles and what they mean.

Table 26: SPLUMA and Development Principles

Principle	Meaning
Spatial justice	• Past spatial and other development imbalances must be redressed through improved access to and use of land. • SDFs (and associated policies) must address the inclusion of persons and areas that were previously excluded, with an emphasis on informal settlements, and areas characterised by widespread poverty and deprivation. • Spatial planning mechanisms, including zoning scheme by-laws, must incorporate provisions that enable redress in access to land by disadvantaged communities and persons. • Land use management systems must include all areas of a municipality and specifically include provisions that are flexible and appropriate for the management of disadvantaged areas and informal settlements. • Land development procedures must include provisions that accommodate access to secure tenure and the incremental upgrading of informal areas. • In considering an application, a Municipal Planning Tribunal may not impede or restrict the exercise of its discretion solely because the value of land or property is affected by the outcome of the application.
Spatial sustainability	• Promote land development that is within the fiscal, institutional, and administrative means of government. • Give special consideration to the protection of prime and unique agricultural land. • Uphold the consistency of land use measures under environmental management instruments. • Promote and stimulate the effective and equitable functioning of land markets. • Consider all current and future costs to all parties for the provision of infrastructure and social services in land developments. • Promote land development in sustainable locations, limit urban sprawl, and result in viable communities.
Efficiency	• Land development must optimise the use of existing resources and infrastructure. • Decision-making procedures must be designed to minimise negative financial, social, economic, or environmental impacts. • Development application procedures must be efficient and streamlined, and timeframes must be adhered to by all parties.
Spatial resilience	• The flexibility of spatial plans, policies, and land use management systems is necessary to ensure sustainable livelihoods in communities most likely to suffer the impacts of economic and environmental shocks.
Good administration	• All spheres of government must ensure an integrated approach to land use and land development, guided by spatial planning and land use management systems. • All government departments must provide their sector inputs and comply with any other prescribed requirements during the preparation or amendment of SDFs. • The requirements of any law relating to land development and land use must be met timeously. • Transparent processes of public participation are incorporated into the preparation and amendment of spatial plans, policies, land use schemes, and development applications to allow all parties to provide input on matters affecting them. • Policies, legislation, and procedures must be set up to inform and empower members of the public.

At the municipal sphere of government, aligned with SPLUMA, and the Western Cape Land Use Planning Act, 2014 (Act No. 3 of 2014) (LUPA), the Stellenbosch Municipal Land Use Planning By-law (dated 9 June 2023) further outlines minimum standards for SDFs, both in the preparation process and content. In support of SPLUMA, the Department of Rural Development and Land Reform (now known as the Department of Agriculture, Land Reform, and Rural Development) prepared a detailed process and content entitled "Guidelines for the Development of Provincial, Regional and Municipal Spatial Development Frameworks and Precinct Plans." The Stellenbosch Municipality follows these legislative frameworks and guidelines in its work on the municipal and local SDFs, which is subject to an extensive review every five years, with less comprehensive reviews annually.

4.4 Stellenbosch Municipality's work on its SDF, Review and Proposed Amendments

The Council approved the commencement of the proposed amendment to the Municipal Spatial Development Framework, 2019 due to the following pertinent factors:

- The review of the MSDF highlighted the need for minor amendments to the MSDF to incorporate previous Council resolutions to ensure continued strategic support and guidance from an integrated spatial and financial planning perspective.
- The proposed amendment process of the MSDF was initiated through Council decisions and actions as part of the implementation framework of the MSDF and other strategic / master planning documents, which include the Housing Pipeline, the Integrated Waste Management Plan, and the Capital Expenditure Framework.

In essence, the amendment process of the MSDF was initiated to achieve strategic, spatial, and financial alignment and to enable the coordination of policies within the municipality. Following the integrative spatial and financial planning approach helps to avoid duplication of efforts and ensure maximum positive impact from the investment of resources.

Accordingly, the review and amendment process of the MSDF was initiated and approved by the Council in November 2021. The amendment was included in the Integrated Development Plan (IDP) and Budget Process Plan for 2022-2027 and the revised SDF/IDP/Budget Time Schedule for 2022/2023. The Council also supported and approved the process as stipulated in terms of Section 11(b) of LUPA; Section 3(1)(b) of the MPBL for amending the MSDF. Therefore, Council approved the establishment of a municipal project steering committee (PSC) and the publication of the proposed amended MSDF for a sixty-day period for public commenting to all organs of the state and the public. The standard operating procedure for the amendment of the MSDF without an Intergovernmental Steering Committee (ISC), as contained in the WCG: DEA&DP Circular, was used as a guideline, and the steps were recorded in the IDP and Budget Time Schedule / Process Plan (as referenced above) in terms of Section 28 of the MSA.

In preparing the review and amendment of the MSDF, previous studies, new and updated policy documents, and plans have been considered and continue to form the basis of the MSDF, 2019 and its subsequent proposed and adopted amendment (27 June 2023). The methodology comprised primary and secondary data collection and intensive consultation with local, national, and provincial government actors as well as the communities. The collected data were triangulated with a desktop review of multiple literature sources, including academic sources. A set of spatial analyses were conducted from regional, municipal, and neighbourhood scales to define the major challenges and opportunities to inform the implementation plans (including the CEF). These socio-economic, spatial profiles, and spatial demand quantification were initiated during the CEF process in 2021 and updated in the 2023/24 document with specific consideration for the adoption of the catalytic projects as approved in the ATC LASDF (2022). These profiles and spatial outcomes were reviewed and validated with the strategic assessment and primary actors in the project. The profiles inform and confirm the status quo of the MSDF in 2019 and the spatial transformation vision and targets reflected in the spatial strategies of the MSDF.

In the drafting of the proposed draft amended MSDF, some of the sections of the MSDF, 2019 were found not necessary to be updated due to no changes being noted since the adoption of the MSDF (2020) and its subsequent reviews (2022/23). The sections listed below were updated to reflect the current status quo:

- Part 1: Introduction, which reflects the approach and actions of the amendment to the MSDF process.
- Part 2: Legislative and Policy Context (partially updated) to reflect the updated 5th Generation IDP 2022-2027.

- Part 5: Plans and Settlement Proposals (partially updated) to reflect the corrected Tables 20 and 28 as adopted by Council on 25 May 2022.
- Part 7: Capital Expenditure Framework as updated and adopted by the Council on 31 March 2021. Currently, the CEF is being updated as a result of the approval and implementation of the catalytic project, Adam Tas Corridor, and the new updated and adopted CEF (which is a core component of the SDF) will be attached in Appendix G.
- Appendix F: Reviewed Housing Pipeline was updated and adopted by the Council on 25 May 2022. The yearly review and update will be attached to the first draft amended MSDF in Appendix F for public participation.

In addition to the abovementioned process, the public was also invited to submit any development proposals for consideration in September 2022. Submissions received consisted of strategic catalytic and infrastructure projects committed to by the Council in previous decisions and sector planning policies, as well as a few private sector development representations for urban edge amendments. These proposals were considered by the Planning Steering Committee (PSC), consisting of the Municipal Manager, Chief Financial Officer, and Directors and Senior Managers of municipal departments – Corporate Services (specifically IDP); Planning and Economic Development; Infrastructure Services; and Community and Protection Services. The MSDF Project Steering Committee (PSC) considered and made recommendations on the proposals that were incorporated within the first amended MSDF. These recommendations and the first draft amended MSDF were presented to the Council, and they were supported at the 12th Council Meeting dated 29 March 2023, and the amended MSDF was accordingly advertised for public comment for a period of sixty (60) days.

During this second round of public participation, general comments were received from various interested and affected parties, including property owners requesting amendments to the urban edges. These proposals for the amendment of the urban edge were submitted during the comment period for the proposed draft amended MSDF during April - May 2023 and accordingly, they were not submitted timeously for consideration as part of the amended MSDF, inclusive of the amendment and review of the CEF. Although the proposals were submitted outside of the timeframe, they were captured and considered using the principles of the MSDF, spatial alignment criteria applicable within the CEF, and a high-level strategic environmental assessment using applicable policies (i.e., SEMF, Heritage Inventory, Biodiversity Spatial Plan) and spatial datasets normally associated with these policies. The aforementioned criteria were broadly used to ascertain if, in terms of adopted and approved municipal spatial policies, a form of compliance, conformance, and / or deviation was found between the proposals and policy. The outcome of the preliminary analysis demonstrated that the proposals currently deviate from the Council policy and principles, and accordingly, the recommendations that these proposals should not be recommended were supported by a Council Meeting dated 27 June 2023. It is also important to note that, should these proposals be considered, they will have a material impact on the spatial strategies of the MSDF as well as the spatial targeting of the capital expenditure framework. Accordingly, both documents will have to procedurally follow another amendment process as prescribed by the applicable legislation.

The sections below provide an overview of the spatial challenges, opportunities, strategies, and programmes as reflected in the SDF over the longer term. The spatial challenges and opportunities identified in the SDF

The Stellenbosch Municipality's SDF attempts to address the spatial dimensions of varied challenges, documented in this IDP and numerous studies and documents produced to date, dealing with spatial and non-spatial matters.

Framed as a question, the key challenge revolves around how to achieve, through managing the spatial distribution and form of development—primarily land use activities and associated structures, both new and existing—shared and inclusive growth, increased access to opportunities (particularly for disadvantaged citizens), improved sustainability by minimising ecological footprints, and

maintenance of the unique sense of place of the settlements and surrounding lands that constitute the municipality.

In addressing these challenges, the SDF has two tasks. The first relates to how activities should be organised and accommodated in space to best address challenges. The second is to guide how other sectors, services, or functional areas should adjust their focus and work to support the recommended organisation and accommodation of activities in space.

Without re-stating the varied challenges of the municipality outlined in full in the IDP and sector documents, the table below lists specific spatial challenges addressed by the SDF, following the broad themes contained in the SDF Guidelines.

Table 27: Spatial Challenges

Theme	Spatial Challenges
Biophysical context	The degradation of key ecological assets and the loss of productive agricultural land have been ongoing. The condition of the river systems within the municipality has deteriorated. Climate change is likely to have a significant impact on the natural resource base of the municipal area, which will include a reduction in water, increased temperatures, increased fire risks, and increased incidences of extreme weather events. This in turn will impact agricultural production, scenic landscapes, the liveability of urban areas, and the ability to provide basic services such as water and sewerage treatment.
Socio-economic context	The population in the municipality will continue to grow above the average provincial rate, and urbanisation rates will increase with settlements absorbing the bulk of growth. The ability of the economy to absorb growth, particularly concerning job creation, is concerning. The informal sector will continue to provide livelihoods to a significant proportion of residents. The growing youthful population, large student population, and seasonal influx of labour are likely to increase the municipality's dependency ratio, in addition to a smaller base from which the municipality can collect revenue to provide services and opportunities that will improve the lives of the poor. Inequality in the municipal area, and particularly in historic towns such as Stellenbosch and Franschhoek, remains significant, and current development patterns are not addressing the issue. Crime rates remain high, and the market response, i.e., private security provision for those who can afford it, is likely to exacerbate inequality. Upgrading and providing basic services and housing will remain the focus of the municipality, including other government agencies, for the foreseeable future. The focus on these priority areas can lead to foregoing investment in other areas that would likely have more socio-economic spin-offs and result in improved place-making. The municipality's inability to provide basic services (e.g., refuse removal) leads to dumping, environmental degradation, and resulting health-related problems.
Built environment context	Infrastructure backlogs – especially in poor areas – and essential municipal infrastructure require significant investment and maintenance. This applies to all basic services (electricity, water supply, wastewater management, and solid waste disposal). The need for housing and shelter – both for the lower-income groups and those with employment – has not been adequately met. The existing housing pipeline will not meet the needs of those requiring state assistance, and little is built that is affordable to ordinary workers. A pattern of intermittent land invasions and associated responsive basic infrastructure provision, as well as the daily inward commuting of ordinary workers and students, is likely to continue. Property and land are inordinately expensive in the municipality, locking out both the poor and lower / middle-income workers from the property market. Without significant intervention in the property market, this situation is likely to worsen. Inequality in the municipality is particularly evident in the structure of settlements, with low-density development accommodating the wealthy, while the poor are accommodated in high-density, poor-quality peripheral areas. Significant numbers of people live in informal shelters. Many new developments reinforce a pattern of low overall densities and are located in peripheral areas, entrenching dependency on private transport, amongst other inefficiencies. The new high-density development mostly focuses on the student market, and target groups using private vehicles. Numerous heritage resources located within the settlements are assets of immense value. Many of these, are underutilised and have the potential to become vehicles for innovative development that can contribute to creating a more inclusive economy. The existing industrial / manufacturing operations and land holdings in the centre of Stellenbosch town impede large-scale restructuring of the settlement. The planned move of Distell – occupying large tracts of strategic land in Stellenbosch town – to Klapmuts presents very significant opportunities for the future development of Stellenbosch, Klapmuts, and the broader regional space economy. If not rigorously managed as a shared initiative between the public and private sectors, the opportunity may be lost. The municipality should focus maximum effort on utilising the opportunity presented to address the needs of the town.

Theme	Spatial Challenges
	▪ Transport planning practice at the provincial level has maintained a regional mobility lens with the bulk of planning effort and funding allocated to road infrastructure rehabilitation and expansions that provide for and respond to demand-side growth, largely attributed to unconstrained low occupancy private vehicles at the cost of local mobility. Too little focus is placed on progressively improving the efficiency of the use of existing road space through shifting modes and altering travel patterns. ▪ This regional mobility and growth approach's focus has very high financial, economic, social, and environmental costs, as it is unsustainable and exclusionary for most of the population. The regional focus on private vehicle growth has an adverse consequence for managing transport at the localised level where trips are generated. ▪ The provision of public transport, non-motorised modes, and travel demand management programmes is generally considered a local municipal function and not a core responsibility or competency of the provincial government. Given the extent of transport issues in the municipality, the municipality has limited institutional capacity and funding for the management of transport issues. As a result, sustainable transport approaches have been extensively overlooked in favour of traditional engineering solutions. ▪ The municipality continuously updates the online housing demand database and associated mobile applications to provide a valuable source for planning and delivery.
Institutional context	▪ The limited capital budget of the municipality, given the extent and depth of community needs. ▪ Limited funds to address critical issues, especially those related to infrastructure augmentation and maintenance, place the municipality in a tenuous position to reverse backlogs or negative trends in shelter or infrastructure needs. ▪ Private sector investment is not structured to contribute to the long-term maintenance of common assets or address the developmental needs of the municipal area. ▪ The growth in rates of income will largely be used to maintain existing infrastructure and services and will likely not focus on new productive investments. ▪ The limited professional resources of the municipality, specifically concerning the rigorous and dedicated full-time management of large-scale projects. ▪ Sector planning remains fragmented, and most developments follow a business-as-usual pattern.

4.5 The Spatial Proposals of the SDF

4.5.1 Spatial development 20 -year vision statement

In line with the SM's vision as the "valley of opportunity and innovation" (as contained in the IDP), the vision for spatial development and management is described as follows:

"We envisage a municipal area even more special than it is today; a place of natural beauty, rich in the way it preserves and exposes elements of history and culture, its produce from the land, the quality of its institutions, and the mindfulness and innovations of its people.

It is a future Stellenbosch municipal area that remains familiar; it has retained what differentiates the municipality from other places, its landscapes, historic buildings and settlement patterns, and the specialness of its institutions. It is resilient; it has adapted to the needs of today without losing what is special from the past. It is inclusive; it has accommodated the needs of citizens from all walks of life without fear. It is diverse and therefore productive. Adapting to new needs, and accommodating new people, it becomes the stage for new expressions of culture, new businesses, and new ways of doing.

In form, it comprises a set of compact settlements, large and small, surrounded by natural and productive landscapes, and linked using public transport. Internally, settlements are relatively dense, cyclable and walkable. Each portrays a unique character, closely linked to its surrounding landscape, the reach and extent of its public institutions, and the capacity and opportunity of its infrastructure. Each provides for a range of citizens from all walks of life, with significant choice in place of residence."

4.5.2 Strategic Focus and Spatial Alignment between the IDP and SDF

The table below illustrates how work on the SDF relates – in terms of its focus and contribution – to achieving the five municipal strategic focus areas as contained in the IDP.

Table 28: IDP Strategic Focus Areas and the SDF

IDP Strategic Focus Area	Related concerns of the SDF	SDF Strategic Direction
SFA1: Valley of Possibility	The way settlements, nature, and agriculture are spatially developed and managed to enhance individual and collective livelihood opportunities and enterprise development and overcome inequity and exclusion.	▪ Containment of settlements to protect nature / agricultural areas and enable public and non-motorised transport and movement. ▪ A focus on public and non-motorised transport and movement.
SFA2: Green and Sustainable Valley	The way settlements, nature, and agricultural areas are spatially developed and managed to maintain and enhance natural resources and ensure a future balance between human settlement and its use of natural resources and opportunities.	Protection of natural areas, agricultural areas, and river corridors.
SFA3: Safe Valley	The way settlements, nature, and agricultural areas are spatially developed and managed to ensure individual and collective safety in living, in movement, at work, in institutions, and play.	Denser settlements with diverse activity to ensure surveillance.
SFA4: Dignified Living	The way settlements, nature, and agricultural areas are spatially developed and managed to ensure equal access to shelter, facilities, and services, notwithstanding material wealth, age, gender, or physical ability.	A specific focus is on the needs of "ordinary" citizens, who experience limited access to opportunity because of restricted material resources.
SFA5: Good Governance and Compliance	The way settlements, nature, and agricultural areas are spatially developed and managed to ensure individual and collective participation – based on accessible information and open processes – in matters related to spatial planning and land use management.	Presenting information, including opportunities and choices, in a manner that assists its internalisation by all.

4.5.3 Spatial Proposals and Structuring elements of the SDF

The conceptual framework extracted from the SDF shows the expression of the seven key principles, which include:

Maintain and grow the assets of Stellenbosch's natural environment and farming areas

- The spatial policies that relate to this principle, focus on protective actions, also called urban management.
- The intent is to protect and expand priority conservation areas, establish ecological linkages, and preserve high-potential agricultural land within the municipality.
- Resist the subdivision of viable agricultural land, unless it forms part of a new balanced, integrated, and inclusive settlement supportive of the SDF objectives (including settlement hierarchy), and rural guidelines.
- Support compatible and sustainable rural activities outside the urban edge (including tourism) if these activities are of a nature and form appropriate in a rural context, generate positive socio-economic returns, and do not compromise the environment, agricultural sustainability, or the ability of the municipality to deliver on its mandate.

Respect, preserve, and grow our cultural heritage

- The spatial policies that relate to this principle, focus on protective actions around specific spatial elements, e.g., scenic landscapes, scenic routes, and special places of arrival, while also focusing on improving the landscape and public amenities associated with these cultural assets.
- The intent is to preserve significant cultural and historic assets within the municipality and to grow the opportunity for new or emerging forms of cultural expression through expanding the use of cultural assets or supporting new uses for areas or structures of historic value.
- As far as possible, protect cultural landscape assets – including undeveloped ridgelines, view corridors, scenic routes, and vistas – from development.

Direct growth to areas of lesser natural and cultural significance as well as movement opportunity

- The spatial policies that relate to this principle, focus on protective actions around specific spatial elements e.g. maintaining the urban edge and following the defined settlement hierarchy.
- In addition to the abovementioned, spatial policies are directed at urban restructuring and spatial transformation (also referred to as change and new development actions) and include, informal settlement upgrading; residential densification and infill development; mixed land use and improved economic opportunity; improved access and mobility; improved access to community facilities; and improved landscaping and public amenities.

The spatial policies are spatially targeted in priority development areas and include Baden Powell Adam Tas-R304 corridor for growth and new development; Stellenbosch town and Klapmuts.

- The spatial policies that relate to this principle focus on protective actions around specific spatial elements, e.g., maintaining the urban edge and following the defined settlement hierarchy. In clarifying and respecting the different roles and potentials for settlements within the municipality, the natural and cultural assets are protected while ensuring that the capacity of existing infrastructure can accommodate change and growth.
- The spatial policies that are directed at urban restructuring and spatial transformation within the hierarchy of settlements focus on new growth and development primarily in larger settlements (as referenced in principle 3 above), to:

  a) Minimise associated impacts on the environment, agricultural land, and natural resources.
  b) Maximise the livelihood opportunity (also referred to as quality of life) by building on the availability of existing public facilities and commercial opportunities.
  c) Maximise the sustainability of new facilities and commercial opportunities.
  d) Enable the provision of infrastructure most efficiently and cost-effectively.
  e) Minimise the need for inter-settlement movement.
  f) Maximise opportunity for and use of non-motorised and public transport.
  g) Minimise growth in smaller settlements where opportunity is limited while improving access to local services and facilities (required daily).
  h) Maintain and enhance the unique historic, cultural, and settlement characteristics of different settlements.

Clarify and respect the roles and functions of different elements of the movement structure

- The spatial policies that are directed at urban restructuring and spatial transformation within the hierarchy of settlements ensure a balanced approach to transport in the municipality that appropriately serves regional mobility needs and local-level accessibility improvements.
- The spatial policies actively promote compact, dense, mixed-use development, which reduces and promotes non-motorised and public transport.

Ensure balanced, sustainable communities

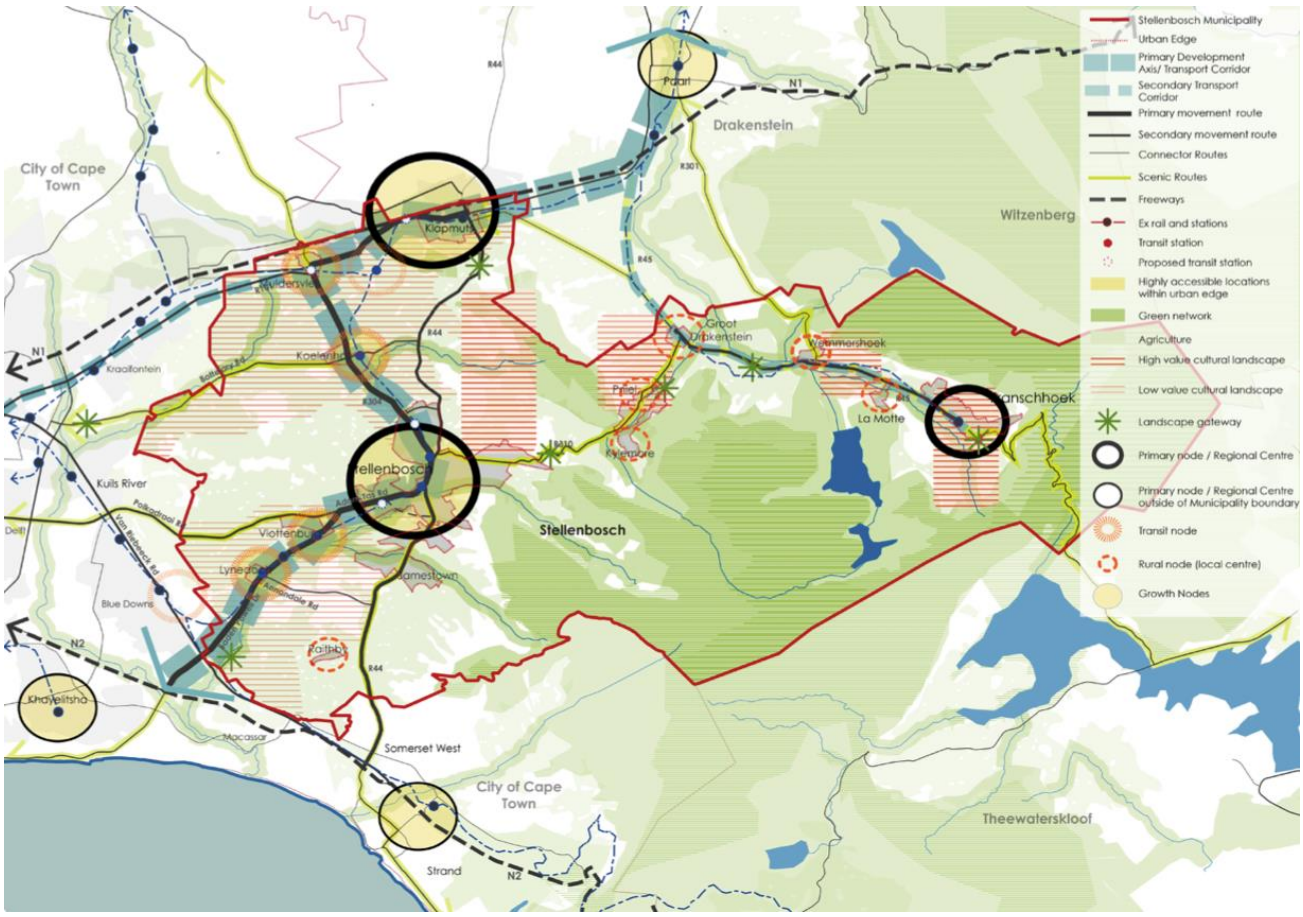
- The spatial policies that are directed at urban restructuring and spatial transformation within the hierarchy of settlements (including maintaining the urban edge) work towards and maintain, for each settlement, a compact urban form and structure to achieve better efficiency in service delivery and resource use, the viability of non-motorised and public transport, and facilitate inclusion, integration, and entrepreneurship development.
- Adopting a conservative view towards the extension of existing urban edges over the SDF period.
- Actively support infill development and adaptive reuse of existing structures.
- Support increased densities in new, infill, and redevelopment projects.

- Rationalise space standards – especially for social facilities – and release surplus land for other uses, specifically housing.
- Support the general upgrading and transformation of existing informal settlements.
- Expand housing opportunities for a broader range of groups – including lower-income groups and students – particularly in settlements forming part of the Baden Powell-Adam Tas-R304 corridor.
- Provide and maintain a system of accessible social facilities, integrated with public space and non-motorised transport (NMT) routes.
- Provide and maintain an urban open space / public space system integrated with public transport / NMT, social facilities, and linked to natural assets.
- Ensure work and commercial opportunities are accessible through public transport and NMT to all communities and provide opportunities to emerging and small entrepreneurs.
- Ensure that all settlements are balanced and sustainable, providing for different groups, maintaining minimal development footprints, ensuring walkability, and so on.

Focus collective energy on a few catalytic areas that offer extensive opportunity and address present risk

- The spatial policies focus on major development efforts concerning new mixed-use, industrial, and residential developments, and significant changes in access and mobility are spatially targeted in the Adam Tas Corridor (Stellenbosch town) and Klapmuts.

Figure 22: Consolidated Concept for the Municipal Area (Approved November 2019 and 27 June 2023)



4.6 SDF and CEF Implementation Frameworks

The SPLUMA guidelines require, as part of the SDF, a high-level implementation framework setting out the required measures that will support the adoption of the SDF proposals while aligning the capital

investment and budgeting processes moving forward. The SDF, and CEF Implementation Framework comprise the following sections:

- A proposed settlement hierarchy to inform and guide the investment rationale (linked to plans and settlement proposals);
- Priority development areas and themes;
- A policy framework (linked to strategies);
- Guidelines, studies, and information supporting the policies;
- Implications for sector planning and specific development themes, including:
  - Environmental and rural area management
  - Movement;
  - Housing; and
  - Local economic development;
- Land use management guidelines and regulations;
- Implications for inter-municipal planning;
- Catalytic initiatives;
- Further planning work;
- Institutional arrangements;
- Checklists in support of decision-making;
- A municipal leadership and advocacy agenda related to spatial development and management;
- Capital Expenditure Framework; and
- Monitoring and review.

4.6.1 Settlement hierarchy, priority development areas and themes

In terms of the SDF concept, prioritisation of development – at a broad level – is done through two main spatial structuring elements. The first is spatial and targeted at significant future growth in functional and priority development areas. The second is sectoral or thematic, focused on the kind of development to be prioritised.

The functional and priority development areas are categorised into urban and rural nodes and are depicted in the figure below, with the detailed description provided in the table:

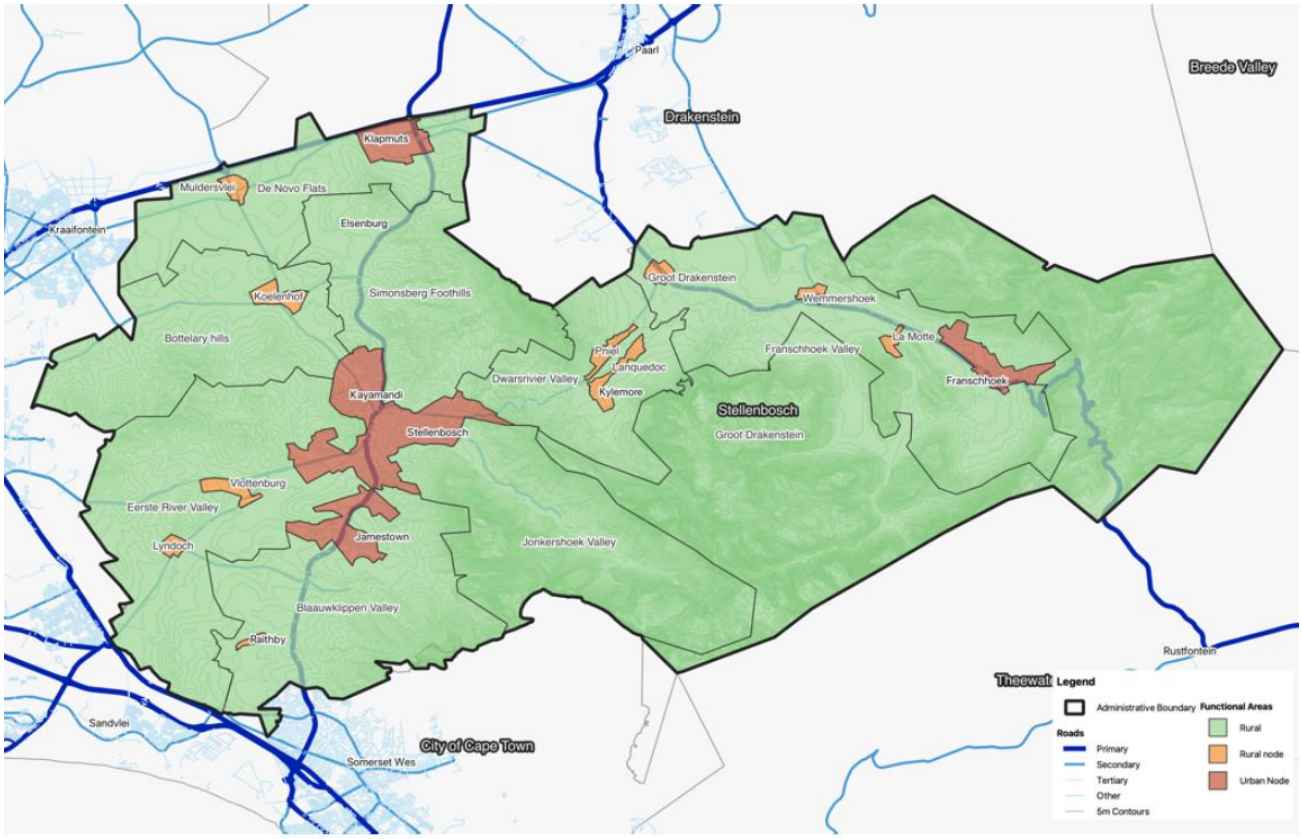
The spatial areas for priority development over the *SDF* planning period are:

- Stellenbosch Town;
- Klapmuts; and
- Franschhoek (maintenance).

In terms of sectoral or thematic focus, the spatial development priority in all settlements should be to:

- Upgrade the servicing and transformation of informal settlements;
- Provide housing for lower-income groups in well-located areas (specifically through infill of vacant and underutilised land or redevelopment of existing building footprints);
- Expand and improve public and NMT routes;
- Improve public and community facilities and places (e.g., through clustering, framing them with infill development to improve edges and surveillance, prioritising landscaping, and so on); and
- Expand the recognition, restoration, and exposure of historically and culturally significant precincts and places (both in the form and use of precincts and places).

Figure 23: Functional and priority development areas (CEF, June 2023)



The proposed settlement hierarchy for SM, supporting the spatial plan and proposals for the settlement, is A significant centre comprising extensive education, commercial, and government services with a reach both locally and beyond the borders of the municipality, tourism attractions, places of residence, and associated community facilities outlined in the table below.

Table 29: Proposed settlement hierarchy for the Stellenbosch Municipality

Settlement	Role	Development and Land Use Management Focus
Primary urban settlements		
Stellenbosch town	A significant centre comprising extensive education, commercial and government services with a reach both locally and beyond the borders of the municipality, tourism attractions, places of residence, and associated community facilities.	▪ Broadening of residential opportunities for lower-income groups, students, and the lower to middle housing market segments. ▪ Upgrade of informal settlements. ▪ Retention of university functions in the town. ▪ Enablement of the Adam Tas Corridor. ▪ Sensitive residential infill and compaction. ▪ Drive to establish "balanced" precincts. ▪ Public transport development, travel demand management, parking controls, and NMT improvements.
Klapmuts	Focus on economic development (using a favourable location for manufacturing, logistics, and warehousing enterprises) and associated residential opportunities.	▪ Support for the development of RE / Farm 736 as a lever to economic development utilising a favourable location for manufacturing, logistics, and warehousing enterprises. ▪ Balanced housing provision in Klapmuts South is focused on those who can benefit from employment provision through unlocking Klapmuts North. ▪ Establishing the Klapmuts town centre. ▪ NMT improvements.
Franschhoek	Secondary service centre, significant tourist destination, and place of residence.	▪ Upgrade of informal settlements. ▪ NMT improvements. ▪ Sensitive infill within the urban edge provides inclusive housing and extended commercial opportunity (also for small and emerging entrepreneurs). ▪ Retention of historic character.
Secondary urban settlements		

Settlement	Role	Development and Land Use Management Focus
La Motte	Contained rural settlement.	↓ Diversification of existing activities to curtail the need for movement. ↓ Sensitive location of diversified uses closer to the R45. ↓ Limited further housing development.
Wemmershoek	Contained rural settlement.	↓ Possible extension of residential opportunity linked to re-use of the saw-mill site and local employment opportunity.
Groot Drakenstein	Contained rural settlement.	↓ Accommodation of sensitive private and public sector initiatives offering expanded livelihood (including tourism) and residential opportunities.
Dwars River Valley	Contained historic rural settlements.	↓ Accommodation of sensitive private and public sector initiatives offering expanded livelihood (including tourism) and residential opportunities.
Jonkershoek	Contained, but a dispersed collection of institutional, recreational, and residential uses.	↓ Potential future consolidated, inclusive settlement linked to rail / bus.
Muldersvlei	Contained rural settlement.	↓ Potential future consolidated, inclusive settlement linked to rail / bus.
Koelenhof	Contained rural settlement.	↓ Potential future consolidated, inclusive settlement linked to rail / bus.
Vlottenburg	Contained rural settlement.	↓ Gradual expansion of a unique development model based on sustainable living and education.
Lynedoch	Contained village and institutional clusters.	↓ Containment and limited expansion of existing offerings.
Spier	Contained tourism and cultural centre.	↓ Protection of unique historic settlement structure and form.
Raithby	Contained historic rural settlement.	↓ Potential future consolidated, inclusive settlement linked to rail/ bus.

Over the longer term, Muldersvlei / Koelenhof, and Vlottenburg / Lynedoch along the Baden Powell-Adam Tas-R304 could accommodate more growth and be established as inclusive settlements offering a range of opportunities. However, much work needs to be done to ensure the appropriate make-up of these settlements (including each providing opportunity for a range of income groups) and integration with the corridor in terms of public transport. They are therefore not prioritised for significant development over the SDF period. Should significant development be enabled in these areas now, it is likely to be focused on private vehicular use and higher-income groups (in gated developments) and will in all probability reduce the potential of initiatives to transform Stellenbosch town and Klapmuts.

The focus on Stellenbosch town and Klapmuts does not exclude all development efforts in Franschhoek and the smaller settlements. Rather, it is argued that these settlements should not accommodate significant growth, as the pre-conditions for accommodating such growth do not exist to the same extent as in Stellenbosch town and Klapmuts.

What should be emphasised in Franschhoek, and smaller settlements is improving conditions for existing residents and natural growth within the context of retaining what is uniquely special in each (from the perspective of history, settlement structure and form, relationship with nature and agriculture, and so on).

4.6.2 Policy Framework

The table below sets out specific spatial policies to support the SDF concept and settlement plans. In using the policy framework, it is important to note that one specific policy or guideline should not be highlighted or used exclusively to support a specific initiative. Rather, each policy supports the other; each "frames" the other. Thus, initiatives or proposals should be evaluated in terms of the policy framework as a whole.

Further, the successful implementation of spatial policies and guidelines is often dependent on

related, supportive, non-spatial policies. This implies policy alignment across municipal functional areas and services.

The table also includes specific work guidelines that begin to frame the work to be undertaken or continued in support of proposed policies.

Table 30: Specific work guidelines

No.	Strategy	Spatial Policy	Non-Spatial, Supportive Policy	Work Guidelines
1.	Maintain and grow the assets of SM's natural environment.	• As far as possible, protect and expand priority conservation areas, establish ecological linkages, and preserve high-potential agricultural land within the municipality. • Resist the subdivision of viable agricultural land unless it forms part of a new balanced, integrated, and inclusive settlement supportive of the SDF objectives, an agri-village in line with provincial policy for the settlement of farmworkers, or the formalisation of the "urban" component of existing forestry settlements (for example, Jonkershoek and La Motte). • Support compatible and sustainable rural activities outside the urban edge (including tourism) if these activities are of a nature and form appropriate in a rural context, generate positive socio-economic returns, and do not compromise the environment, agricultural sustainability, or the ability of the municipality to deliver on its mandate.	• Proactively maintain and upgrade municipal infrastructure services to limit / mitigate the risk to ecological services. • Support initiatives to protect water resources, rehabilitate degraded aquatic systems, retrofit or implement water demand management systems, and mainstream water conservation. • Support energy diversification and energy efficiency initiatives to enable a transition to a low-carbon, sustainable energy future. • Support initiatives to extend public access to natural assets without compromising the integrity of natural areas or ecological services. • Support initiatives by the private sector to extend environmental stewardship. • Assist in initiatives to diversify, strengthen, and open up new opportunities and jobs in the rural economy, including the identification of strategically located land for land reform purposes. • Support initiatives to utilise municipal-owned agricultural land for small-scale agriculture, forge partnerships with non-governmental or public benefit organisations to assume management responsibilities for commonages and provide basic agricultural services to commonages.	• Prepare and implement management plans for municipal nature reserves and other ecological assets. • Prepare and implement invasive species control plans for municipal properties. • Prepare and implement initiatives for the rehabilitation of rivers and wetlands in urban areas. • Develop resource-efficient strategies for all municipal services and land and building development (e.g., compulsory green energy installations in building development, greywater circulation, sustainable urban drainage, etc.). • Utilise and contribute to municipal and provincial mapping and planning initiatives that inform land-use decision-making supportive of ecological integrity, secure natural resources, and protect agricultural land of high value. • Delineate and manage urban edges and watercourse setbacks in a manner that diverts urban growth pressures away from important natural and agricultural assets. • Apply biodiversity offsets in cases where development in areas of endangered and irreplaceable biodiversity cannot be avoided. • Actively engage with adjoining municipalities and provincial governments to ensure that the integrity of SM's natural environment is maintained (specifically regarding land use management in adjoining municipal areas).

No.	Strategy	Spatial Policy	Non-Spatial, Supportive Policy	Work Guidelines
2.	Respect, preserve and grow the cultural heritage of SM.	• Preserve significant cultural and historic assets within the municipality and grow the opportunity for new or emerging forms of cultural expression through expanding the use of existing cultural assets or supporting new uses for areas or structures of historic value. • As far as possible, protect cultural landscape assets – including undeveloped ridgelines, view corridors, scenic routes, and vistas – from development. • Support alternative uses for historic structures and places that will enable their preservation (subject to adherence to the general SDF strategy and policies).	• Support the transfer of municipal assets of cultural and historic value to organisations geared to manage these assets sustainably in the interest of the broader community. • Manage heritage places and structures in terms of the recommendations of municipal heritage studies.	• Maintain and utilise municipal and inter-governmental evaluation and mapping initiatives to inform land-use decision-making supportive of cultural integrity and secure historic places and structures. • Actively engage – continuously – with adjoining municipalities and the provincial government to ensure that the integrity of SM's heritage is maintained (specifically regarding land use management in adjoining municipal areas).
3.	Direct significant growth or new development in SM to areas: • Not identified as having the most critical natural or cultural significance. • Where the most opportunity exists in existing infrastructure investment, whether reconfigured, augmented, or expanded.	• Prioritise the targeted settlements on the Baden Powell-Adam Tas-R304 corridor for growth / new development. • Over the SDF period, focus on Stellenbosch town and Klapmuts to accommodate significant new growth.	• Align the policy and planning of all municipal services to support accommodating significant growth and new development as proposed in specific areas. • Progressively utilise the municipality's significant asset of land as a resource to direct major growth or new development to areas not identified as of the most critical natural or cultural significance. • Allocate municipal funds for land acquisition in areas identified as most suitable for growth or new development (specifically for development as lower-income housing).	• Together with the WCG, undertake inter-service investigations to determine the exact location, size, nature, and form of new settlement areas to accommodate new growth. • Develop specific framework planning, land use management, infrastructure, financial, and urban design provisions, and directives to ensure the optimal development of identified settlement areas to accommodate new growth.
4.	Clarify and respect the different roles and potentials of settlements in SM and maintain the identity of each.	• Ensure that each settlement – large and small – remains a distinct entity, surrounded by natural open space and agricultural land. • Maintain a clear hierarchy of settlements that (in general terms) focuses on new growth and development in larger settlements to: – Minimise associated impacts on the environment, agricultural land, and natural resources. – Maximise livelihood opportunities by building on the availability of existing public facilities and	• Align the policy and planning of all municipal services to support the proposed settlement hierarchy and development / management approach. • Reinforce the role of Stellenbosch town as a regional service and tourism centre focused on higher-order educational, health, government, and commercial uses, as well as unique historic assets. • Reinforce the role of Klapmuts as a potential regional logistics / warehousing / manufacturing hub – with associated residential opportunity – based on its location at the intersection of the N1 and regional north / south movement routes.	• Support the re-location of land extensive manufacturing, logistics, and warehousing enterprises from Stellenbosch town to Klapmuts. • Maintain the nature and form of small rural settlements while enabling small changes towards improving livelihood opportunities.

No.	Strategy	Spatial Policy	Non-Spatial, Supportive Policy	Work Guidelines
		commercial opportunities. – Maximise the sustainability of new facilities and commercial opportunities. – Enable the provision of infrastructure most efficiently and cost-effectively. – Minimise the need for inter-settlement movement. – Maximise the opportunity for and use of non-motorised and public transport. • Minimise growth in smaller settlements where opportunity is limited while improving access to local services and facilities (required daily). • Maintain and enhance the unique historic, cultural, and settlement characteristics of different settlements.	• Maintain Franschhoek as a centre for tourism and culture with limited growth potential.	
5.	Ensure a balanced approach to transport in SM, that appropriately serves regional mobility needs and local-level accessibility improvements.	• Actively promote compact, dense, mixed-use development that reduces car dependence and enables and promotes the use of public and NMT.	• Shift municipal resources to include a greater focus on non-motorised, shared vehicle travel, and public transport solutions. • Establish measures to ensure that there is an inter-service agreement on the settlement hierarchy, settlement roles, associated functions, modes of transport to be carried out, and the development / management approach to be followed concerning different sections of the municipal movement network. • Work with the provincial and national governments to affirm the proposed categorisation of movement forms, and associated infrastructure and management needs in Stellenbosch. • Proactively seek management of travel demand among key stakeholders in SM in such a manner that significantly higher passenger volumes are gradually achieved from existing transport infrastructure. • Proactively allocate resources to improve NMT in the municipal area. • Strengthen the role played by rail-based public transport, including advocating for a new, lighter, frequent rail service on the Eerste River / Klapmuts rail line as the backbone of transport movement along the Baden Powell-Adam Tas-R304 corridor.	• Assess future transport development / improvements concerning the impact on the complete settlement system. • Guard against needed / required vehicular routes of necessity resulting in the development of undeveloped land traversed by the route.

No.	Strategy	Spatial Policy	Non-Spatial, Supportive Policy	Work Guidelines
6.	Develop all settlements as balanced, inclusive, appropriately serviced, communities, negotiable through NMT and exhibiting a positive relationship with surrounding nature and agricultural land.	• Work towards and maintain – for each settlement in the municipality – a compact form and structure to achieve better efficiency in service delivery and resource use, the viability of public and NMT, and facilitate inclusion, integration, and entrepreneurship development. • Adopt a conservative view towards the extension of existing urban edges over the SDF period. • Actively support infill development and the adaptive reuse of existing structures. • Support increased densities in new, infill, and redevelopment projects. • Rationalise space standards – especially for social facilities – and release surplus land for other uses, specifically housing.	• Proactively drive transport demand management programmes (specifically in and around Stellenbosch town) to curtail private vehicle use. • Shift more transport resources to the development and operation of effective public transport services and the comprehensive provision of NMT.	• Review the delineation of restructuring zones to support the mSDF objectives. • Support development that emphasises public transport / NMT as opposed to private vehicular use. • Integrate spatial planning, transport planning (emphasis on public and NMT), and social facility planning. • Move away from self-reinforcing conditions for development in terms of car parking minimum standards, and ensure the active participation and collaboration between landowner, developer, and municipality towards the provision of alternatives to car use. • Actively engage – continuously – with adjoining municipalities and provincial government to ensure that the integrity of SM's settlements as contained, and balanced communities is maintained (specifically about land use management in adjoining municipal areas).
		Support the general upgrading and transformation of existing informal settlements.	• Prioritise basic residential services for poor households, specifically in informal settlements and backyard dwellings, and a minimum level of basic services for marginalised rural settlements. • Resist existing informal settlements as the only viable settlement option for poor households by supporting the identification and servicing of alternative areas for settlement. • Ensure that asset management best practices are followed to maintain existing infrastructure investments and prevent greater replacement costs in the future. • Reinforce basic service delivery with good-quality urban management to support household and economic asset development.	• Put in place an inter-governmental portfolio of land (existing and earmarked for purchase), an agreed land preparation programme, and a release strategy, for publicly assisted, lower-income housing (including the BNG, FLISP, social / rental, and GAP markets). • Identify alternative settlement locations for poor households, over and above existing informal settlements. • To assist the municipality in housing provision, and support initiatives to house farmworkers on farms (in a manner that secures tenure).
		Expand housing opportunities for a broader range of groups – including lower-income groups and students – particularly in settlements forming part of the Baden Powell-Adam Tas-R304 corridor.	• The planning of infrastructure and social facilities should accommodate the likelihood of back-yarding and its contribution to livelihood strategies.	• Develop an inclusionary housing policy and guidelines. • Prioritise infill housing opportunities on public land for the BNG, FLISP, social / rental, and GAP markets. • Where possible, proactively plan for back-yarding opportunities in lower-income housing projects. • Actively support the development of student

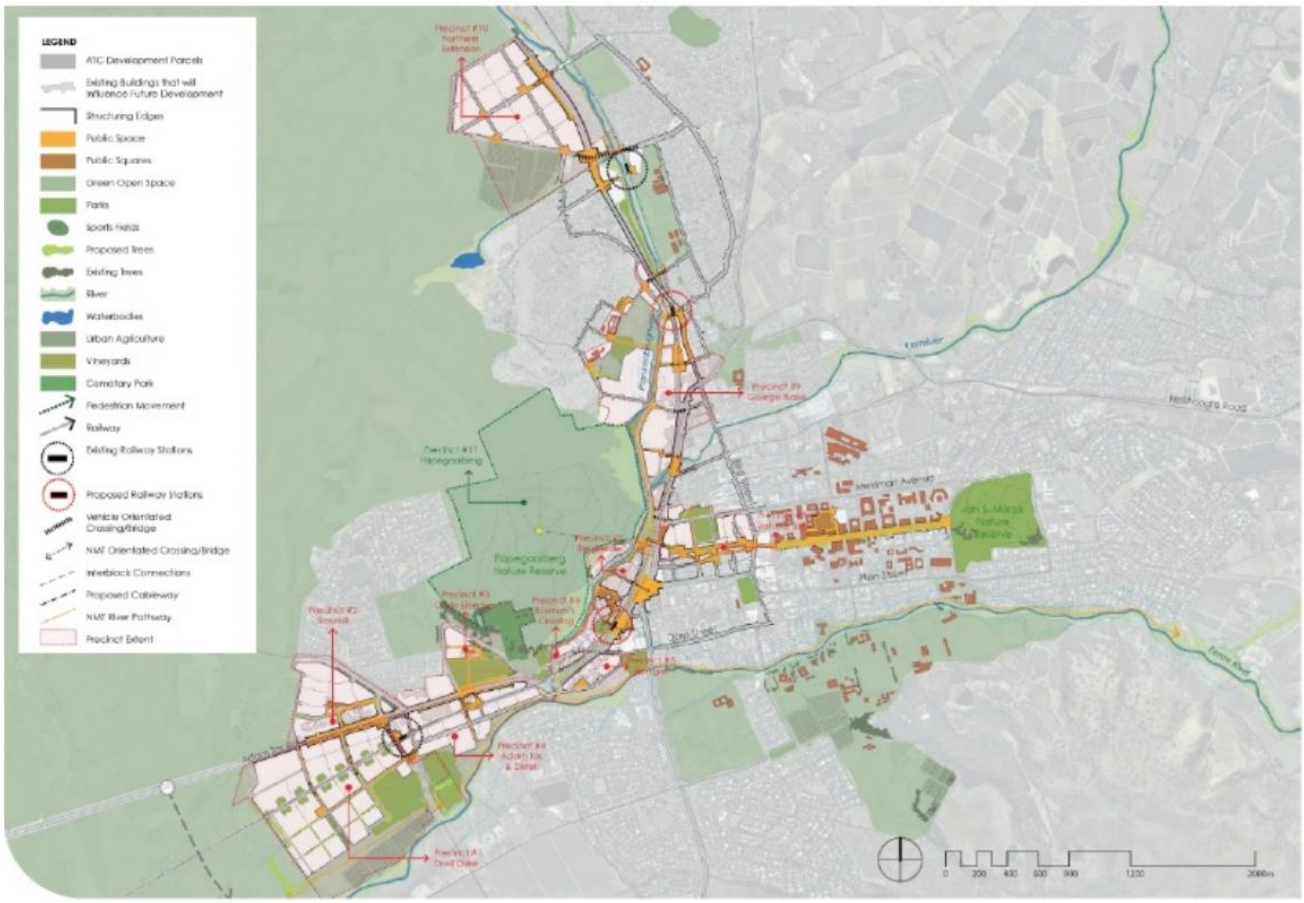
No.	Strategy	Spatial Policy	Non-Spatial, Supportive Policy	Work Guidelines
				housing in Stellenbosch town.
		Provide and maintain a system of accessible social facilities, integrated with public space and public and NMT routes.	• Reinforce social facilities with good quality urban management to ensure service excellence and sustainability. • Focus on fewer but better social facilities.	• Cluster social facilities. • Locate facilities in association with public space and public and NMT routes.
		Provide and maintain an urban open space / public space system integrated with public transport / NMT, social facilities, and linked to natural assets (e.g., river corridors).	• Prioritise open / public space development in poor and denser neighbourhoods of the municipality. • Reinforce open / public space with good quality urban management to ensure use and safety.	Ensure that the edges between building development and open spaces promote activity and passive surveillance.
		Ensure work and commercial opportunities are accessible through public and NMT to all communities and provide opportunities for emerging and small entrepreneurs.		• Avoid large retail malls and office parks in peripheral locations reliant on private vehicular access, which detract from the viability of established commercial and work areas and lock out small entrepreneurs.
7.	Actively seek conditions to enable the private and community sectors to align their resources and initiatives with the SDF principles and proposals.	Conscious of public resource constraints, actively seek and support private and community sector partnerships to expand livelihood opportunities, settlement opportunities for ordinary citizens, and the national imperative to expand participation in the economy.	Develop an incentive package to support private and community sector partnerships in achieving the SDF principles and proposals.	• Enable private and community sector participation by making known the municipality's spatial principles and intent in user-friendly communique and guidelines. • Require private landowners in key areas to plan and coordinate development collectively (beyond individual property boundaries and interests) to ensure appropriate infrastructure arrangements, the provision of inclusionary housing, public facilities, and so on.
8.	Focus major development energy in SM on a few catalytic development areas that offer extensive, inclusive opportunities.	Focus major development effort in SM on: • Unlocking development in Klapmuts North. • The Adam Tas Corridor (in Stellenbosch Town).	• Communicate municipal objectives and principles – across functional areas and services – for development and urban management in catalytic areas. • Seek landowner, provincial government, and national government support to develop catalytic areas in the best public interest. • Support the establishment of institutional arrangements solely dedicated to enabling the development of catalytic areas and proceed with work to detail the broader plan and activity programme. • Align municipal infrastructure and social services planning to support development in catalytic areas. • Use municipal and government-owned land assets to support development in catalytic areas.	• Ensure that catalytic areas are developed as inclusive, appropriately serviced communities, negotiable through NMT, and exhibit a positive relationship with surrounding nature and agricultural land. • Prepare land use management measures to enable development in catalytic areas. • Define catalytic areas as "restructuring" or other special-measure areas to enable benefit from national and provincial support and incentives.

4.7 Catalytic Initiatives - Adam Tas Corridor (ATC) Local Areas Spatial Development Framework, Development Guidelines (October 2022) and overlay zone (March 2023)

Large industrial spaces, including land that was formerly home to Cape Sawmills and Distell facilities, make up the most strategically located land in Stellenbosch town. A significant proportion of these have been vacated or will be vacated in the foreseeable future in response to changes in the operating context of manufacturing enterprises. Thoughtful redevelopment of these spaces – at scale – can contribute meaningfully to meeting existing challenges and SDF objectives.

In simple terms, the concept is to launch a process of re-imagining and re-purposing the land around Adam Tas Road within Stellenbosch town to enable the maximum potential of this space. This will entail the redevelopment of the Adam Tas Corridor, which includes the area stretching along the R310 and R44 along the foot of Papegaaiberg, from the disused Cape Sawmills site to the west of Kayamandi and Cloetesville along the northern part of this corridor.

Figure 24: Adam Tas Corridor Local Areas SDF (October 2022)



It forms the western edge of the town but is not well integrated with the rest of Stellenbosch, largely because of the barrier / severance effect of the R44 and the railway line. Much of the area was historically used for light industrial and manufacturing purposes. It includes the disused Sawmill site, the government-owned Droë Dyke area, Distell's Adam Tas facility, Oude Libertas, various Remgro property assets, Bosman's Crossing, the rail station, the Bergkelder complex, the Van der Stel sports complex, the George Blake Road area, and parts of Kayamandi and Cloetesville. Under-utilised and disused land in the area measures more than 300ha.

Conceptually, a linear new district within Stellenbosch is envisaged adjacent to and straddling (in places) Adam Tas Road, the R44, and the railway line. Overall, development should be residentially led with a strong mixed-use basis and high density and should favour non-motorised ("NMT") access to the centre of Stellenbosch Town. It is estimated that the Adam Tas Corridor, through a preliminary

development conceptual framework, will produce approximately 3 million square metres of bulk within a 293-hectare area, with 69% earmarked for residential usage.

A central movement system (with an emphasis on public transport and NMT) forms the spine of the area and is linked to adjacent districts south and west of the corridor. The corridor retains west-east and north-south vehicular movement (both destined for Stellenbosch town and through movement), as well as the rail line. Remote parking facilities will enable ease of access within the corridor concept, with passengers transferring via public transport, cycling, and walking to reach destinations within the town of Stellenbosch.

The corridor is not envisaged as homogenous along its length, with uses and built forms responding to existing conditions and its relationship with surrounding areas. Conceptually, three (3) areas could be defined, each linked through a sub-district.

- Grow Stellenbosch town – and accommodate existing demand – in a manner that prevents sprawl and creates conditions for efficient, creative living and working;
- Stimulate and act as a catalyst for the development of improved public transport and NMT;
- Rethink and reconstruct infrastructure, particularly the movement system, including the possible partial grade separation of east-west and north-south movement systems, in turn integrating the east and west of town and releasing land for development;
- Integrate Kayamandi and Stellenbosch town seamlessly;
- Shift the new development focus to the west of town, with the Die Braak and Rhenish complex forming the centre and seam between the new west and east of Stellenbosch town;
- Investigating options for alternative parking provision initiatives in and around the town while the corridor provides for and promotes a greater focus on NMT;
- Accommodate uses that meet urgent needs, specifically higher density housing and university expansion, while also assisting in establishing a compact, less sprawling town, public transport, and NMT; and
- Increases land value east of the R44 and in the area between Kayamandi and the Bergkelder complex.

Along the corridor as a whole – depending on local conditions – significant re-use of existing buildings is envisaged. This is seen as a fundamental prerequisite for diversity, in-built character, and activity (as re-purpose offers the opportunity for a great variety of spaces). Aspects of the industrial history of the area should remain visible. A range of housing typologies accommodates different income groups and family types.

Redevelopment, in terms of the concept, offers the opportunity to:

- Re-imagine the future use of the land encompassed in the ATC;
- Grow Stellenbosch town – and accommodate existing demand – in a manner that prevents sprawl and creates conditions for efficient, creative living and working;
- Stimulate and act as a catalyst for the development of improved public transport and NMT;
- Reconstruct infrastructure, and particularly the movement system, including the possible partial grade separation of east-west and north-south movement systems, in turn, integrating the east and west of town and releasing land for development;
- Integrate Kayamandi and Stellenbosch town seamlessly;
- Shift new development focus to the west of town, with Die Braak and Rhenish complexes forming the centre and seam between the new west and east of Stellenbosch town;
- Investigate options for alternative parking provision initiatives in and around the town while the corridor provides for and promotes a greater focus on non-motorised transport; and
- Accommodate uses that meet urgent needs, specifically higher density housing and university expansion, as well as assisting in establishing a compact, less sprawling town, public transport, and NMT.

Existing manufacturing businesses can gradually relocate to the north, closer to the N1 logistics corridor (as Distell has planned for their operations).

A Local Spatial Development Framework ("LSDF") for the Adam Tas Corridor as well as comprehensive development guidelines were formally approved by the Council in October 2022 and will be used as the enabling planning framework to realise the implementation of the Adam Tas Corridor over the next 3–20 years. This LSDF includes an implementation framework that will guide the following:

- Most appropriate land use strategy;
- Action Areas / Catalytic Projects;
- Framework for Investment; and
- Other enabling interventions.

Following the implementation framework, the overlay zone for the Adam Tas Corridor has been approved (24 May 2023) and has been included as a special zone in the Stellenbosch Municipality Zoning Scheme Bylaw, 2023 (17 November 2023). The purpose of the overlay zone is to award the zoning rights envisaged by the Adam Tas Corridor LSDF to the individual land portions, together with the conditions applicable to each property, for the landowner to take up these rights.

Institutional arrangements are critical and include all spheres of government, private stakeholder involvement, and established partnerships. It would include a broad agreement between landowners and the municipality to pursue the corridor development concepts. The landowners collective and the municipality entered into a Memorandum of Understanding (MOU) confirming the spatial vision and implementation of the ATC LASDF. The Council approved the MOU in August 2022.

To assist Stellenbosch Municipality in coordinating the implementation of the Adam Tas Corridor LSDF and development guidelines, a project management unit (PMU) needs to be established. The purpose of the project management unit (PMU) is to coordinate, plan, and assist with the implementation of development along the corridor. The PMU will be formed on an equal basis between the municipality and the private sector involved with the Adam Tas corridor. The purpose of the PMU is to provide additional capacity and expertise to manage and implement the vision of the Adam Tas corridor. The establishment of the unit is currently being investigated and will be set up by 30 June 2024. The Council appointed the Economic Development Partnership (EDP) to help the municipality set up the PMU and Steering Committee.

Considering the capital infrastructure investment requirements for the ATC, the municipality and the landowners collectively agreed on the phasing of the corridor over the next 10 years. Over the short term (1–5 years), the first phase of the ATC was agreed to be Precincts 2–6, and a portion of Precinct 10, while the planning and infrastructure demand quantification for the rest of the precincts are considered in the CEF's capital expenditure programme (2023) and the capital infrastructure investment portfolio. The amendment of the CEF as part of the MSDF, 2023, and the review (2024) enable the municipality to strategically plan based on an understanding of the projects that are necessary to meet the needs of the municipality, including ensuring the allocation of resources is financially sustainable while also achieving the goals of the municipality.

4.7.1 Development of Klapmuts

The Greater Cape Metro Regional Spatial Implementation Framework (GCMRSIF) contains very specific policy directives related to Klapmuts, aimed at addressing pressing sub-regional and local space economy issues. Key policy objectives include:

- Using infrastructure assets (e.g., key movement routes) as "drivers" of economic development and job creation;
- Recognition that existing infrastructure in the area (i.e., N1, R101, R44, and the Paarl-Bellville railway line and station) dictates the location of certain transport, modal change, or break-of-

bulk land uses;

- Recognition of the Klapmuts area as a significant new regional economic node within the metropolitan area and spatial target for developing a "consolidated platform for the export of processed agri-food products (e.g., inland packaging and containerisation port)" and "an inter-municipal growth management priority";
- The consolidation of and support for existing and emerging regional economic nodes as they offer the best prospects to generate jobs and stimulate innovation;
- The clustering of economic infrastructure and facilities along public transport routes;
- Maintaining valuable agricultural and natural assets; and
- Providing work opportunities in proximity to living areas.

There is no doubt that Klapmuts is a potentially significant centre for economic activity and residence within the metropolitan region and SM, as it is located on the N1 transport corridor, which carries 93% of metropolitan freight traffic. To date, the settlement is characterised by residential use and limited commercial and work-related activity.

Public sector resource constraints have prevented the infrastructure investment required to enable and unlock the full potential of the area for private sector economic development, as envisaged in the GCM RSIF.

The decision by Distell Limited to relocate to and consolidate its operations in Klapmuts is critical to the more balanced development of the settlement. Distell Limited proposes to develop a beverage production, bottling, warehousing, and distribution facility on Paarl Farm 736/RE, located north of the N1, consolidating certain existing cellars, processing plants, and distribution centres in the Greater Cape Town area. The farm measures some 200 ha in extent. The beverage production, bottling, warehousing, and distribution facility will take up approximately 53 ha.

The project proposal includes commercial and mixed-use development on the remainder of the site, which is not environmentally sensitive, to provide opportunities for both Distell's suppliers to co-locate and for other business development in the Klapmuts North area. The site does not have municipal services, and the proposed development will therefore require the installation of bulk service infrastructure, including water, wastewater treatment, stormwater electricity, and internal roads.

Significant progress has been made in planning for an "Innovation Precinct" or "Smart City" district west of but contiguous to Klapmuts south. This includes a land agreement with the University of Stellenbosch to possibly establish university-related activities in this area. The urban edge has been adjusted in recognition of the opportunity associated with this initiative (see the figure below for the concept of the development framework).

Figure 25: Concept Development Framework

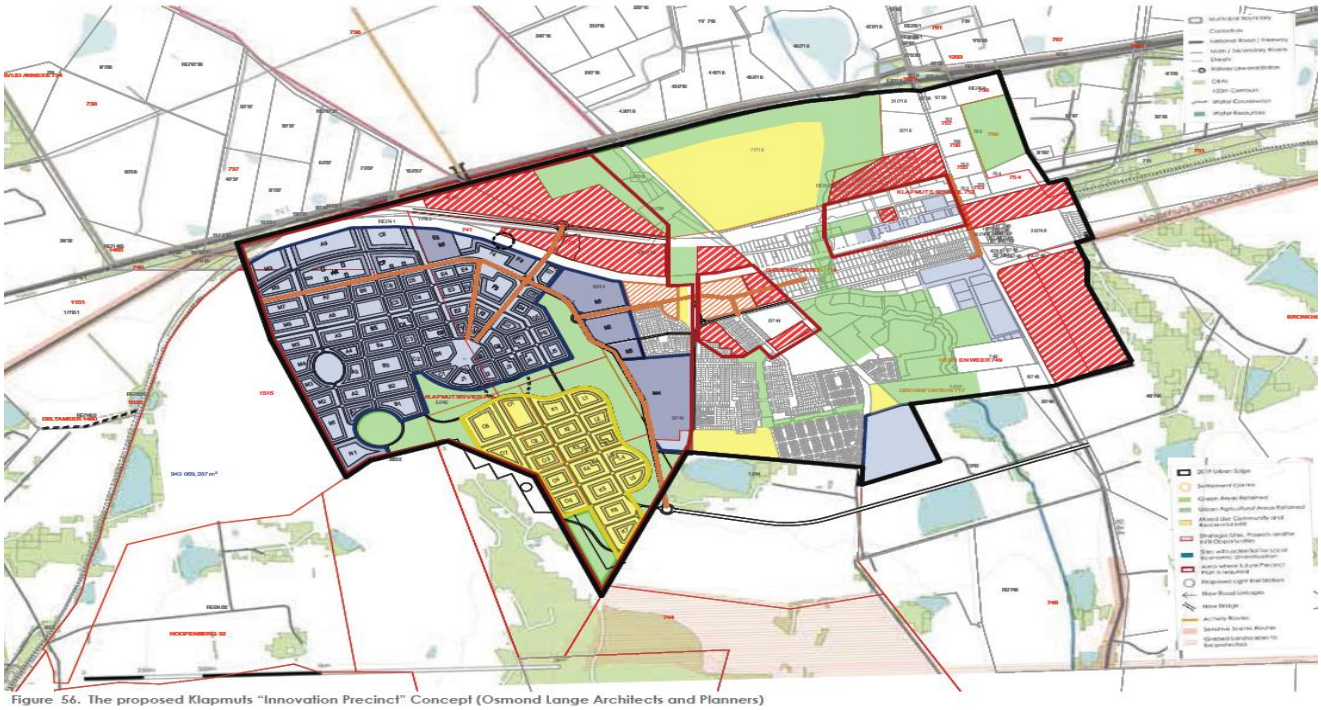


Figure 56. The proposed Klapmuts "Innovation Precinct" Concept (Osmond Lange Architects and Planners)

Several issues require specific care in managing the development of Klapmuts over the short to medium term.

- The first is speculative applications for land use change on the back of the proposed Distell development. Already, a draft local plan prepared by DM has indicated very extensive development east of Farm 736/RE. Distell will not fund the extensive infrastructure required to unlock development here, and arguably, land use change to the east of Farm 736/RE could detract from the opportunity inherent in Farm 736/RE;
- The second is the linkages between Klapmuts north and south, specifically along Groenfontein Road, and a possible NMT crossing over the N1, linking residential areas south of the N1 directly with Farm 736/RE. Without these linkages, residents to the south of the N1 will not be able to benefit from the opportunities enabled north of the N1; and
- The third is a speculative higher-income residential development in the Klapmuts area, based on the area's regional vehicular accessibility. Higher-income development is not a problem in and of itself, but ideally, it should not be in the form of low-density gated communities.

Given that management of Klapmuts is split between DM and SM (respectively responsible for the area north and south of the N1), special arrangements will be required to ensure that the settlement as a whole develops responsibly in a manner that ensures thoughtful prioritisation, infrastructure investment, and opportunity for a range of income groups.

Arguably, recent LSDF planning work commissioned by DM for the area east of Farm 736/RE begins to illustrate the problem of insufficiently coordinated planning. The LSDF envisages a very significant extent of development for Klapmuts North. Specifically, in terms of a 20-year growth trajectory, commercial office development of 912 354m² is envisaged, commercial retail development of 187 839m², and general light industrial development of 370 120m². Several issues emerge:

Firstly, the realism of these land use projections within the context of the regional economy is questioned. To Illustrate:

- Considering the envisaged commercial office allocation, it is noted that Cape Town CBD currently has some 940 000m² of office space, Sandton in Gauteng is larger at over 1,2m m² of commercial office space, Midrand at some 640 000m², and Century City (some 20 years in the making) at some 340 000m²;

- Concerning commercial retail space, it is noted that more of this use is envisaged for Klapmuts North than Century City's current 140 000m²;
- While 370 120m² is provided for general light industrial development, the proposed Distell distribution centre alone will comprise 125 000m², and many new logistic centres recently completed in the Kraaifontein / Brackenfell area range in size between 45 000m² and 120 000m². The master plan prepared as part of the acquisition process of Farm 736/RE foresees a significantly lighter industrial floor area than the 370 120m² indicated in the LSDF.

Secondly, these land use allocations need to be viewed against the policy context, which sees Klapmuts as a regional freight / logistics hub – with a focus on job creation – and establishing a balanced community. It would appear that the LSDF over-emphasises commercial office and retail development, "exploiting" the areas' access to regional vehicular routes, and private vehicular access, at the expense of job creation at scale – and establishing a regional light industrial hub – serving an existing poorer community in proximity to a freight movement corridor.

Thirdly, it is maintained that the infrastructure service requirements – and affordability – of the projected land use allocations are understated. For example, it is known that any development north of the N1 over and above the proposed Distell distribution centre of 125 000m² will involve very costly reconfiguration and augmentation of intersections with the N1. It would be irresponsible to create expectations around land use without these associated requirements being resolved to a fair degree of detail.

Finally, Farm 736/RE is remarkably unique; comprising some of the least valuable agricultural lands within the Paarl / Stellenbosch area. It would appear that the LSDF, given the development process for Farm 736/RE, assumes that adjacent land to the east, of higher agricultural value, should also be developed.

4.7.2 Alternative rail service along the Baden Powell Drive-Adam Tas-R304 corridor

As indicated above, it is critical, both for the Adam Tas Corridor and the broader Baden Powell-Adam Tas-R304 development corridor, to explore the feasibility of introducing a more frequent and reliable rail service along the Eerste River-Stellenbosch-Muldersvlei-Klapmuts rail line. The aim should be to have a more frequent passenger service along the corridor, connecting larger and smaller settlements. Lighter rail stock – possibly in the form of a "tram" system has been suggested - offering the advantage of safe at grade crossing of the rail line and other modes of transport, in turn, enabling "lighter" infrastructure support for settlement development and concomitant cost savings. Alternatively, the viability of regular bus service along this route should be explored. The SM should commence engagements with PRASA in this regard.

As argued elsewhere in this document, Stellenbosch town and Klapmuts should be the focus of significant settlement growth. It is here, by settlement location concerning broader regional networks and existing opportunities within settlements, that the needs of most people can be met, in a compact settlement form while protecting the municipality's natural and agricultural assets.

Over the longer term, Muldersvlei / Koelenhof and Vlottenburg along the Baden Powell-Adam Tas-R304 corridor could accommodate more growth and be established as inclusive settlements offering a range of opportunities. However, much work needs to be done to ensure the appropriate make-up of these settlements (including each providing opportunity for a range of income groups) and integration with the corridor in terms of public transport.

The smaller settlements are therefore not prioritised for significant development over the *SDF* period. Should significant development be enabled in these areas now, it is likely to be focused on private vehicular use and higher-income groups and will in all probability reduce the potential of initiatives to transform Stellenbosch town and Klapmuts.

4.8 Institutional Arrangements

The SM has dedicated staff resources for spatial planning, land use management, and environmental management organised as the Planning and Economic Development Directorate. Work occurs within the framework set by annually approved Service Delivery and Budget Implementation Plans (aligned with the IDP), decision-making processes and procedures set by the Council, and a suite of legislation and regulations guiding spatial planning, land use management, and environmental management (including SPLUMA, LUPA, and the National Environmental Management Act, 1998 (Act No. 107 of 1998)).

The Planning and Economic Development Directorate will facilitate the implementation of the SDF in terms of institutional alignment, including:

- The extent to which the main argument and strategies of the SDF are incorporated into the Capital Expenditure Framework, annual reports, annual IDP reviews, future municipal IDPs, and so on;
- The annual review of the SDF is part of the IDP review process.
- The extent to which the main argument and strategies of the SDF inform sector planning and resource allocation;
- The extent to which the main argument and strategies of the SDF inform land use management decision-making;
- Alignment with and progress in implementing the municipality's Human Settlement Plan and Comprehensive Integrated Transport Plan; and
- The mutual responsiveness of the SDF and national, provincial, and regional plans, programmes, and actions (including the extent to which SDF implementation can benefit from national and provincial programmes and funding).

Over and above the institutional arrangements in place, it appears that two aspects require specific focus in support of the SDF.

4.8.1 Inter-municipal planning

The first relates to inter-municipal planning. As indicated elsewhere in the SDF, SM (and other adjoining municipalities) appear to be experiencing increasing challenges related to development pressure in Cape Town. This pressure is of different kinds. The first is pressure on the agricultural edges of Stellenbosch through residential expansion within Cape Town. The second is migration to SM (whether in the form of corporate decentralisation, or both higher and lower-income home seekers), leading to pressure on available resources, service capacity, and land within and around the settlements of SM. While municipal planners do liaise on matters of common concern, there appears to be a need for greater high-level agreement on spatial planning for "both sides" of municipal boundaries. The spatial implications of pressure related to migration to SM could be managed locally, should there be an agreement to redevelop existing settlement footprints rather than enabling further greenfield development (as a general rule). However, the municipality's increased resource needs to accommodate new growth – a non-spatial issue – should be acknowledged and addressed.

4.8.2 Private Sector Joint Planning

The second relates to joint planning and action resourced by the private sector, increasingly needed for several reasons:

- The municipal human and financial resource base are simply too small to achieve the vision of the SDF or implement associated strategies and plans;
- Many matters critical to implementing the SDF fall outside the direct control or core business of the municipality. For example, the municipality does not necessarily own the land associated with projects critical to achieving SDF objectives;

- It is increasingly evident that individual landowners are finding it difficult to develop – to make the most of what they have – individually. Specifically, the transport and movement implications of individual proposals require strong and dedicated integration;
- Individual landowners do not necessarily control the extent of land required to undertake inclusive development, focusing on opportunities for a range of income groups. Inclusive development often requires cross-subsidisation, in turn, enabled by larger land parcels and development yields; and
- The municipality's focus is often – and understandably so – on the "immediate", or shorter-term challenges. Much of what is needed to implement the SDF or catalytic projects requires a longer-term view, a committed focus on one challenge, and cushioning from the daily and considerable demands of municipal management.

Partnerships are needed, with different agencies and individuals working in concert with the municipality to implement agreed objectives. Further, partnerships are required between individual corporations and owners of the land. The Adam Tas corridor is a prime example: making the most of the disused sawmill site, Bergkelder complex, Van der Stel complex, Die Braak and Rhenish complex – in a manner which contributes to agreed objectives for developing Stellenbosch town – is only possible if various landowners, the municipality, the university, and investors work together, including undertaking joint planning, the "pooling" of land resources, sharing of professional costs, infrastructure investment, and so on. The municipality simply does not have the resources – and is overburdened with varied demands in different locations – to lead the work and investment involved.

4.8.3 Further Planning Work

As indicated above, over the longer term, Muldersvlei / Koelenhof, and Vlottenburg along the Baden Powell-Adam Tas-R304 corridor could accommodate more growth and be established as inclusive settlements offering a range of opportunities. However, these settlements are not prioritised for development at this stage. Critical pre-conditions for significant development include:

- The measures required to ensure that settlements provide for a range of housing types and income groups (in a balanced manner);
- Establishing regular public transport services between settlements, including services between the expanded smaller settlements and Stellenbosch town; and
- Understanding to what extent settlements can provide local employment and, in this way, minimising the need for transport to other settlements.

4.8.4 Other local planning initiatives

Ideally, each of the settlements in SM should have an LSDF, applying the principles of the SDF in more detail. The position and function of settlements in the SM settlement hierarchy should determine the priority for LSDFs. The municipality aims to procure the services of a service provider to compile a series of local community investment plans in the form of local spatial development frameworks over the next three years for ten of the priority nodes (both urban and rural). The aim is to compile localised planning and development outcomes that need to address the following:

- Spatial and design frameworks, plans, and strategies;
- Economic development intervention business plans;
- Social service delivery plans and interventions; and
- Innovative and interactive engagement and public participation processes.

In addition to the aforementioned, a number of precinct plans for specific areas as identified in the MSDF have been completed and are in the process of being finalised by initiatives driven by the municipality and private property owners. The Rhenish Complex and Surroundings Precinct Plan was initiated by the municipality and adopted by the Council on 29 November 2023. The precinct plan

includes an urban design framework that aims to guide the future utilisation, preservation, and development of the study area with a specific view to unlocking the potential of the area, which plays an important role as a key site of cultural and heritage significance.

The Franschhoek Development Framework contained in the MSDF further identified an area in Groendal for "strategic sites, projects, and / or infill opportunities", and the development of a precinct plan. A spatial and urban design framework for a specific area within the strategic site has been commissioned by the landowners of Klein La Provence. In the drafting of the proposed spatial and urban design framework, the municipality required that the precinct plan consider the relationship of the site to its broader context and setting while also being replicable across similar contexts. The precinct plan is currently being finalised and will be public participated in due course.

4.8.5 Checklists in Support of Decision-Making

To further assist in aligning day-to-day land use and building development management decision-making and detailed planning – public and private – with the SDF, it is proposed that a "checklist" of questions be employed.

If the initiators of development proposals, applicants, officials, and decision-makers all, in general terms, address the same questions in the conceptualisation, assessment, and decision-making related to proposals, a common, shared "culture" could be established where key tenets of the SDF are considered and followed continuously.

Although focused on the location, nature, and form of activities in space, the checklist incorporates questions addressing issues beyond space, including matters of resource management, finance, institutional sustainability, and so on.

It is not envisaged that the checklist be followed slavishly in considering every development proposal. Yet, its use is important in ensuring that relevant issues are addressed and discussed to enable decision-making in line with the SDF and broader provincial and national planning policies. If, in assessing a proposal or project, posing a question results in a negative answer, the proposal probably requires very careful consideration, further work, or change.

The checklist should not be viewed as static. Rather, it should be reviewed periodically and in parallel with the SDF review – perhaps under the leadership of the Municipal Planning Tribunal and with input from all stakeholders – to reflect the municipal spatial planning agenda and challenges.

It is proposed that the questions – together with the SPLUMA principles, and the key SDF strategies and policies, be packaged in an easy-to-use and accessible form to facilitate wide usage.

4.8.6 Partnerships

Arguably, the municipal budget is simply too small to achieve the vision of the SDFs or implement associated strategies and plans. Also, many matters critical to implementing the SDF, fall outside the direct control or core business of the municipality. For example, the municipality does not necessarily own the land associated with projects critical to achieving SDF objectives.

Even if the municipal budget is increased ten-fold, or its staff resources are significantly enhanced, it would still not have the control to do what is needed to drive critical projects. The municipality's focus is often – and understandably so – on the "immediate," or the shorter-term challenges. Much of what is needed requires a longer-term view, a committed focus on one challenge, and cushioning from the daily and considerable demands of municipal management.

Partnerships are needed, with different agencies and individuals working in concert with the municipality to implement agreed-upon objectives. Further, partnerships are required between individual corporations and owners of the land. It is increasingly evident that individual landowners are finding it increasingly difficult to develop and make the most of what they have – individually.

Specifically, the transport and movement implications of individual proposals require strong and dedicated integration. The Adam Tas corridor is a prime example: making the most of the disused sawmill site, Bergkelder complex, Van der Stel complex, Die Braak and Rhenish complex – in a manner that contributes to agreed objectives for developing Stellenbosch town – is only possible if various landowners, the municipality, the university, and investors work together, including undertaking joint planning, the "pooling" of land resources, sharing of professional costs, infrastructure investment, and so on.

The municipality simply does not have the resources – and is overburdened with varied demands in different locations – to lead the work and investment involved.

There appears to be an opportunity to establish a new partnership with businesses, on the side of the municipality to drive major integrated projects, specifically the Adam Tas Corridor. Fortunately, Stellenbosch has established (private sector) institutions with an astounding track record of achieving urban development / management objectives (e.g., Historiese Huise). Their work can be expanded to assist in meeting new challenges, in partnership with the municipality.

A formal Memorandum of Agreement exists between Stellenbosch municipality and the Stellenbosch Heritage Foundation to host the Heritage Inventory on the GIS system and to give free public access to the system until such a time that the municipality can do so. A tender was advertised in January 2024 for the updating of the Heritage Inventory on the GIS system and to assist Stellenbosch municipality to undertake heritage assessments in areas under severe development pressure.

To strengthen the ability of the Directorate: Planning and Economic Development to manage development taking place within the Franschhoek and Stellenbosch historical cores and along the scenic routes in the rural landscape, the Council appointed an advisory committee to evaluate, consider, and make recommendations to the directorate with respect to new developments and alterations to the existing built environment. This committee consists of registered architects and experts in the field of cultural and historic environments.

The municipality owns several significant historical properties in Stellenbosch that require proper maintenance and appropriate uses that should support and enhance the tourism sector. To assist the municipality in managing these assists, the Council is in the process of outsourcing the responsibility to maintain, manage, and lease some of the buildings to Historiese Huise of South Africa. His partnership will ensure the proper maintenance of historical landmarks and appropriate use that will ensure public access, and the support of the tourism sector will be obtained.

CHAPTER 5:
Performance Summary of the 5th Generation IDP 2022 – 2027

5.1 Introduction

The performance reporting on the IDP deliverables for the period 2022 – 2027 of the 5th Generation IDP 2022 – 2027 covers the period from 01 July 2022 to 30 June 2027.

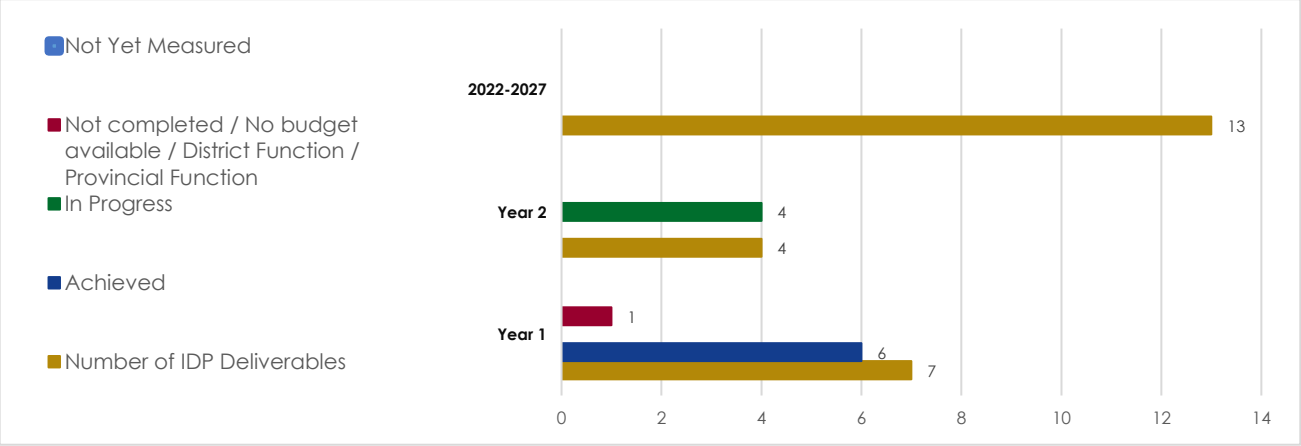
The reporting focuses on the implementation of the Municipal Manager, Mayoral, Mayoral Portfolio, and Sector Plans priorities encapsulated throughout the various sections in the IDP document, and the format reflects the IDP deliverables per priority area. The IDP deliverables were revised in January / February 2023 to allow for adequate planning and implementation in the 2024/25 financial year and the outer financial years.

The overall assessment of actual performance against targets set for the IDP deliverables as documented in the various sections of the IDP document is illustrated below:

5.2 IDP Performance Reporting: Municipal Manager IDP Priorities for 2022 - 2027

Thirteen (13) IDP deliverables are linked to the Municipal Manager's Priorities across directorates and will be measured for the period 2022 – 2027. In Year 1 (2022/23), 6 (85.71 per cent) of the seven (7) IDP deliverables were achieved, while 1 (14.29 per cent) were not achieved. Furthermore, in Year 2 (2023/24), four (100 per cent) IDP deliverables are in progress and will be reported on by 30 June 2024.

Figure 26: Number of Municipal Manager Priorities achieved for 2022 – 2027



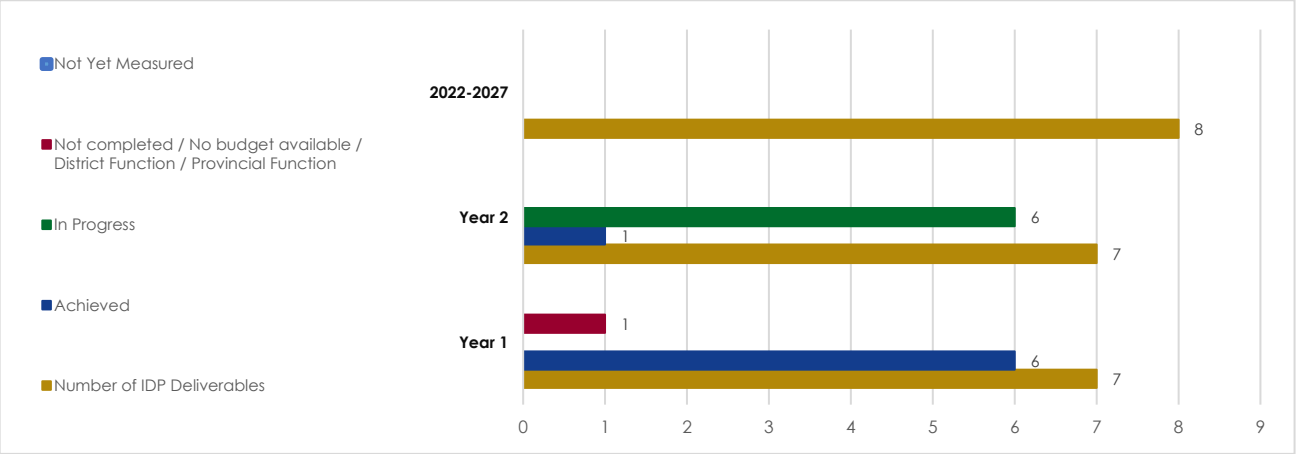
5.3 IDP Performance Reporting: Executive Mayor Priorities for 2022 - 2027

The **Executive Mayoral** 5 – year plan has a total of 68 IDP deliverables linked to nine (9) mayoral outcomes which are applicable for the 5th Generation IDP 2022 – 2027.

Executive Mayoral Outcome 1: Clean, accountable, and responsive local government has a total of 8 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 6 (85.71 per cent) of the seven (7) IDP deliverables were achieved and 1 (14.29 per cent) was not met. In Year 2 (2023/24), 1 (14.29 per cent) of the seven (7) IDP deliverables were achieved, and 6 (85.71 per cent) was in progress and will be reported on by 30 June 2024.

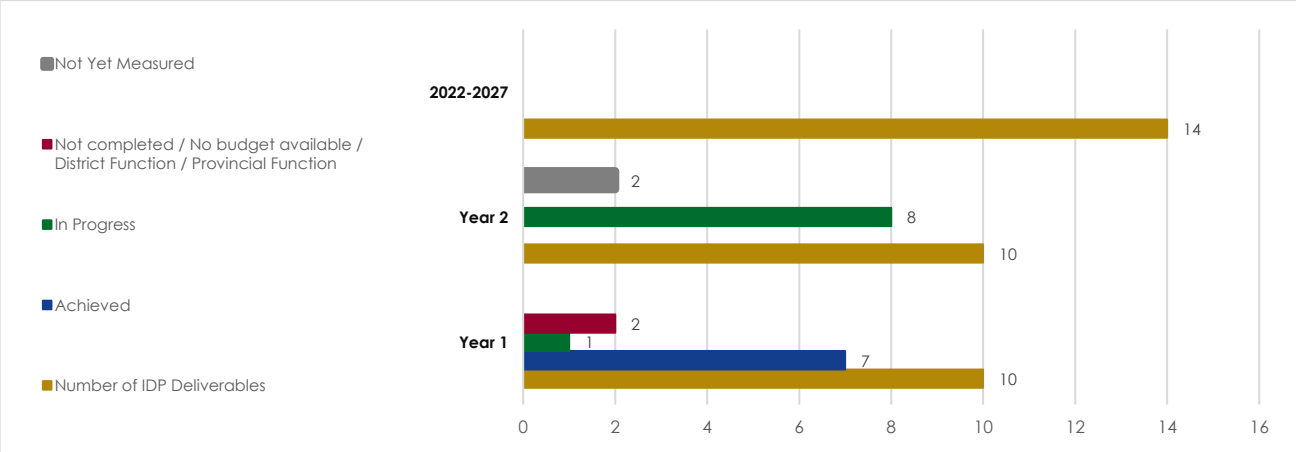
Graph 13: Executive Mayoral Outcome 1: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area has a total of 14 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 7 (70 per cent) of the ten (10) IDP deliverables were achieved, 1 (10 per cent) is in progress, and 2 (20 per cent) were not met. In Year 2 (2023/24), 8 (80 per cent) of the ten (10) IDP deliverables are in progress and will be reported on by 30 June 2024, and 2 (20 per cent) are not measured yet.

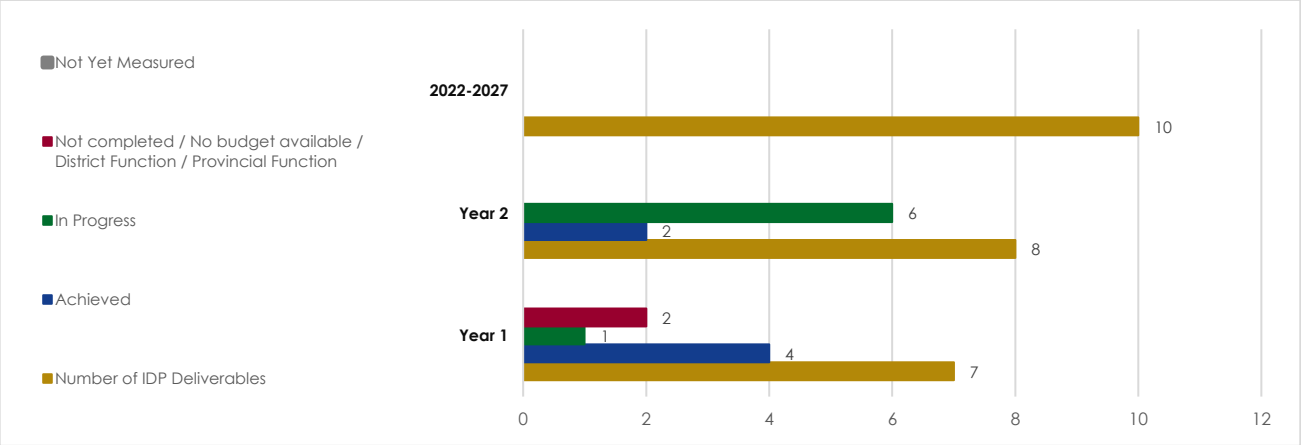
Graph 14: Executive Mayoral Outcome 2: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 3: LED post the COVID-19 Pandemic and transfer of land to new farmers has a total of 10 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 4 (57.14 per cent) of the seven (7) IDP deliverables were achieved, 1 (14.29 per cent) is in progress, and 2 (28.57 per cent) were not met. In Year 2 (2023/24), 6 (75 per cent) of the eight (8) IDP deliverables are in progress and will be reported on by 30 June 2024, and 2 (25 per cent) were achieved.

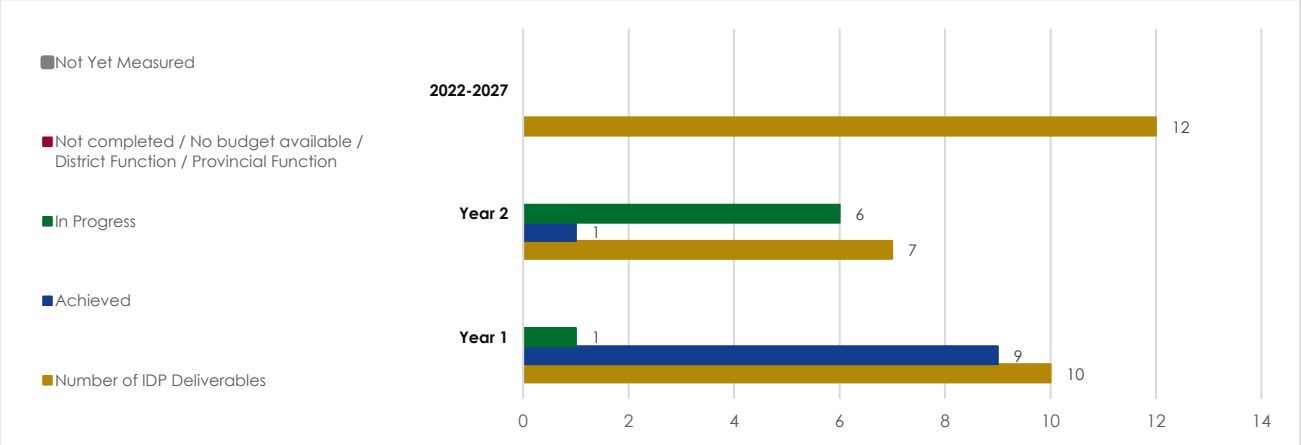
Graph 15: Executive Mayoral Outcome 3: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements, and mixed-use developments) has a total of 12 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 9 (90 per cent) of the ten (10) IDP deliverables were achieved, and 1 (10 per cent) are in progress with anticipated completion by 30 June 2024. In Year 2 (2023/24), 6 (85.71 per cent) of the seven (7) IDP deliverables are in progress, and 1 (14.29 per cent) will be reported by 30 June 2024.

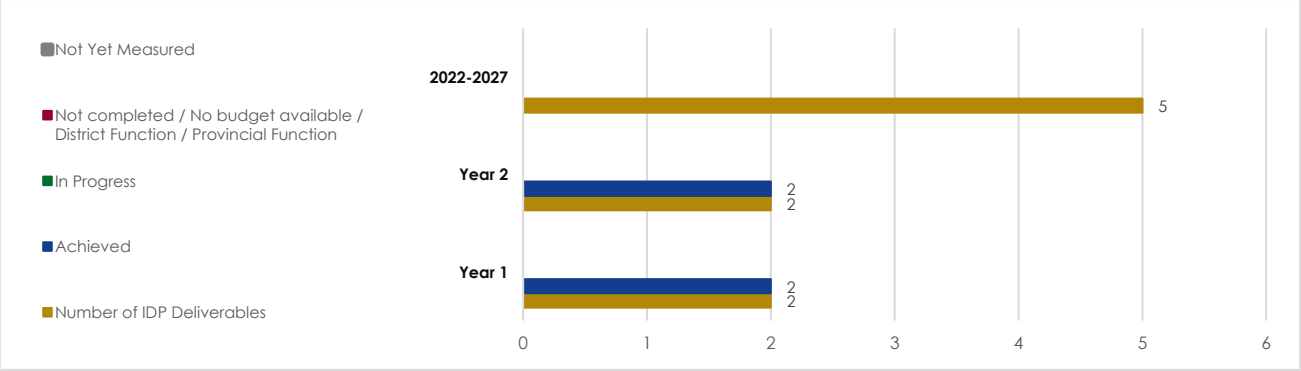
Graph 16: Executive Mayoral Outcome 4: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 5: Development of the Adam Tas Corridor and town establishment of all ten dorpies across the municipality area has a total of 5 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 2 (100 per cent) of the two (2) IDP deliverables were achieved. In Year 2 (2023/24), 2 (100 per cent) of the two (2) IDP deliverables were achieved.

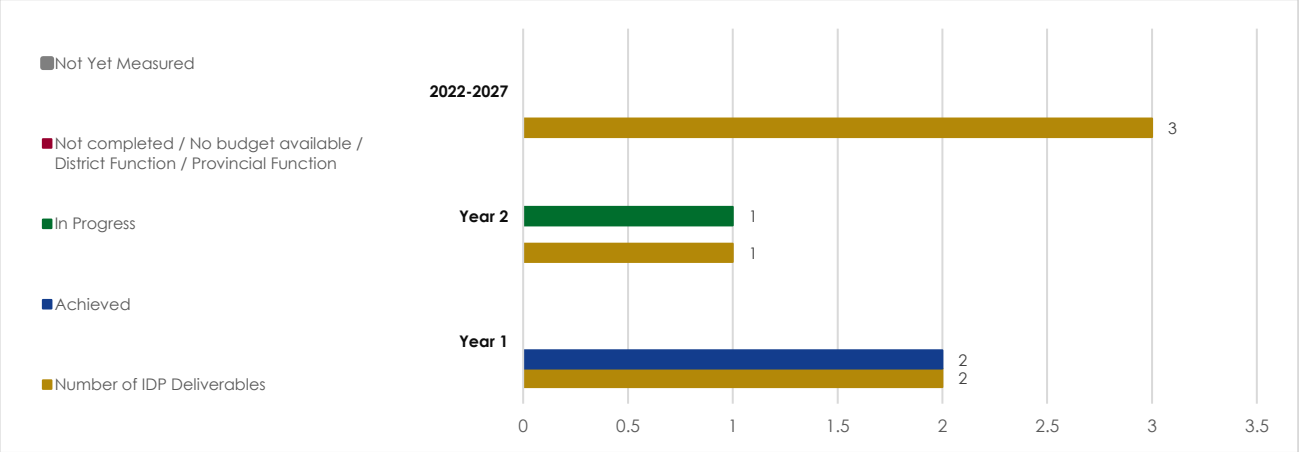
Graph 17: Executive Mayoral Outcome 5: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 6: Streamline planning systems and procedures to facilitate desirable growth has a total of 3 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 2 (100 per cent) IDP deliverables were achieved. In Year 2 (2023/24), 1 (100 per cent) IDP deliverable was in progress and will be reported on by 30 June 2024.

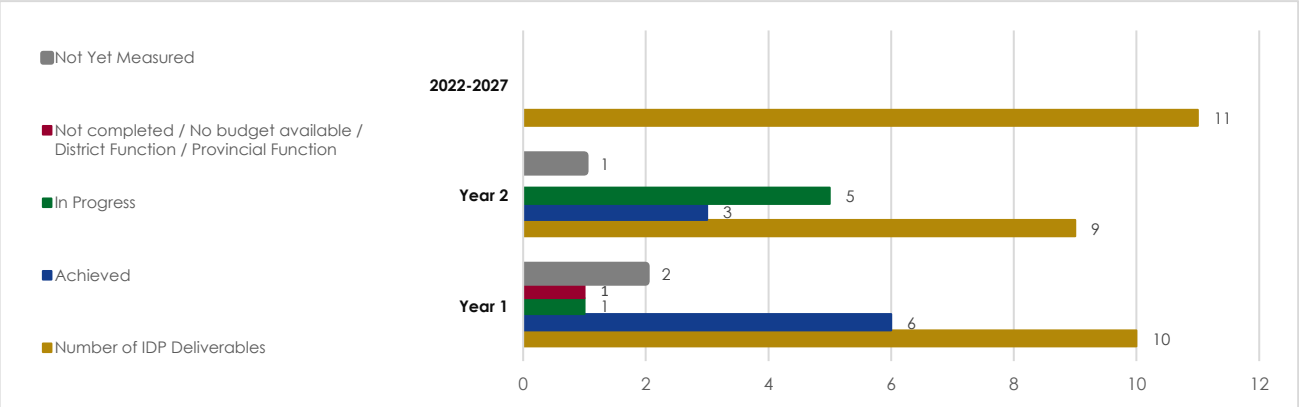
Graph 18: Executive Mayoral Outcome 6: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 7: To create safer environments in our communities has a total of 11 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 6 (60 per cent) of the ten (10) IDP deliverables were achieved, 1 (10 per cent) is in progress, 1 (10 per cent) was not met, and 1 (10 per cent) was not yet measured. In Year 2 (2023/24), 5 (55.56 per cent) of the nine (9) IDP deliverables are in progress and will be reported on by 30 June 2024, 3 (33.33 per cent) were achieved, and 1 (11.11 per cent) was not yet measured.

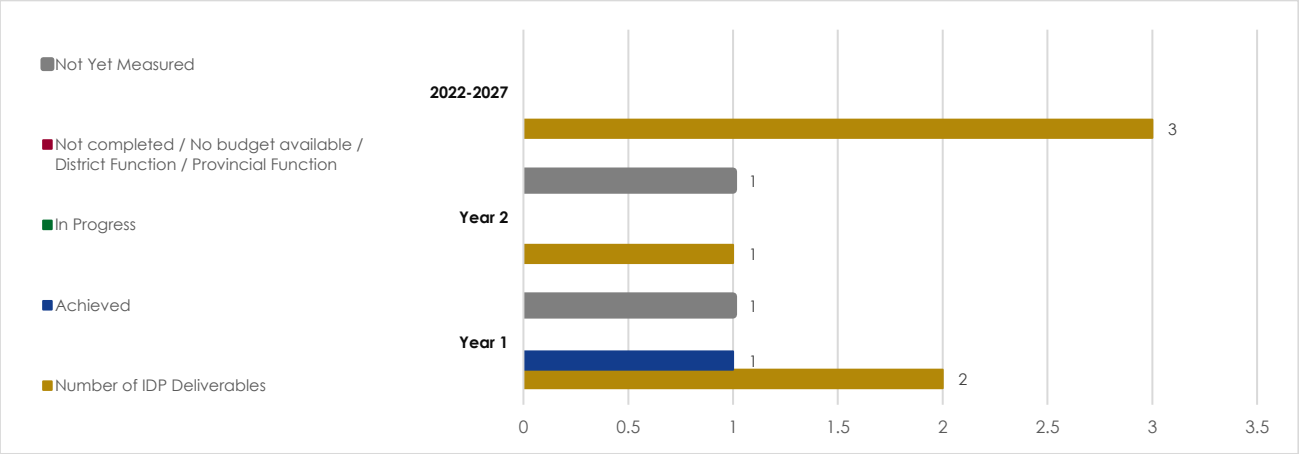
Graph 19: Executive Mayoral Outcome 7: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 8: Expansion of the green economy with innovative projects, creating a new reality of service delivery and job creation has a total of 3 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 1 (50 per cent) of the two (2) IDP deliverables were achieved, and 1 (50 per cent) were not yet measured. In Year 2 (2023/24), 1 (100 per cent) IDP deliverable was not yet measured.

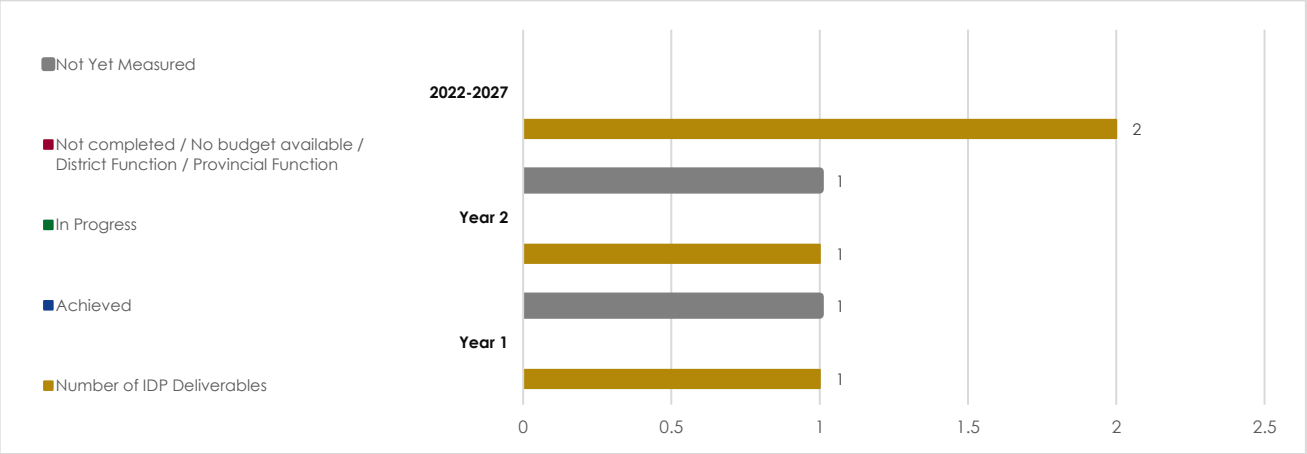
Graph 20: Executive Mayoral Outcome 8: Implementation Progress 2022 – 2027



Executive Mayoral Outcome 9: Alternative Energy has a total of 10 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23) and Year 2 (2023/24), 100 per cent of the IDP deliverables were not yet measured.

Graph 21: Executive Mayoral Outcome 9: Implementation Progress 2022 – 2027



5.4 IDP Performance Reporting: Mayoral Portfolios for 2022 - 2027

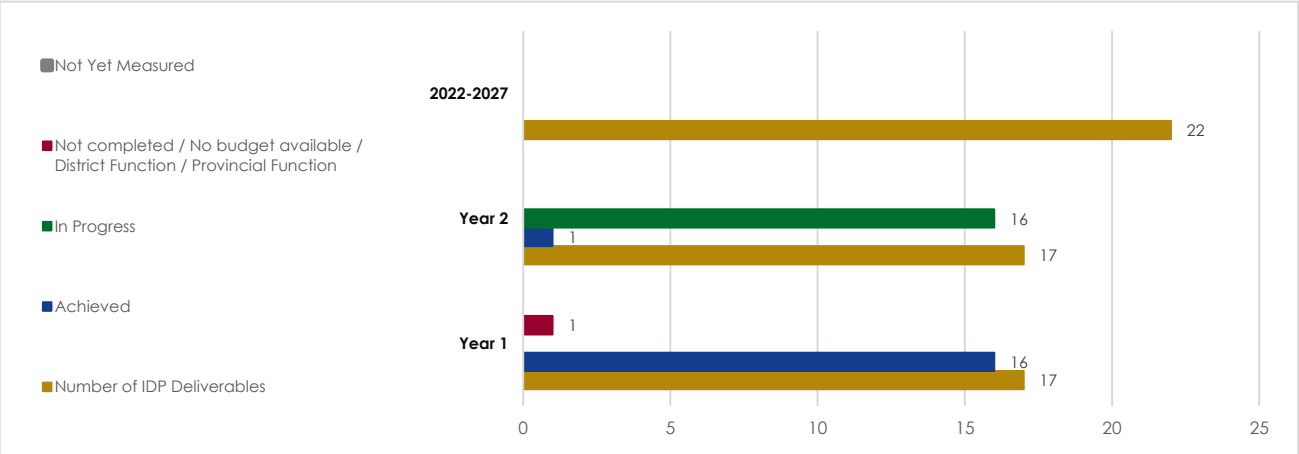
The 10 (ten) **Mayoral Portfolio's** each have a 5 – year plan with specific IDP deliverables and targets applicable for the period 2022 - 2027.

A total of 89 IDP deliverables are linked to ten (10) mayoral portfolios that were applicable for the 2022/23 financial year.

Mayoral Portfolio Human Settlements has a total of 22 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 16 (94.12 per cent) of the seventeen (17) IDP deliverables were achieved, and 1 (5.88 per cent) were not met. In Year 2 (2023/24), 16 (94.12 per cent) of the seventeen (17) IDP deliverables are in progress and will be reported on by 30 June 2024 and 1 (5.88 per cent) were achieved.

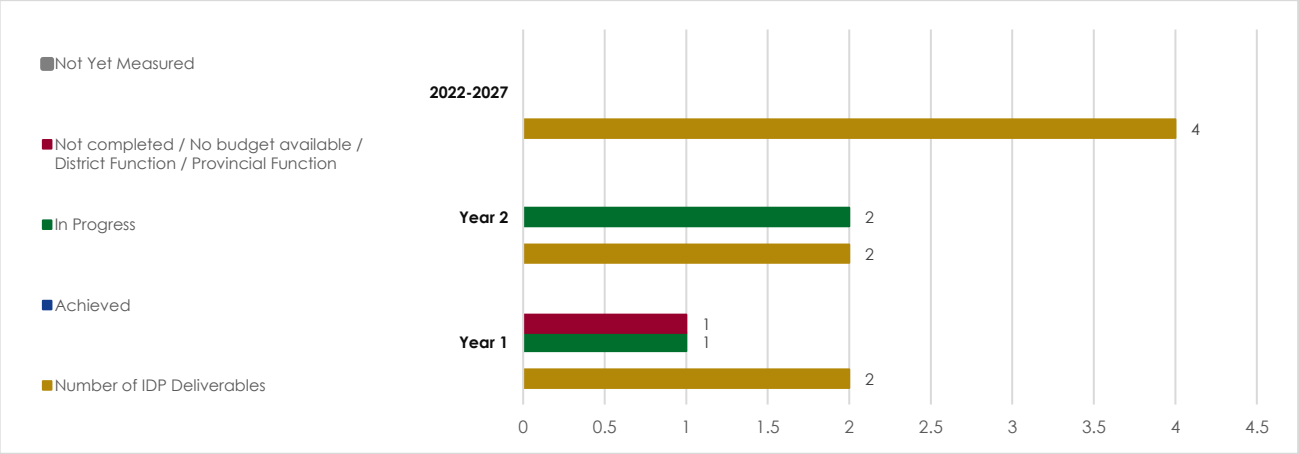
Graph 22: Mayoral Portfolio – Human Settlements 2022 – 2027



Mayoral Portfolio Rural Management has a total of 4 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 1 (50 per cent) of the two (2) IDP deliverables were achieved, and 1 (50 per cent) were not met. In Year 2 (2023/24), 2 (100 per cent) of the two (2) IDP deliverables are in progress and will be reported on by 30 June 2024.

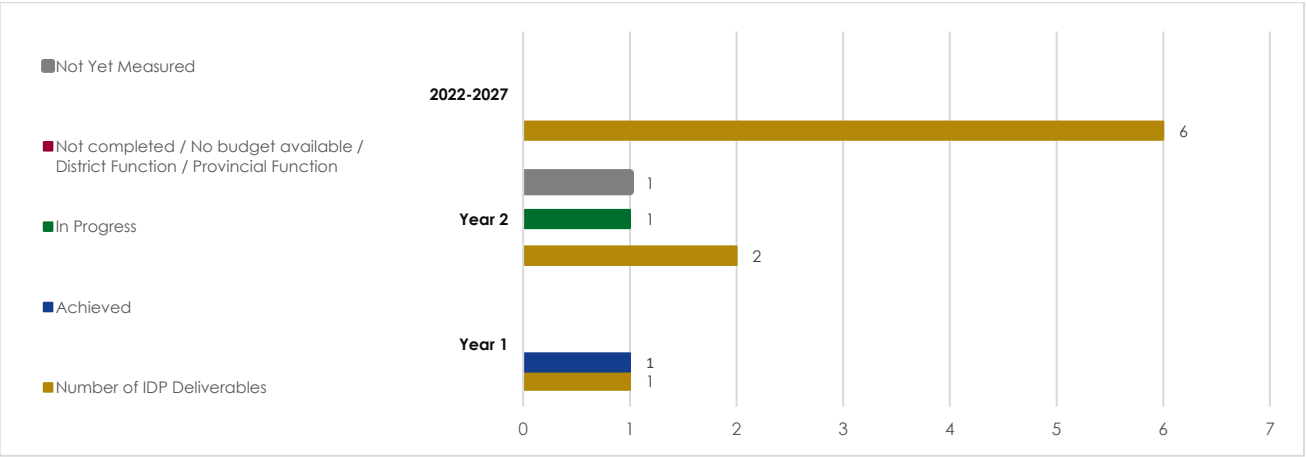
Graph 23: Mayoral Portfolio – Rural Management



Mayoral Portfolio Youth, Sport and Culture has a total of 6 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 1 (100 per cent) of the IDP deliverables were achieved. In Year 2 (2023/24), 1 (50 per cent) of the two (2) IDP deliverables is in progress, and 1 (50 per cent) has yet to be measured.

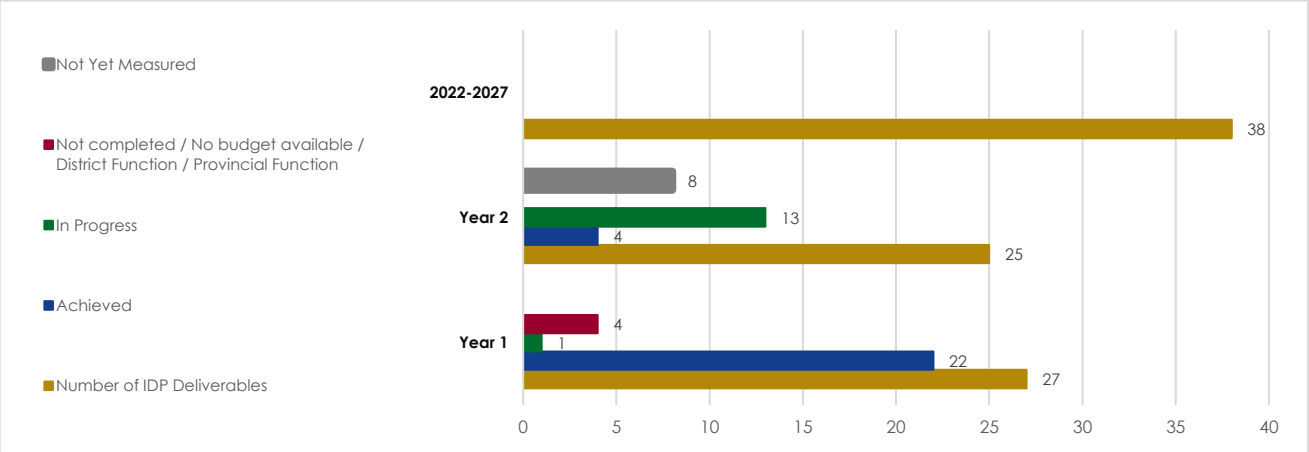
Graph 24: Mayoral Portfolio – Youth, Sport, and Culture



Mayoral Portfolio Planning, LED and Tourism has a total of 38 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 22 (81.48 per cent) of the 27 IDP deliverables were achieved, 1 (3.70 per cent) is in progress, and 4 (14.82 per cent) were not met. In Year 2 (2023/24), 4 (16 per cent) of the 25 IDP deliverables were achieved, 13 (52 per cent) are in progress to be reported on by 30 June 2024 and 8 (32 per cent) has not yet been measured.

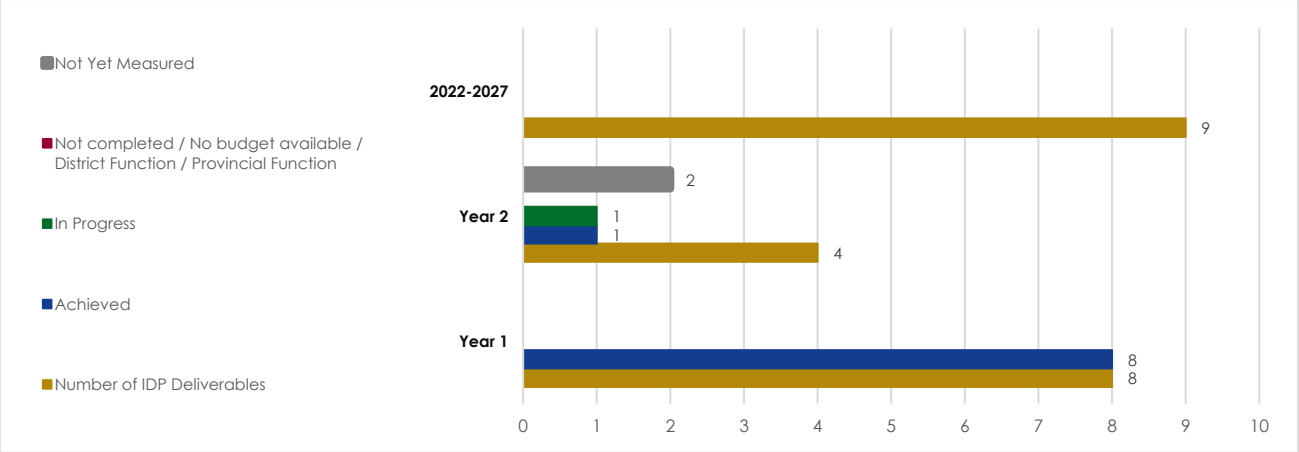
Graph 25: Mayoral Portfolio – Planning, LED and Tourism



Mayoral Portfolio Community Services has a total of 9 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 8 (100 per cent) of the 8 IDP deliverables were achieved. In Year 2 (2023/24), 1 (25 per cent) of the 4 IDP deliverables were achieved, 1 (25 per cent) are in progress to be reported on by 30 June 2024 and 2 (50 per cent) has not yet been measured.

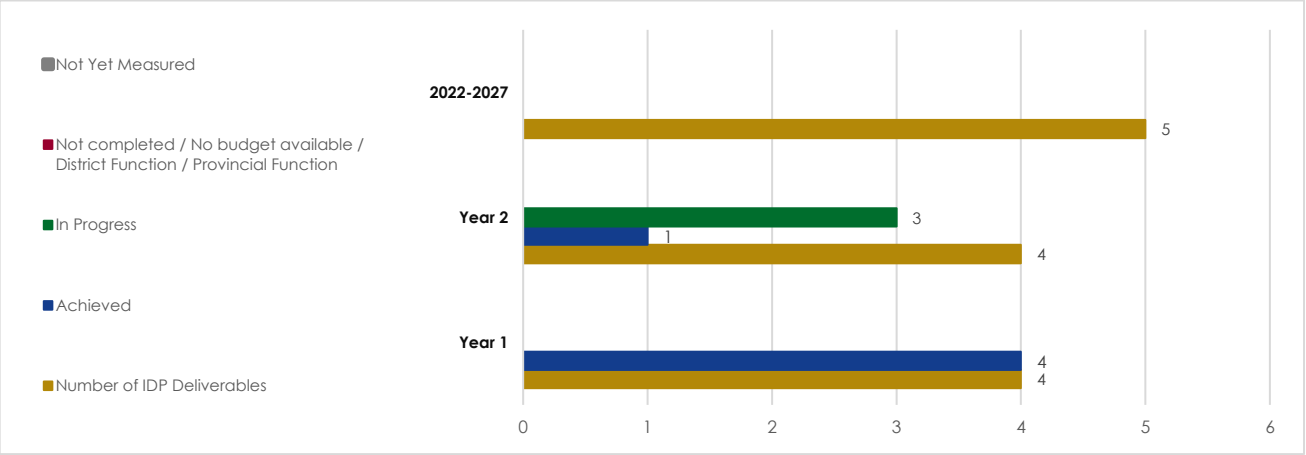
Graph 26: Mayoral Portfolio – Community Services



Mayoral Portfolio Financial Services has a total of 5 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 4 (100 per cent) of the four (4) IDP deliverables were achieved. In Year 2 (2023/24), 3 (75 per cent) of the four (4) IDP deliverables are in progress and will be reported on by 30 June 2024, and 1 (25 per cent) were achieved.

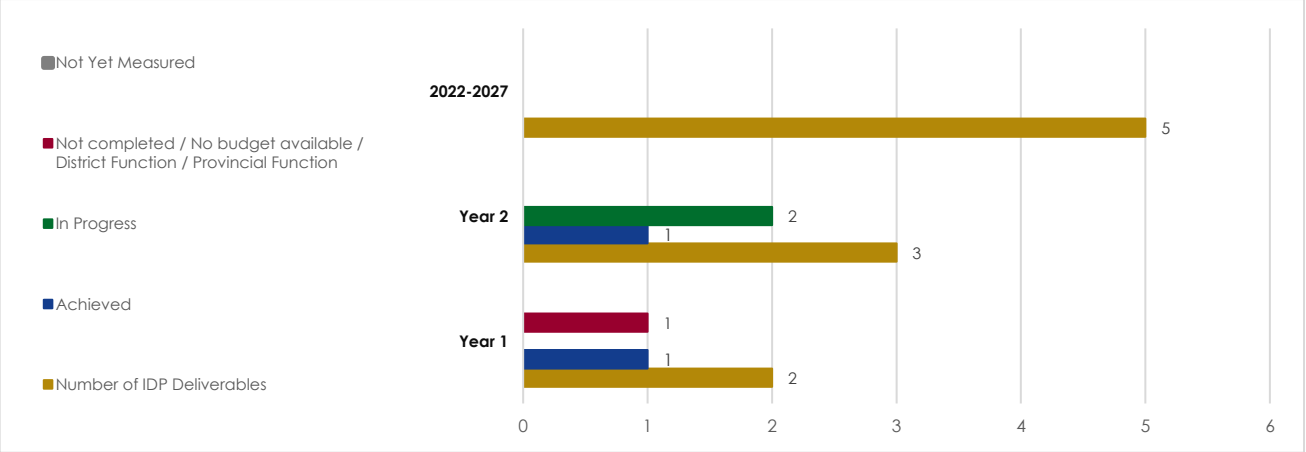
Graph 27: Mayoral Portfolio – Financial Services



Mayoral Portfolio Protection Services has a total of 5 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 1 (50 per cent) of the two (2) IDP deliverables were achieved, and 1 (50 per cent) were not met. In Year 2 (2023/24), 2 (66.67 per cent) of the three (3) IDP deliverables are in progress and will be reported on by 30 June 2024, and 1 (33.33 per cent) were achieved.

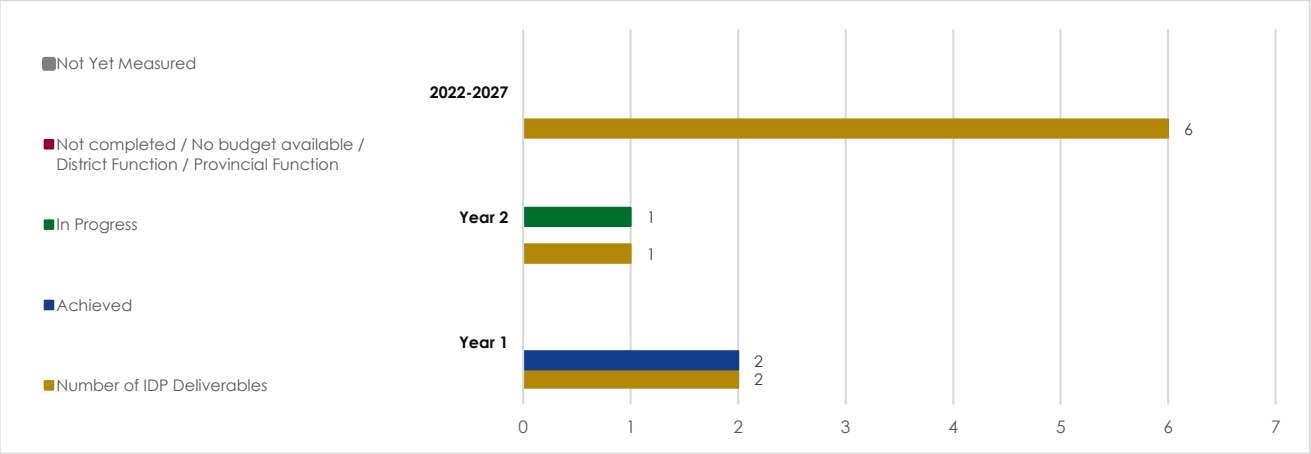
Graph 28: Mayoral Portfolio – Protection Services



Mayoral Portfolio Corporate Services has a total of 6 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 2 (100 per cent) of the IDP deliverables were achieved. In Year 2 (2023/24), 1 (100 per cent) of the IDP deliverables are in progress and will be reported on by 30 June 2024.

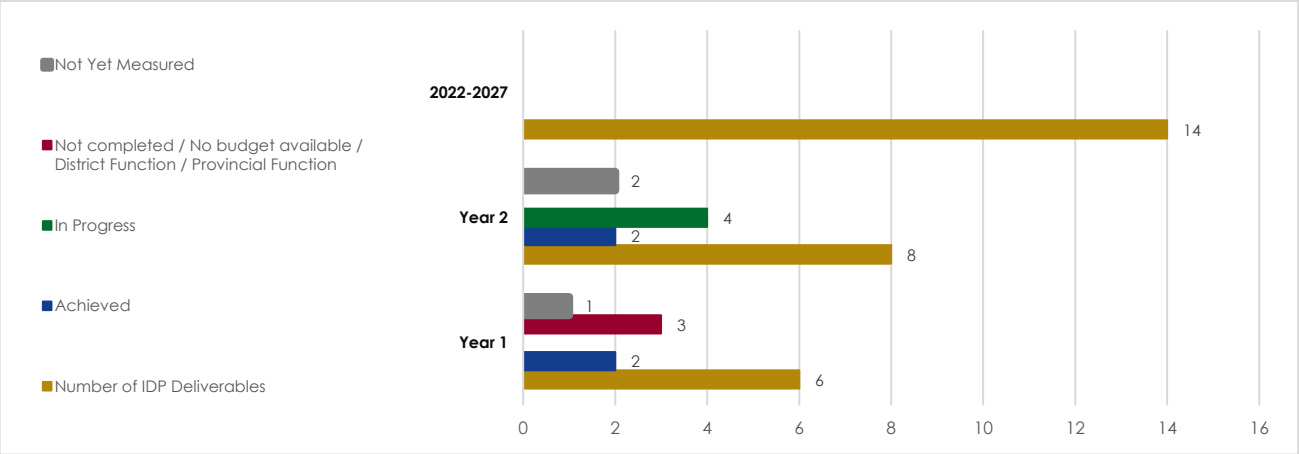
Graph 29: Mayoral Portfolio – Corporate Services



Mayoral Portfolio Infrastructure Services has a total of 14 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 2 (33.33 per cent) of the six (6) IDP deliverables were achieved, 1 (16.67 per cent) has not yet been measured, and 3 (50 per cent) were not met. In Year 2 (2023/24), 4 (50 per cent) of the eight (8) IDP deliverables are in progress and will be reported on by 30 June 2024, 2 (25 per cent) were achieved, and 2 (25 per cent) has not yet been measured.

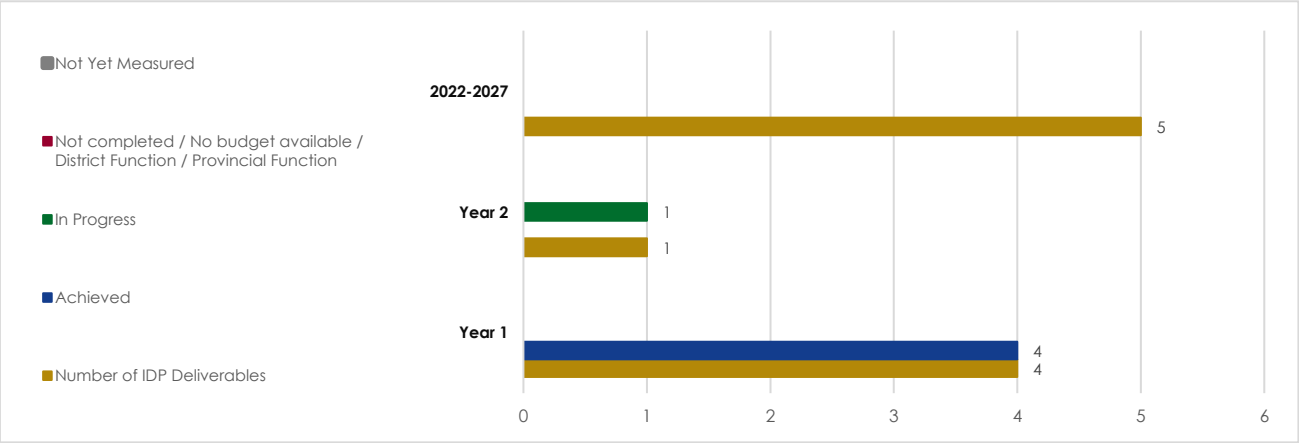
Graph 30: Mayoral Portfolio – Infrastructure Services



Mayoral Portfolio Parks, Open Spaces and Environment has a total of 5 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 4 (100 per cent) of the four (4) IDP deliverables were achieved. In Year 2 (2023/24), 1 (100 per cent) of the IDP deliverables are in progress and will be reported on by 30 June 2024.

Graph 31: Parks, Open Spaces and Environment



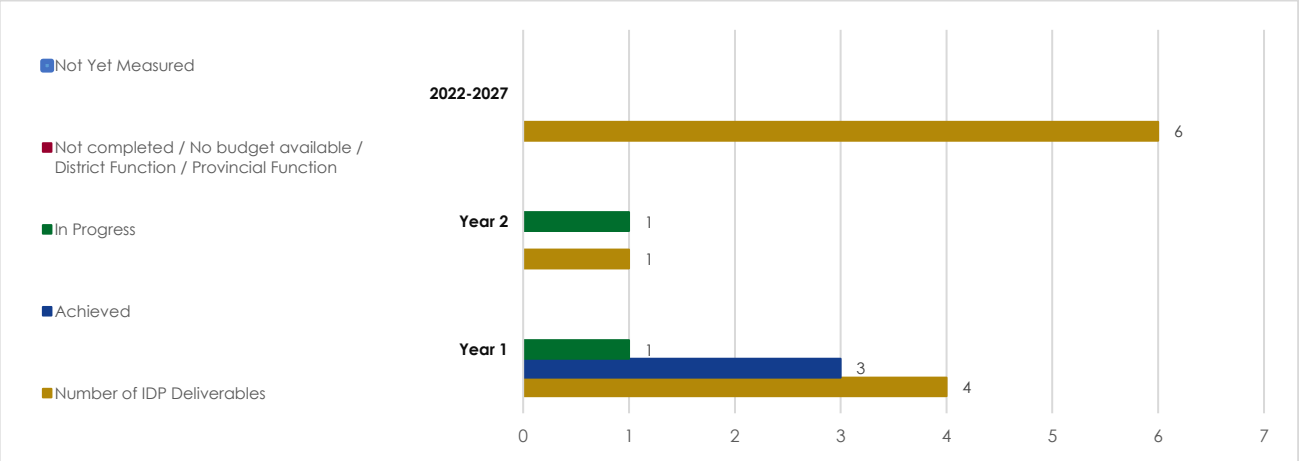
5.5 IDP Performance Reporting: Sector Plans Implementation for 2022 - 2027

The seven (7) sector plans below each have a 5 – year implementation plan with specific IDP deliverables and targets for the period 2022 - 2027.

The **Environmental Management Plan** has a total of 6 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 3 (75 per cent) of the four (4) IDP deliverables were achieved and 1 (25 per cent) is in progress to be completed by 30 June 2024. In Year 2 (2023/24), 1 (100 per cent) of the IDP deliverables are in progress and will be reported on by 30 June 2024.

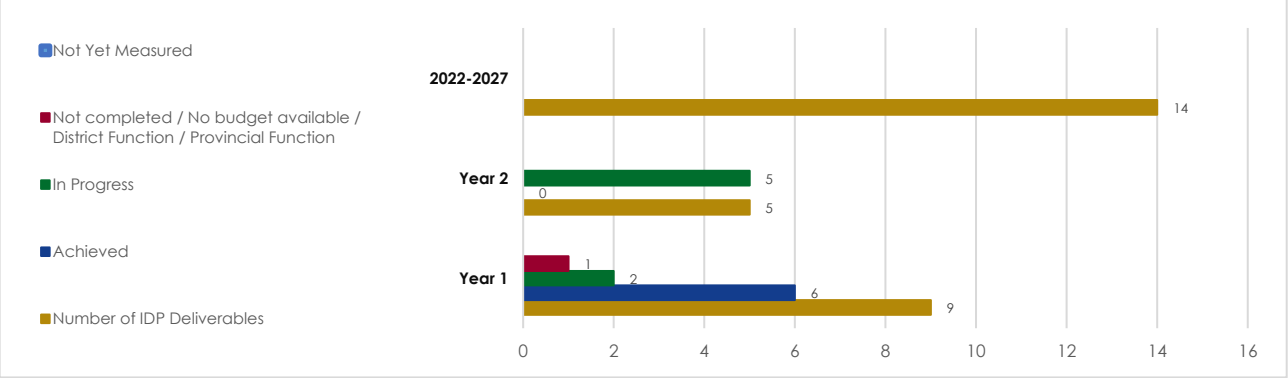
Graph 32: Environmental Management Plan – Implementation Plan Progress 2022 – 2027



The section on **Integrated Human Settlements** that highlights priority housing projects and upgrading of informal settlements has a total of 14 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 6 (66.67 per cent) of the nine (9) IDP deliverables were achieved, 2 (22.22 per cent) is in progress to be completed by 30 June 2024 and 1 (11.11 per cent) not achieved. In Year 2 (2023/24), 100 per cent of the five (5) IDP deliverables are in progress to be reported on by 30 June 2024.

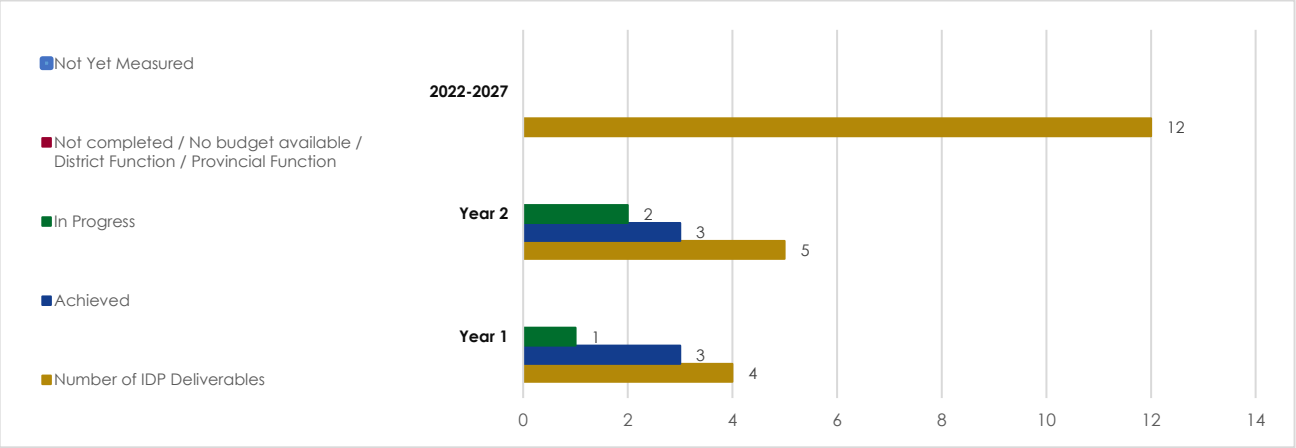
Graph 33: Integrated Human Settlements – Implementation Plan Progress 2022 - 2027



The **Comprehensive Integrated Transport Plan** has a total of 12 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 3 (75 per cent) of the four (4) IDP deliverables were achieved, and 1 (25 per cent) is in progress to be completed by 30 June 2024. In Year 2 (2023/24), 2 (40 per cent) of the five (5) IDP deliverables are in progress to be reported on by 30 June 2024 and 3 (60 per cent) IDP deliverables were achieved.

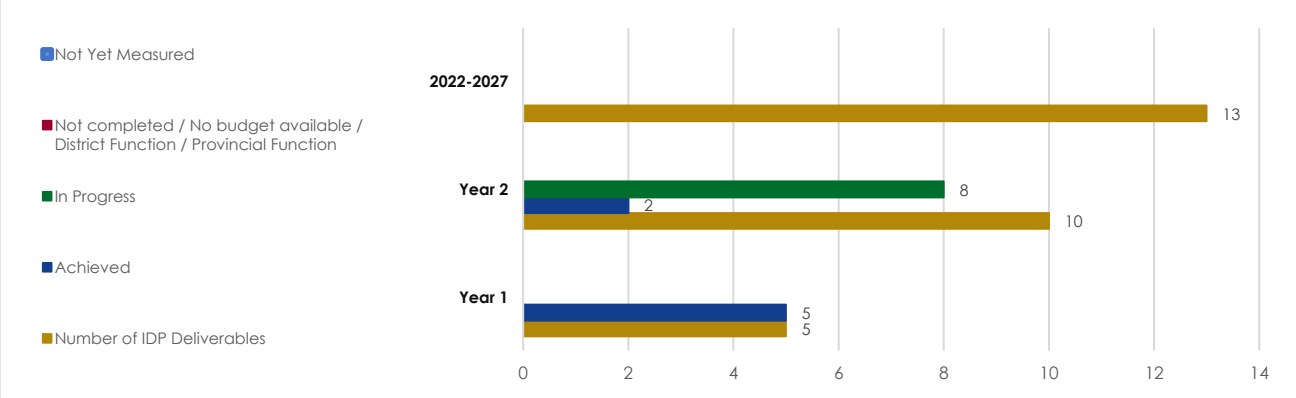
Graph 34: Comprehensive Integrated Transport Plan – Implementation Plan Progress 2022 - 2027



The **Integrated Waste Management Plan (IWMP)** has a total of 13 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 5 (100 per cent) of the IDP deliverables were achieved. In Year 2 (2023/24), 8 (80 per cent) of the ten (10) IDP deliverables are in progress and will be reported on by 30 June 2024 and 2 (20 per cent) IDP deliverables were achieved.

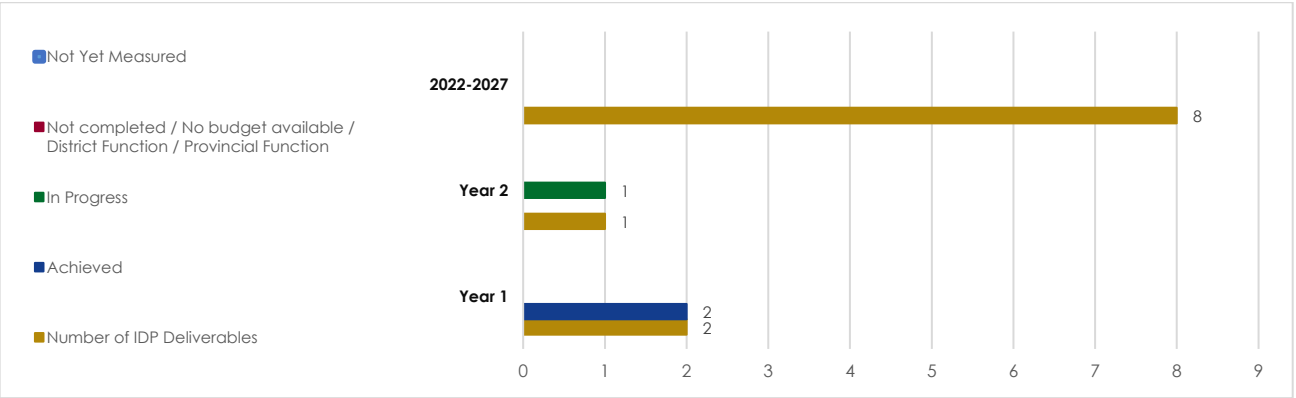
Graph 35: Integrated Waste Management Plan – Implementation Plan Progress 2022 – 2027



The **Water Services Development Plan (IWMP)** has a total of 8 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 2 (100 per cent) of the IDP deliverables were achieved. In Year 2 (2023/24), 1 (100 per cent) of the IDP deliverables are in progress and will be reported on by 30 June 2024.

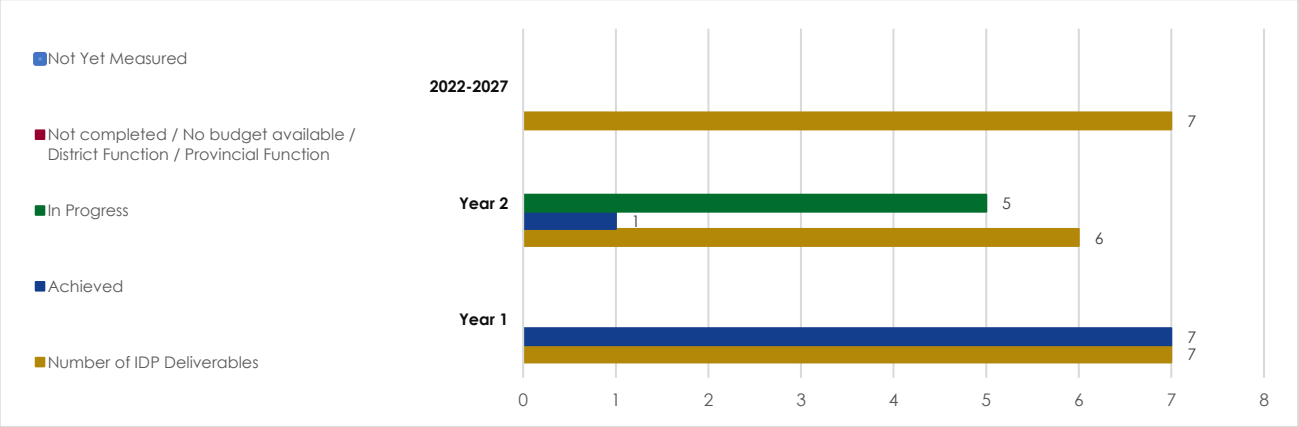
Graph 36: Water Services Development Plan – Implementation Plan Progress 2022 – 2027



The **Disaster Management Plan (DMP)** has a total of 7 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 7 (100 per cent) of the IDP deliverables were achieved. In Year 2 (2023/24), 5 (83.33 per cent) of the six (6) IDP deliverables are in progress and will be reported on by 30 June 2024 and 1(16.67 per cent) IDP deliverables were achieved.

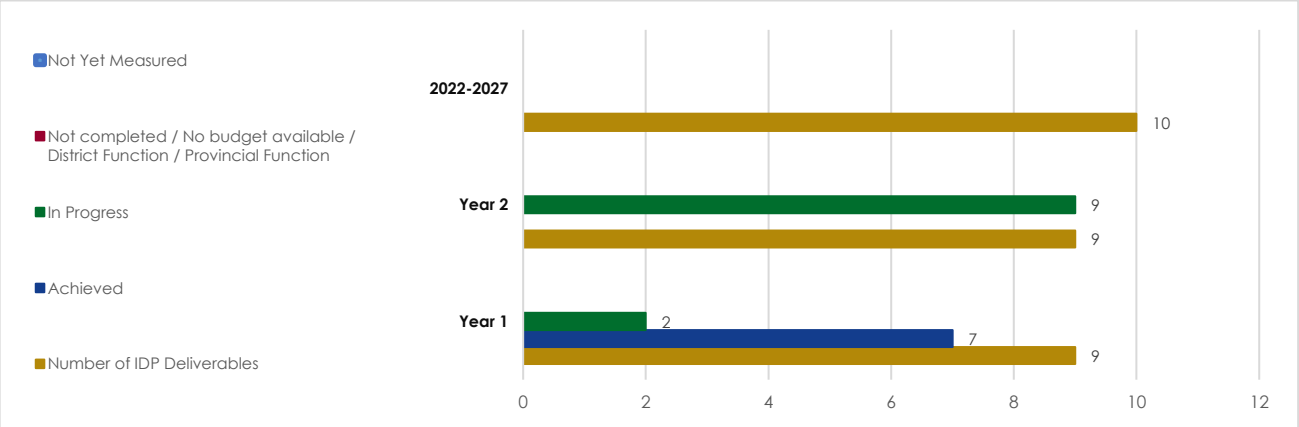
Graph 37: Disaster Management Plan – Implementation Plan 2022 – 2027



The **Local Economic Development Strategy** has a total of 10 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 7 (77.78 per cent) of the nine (9) IDP deliverables were achieved and 2 (22.22 per cent) is in progress to be completed by 30 June 2024. In Year 2 (2023/24), 9 (100 per cent) of the IDP deliverables are in progress to be reported on by 30 June 2024.

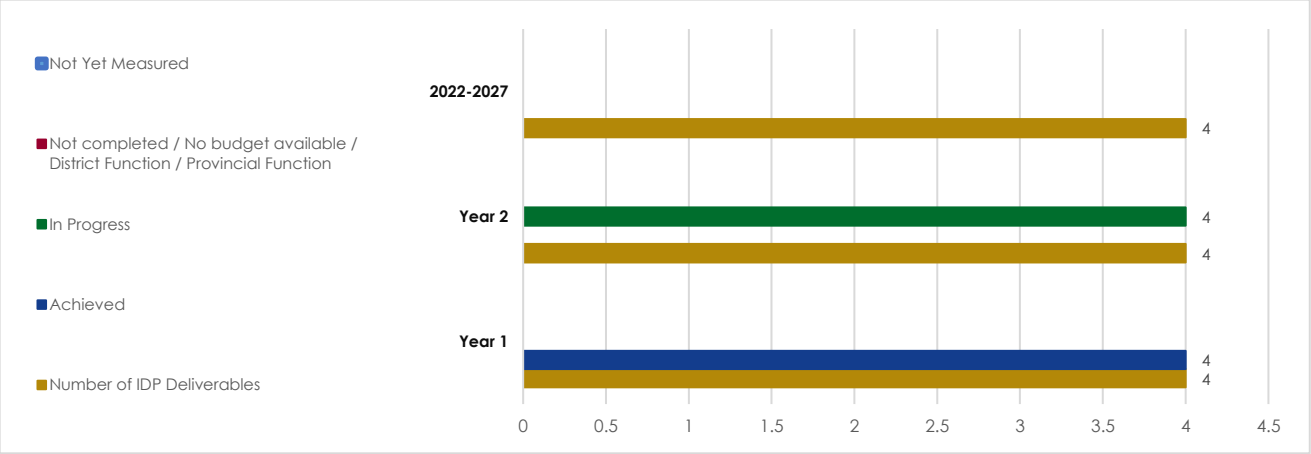
Graph 38: Local Economic Development – Implementation Plan 2022 – 2027



The **Community Development Strategy** has a total of 4 IDP deliverables for the period 2022 – 2027.

In Year 1 (2022/23), 4 (100 per cent) of the IDP deliverables were achieved. In Year 2 (2023/24), 4 (100 per cent) of the IDP deliverables are in progress and will be reported on by 30 June 2024.

Graph 39: Community Development – Implementation Plan 2022 – 2027



CHAPTER 6:
One Plan: Service delivery, budget, programmes, and projects

6.1 Introduction

Cabinet approved the District Development Model (DDM) as an All of Government and Society Approach, providing a method by which all three spheres of government and state entities work in unison in an impact-oriented way, where there is higher performance and accountability for coherent and effective service delivery and development outcomes.

The DDM is an intergovernmental approach focusing on 44 districts and 8 metropolitan spaces for more effective joint planning, budgeting, and implementation over multi-year planning and electoral cycles. Although each sphere, sector, or entity has its own distinct constitutional powers, functions, and responsibilities, they cooperate and undertake collaborative planning, budgeting, and implementation processes, converging developmental efforts at the district / metropolitan level.

It is acknowledged that the DDM introduces a new planning instrument in the form of the **One Plan**. This process comes into a planning environment where there are existing planning instruments at local, provincial, and national levels of government. However, the One Plan is not meant to replace any of the existing prescribed development, departmental strategic, and annual performance plans that each sphere, department, and state entity is responsible for or required to develop. The One Plan is rather informed by these plans, and once in place, it will guide the review of these plans and budgets.

The Western Cape Government-specific approach to the DDM is called the **Joint District and Metro Approach (JDMA)**. The JDMA envisages the three spheres of government to converge, using intergovernmental (IGR) engagements, to develop similar Western Cape strategic, development, and planning priorities with aligned budgets and accelerated implementation for service delivery.

The **Joint District and Metro Approach (JDMA)** -

- is a geographical (district) and team-based and citizen-focused approach;
- has the output of a single implementation plan to provide planning and strategic priorities, developmental initiatives, service delivery, and capacity building;
- has the desired outcome of improving the living conditions (lives) of citizens;
- has a horizontal interface (between provincial departments) and a vertical interface (national, provincial, and local government spheres);
- does not exclude local municipalities;
- is not a functions and power debate; and
- promotes collaboration using the District Coordinating Forum as the governance instrument for co-planning, co-budgeting, and co-implementation to strengthen service delivery to communities.

This chapter will provide details from all three spheres of government to give effect to the objectives and strategies contained in the 5th Generation Integrated Development Plan.

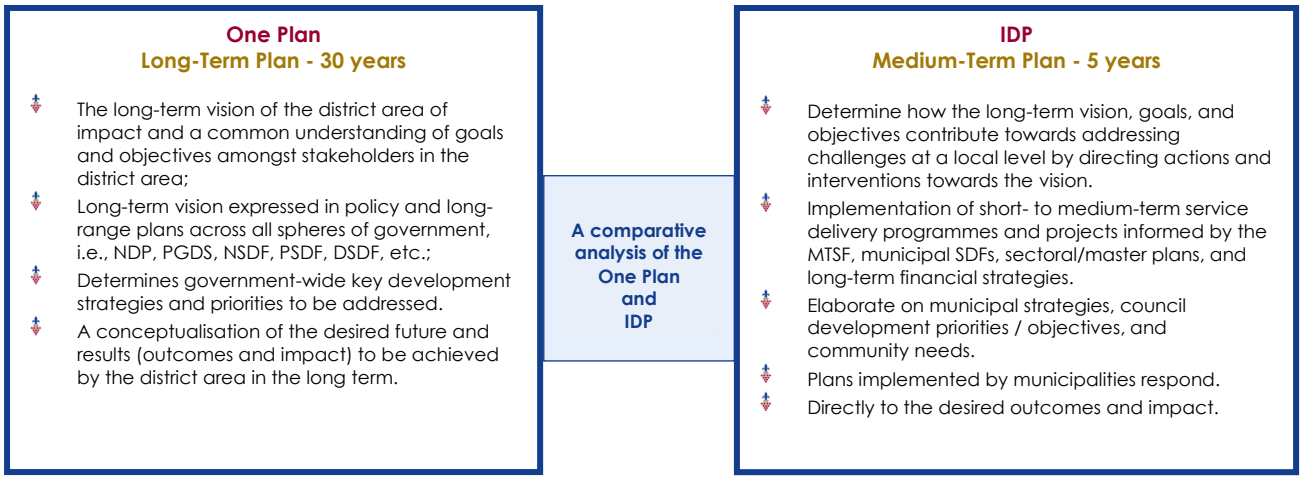
6.2 Relationship between the One Plan and Integrated Development Plan (IDP)

The One Plan does not replace the Integrated Development Plans of municipalities as the "single, inclusive, and strategic plan for the development of the municipality," but is meant to strengthen and enhance the IDPs and other plans of the municipalities. It is foreseen to provide greater certainty and

direction for the IDPs. The IDP will be the vehicle through which implementation of the One Plan will happen at the local government level.

Below is a comparative analysis of the One Plan and IDP:

Figure 27: Comparative analysis of the One Plan and IDP



6.3 National and Provincial Government Priorities

6.3.1 State of the Nation Address (SONA) 2024

President Cyril Ramaphosa presented the State of the Nation Address (SONA) on 08 February 2024. President Ramaphosa's SoNA 2024 highlighted both achievements and challenges, emphasising the need for continued efforts to build a stronger, more inclusive South Africa.

The following are key highlights from the SONA:

South Africa has had to:

- revitalise the economy after more than a decade of poor economic performance;
- rebuild public institutions after the era of state capture;
- recover from a devastating global pandemic that caused great misery and hardship, closed businesses, and cost jobs; and
- confront and overcome a debilitating electricity crisis that, despite significant improvement in recent months, continues to hold back the economy.

South Africa has come a long way in the last five years. Government has:

- built on the achievements of the last three decades, and it has taken decisive measures to address the immediate challenges facing South Africans;
- restored the independence and capability of law enforcement agencies to tackle corruption and crime;
- worked to advance the rights of persons with disability;
- The government took great pride in making South African Sign Language, the 12th official language of the country;
- safeguarded and promoted the basic rights in the
- Constitution, such as the freedom of speech, association, and belief;
- defended media freedom and the independence of the judiciary;
- protected and advanced the rights of members of the lesbian, gay, bisexual, transgender, queer / questioning and intersex communities, and continue to combat all forms of prejudice and intolerance; and
- made significant progress on measures to grow the economy, create jobs, and reduce poverty.

While the government has set in motion the process of renewal and reform, there is more work to be done to see these reforms through to the end. Government will:

- see through the work underway with partners to end load-shedding and revive the performance of ports and rail network;
- continue to strengthen law-enforcement institutions, tackle GBV, and fight corruption to make South Africa a safe place for all;
- continue to strengthen local government, professionalise the public service, and ensure that public officials are held accountable for their actions;
- continue to position the economy to grow and compete in a fast-changing world, to support small businesses, to give young people economic opportunities, and to provide social protection to the vulnerable;
- continue the work to improve the country's fiscal position and hold firm to a sound macroeconomic trajectory;
- use the opportunities provided by the AfCFTA to increase trade and expand industries; and
- continue to build an inclusive economy, focusing on the empowerment of black and female South Africans, advancing workers' rights, intensifying land reform, and pursuing a just energy transition that leaves no one behind.

6.3.2 State of the Province Address (SOPA) 2024

Premier Alan Winde presented the State of the Province Address (SOPA) on 16 February 2023.

The following are key highlights from the SOPA:

Power of our People

- Ensure to create the space for diverse views to be shared and expressed and that the rule of law is adhered to.
- Focus on our residents' critical needs, like safety, growing the economy and enabling jobs, and ending load shedding.

The Western Cape Government "FOR YOU"

- The WCG is the first provincial government in the world to be awarded the Top Employer Certification.
- To serve with dignity and humility, placing the needs of our residents above everything.

Devolution of critical services for you our residents

- Fix Cape Town's central line and get trains back on track.
- Attract private investors to the Port of Cape Town so it can again be an efficient logistics hub that helps create jobs and fuel our economic growth.

Looking after the most vulnerable citizens

- 365-day approach to addressing gender-based violence, and the aim is to do everything to ensure that survivors of violence get the support and assistance they need.

Feeding those in need

- Continued our school feeding schemes.
- School Nutrition Programme at Western Cape Government schools.
- Continued support for community nutrition and development centres and soup kitchens across the province.

Job Creation

- Highlights the importance of job creation and economic growth in the Western Cape, emphasising the government's efforts to empower citizens through employment opportunities.
- The focus on building an enabling job ecosystem, as outlined in the Growth for Jobs (G4J) strategy, has led to a significant decrease in the unemployment rate in the province.
- The Western Cape Government's initiatives, such as the Red Tape Reduction Unit and the SMME Booster Fund, aim to support businesses and promote economic development.

Tourism

- Introduced the G4J Tourism Challenge Fund which invests in the development of new tourism infrastructure and experiences to stimulate private sector investment.

Infrastructure – led economic growth

- Infrastructure projects will be a key artery for many more jobs in the future.

Education

- Exploring additional models of public-private partnerships and drawing private investment into the education sector through Edu Invest.

Agriculture

- Private sector involvement and more control of the port.
- High-quality support for emerging farmers.

Safety

- Safety cannot be achieved in isolation. Creating jobs has become as critical as fighting crime. A safe community is a prosperous one.
- Launched the Getting YOU to Work project, an exciting new initiative that offers jobseekers free travel to job interviews using Golden Arrow Bus Services.

Load shedding

- The ongoing crisis significantly hinders the economic development of the Western Cape, worsening unemployment rates and affecting the safety and dignity of our residents.
- The Western Cape is well on its way to becoming the first load shedding-free province in the country.
- Building an energy ecosystem to bring more private sector role players into the fold will help us overcome the power crisis.
- Handed out load shedding relief packs to vulnerable groups, starting with facilities funded by the Western Cape Department of Social Development.

Clean Governance and corruption

- The power of good governance has profound and far-reaching repercussions that help enable job creation. It is therefore a key building block of economic growth.
- Assisting struggling municipalities.

6.4 Investments

This section reflects on investment priorities within the Stellenbosch area for 2023/24.

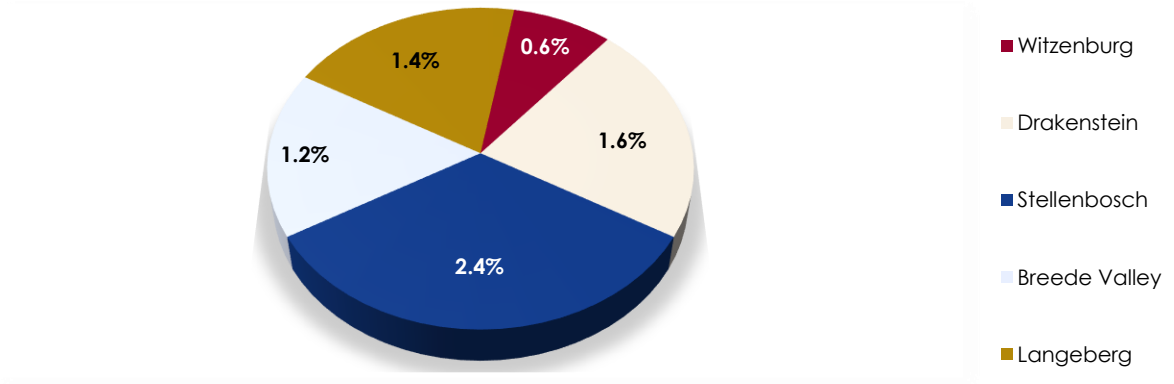
6.4.1 Public Sector Investment

In the farming towns and tourist hubs of the CWD region, strategic investment by the provincial and local governments plays a significant role in maintaining a suitable environment for businesses to operate and communities to live in, ensuring social welfare and economic growth. In the short term, the injection of funds breathes life into the local economy, as communities reap the rewards of increased capital expenditure and prospects for new job opportunities. However, the true reward unfolds in the long run when the resultant operational activities of these investments stimulate growth that echoes across the district. Constraints on public sector investment have become more prevalent, with challenges such as load shedding, high poverty levels, and sluggish economic growth negatively affecting local governments' revenue-generating capabilities. However, in the face of adversity, the resolve of the local municipalities has proven to be unyielding, and investing in infrastructure remains a priority.

The pressing challenges presented by ageing water supply infrastructure and load shedding have significantly impacted sustainable water provision in the CWD. Given the District's economic reliance on agriculture and its growing population, the Witzenberg (R19.4 million) and **Stellenbosch (R117.2 million)** municipal areas have put water management as one of the priority items within their annual budgets. Moreover, wastewater management is under pressure throughout the district.

As load shedding continues and concerns about productivity and economic stability rise, many municipal areas are seeking alternative energy sources to minimise the effects of electricity constraints. The Stellenbosch municipal area has allocated much of its budget (R113.2 million) to energy infrastructure. Energy infrastructure projects in the Stellenbosch municipal area include high-voltage substations valued at R75.0 million provided for in the 2023/24 MTREF budget period and medium-voltage substations and networks valued at R72.8 million envisaged for the same period.

Figure 28: Infrastructure Spend as a % of GDPR



Source: Western Cape, MERO 2023/24 and Western Cape Provincial Treasury, 2023

6.5 Intergovernmental Budgetary Allocation

The infrastructure projects and related capital projects listed below are in various stages of implementation, with certain projects being in the planning phases, others in implementation with construction in progress, and some in the close–up phase of the project.

Table 31: Provincial Infrastructure Projects and Programmes MTEF period 2024/25 – 2026/27

IDP Ref No	Provincial Department (Sector)	Value (all amounts rounded to R'000)				MTREF Totals (R'000)
		Infrastructure Transfers - Capital	Maintenance and Repairs	Rehabilitation, Renovations and Refurbishment	Upgrading and Additions	
TBC	Health	0	0	6 404	1 200	7 604
TBC	Human Settlements	266 885	0	0	0	266 885
TBC	Public Works	0	0	333 076	0	333 076
TBC	Transport	0	578 274	497 805	13 000	1 089 079
Total		**266 885**	**578 274**	**837 285**	**14 200**	**1 696 644**

Source: Department of Environmental Affairs and Development Planning – March 2024

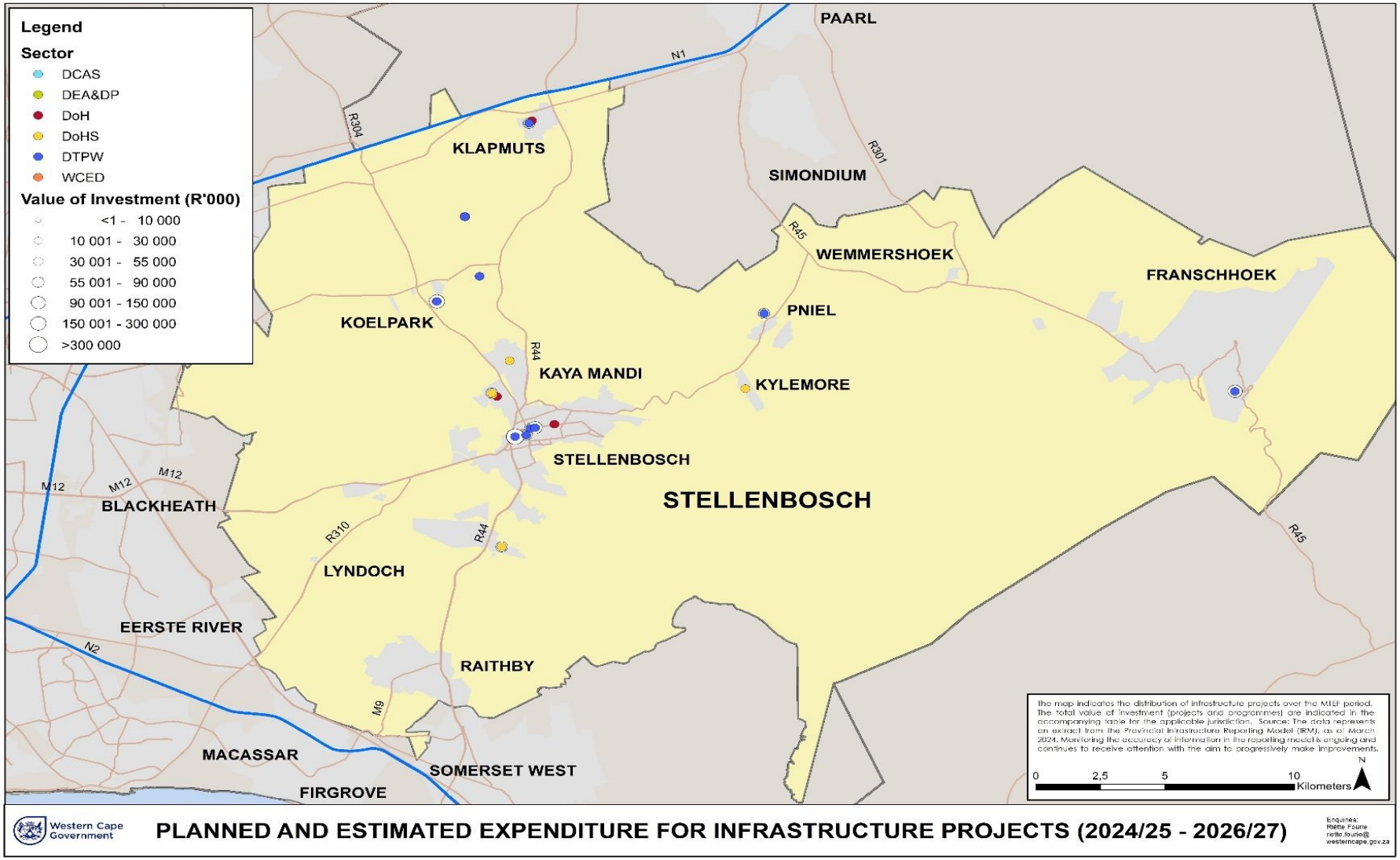
Table 32: Provincial Infrastructure Investment Projects and Programmes in the Municipality for the MTEF period 2024/25 – 2026/27

Department	Project / Programme Name	Source of Funding	Nature of investment	Project Start Date	Project End Date	Total Project Cost	Total Expenditure to date from previous years	MTEF 2024/25	MTEF 2025/26	MTEF 2026/27	Total MTEF
Department of Infrastructure (DoI)	C1217 Stellenbosch - Pniël (Helshoogte Pass)	Provincial Roads Maintenance Grant	Rehabilitation, Renovations and Refurbishment	01 Apr 2024	31 Mar 2027	90 000 000	0	0	3 000 000	65 000 000	68 000 000
Department of Infrastructure (DoI)	C1225 Stellenbosch - N1 doubling	Equitable Share	Upgrading and Additions	01 Apr 2025	31 Mar 2027	25 000 000	0	0	0	13 000 000	13 000 000
Department of Infrastructure (DoI)	C1228 Old Paarl Road Klapmuts - Paarl	Provincial Roads Maintenance Grant	Rehabilitation, Renovations and Refurbishment	01 Apr 2024	31 Mar 2027	65 000 000	0	0	5 000 000	60 000 000	65 000 000
Department of Infrastructure (DoI)	C1270.6 Franschhoek Pass	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Apr 2023	31 Mar 2025	10 000 000	0	5 000 000	0	0	5 000 000
Department of Infrastructure (DoI)	C1270.6 Franschhoek Pass	Asset Finance Reserve	Rehabilitation, Renovations and Refurbishment	01 Apr 2023	31 Mar 2026	115 000 000	0	0	100 000 000	0	100 000 000
Department of Infrastructure (DoI)	C1292 Stellenbosch Arterial Road	Provincial Roads Maintenance Grant	Rehabilitation, Renovations and Refurbishment	01 Apr 2025	31 Mar 2027	60 000 000	0	0	5 000 000	5 500 0000	60 000 000
Department of Infrastructure (DoI)	C914 Spier Road Phase 3	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Apr 2021	01 Apr 2026	281 000 006	128 083 000	21 340 000	4 000 000	0	25 340 000
Department of Infrastructure (DoI)	C914 Spier Road Phase 3	Asset Finance Reserve	Rehabilitation, Renovations and Refurbishment	01 Apr 2024	31 Mar 2027	107 000 000	0	106 660 000	0	0	106 660 000
Department of Infrastructure (DoI)	C914.4 Vlaeberg Road	Other	Maintenance and Repairs	01 Apr 2024	31 Mar 2025	5 000 000	0	4 600 000	0	0	4 600 000
Department of Infrastructure (DoI)	Kromme Rhee Universal Access	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Jan 2022	31 Mar 2025	6 000 000	403 110	2 545 000	0	0	2 545 000
Department of Infrastructure (DoI)	CYCC-Lindelani	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Apr 2019	31 Mar 2027	265 056 339	12 387 339	62 393 000	105 727 000	84 549 000	252 669 000
Department of Infrastructure (DoI)	Elsenburg Main Building Mod Phase 2 (Labs)	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Oct 2019	30 Mar 2025	35 000 000	27 646 039	7 008 000	0	0	7 008 000
Department of Infrastructure (DoI)	Elsenburg Main Building Mod Phase 3 (Labs)	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Apr 2023	31 Mar 2027	42 335 696	481 696	12 639 000	27 955 000	1 260 000	41 854 000
Department of Infrastructure (DoI)	Elsenburg Main Building – Phase 4	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Jan 2024	31 Mar 2027	35 000 000	0	0	4 000 000	25 000 000	29 000 000
Department of Health and Wellness (DoH&W)	Stellenbosch - Kayamandi Clinic - Upgrade and additions (Alpha)	Health Facility Revitalisation Grant	Upgrading and Additions	02 Jun 2022	31 Jul 2029	50 655 000	843 131	349 000	300 000	1 000	650 000
Department of Health & Wellness (DoH&W)	Klapmuts - Klapmuts Clinic - Upgrade and Additions (Alpha)	Health Facility Revitalisation Grant	Upgrading and Additions	30 Dec 2024	31 May 2030	43 000 000	0	0	500 000	50 000	550 000
Department of Health & Wellness (DoH&W)	Stellenbosch - Stellenbosch Hospital - Hospital and stores repairs and renovation	Health Facility Revitalisation Grant	Rehabilitation, Renovations and Refurbishment	26 Oct 2017	30 May 2026	38 120 000	25 831 511	5 738 000	666 000	0	6 404 000
Department of Infrastructure (DoI)	Cloetesville Flips (Top Structures)	Human Settlements Development Grant	Infrastructure Transfers - Capital	01 Apr 2022	30 Mar 2028	17 000 000	0	0	8 000 000	8 000 000	16 000 000

Department	Project / Programme Name	Source of Funding	Nature of investment	Project Start Date	Project End Date	Total Project Cost	Total Expenditure to date from previous years	MTEF 2024/25	MTEF 2025/26	MTEF 2026/27	Total MTEF
Department of Infrastructure (DoI)	Droë Dyke (Serviced Sites Undre Construction)	Human Settlements Development Grant	Infrastructure Transfers - Capital	31 Mar 2020	01 Apr 2027	6 500 000	0	1 803 000	4 443 000	0	6 246 000
Department of Infrastructure (DoI)	ISSP Kayamandi Zone 0 (711)	Human Settlements Development Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	56 700 000	0	10 500 000	25 200 000	21 000 000	56 700 000
Department of Infrastructure (DoI)	Kayamandi Watergang Northern Extension (2000)	Human Settlements Development Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	16 000 000	0	0	16 000 000	16 000 000	32 000 000
Department of Infrastructure (DoI)	Klapmuts La Rochelle (100)	Human Settlements Development Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	21 000 000	0	0	0	21 000 000	21 000 000
Department of Infrastructure (DoI)	Kylemore (600 reduced to 438 sites)	Human Settlements Development Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	1 946 000	0	1 946 000	0	0	1 946 000
Department of Infrastructure (DoI)	ISSP Kayamandi Enkanini (IBS)	Informal Settlements Upgrading Partnership Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	6 000 000	0	2 000 000	2 000 000	1 000 000	5 000 000
Department of Infrastructure (DoI)	ISSP Kayamandi Town Centre (1000) UISP	Informal Settlements Upgrading Partnership Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	10 000 000	0	2 000 000	3 000 000	4 000 000	9 000 000
Department of Infrastructure (DoI)	ISSP Kayamandi Zone 0 (711) UISP	Informal Settlements Upgrading Partnership Grant	Infrastructure Transfers - Capital	01 Apr 2020	30 Mar 2028	19 350 000	0	1 750 000	8 000 000	8 000 000	17 750 000
Department of Infrastructure (DoI)	Klapmuts La Rochelle (100)	Informal Settlements Upgrading Partnership Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	10 000 000	0	2 000 000	3 000 000	3 000 000	8 000 000
Department of Infrastructure (DoI)	Langrug Franschhoek (Mooiwater) IBS	Informal Settlements Upgrading Partnership Grant	Infrastructure Transfers - Capital	01 Apr 2023	01 Apr 2027	10 800 000	0	10 800 000	0	0	10 800 000
Department of Infrastructure (DoI)	La Motte Forest (top structures)	Human Settlements Development Grant	Infrastructure Transfers - Capital	01 Apr 2021	30 Mar 2028	12 000 000	0	4 443 000	0	6 000 000	1 044 3000
Department of Infrastructure (DoI)	Maintenance - Cape Winelands	Equitable Share	Maintenance and Repairs	01 Apr 2015	01 Apr 2027	125 527 700 000	916 434 000	184 824 000	199 417 000	189 433 000	573 674 000
Department of Infrastructure (DoI)	CW DM Regravel	Equitable Share	Rehabilitation, Renovations and Refurbishment	01 Apr 2015	31 Mar 2028	348 000 000	198 791 000	0	33 075 000	34 730 000	67 805 000
Department of Infrastructure (DoI)	Jamestown Ph2, Ph3 and Ph4 (1044 sites) IRDP (top structures)	Human Settlements Development Grant	Infrastructure Transfers - Capital	01 Jun 2021	30 Mar 2028	7 7000 000	0	0	25 500 000	46 500 000	72 000 000
TOTAL						**127 413 163 041**	**1 310 900 826**	**450 338 000**	**583 783 000**	**662 523 000**	**1 696 644 000**

Source: Department of Environmental Affairs and Development Planning – March 2024

Map 4: Spatial distribution of Provincial Infrastructure Investment in WCO24 2024/25 – 2026/27



6.6 Cape Winelands District (CWD) JDMA Implementation Plan

A **CWDM JDMA profile** was developed in 2020 and updated in September 2023. The Cape Winelands District Profile - 2020 Perspective is a first-generation knowledge product to provide information and evidence to government stakeholders and also to:

- Provide an information source that, at a glance, highlights what needs to be maintained, the strengths and challenges facing the Cape Winelands District (i.e., sets the context and provides the government with an intergovernmental understanding of key development trends and patterns within the District); and
- Assist in informing catalytic or strategic projects for the Joint District and Metro Approach Implementation Plan for the longer-term development of this geographical area that is both focused and targeted, but also implementation-ready, resilient, coordinated, and integrated.

Given the above, the following strategic priorities have been identified for inclusion in the CWD JDMA Implementation Plan and approved by the District Coordinating Forum (DCF).

- Waste minimisation and management solutions
  - Regional Landfill
  - Waste Minimisation Strategies
  - Integrated Waste Management Plan
  - Waste Workshop
- Resource Resilience
  - Climate Change, Water Management and Wildfire Urban Interphase Risks
  - **Municipal Energy Resilience Programme**
- Infrastructure management and development
  - N1 Eastern by-pass
  - ESKOM Infrastructure delays (Witzenberg)
- Economic Recovery and Unemployment
  - Economic Recovery Plan - Implementation
- Urbanisation
  - Develop a guide to inform future developments
  - Monitor mega human settlement projects to inform the Guide
  - Address Land invasions
  - Provision of Basic Services for Prioritised Informal Settlements
- Community Safety
  - District Plan
  - Area-based Plan (Witzenberg)
  - SANTAM (fire and IT equipment, PPE and smoke alarms)
- Municipal Business Sustainability
  - Financial Sustainability
  - Revenue Collection: ESKOM

- Shared Services: Development of 4 Models

- External Stakeholder involvement
- Communication and IGR
- Data Governance and Profile update
    - The development of a dynamic profile to inform JDMA Implementation Plan developmental priorities and projects.
- Digital Transformation Strategy

6.6.1 The Municipal Energy Resilience Project and Small-Scale Embedded Generations

The Municipal Energy Resilience (MER) Project was developed following an amendment to Schedule 2 of the Electricity Regulation Act in 2020, allowing municipalities to generate electricity. The key objectives of the MER Project are development, support, and capacity building to implement renewable energy projects in municipalities across the province for municipalities, businesses, and households to generate, procure, and sell electricity. The project aims to secure reliable electricity supplies for the province and increase economic resilience. The project includes four approaches: creating space for small-scale embedded generation (SSEG), providing assistance in procurement processes for municipalities to source energy from independent power producers (IPPs), building a business case for utility–scale to-power generation, and finally, reforming the sector. The Stellenbosch Municipality and five other candidate municipalities are participating in the first phase of the MER Project.

This project will look at several innovative renewable energy technologies and scales, as well as cost options, the size of the investment needed, location issues, risks, municipal readiness needs, infrastructure needs, timelines for getting capacity onto the grid, transaction and procurement mechanisms, and regulatory issues.

SSEG enables solar photovoltaic (PV) systems to be grid–tied and feed in any excess electricity generated. Registering a feed–in system allows one to export excess electricity to the grid and receive credit based on the SSEG tariff. This is structured to support PV system owners while covering the cost of their electricity services.

6.6.2 Cape Winelands District Joint District Approach

The following Strategic Projects apply to the Stellenbosch municipal area:

Figure 29: Cape Winelands District Joint District Approach

IMPLEMENTATION PLAN: CAPE WINELANDS DISTRICT JOINT DISTRICT APPROACH						
Municipal Priority	**Key Initiative (s)**	**Municipalities Involved**	**Project**	**Project lead and team ((link to existing technical structures and / or projects)**	**Action/s**	**Progress**
Provincial Priority (Vision Inspired Priority 2) – Growth and Jobs						
Waste minimisation and management solutions (priority project)	Integrated Waste Management Plan	All municipalities	Review of Integrated Waste Management Plan	CWDM and DEADP	Update the JDMA Implementation Plan in terms of DEADP lead on Waste. Western Cape Provincial Government to assist with supply chain management challenges. A waste management conference will be arranged as soon as the new council is fully functional.	Integrated Waste Management Plan Project has commenced.
Waste minimisation and management solutions (priority project)	Establishment of a Regional Waste Management Facility	All municipalities	Regional Waste Management Facility: Conduct a section 78 investigation and implement the recommendations			The project has commenced.
Resource Resilience	Water Governance and Water Service Development Plan Joint Strategy: Bulk Storage Facilities (to provide for drought) Local Economic Development / Growth and Development Strategy (for the District to address risks associated with Climate Change / Water Security)	All municipalities	Municipal Energy Resilience Programme	DLG, DEDAT, Stellenbosch Municipality and Drakenstein Municipality	Specific pioneering projects for Drakenstein and Stellenbosch were identified. DEDAT did a proxy for the cost-supply studies required by NERSA. The next step is to compile a roadmap for the pioneering projects and their implementation thereof. DEDAT to establish a MER Fund to assist municipalities in preparing for the studies and enable them to look at new generation capacity specifically for renewable energy. Wheeling support for individual municipalities is in the process of being finalised.	During the Municipal Energy Resilience Programme, Stellenbosch and Drakenstein progressed as per stakeholder agreements. Initial engagements facilitated with WESGRO / Invest SA and DEDAT: ESKOM infrastructure delays (Witzenberg).

IMPLEMENTATION PLAN: CAPE WINELANDS DISTRICT JOINT DISTRICT APPROACH						
Municipal Priority	**Key Initiative (s)**	**Municipalities Involved**	**Project**	**Project lead and team ((link to existing technical structures and / or projects)**	**Action/s**	**Progress**
Provincial Priority (Vision Inspired Priority 2) – Growth and Jobs						
Economic Recovery, long term unemployment and its consequences (priority project)	Address factors associated with Youth unemployment	All municipalities	Economic Recovery Plan	CWDM and all local municipalities; with WESGRO and DEDAT	• Further offline discussions will be held regarding unemployment.	• Quarterly updates are done on projects in the Economic Recovery Plan. • Implementation is ongoing while further discussions are underway to understand the address of long-term unemployment challenges.
Municipal Business Sustainability (priority project)	Saving costs across certain functions	All municipalities	Shared Service Model Development	CWDM and all local municipalities, DLG and IGNITE	Follow up on progress with the appointed service provider.	• Audited completed.
Data Governance and JDMA Profile	Towards developing a Dynamic Profile and sharing data	All municipalities	Data Governance and JDMA Profile	DLG, CWDM and all local municipalities, DEADP, DotP, DSD	• Data governance is a transversal JDMA Project. • CEI is busy drawing up a Memorandum of Understanding (MOU) for Metros and non-Metros. • Provincial governance structures are being set up and aligned with local government in the Western Cape. This is being done with support from the Department of the Premier and will address monitoring and evaluation.	• Municipal interface structures are being finalised. • Data-sharing MoUs are being drafted, with consultations underway. • The CWDM Data Management Plan was developed. • Gaps in the 2020 profile were identified.

6.7 Agricultural Interventions

In support of the Western Cape Department of Agriculture Strategic Plan, the municipality has identified two priority interventions on which the municipality will embark in the **period 2022 – 2027**.

Table 33: Agricultural Interventions for 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

Table 34: Agricultural Interventions

Proposed Municipal Actions in Support of the Strategic Focus Areas of the Western Cape Department of Agriculture					Target and Progress Rating					Performance Comment
Priority Area	Desired Municipal Deliverable	Status Quo within Municipality	Proposed Local Intervention (appropriate municipal action)	Timeframe to deliver (Short / medium / long term or ongoing)	2022/23	2023/24	2024/25	2025/26	2026/27	
Farmer Support	Lease agreement for use of commonage land (e.g. Terms of the lease, roles and responsibilities of each party, preference for individual agreements, and need for longer leases)	In 2020, two (2) land parcels were identified and advertised for emerging farmers. The process is to be finalised.	Through the Municipal Agricultural Land Policy, the municipality aims to identify and allocate an additional 10 parcels of land for emerging farmers	Medium / long term	2	4	2	2	2	Sixteen (16) farming applications have been received. Assessments of farming applications have been completed. Four applications were shortlisted for potential allocation on the two portions of available land. An item was prepared for the council, and the four portions of land were approved and allocated to the successful applicants. In the first quarter of 2024, the Executive Mayor and a representative from the Office of the Minister will conduct an official handover.
					😐	😐	n/a	n/a	n/a	
Market Access	Infrastructural development that supports agriculture development value chain and market access	Through the Municipal Agricultural Land Policy, the municipality aims to identify and allocate an additional 10 parcels of land for emerging farmers.	Ensuring vibrant, equitable and sustainable rural communities with food security for all	Medium / long term	2	4	2	2	2	
					😐	😐	n/a	n/a	n/a	

6.8 Stellenbosch Municipality Operational Support Plan

The projects listed in the table below were identified as projects / programmes / initiatives that would require assistance and funding from other spheres of government:

Table 35: Stellenbosch Municipality Operational Support Plan

Project / Programme / Initiative	Responsible Internal Department / Agency	Action/s	Estimated Funds
Climate Change Adaptation Strategy (Alien Clearing, River Management and Wildfire Management	Department Community Service	Implementation of Alien Clearing, River Management and Wildfire Management Plans.	R2 000 000
Mega-human settlement project monitoring	Department: Housing Development	Kayamandi Town Centre: To obtain development rights/township establishment. Jamestown: Housing (Phase 2, 3 and 4): To obtain development rights / township establishment. Erf 7001 and other possible sites for mix-used development in Cloetesville: To obtain development rights / township establishment.	R2 000 000 R1 500 000 R1 000 000
Stellenbosch Municipality: Resource Resilience: Municipal Energy Resilience	Municipality / DLG / Water Services	Financial support is required for the development of pico hydropower units.	n/a
Stellenbosch Municipality: Resource Management Resilience: Water Management Resilience	Stellenbosch Municipality and DLG	Financial support is required for the development of real-time management control centres.	n/a
Improvements to public transport facilities in rural and semi-rural areas within the Stellenbosch Municipal area	Department: Roads, Stormwater and Transport	Upgrading and implementing new Taxi and Bus stops in rural and semi-rural areas within the Stellenbosch municipal area.	n/a
Improvements to the NMT network in rural and semi-rural residential settlements located within the Stellenbosch Municipal area	Department: Roads, Stormwater and Transport	Construction of Sidewalks and NMT facilities in rural and semi-rural residential settlements located within the Stellenbosch Municipal area.	n/a
Compilation of the Adam Tas Corridor Local Spatial Development Framework	Department: Development Planning (Spatial Planning)	Compilation of a Local SDF for the Adam Tas Corridor Study Area. The Compilation of a Land Use Framework to develop a Development Incentive Overlay Zone (Urban Development Zone).	n/a
Compilation of a Klapmuts Local Spatial Development Framework	Department: Development Planning (Spatial Planning)	Inclusion of Klapmuts within the Cape Metro Regional Spatial Implementation Framework ("RSIF") in partnership with WCG; CoCT; Cape Winelands District and Drakenstein Municipality which focuses on the following themes: - Smart City Concept; - Economic Development and Job Creation; and - Cost-effective Services	n/a
Other Projects, policies, frameworks, programmes, and housing pipeline projects outside of the priority areas	Department: Development Planning (Spatial Planning)	Draft Economic Development Strategy (an Approach to Stimulate Economic Growth). - Inclusionary Housing Policy. - Jamestown Housing Project. - De Novo. - Vaaldraai. - Jonkershoek. - Erf 7001, Stellenbosch (Soekmekaar).	n/a

6.9 Gender Mainstreaming

Gender mainstreaming is the process of assessing the impact on women and men of any planned development projects, including policies and programmes. It is a strategy for making women's as well as men's concerns and experiences an integral dimension in the planning, implementation, monitoring, and evaluation of projects and programmes in all areas of governance, economics, basic services, and social spheres. The ultimate goal of gender mainstreaming in the municipality is to achieve gender equality at all levels of service delivery. The United Nations Organisation defines gender equality as equal rights, responsibilities, and opportunities for women and men. It implies that the interests, needs, and priorities of both women and men are taken into consideration in the planning, decision-making, and performance of organisational functions.

Gender mainstreaming is one of the SDGs and District Development Model (DDM) objectives. The SDG (Gaol 5) and DDM advocate that the government should aim for gender equality, empower all women and girls, and ensure inclusivity through gender-responsive budgeting based on the needs and aspirations of our people and communities at a local level. In support of the SDG and DDM objectives, the Stellenbosch Municipality aims to establish an environment that encourages gender mainstreaming interventions at the municipal level. Although priority issues identified by the different segments of the community cannot be addressed at once due to sufficient resources, the municipality is implementing interventions as a start to address gender and gender mainstreaming.

Gender mainstreaming will require the municipality to shift in organisational cultures and ways of thinking, as well as in the goals, structures, and allocation of resources. Through the IDP and in support of the SDG and DDM objectives, the Stellenbosch Municipality will make an effort to incorporate gender into each phase of planning. As a stepping stone to incorporating gender in municipal planning, it will take the form of identifying key gender indicators linked to the projects and programmes encapsulated in the 5th Generation IDP 2022 – 2027. The table below on the gender matrix will be revised during the 3rd Review of the 5th Generation IDP 2022 – 2027 to allow directorates the opportunity to shift to a level of implementing projects, programmes, and policies that take into account the principles of gender mainstreaming as stipulated below:

- Gender-sensitive language;
- Gender-specific data collection and analysis;
- Equal access to and utilisation of services;
- Women and men are equally involved in decision–making; and
- Equal treatment is integrated into steering processes.

The benefits of incorporating gender outcomes into the IDP will be:

- Positive impact on individuals, organisations, and at a societal level;
- Acceleration of implementation of Sustainable Development Goals (SDGs);
- Higher rate of growth and development;
- Improved resource management;
- Improved productivity; and
- By examining the overall situation of women and men across municipalities, a stronger analysis could provide a basis for identifying their specific needs and assessing whether certain groups of women and men could be adversely affected by development programmes and projects.

6.9.1 Gender Interventions

In terms of integrated planning and streamlining governance processes, the Department: Community Development and the Provincial Department: Social Development signed an MOU to collectively focus on various programmes with gender as one of the focal points. This includes the implementation

of empowering programmes for women, reaching out to single mothers, hosting the 16 Days of Activism / Gender-Based Violence, and establishing a Gender-Based Violence Forum.

The implementation of gender-specific programmes is depicted in the table below:

Table 36: Gender-Based Interventions

Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Performance Comment
Establishment of the Greater Stellenbosch GBV Forum	Number of Greater Stellenbosch GBV Forums established by 30 June 2024	The IDP deliverable was omitted from the DSD MOU. However, DSD is to establish a GBV Forum. This will be included in an addendum to the MOU.
Hosting of 16 days of activism event	Number of 16 days of activism events hosted by 30 November	The 16 days of activism event will be hosted each financial year for the period 2022 – 2027. This programme is linked to the Mayoral Outcome, to create safer environments for communities. Implementation and monitoring of the programme will be on a departmental level.

6.9.2 Gender Disaggregated Matrix[1]

Disaggregating information by gender, count males and females separately when gathering information on projects and programmes. Gender-disaggregated data is important because it will assist the municipality to see whether an initiative is successful at targeting and benefiting women and men. The indicators specify that all data about target groups and beneficiaries will be gender disaggregated.

Table 37: Gender Disaggregated Matrix

Directorate	Department	Indicator Description		5-Year Target 2022 – 2027		Target 2022/23		Target 2023/24		Target 2024/25		Target 2025/26		Target 2026/27	
				M	F	M	F	M	F	M	F	M	F	M	F
		1.	Governance and Institutional Structure												
Corporate Services	Human Resource Management	1.1	Percentage of seats held by males and females in the Council	53%	48%	53%	48%	53%	48%	53%	48%	53%	48%	53%	48%
Corporate Services	Council Support	1.2	Percentage of ward committee members, disaggregated by gender	61%	39%	61%	39%	61%	39%	61%	39%	61%	39%	61%	39%
Corporate Services	Human Resource Management	1.3	Percentage of males and females in top management	66.7%	33.3%	66.7%	33.3%	66.7%	33.3%	66.7%	33.3%	66.7%	33.3%	66.7%	33.3%
Corporate Services	Human Resource Management	1.4	Percentage of males and females in management	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%	80%	20%
Corporate Services	Human Resource Management	1.5	Percentage of male and female employees in Stellenbosch Municipality (permanent)	63.3%	36.7%	63.3%	36.7%	63.3%	36.7%	63.3%	36.7%	63.3%	36.7%	63.3%	36.7%
Corporate Services	Human Resource Management	1.6	Percentage of professionally qualified and experienced specialists and mid-management, disaggregated by gender	53.4%	46.6%	53.4%	46.6%	53.4%	46.6%	53.4%	46.6%	53.4%	46.6%	53.4%	46.6%
Corporate Services	Human Resource Management	1.7	Percentage of skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents, disaggregated by gender	52.9%	47.1%	52.9%	47.1%	52.9%	47.1%	52.9%	47.1%	52.9%	47.1%	52.9%	47.1%
Corporate Services	Human Resource Management	1.8	Percentage of semi-skilled and discretionary decision-making employees, disaggregated by gender	63.2%	36.8%	63.2%	36.8%	63.2%	36.8%	63.2%	36.8%	63.2%	36.8%	63.2%	36.8%

[1] *The 5-year and outer-year targets will be revised during the public participation period in April 2024.*

Directorate	Department	Indicator Description		5-Year Target 2022 – 2027		Target 2022/23		Target 2023/24		Target 2024/25		Target 2025/26		Target 2026/27	
				M	F	M	F	M	F	M	F	M	F	M	F
Corporate Services	Human Resource Management	1.9	Percentage of unskilled and defined decision-making employees, disaggregated by gender	80.2%	19.8%	80.2%	19.8%	80.2%	19.8%	80.2%	19.8%	80.2%	19.8%	80.2%	19.8%
Corporate Services	Human Resource Management	1.10	Percentage of non-permanent employees (incl. EPWP, conditional grants, and provincial grants) disaggregated by gender	60%	40%	60%	40%	60%	40%	60%	40%	60%	40%	60%	40%
Municipal Manager	IDP / PMS / PP	1.11	Percentage of IDP public participation meeting attendance, disaggregated by gender	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%	50%
		2.	**Access to Resources**												
Corporate Services	Human Resource Management	2.1	Number of employees receiving training, disaggregated by gender	699	327	219	67	120	65	120	65	120	65	120	65
Corporate Services	Human Resource Management	2.2	Number of employees awarded municipal bursaries, disaggregated by gender	73	75	13	15	15	15	15	15	15	15	15	15
		3.	**Access to Basic Services**												
Planning and Economic Development	Informal Settlements	3.1	Percentage of males and females that benefit from the installation of toilets in informal settlements*	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
Planning and Economic Development	Informal Settlements	3.2	Percentage of males and females that benefit from the installation of stand-alone water tapes in informal settlements*	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%	100%
		4.	**Economic Growth**												
Planning and Economic Development	Development Planning	4.1	Percentage of Municipal Jobseekers Database Registrations, disaggregated by gender	40%	60%	37%	63%	44%	56%	40%	60%	40%	60%	40%	60%
Planning and Economic Development	Development Planning	4.2	Percentage of business licences approved, disaggregated by gender	70%	30%	81%	19%	76%	24%	70%	30%	70%	30%	70%	30%
Planning and Economic Development	Development Planning	4.4	Percentage of lease agreements for use of commonage land signed, disaggregated by gender	60%	40%	84%	16%	75%	25%	70%	30%	70%	30%	70%	30%
Financial Services	Supply Chain Management	4.5	Number 100% male and female-owned service providers registered on the SCM database	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC

Directorate	Department	Indicator Description		5-Year Target 2022 – 2027		Target 2022/23		Target 2023/24		Target 2024/25		Target 2025/26		Target 2026/27	
				M	F	M	F	M	F	M	F	M	F	M	F
Financial Services	Supply Chain Management	4.6	Number of 100% male and women-owned service providers appointed as service providers	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
		5.	**Economic Empowerment**												
Planning and Economic Development	Housing Administration	5.1	Number of registered applicants on the housing demand database, disaggregated by gender	8378	10011	8378	10011	8378	10011	8378	10011	8378	10011	8378	10011
Planning and Economic Development	Housing Administration	5.2	Number of title deeds handover to beneficiaries, disaggregated by gender	60%	40%	60%	40%	60%	40%	n/a	n/a	n/a	n/a	n/a	n/a
Planning and Economic Development	Housing Administration	5.3	Number of male and female-headed household beneficiaries in new housing developments	68	87	68	87	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Planning and Economic Development	Housing Administration	5.4	Number of disabled male and female-headed household beneficiaries in new housing developments	1	4	1	0	1	1	1	1	1	1	1	1
Planning and Economic Development	Housing Administration	5.5	Number of Housing Consumer Education (HCE) attendees, disaggregated by gender	100	100	20	20	20	20	20	20	20	20	20	20
Planning and Economic Development	Development Planning	5.6	Percentage of attendees at SMME workshop, disaggregated by gender	60%	40%	60%	40%	60%	40%	60%	40%	60%	40%	60%	40%
Community and Protection Services	Community Development	5.7	Number of participants in accredited training programmes, disaggregated by gender	99	93	19	13	20	20	20	20	20	20	20	20
Community and Protection Services	Community Development	5.8	Number of participants in programmes for vulnerable groups (Youth, Elderly and Disability)	1287	3061	807	2581	120	120	120	120	120	120	120	120

***Note**: All residents, regardless of gender, benefit from the installation of ablution facilities and water points in an informal settlement. The facilities are gender-neutral and hence 100% beneficial to all genders.*

CHAPTER 7:

Sector Plans and Implementation

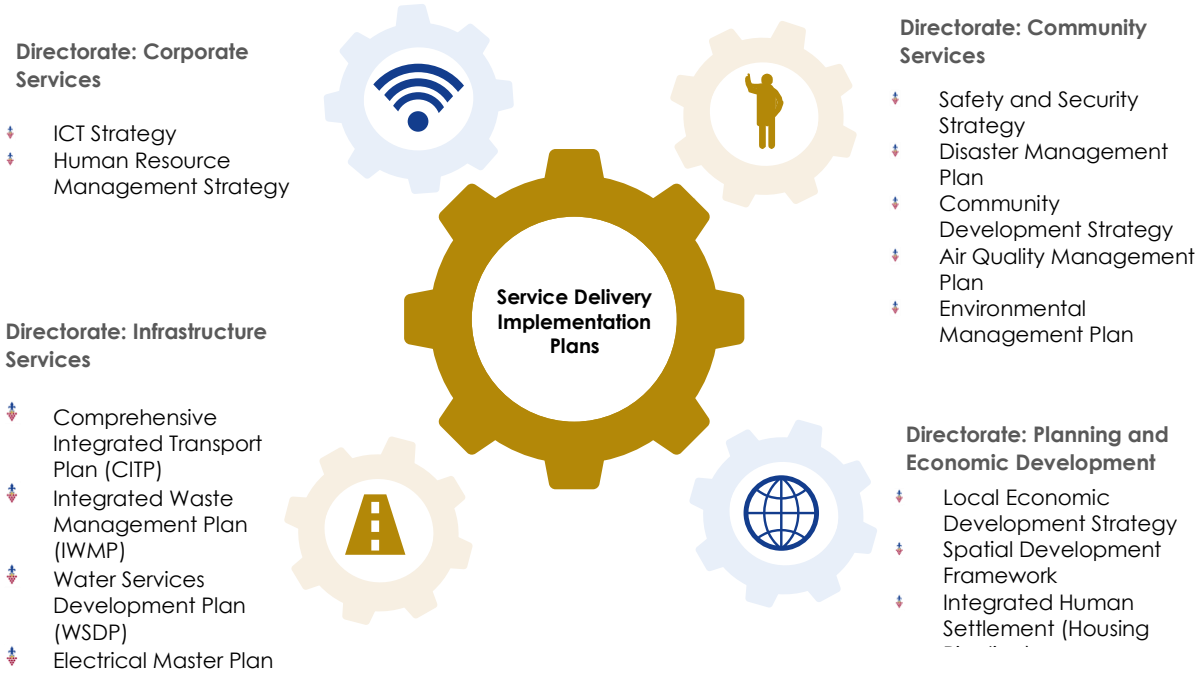
7.1 Introduction

The municipality has several medium- and longer-term sector plans that direct the implementation of the different functional areas. These plans form an integral part of the Integrated Development Plan (IDP).

Although the time periods for sector plans and the IDP differ (e.g., the mSDF has a 20-year horizon, the IDP has a 5-year horizon, and sector plans can be revised annually), the IDP and sector plans inform each other mutually. Like the IDP, sector plans are subject to periodic review. Alignment between sector plans and the IDP allows for more effective budgeting integration.

Other service delivery implementation processes include:

Figure 30: **Service Delivery Implementation Plans**



7.2 The relationship between the Sector Plans and Strategies

Sector plans need to support and reinforce each other to have meaning and assist in the sustainable development of the municipal area. The table below illustrates how different key sector plans inform and direct each other.

Table 38: The relationship between sector plans

Sector Plan	Spatial Development Framework	Human Settlements Plan	Integrated Transport Plan	Infrastructure Master Plans
Municipal Spatial Development Framework (*m*SDF)		• Identifies areas for the satisfaction of human settlement needs • Designates areas for developmental needs. • Indicates areas desirable for a specific nature and form of urban development. • Indicates areas desirable for conservation. • Spatially, it reflects the distribution of community facilities. • Identifies areas to be protected from the settlement (e.g., heritage, agriculture, and natural). • Designates housing priority / restructuring areas. • Integrates settlement patterns with infrastructure plans.	• Identifies areas for the satisfaction of human settlement needs. • Indicates areas desirable for conservation. • Spatially, it reflects the distribution of community facilities. • Identifies areas to be protected from the settlement (e.g., heritage, agriculture, and natural). • Designates housing priority / restructuring areas. • Indicates areas desirable for densification / specific land use / integrated networks. • Spatially, it reflects the Council's approved nature and form of urban development.	• Identifies municipal growth direction • Identifies areas to be protected from development (e.g. heritage, agriculture and natural) • Identifies priority development areas • Identifies infrastructure priority areas
Human Settlements Plan	• Identifies current settlements and interventions that should be accommodated in future planning. • Determines settlement needs. • Quantifies the extent of demand for various housing typologies.		• Identifies current settlements and interventions that should be accommodated in future planning. • Determines settlement needs. • Quantifies the extent of demand for various housing typologies.	• Identifies current settlements and interventions which should be accommodated in future planning • Determines settlement infrastructure needs • Quantifies the extent of demand for services according to various housing typologies
Integrated Transport Plan	• Determines the most efficient responses to transport challenges. • Identifies transport and traffic priority areas. • Shapes future planning according to the most appropriate modal changes and challenges.	• Identifies transport and road priority areas. • Determines development parameters, e.g., parking ratios, access, and standards • Shapes settlement planning according to the most appropriate modal changes and challenges.		• Determines most efficient responses to transport challenges. • Identifies transport and traffic priority areas. • Shapes future planning according to the most appropriate modal changes and challenges.

Sector Plan	Spatial Development Framework	Human Settlements Plan	Integrated Transport Plan	Infrastructure Master Plans
	▪ Identifies the need for services not provided by the municipality, e.g., SANRAL, Provincial Roads, PRASA, and Transnet.			
Infrastructure Master Plans	▪ Identifies existing infrastructure capacity / constraints. ▪ Identifies interventions required to support growth / infill. ▪ Designates priority infrastructure development areas / corridors. ▪ Provides for services not provided by the municipality, e.g., Telkom, Eskom, and raw water supply.	▪ Identifies existing infrastructure capacity or / constraints. ▪ Identifies interventions required to support growth / infill. ▪ Provides for services not provided by the municipality, e.g. Telkom, Eskom, raw water supply.	▪ Identifies existing infrastructure capacity or / constraints. ▪ Identifies interventions required to support growth / infill. ▪ Provides for services not provided by the municipality, e.g., SANRAL, Provincial Roads, PRASA, and Transnet.	

7.3 Sector Plans and Implementation Strategies

7.3.1 Air Quality Management Plan

Stellenbosch Municipality's 3rd Generation Air Quality Management Plan (AQMP) has been approved by the Council in 2022. This document follows the adoption of the original document approved in 2013 and its first revision in 2018.

7.3.1.1 Vision, Mission, and Goals

Aligned with the Cape Winelands District Municipality's (CWDM) vision for air quality management, the vision for the Stellenbosch Municipality, as defined in the AQMP, is that air quality in the Stellenbosch Municipality is clean and healthy.

The mission statement for achieving the stated vision is:

Air quality in the Stellenbosch Municipality is co-operatively managed for the benefit of present and future generations according to the principles of sustainable development to safeguard health and quality of life, promoting economic and social development.

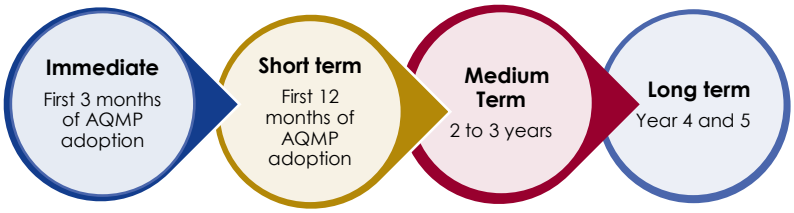
The goals to achieve the mission of the AQMP are listed below and their linkages to the Western Cape Provincial AQMP (DEA&DP, 2010) and the CWDM AQMP (CWDM, 2012) are highlighted. The three goals for the Stellenbosch Municipality AQMP are:

- **Goal 1:** Air quality governance meets the requirements to effectively implement the AQMP: This goal addresses the regulatory framework and the institutional capacity required in the Stellenbosch Municipality to carry out the air quality function. This links directly to the goal of the AQMP for the Western Cape to 'Ensure effective and consistent air quality management and the goal in the CWDM AQMP of 'Effective air quality management;
- **Goal 2:** Reduce atmospheric emissions of harmful pollutants: This goal aims to manage activities that impact air quality to reduce the emissions of harmful pollutants and associated impacts on human health and well-being. This links directly to the provincial AQMP goal to 'Ensure effective and consistent compliance monitoring and enforcement and 'To ensure that health-based air quality standards are attained and continually met'. It also links to the CWDMAQMP goal of 'Effective air quality management through an 'Emission reduction strategy; and
- **Goal 3:** Systems and tools are established to effectively implement the AQMP: This goal refers to the systems and tools required for effective AQMP implementation, the cornerstone of which is an Air Quality Management System (AQMS). The development of AQMS links directly to the provincial AQMP goal, 'To ensure effective and consistent air quality management through the development of AQM systems. It also links to the CWDM AQMP goal of developing an AQMS. An AQMS is a fundamental unit in the management of air quality in an area, incorporating the necessary technical elements that provide information on the status of air quality (D: EA&DP, 2010). Included in this goal is the need for stakeholders to actively participate in AQM in the Stellenbosch Municipality, which links to the provincial AQMP goal 'To continually engage with stakeholders to raise awareness concerning air quality. It also links to the CWDM AQMP goal to 'Promote communication concerning air quality management.
- **Goal 4:** This goal aims to improve the understanding of the impact that climate change is likely to have on the municipality and to implement measures to mitigate such an impact.

7.3.1.2 Time frames

The timeframes defined for the Implementation of the AQMP are:

Figure 31: **AQMP Time frames**



The following immediate items were included in the AQMP:

Table 39: Items in AQMP

Objective	Activity	Responsibility
Sufficient capacity and competence exist to perform the air quality management function.	Identify capacity and competency needs.	Council
The AQMP is included in the IDP.	Prepare air quality input for inclusion in the IDP. Ensure adequate funding in the IDP for AQMP implementation.	Air Quality Officer, Council
A regulatory framework exists in the municipality for air quality management.	Develop an air quality by-law.	Air Quality Officer, Council
Emissions from waste burning are reduced.	Enforcement of the by-law.	Air Quality Officer
An Air Quality Management System exists in Stellenbosch Municipality, including an emission inventory, ambient air quality monitoring, and reporting.	Prepare an annual report on progress with AQMP implementation and the state of air quality, including emissions, ambient data, and complaints.	Air Quality Officer
Stakeholders participate in AQ management	Participate and provide input / comment on development planning (e.g. EIA, SDF, SEMF).	Air Quality Officer
Dust management	Respond to and attend to odour and dust complaints.	Air Quality Officer
Noise pollution management	Respond and attend to noise complaints.	Air Quality Officer

Stellenbosch Municipality relies on data from the province's monitoring station situated at CWDM in Stellenbosch town to determine air quality or atmospheric emissions. This data is reported on by the relevant Environmental Health Official from CWDM.

7.3.2 Environmental Management Plan

Stellenbosch Municipality is continuously developing its capacity to protect the environment within its boundaries and to strive towards a municipality and communities that recognise the vital importance of their rich natural capital and manage these in a manner that ensures sustainability and fulfils the needs of all concerned.

To this effect, Stellenbosch Municipality has developed the Stellenbosch Environmental Management Framework (SEMF), approved by the Council as a sector plan for the Municipal Spatial Development Framework. The SEMF is a municipal strategic environmental management policy that responds to and complies with the relevant statutes and directives.

Stellenbosch Municipality also implemented its Invasive Alien Plant Management Plan (IAP Management Plan), prepared in terms of the National Environmental Management: Biodiversity Act, 2004 (Act No. 10 of 2004), completed during the 2017/18 financial year. This document has been reviewed and adopted by the Council in 2022 and the Department of Forestry, Fisheries, and the Environment (DFFE). Stellenbosch Municipality reports annually to DFFE on the implementation of its IAP Management Plan.

The Stellenbosch Municipality owns various properties regarded as nature areas. Three of these areas have formally been designated as conservation areas. These are Mont Rochelle Nature Reserve, Jan Marais Park (a nature reserve), and Papegaaiberg Nature Reserve. The Stellenbosch Municipality is in the process of putting environmental management plans (EMPs) in place for all these areas, including areas that are not formally declared as protected areas. The status of these is as follows:

- Mont Rochelle Nature Reserve: approved by the Council in 2022 and will be reviewed in 2026;
- Papegaaiberg Nature Reserve: An approved EMP is in place and is currently up for a 5-year review;
- Jan Marais Nature Reserve: Final draft EMP prepared;
- Paradyskloof Nature Area: approved by the Council in 2019 and will be reviewed in 2024; and
- Ida's Valley / Botmaskop Nature Area: Approved by Council in 2023, to be reviewed in 2027.

7.3.2.1 Implementation Plan: Environmental Management Plan

Table 40: Summary Results: EMP - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	3	0
😐	Project in progress.	1	1
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured (outer financial years)	0	0
Total IDP Deliverables		**4**	**1**

Table 41: Implementation: Environmental Management Plan

Funding Type								Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan / Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: ENVIRONMENTAL MANAGEMENT																	Performance Comment
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating							
				2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27			
TBC	Review the Stellenbosch Invasive Alien Plant Management Plan	Number of Stellenbosch Invasive Alien Plant Management Plans reviewed by 31 March	1	1	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a			Target achieved.
TBC	Submit the Mont Rochelle Nature Reserve EMP to the Municipal Manager	Number of Mont Rochelle Nature Reserve EMP submitted to the Municipal Manager by 31 March	1	1	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a			Target achieved.
TBC	Review the Papegaaiberg Nature Reserve EMP	Number of Papegaaiberg Nature Reserve EMPs reviewed by 30 June	1	n/a	1	n/a	n/a	n/a	▲	n/a	😐	n/a	n/a	n/a			A review of the Papegaaiberg Nature Reserve EMP is in progress and is to be completed by 30 June 2024. Cape Nature to provide input on the revised document.

IMPLEMENTATION PLAN: ENVIRONMENTAL MANAGEMENT															
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	Progress Rating 2023/24	Progress Rating 2024/25	Progress Rating 2025/26	Progress Rating 2026/27	Performance Comment
TBC	Submit the Jan Marais Nature Reserve EMP to the Municipal Manager	Number of Jan Marais Nature Reserve EMPs submitted to the Municipal Manager by 30 June	1	1	n/a	n/a	n/a	n/a	▲	😐	n/a	n/a	n/a	n/a	The existing plan remains relevant to the Nature Reserve's status. Reference documents that have not been approved yet will also be cited in the documents. The management authority provides input in the review and revision of the policy, and based on the priority list, Jan Marais is rated as a P2.
TBC	Review the Paradyskloof Nature Area EMP	Number of Paradyskloof Nature Area EMPs reviewed by 30 June	1	n/a	n/a	1	100	n/a	▲	n/a	n/a	n/a	n/a	n/a	
TBC	Submit the Ida's Valley / Botmaskop Nature Area EMP to the Municipal Manager	Number of Ida's Valley / Botmaskop Nature Area EMPs submitted to the Municipal Manager by 30 June	1	1	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a	Target achieved. Submitted to the Municipal Manager on 28 February 2023.

7.3.3 Integrated Human Settlement

7.3.3.1 Overview

An Integrated Human Settlement Plan (IHSP) is the road map for the provision of all forms of housing within a municipal area. This plan is closely linked to the municipal IDP and the Municipal SDF.

The aim of the Integrated Human Settlements Plan (IHSP) is therefore to:

- To outline the municipality's implementation plan for providing for the housing needs of its steadily growing and increasing population.
- To enable the municipality to prepare funding applications for submission to the Provincial Department of Infrastructure (branch Human Settlements) (PDoI) that are consistent with funding conditions and included in the municipal IDP and Housing Pipeline as per Provincial Department of Infrastructure guidelines is a requirement; and
- To inform the municipal Housing Pipeline spanning over ten years, reflected in five-year periods, the funding required in the Provincial Department of Infrastructure's Business Plan.

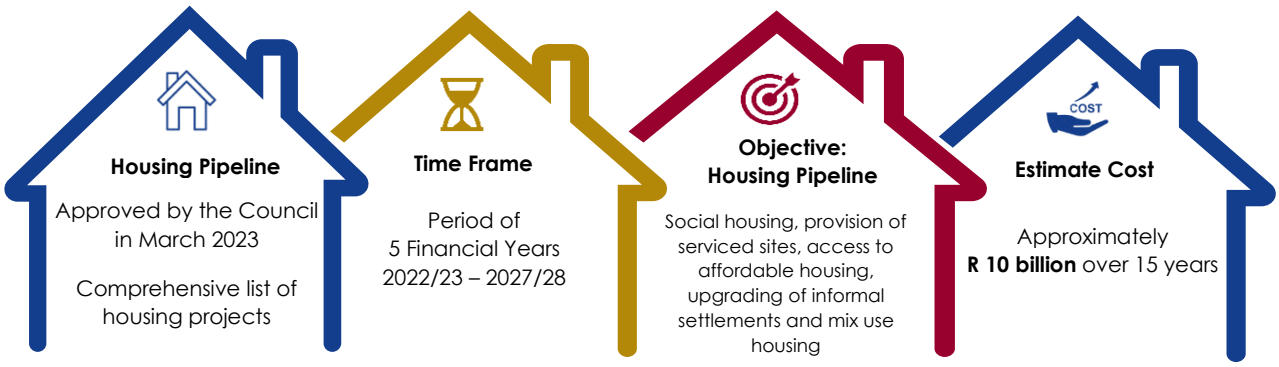
The IHSP will therefore not only comply with the requirements of the National Housing Act, whereby the municipality is obliged to facilitate the delivery of housing opportunities as part of their municipal function but will also develop a credible Housing Pipeline and operational models for human settlement development within the WC024.

7.3.3.2 Housing Pipeline

The PDoI requires that every municipality must have a Housing Pipeline. The Housing Pipeline is premised on a **five-year horizon** and serves as the planning and budgeting tool for the implementation of Human Settlements initiatives. Each municipality's Housing Pipeline is an integral component of the Provincial Department of Human Settlements' Business Plan.

It is required that the Housing Pipeline must be reviewed annually. The latest review of the Housing Pipeline was approved by the Council in March 2023. This revision includes the following:

Figure 32: Housing Pipeline Time Frame, Objective and Estimate Cost



The objective of the Housing Pipeline is to place more emphasis on the following housing types or programmes:

- Social housing (the National Minister of Human Settlements approved Stellenbosch as a restructuring town and restructuring zones in November 2016);
- Provision of serviced sites;
- Access to affordable housing (GAP housing);
- Upgrading of Informal settlements; and

- Mixed-use housing (which includes formalised homeownership especially employer housing).

The estimated cost of this programme will be approximately **R10 billion** over **15 years**.

- Upgrading of informal settlements, (La Rochelle, Klapmuts, Langrug, and Franschhoek);
- Access to basic services (ABS);
- Jamestown, Farm 527 (phases 2, 3, and 4);
- Upgrading of Zone O, Kayamandi;
- Enumeration of people on farms and backyarders;
- Rectification of Cloetesville subsidy houses at The Steps and Orlean Lounge;
- Erf 7001, Cloetesville (known as "Soek-mekaar");
- Upgrade of the Kayamandi CBD; and
- Northern Extension.

7.3.3.3 Upgrading of Informal Settlements

The municipality manages and coordinates the upgrading of informal settlements through the following broad objectives:

- In-situ upgrading of informal settlements;
- Upgrade informal settlements through the provision of basic services;
- Develop emergency housing sites geared to accommodate evictees;
- Enumerate / undertake demographic surveys of identified informal settlements;
- Facilitate tenure security in informal settlements;
- Assist in short-term job creation through linkages with the Expanded Public Works Programme (EPWP) and longer-term job creation through upgrading programmes;
- Facilitate capacity-building and training for residents and stakeholders through direct service provision and partnerships with outside agencies; and
- Manage the provision of services and development programmes to informal settlements.

7.3.3.4 Informal backyard dwellings

The municipality, through the Housing Pipeline is actively attempting to address the needs and plight of backyard dwellers within the municipal area. Currently, it is required to be registered on the Housing Demand Database, and hopefully, this will result in a permanent dwelling in one of the Council's housing projects. This process is long and tedious, and the chance of actually obtaining a formal house is very slim. Therefore, the Council is actively researching ways in which the service (and basic services) to backyard dwellers can be improved through its various housing programmes, (especially Social Housing (affordable rental)).

7.3.3.5 Social Housing

Stellenbosch Municipality was approved as a Restructuring Town in March 2017 by the National Minister of Human Settlements. This approval included the confirmation of the various Restructuring Zones within the municipality, and the latter culminated in a Council decision instructing the administration to attract social housing institutions (SHIs) and / or other development agencies (ODAs) to effect the municipality's social housing programme.

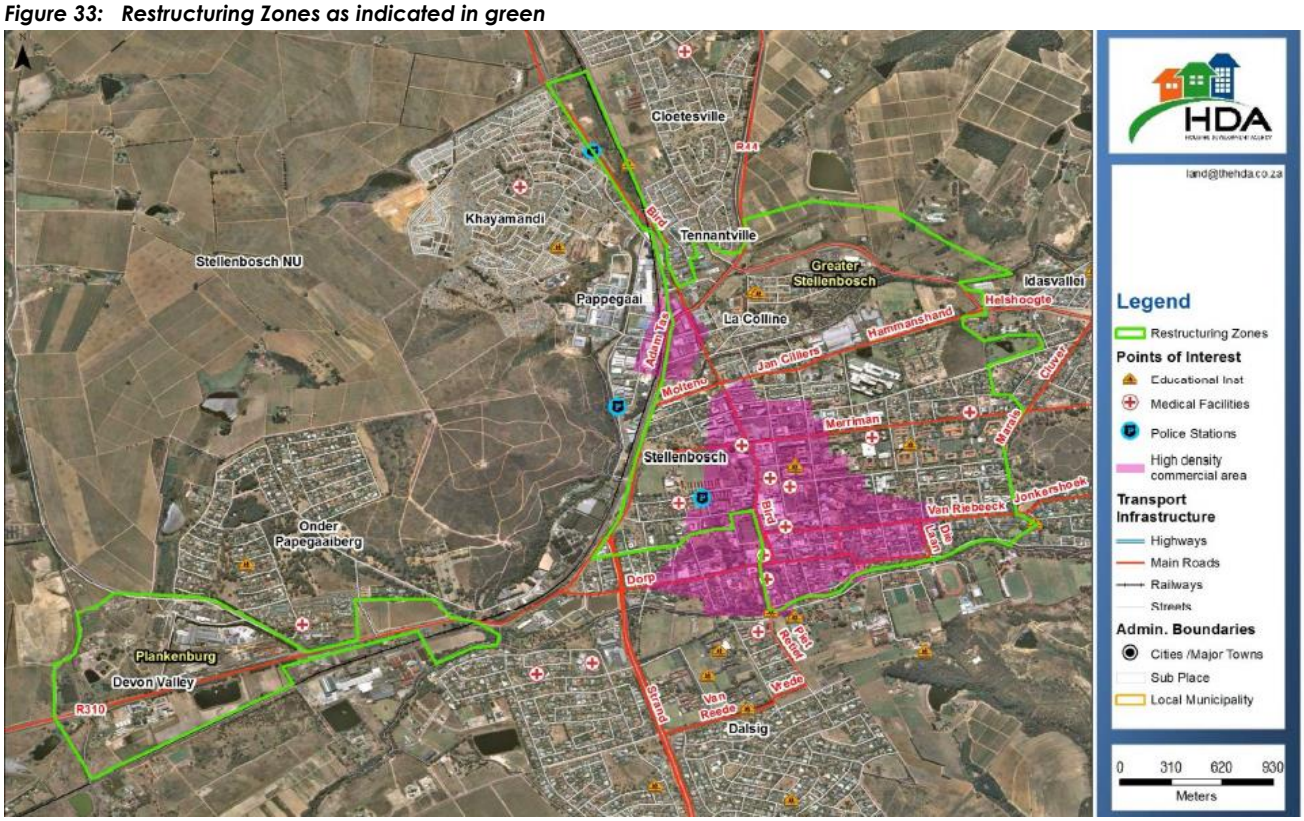
This programme aims to ensure improved quality of life for communities through a rental housing programme. This process of integration speaks to the importance of:

- Economic sustainability: affordability, access to economic opportunities, and promoting job creation via the multiplier effect associated with building medium-density housing stock, etc.;
- Social sustainability: social integration between various income groups, access to educational, recreational, and health facilities, etc.; and

- Ecological sustainability: conservation of scarce resources.

The figure below depicts areas that have been declared **restructuring zones** for Stellenbosch Municipality.

Figure 33: Restructuring Zones as indicated in green



7.3.3.6 The Western Cape Housing Delivery Model

In 2020, the National Department of Human Settlements (NDoHS) issued a letter to the Provincial Department of Human Settlements (PDoHS) regarding the new directives for human settlement projects. The letter stated that the delivery of top structures was fiscally unsustainable, and therefore there is a need to downscale the delivery of top structures to prioritise the delivery of enhanced service sites. The **four newly prioritised categories** for the top structure of the letter were:

- The elderly;
- Military veterans;
- Persons with disabilities; and
- Child-headed households.

Considering the correspondence received from the NDoHS, the PDoHS added it to the above-existing **priority categories**:

- Backyard residents; and
- Person, longest on the waiting list.

After consultation with the National Department, the PDoHS confirmed that all new project applications received from municipalities, which include top structures, must adhere to the above criteria. All the supporting applicable beneficiary approval information must be attached to the top structure project application.

7.3.3.7 Priority Human Settlements and Housing Development Areas (PDSHDA)

In 2020, the Minister of Human Settlements Gazetted the declaration of Priority Human Settlements and Housing Development Areas (PHSHDAs). The PHSHDAs intend to advance Human Settlements Spatial Transformation and Consolidation by ensuring that the delivery of housing is used to restructure and revitalise towns and cities, strengthen the livelihood prospects of households, and overcome apartheid spatial patterns by fostering integrated urban forms.

The PHSHDAs are underpinned by the principles of the National Development Plan (NDP) and the allied objectives of the National Spatial Development Framework (NSDF) and the Integrated Urban Development Framework (IUDF), which include:

- **Spatial Justice:** reversing segregated development and creating poverty pockets in the peripheral areas, integrating previously excluded groups, and resuscitating declining areas;
- **Spatial efficiency:** consolidating spaces and promoting densification and efficient communication patterns;
- **Access to connectivity, economic and social infrastructure:** ensure the attainment of basic services, job opportunities, transport networks, education, recreation, health, and welfare to facilitate and catalyse increased investment and productivity;
- **Access to adequate accommodation:** the emphasis is on the provision of affordable and fiscally sustainable shelter in areas of high need; and
- **Provision of quality housing options:** ensure that different housing typologies are delivered to attract different market segments of appropriate quality and innovation.

The emphasis is placed on synchronising national housing programmes in these priority human settlements and housing development areas, namely:

- **Integrated Residential Development Programme** provides a tool to plan, fund, and develop integrated settlements that include all the necessary land uses, housing types, and price categories to create integrated communities. It provides for subsidised as well as finance-linked housing, social and rental housing, and commercial, institutional, and other land use to be developed.
- **Social Housing Programme in Restructuring Zones** provides for social housing located in specific, defined localities (mostly urban), which have been identified as areas of opportunity (largely economic) where the poor have limited or inadequate access to accommodation and where the provision of social housing can contribute to redressing structural, economic, social, and spatial dysfunctionalities. It is also aimed at improving and contributing to the overall functioning of the housing sector, and particularly the rental sub-component thereof, especially insofar as social housing can contribute to widening the range of housing options available to the poor.
- **Informal Settlements Upgrading Programme** provides for the structured in situ upgrading of informal settlements to address the social and economic exclusion of communities. It remains evident that informal settlements provide new migrants and the urban poor with an affordable point of access to towns and cities, although they are also associated with high degrees of physical and social vulnerability.
- **Finance Linked Individual Subsidy Programme** provides for the creation of an inclusive and vibrant residential property market that can provide state assistance to households who are unable to independently access housing credit to become upwardly mobile and progress up the housing ladder.
- **The Special Presidential Package (SPP) Programme on Revitalisation of Distressed Mining Communities** by developing and implementing human settlement spatial transformation plans for identified mining areas.

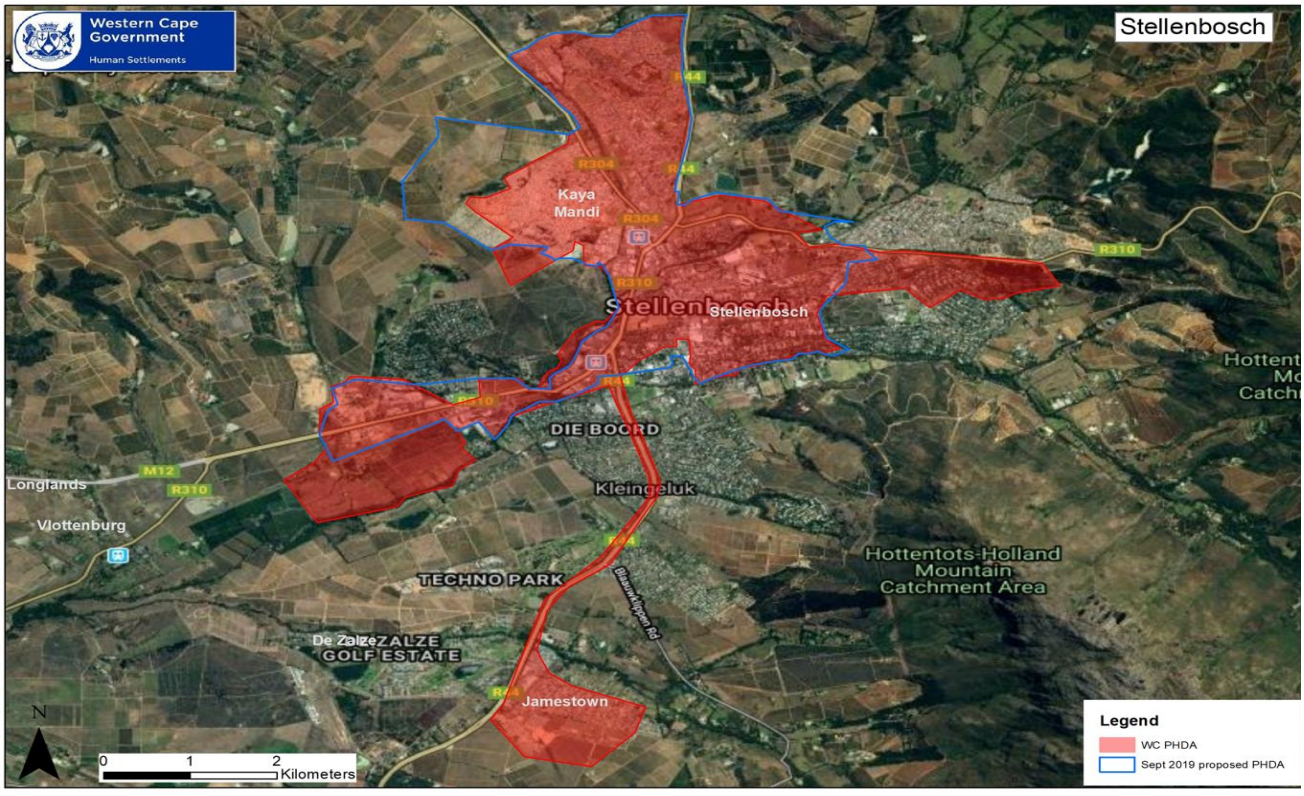
- **Enhanced People's Housing Process** provides for a process in which beneficiaries actively participate in decision-making over the housing process and housing product and make a contribution in such a way that:
  - Beneficiaries are empowered individually and collectively;
  - Various partnerships are created;
  - Social capital is retained and expanded upon, and 4) housing is valued as an asset far beyond its monetary value; and
  - Housing is valued as an asset far beyond its monetary value.

The current status of the PHSHDA for Stellenbosch Municipality, namely:

- The "Stellenbosch Urban Core Priority Human Settlements and Housing Development Area (PHSHDA) was formally gazetted on 15 May 2020 (Government Gazette No. 43316) and consists of the neighbourhoods of Jamestown, Kayamandi, and Central Stellenbosch;
- To date, the Housing Development Agency (HDA), with assistance from the Provincial Department of Human Settlements (PDoHS), has undertaken a Status Quo Analysis in preparation for the drafting of the Stellenbosch PHSHDA Development Plan. The Status Quo Analysis has been completed and will inform the drafting of the Development Plan going forward; and
- The PDoHS, Stellenbosch Municipality, and the HDA will proceed with the drafting of the Stellenbosch PHSHDA Development Plan shortly.

The figure below depicts areas that have been declared as Priority Human Settlements and Housing Development Areas (PDSHDA):

Figure 34: Priority Human Settlements and Housing Development Areas (PDSHDA)



The approved Housing Pipeline is available on request at the Directorate: Planning and Economic Development, on 021 808 8462 or via email at: lester.vanstavel@stellenbosch.gov.za.

7.3.3.8 Implementation Plan: Priority Housing Projects and Upgrading of Informal Settlements

Table 42: Summary Results: Housing Pipeline - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	6	0
😐	Project in progress.	2	5
☹	Not completed / No budget available / District Function / Provincial Function	1	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**9**	**5**

Table 43: Priority Housing Projects and Upgrading of Informal Settlements

Funding Type							Project Rating					
▲	Municipal Funding	●	Grant Funding (CCR / HSDG)	■	External Loan / Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

DIRECTORATE: INFRASTRUCTURE SERVICES																				Performance Comment
IDP Ref No	Responsible Department	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project Phase	Number of Housing Opportunities	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27			
TBC	PMU	Construction of Longlands, Vlottenburg (144 Serviced sites)	Percentage of the Longlands, Vlottenburg Capital Budget actually spent by 30 June	Construction	144	90%	90%	n/a	n/a	n/a	n/a	●	☺	n/a	n/a	n/a	n/a			Target achieved.

DIRECTORATE: INFRASTRUCTURE SERVICES																		Performance Comment
IDP Ref No	Responsible Department	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project Phase	Number of Housing Opportunities	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	PMU	Rectification of Cloetesville: The Steps / Orlean Lounge Houses (Temporary units with toilets erected for temporary relocation of occupants during rectification unit	Percentage of Cloetesville: The Steps / Orlean Lounge Houses rectification Capital Budget actually spent by 30 June	Construction	161	90%	90%	n/a	n/a	n/a	n/a		😐	n/a	n/a	n/a	n/a	Project to be completed by 30 June 2024.
TBC	PMU	Upgrading of Zone O in Kayamandi	Percentage of the Zone O (in Kayamandi) Capital Budget actually spent by 30 June	Construction will be dealt with in phases	711	90%	90%	n/a	90%	90%	90%		☹	n/a	n/a	n/a	n/a	Installation of services has commenced. 22 families need to be relocated to enable the completion of phase 1 service sites (178 services).

DIRECTORATE: INFRASTRUCTURE SERVICES																			Performance Comment
IDP Ref No	Responsible Department	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project Phase	Number of Housing Opportunities	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	PMU	Development of the Kayamandi Town Centre	Percentage of the Kayamandi Town Centre development Capital Budget actually spent by 30 June	Implementation	±1 854	90%	n/a	n/a	n/a	n/a	90%		n/a	n/a	n/a	n/a	n/a	
TBC	PMU	Development of Erf 64 Kylemore	Percentage of the Erf 64 Kylemore Development Capital Budget actually spent by 30 June	Implementation	±171	90%	n/a	n/a	n/a	90%	90%		n/a	n/a	n/a	n/a	n/a	
TBC	PMU	Development of Erf 2183, La Rochelle, Klapmuts	Percentage of Erf 2183, La Rochelle, Klapmuts Development Capital Budget actually spent by 30 June	Planning (service sites)	±100	n/a	n/a	n/a	n/a	n/a	n/a		n/a	n/a	n/a	n/a	n/a	There is no budget allocation for the MTREF period 2023/24. The planning processes have all been concluded.
TBC	PMU and Department: Housing Development	Development of the Northern Extension, Kayamandi	Percentage of Northern Extension, Kayamandi Development Capital Budget actually spent by 30 June	Planning (Mix-used development)	± 5 000 - 6 000	90%	n/a	n/a	n/a	n/a	90%		n/a	n/a	n/a	n/a	n/a	

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT																				
IDP Ref	Responsible Department	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project Phase	Number of Housing Opportunities	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
TBC	Housing Development	To obtain development rights on Erf 7001, Cloetesville to establish GAP housing	Percentage of the Erf 7001, Cloetesville annual capital budget actually spent by 30 June	Planning	360 GAP housing	90%	90%	90%	n/a*	n/a*	n/a*		☺	😐	n/a	n/a	n/a	100% of the capital budget was actually spent by 30 June 2023. The land use application was advertised for public comments and concluded on 25 February 2024.
TBC	Housing Development	Finalise the sub-division plan for Jamestown (Phases 2 and 3)	Percentage of the Jamestown, Phase 2 and 3 annual capital budget actually spent by 30 June	Planning	±2 000 housing opportunities (to be determined per phase)	90%	90%	n/a*	n/a*	n/a*	n/a*		☺	n/a	n/a	n/a	n/a	100% of the capital budget was actually spent by 30 June 2023. The Land Use Application was submitted to MPT for a decision.
TBC	Housing Development	Obtain development rights for mixed-use development for Jamestown Phase 4	Percentage of the Jamestown, Phase 4 annual capital budget actually spent by 30 June	Planning		90%	n/a	90%	n/a	n/a*	n/a*		n/a	😐	n/a	n/a	n/a	PDoI approved additional funding for the 2023/24 financial year. This was acknowledged in the mid-year adjustment budget of the municipality.

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT																			
IDP Ref	Responsible Department	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project Phase	Number of Housing Opportunities	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	Progress Rating 2023/24	Progress Rating 2024/25	Progress Rating 2025/26	Progress Rating 2026/27	Performance Comment
TBC	Housing Development	Submit status reports on Social Housing (affordable rental accommodation) on Farms 81/2 and 81/9, Stellenbosch to the Executive Mayor	Number of quarterly status reports on Social Housing submitted to the Executive Mayor	Planning (SHIs and / or ODAs attract)	±250	20	4	4	4	4	4		☺	😐	n/a	n/a	n/a	4 reports submitted by 30 June 2023. Two reports have been submitted by 28 February 2024.
TBC	Housing Development	To obtain development rights for the Northern Extension, Kayamandi	Percentage of the Northern Extension Kayamandi Development Annual Capital Budget actually spent by 30 June	Planning (Mix-used development)	± 5 000 - 6 000	90%	90%	90%	90%	90%	90%		😐	😐	n/a	n/a	n/a	The land use application was advertised for public comments and concluded on 25 February 2024.
TBC	Housing Development	To obtain development rights for Kayamandi Town Centre	Percentage of the Kayamandi Town Centre annual capital budget actually spent by 30 June	Planning (Mix -used development)	±1 854	90%	90%	n/a*	90%	90%	90%		☺	n/a	n/a	n/a	n/a	100% of the capital budget was actually spent by 30 June 2023. There are no available funds on the MTREF for 2023/24 financial year.

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT																			
IDP Ref	Responsible Department	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project Phase	Number of Housing Opportunities	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	Progress Rating 2023/24	Progress Rating 2024/25	Progress Rating 2025/26	Progress Rating 2026/27	Performance Comment
TBC	Housing Development	To obtain development rights for Erf 64 Kylemore	Percentage of the Erf 64 Kylemore annual capital budget actually spent by 30 June	Planning	±171	90%	90%	90%	90%	90%	n/a*		☺	😐	n/a	n/a	n/a	99.20% of the capital budget was actually spent by 30 June 2023. 95% of the capital budget was actually spent by 28 February 2024. The consultants are in the process of concluding the land use application for submission to the Section: Land Use Management. Expenditure will occur as per cashflow and programme.

DIRECTORATE: PLANNING AND ECONOMIC DEVELOPMENT																				
IDP Ref	Responsible Department	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project Phase	Number of Housing Opportunities	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
TBC	Housing Development	To obtain development rights La Motte: Farm 1339, Farm 1158 and Farm 1158/1	Percentage of the La Motte: Farm 1339, Farm 1158 and Farm 1158/1 annual capital budget actually spent by 30 June	Planning (Mix-used development)	±1 100	90%	n/a	n/a	90%	90%	n/a*		n/a	n/a	n/a	n/a	n/a	An application was submitted to NDoPW&I for a PoA in favour of Stellenbosch Municipality to obtain development rights. There has been no confirmation with regards to the POA; therefore, funding has been removed from the 2023/24 budget.
TBC	Housing Development	To obtain development rights Erf 2183, La Rochelle, Klapmuts	Percentage of the Erf 2183, La Rochelle, Klapmuts annual capital budget actually spent by 30 June	Planning (service sites)	±100	n/a	n/a	n/a*	n/a*	n/a*	n/a*		n/a	n/a	n/a	n/a	n/a	There is no budget allocation for the MTREF period 2023/24. The planning processes have all been concluded.

n/a* - After obtaining development rights, implementation of the project is dealt with by the Department: Project Management Unit.

7.3.4 Comprehensive Integrated Transport Plan

The National Land Transport Act, 2009 (Act No. 5 of 2009) (NLTA) requires "Type 1" planning authorities (the country's major cities and towns (including Stellenbosch Municipality)) to prepare a Comprehensive Integrated Transport Plan (CITP). Generally, a CITP is considered a mechanism by which planning authorities can plan for, develop, manage, integrate, and provide for all modes of transport in their areas of jurisdiction.

The vision for the municipality's 2023–2028 CITP is as follows: Stellenbosch Municipality has an integrated, effective, and sustainable transport system that unlocks economic opportunities and is accessible, safe, reliable, and affordable to all communities serviced by the municipality.

Pursuant to achieving the vision and addressing user needs, issues, and gaps, the objectives for the transport system for Stellenbosch Municipality over the next 5 years and beyond are as follows (Chapters 2.3 and 2.4 of the CITP):

Figure 35: Objectives for the Stellenbosch Municipality Comprehensive Integrated Transport Plan (CITP)



7.3.4.1 Implementation Plan: Comprehensive Integrated Transport Plan (CITP)

Table 44: Summary Results: CITP - IDP Deliverables 2022- 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	3	3
😐	Project in progress.	1	2
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**4**	**5**

Table 45: CITP Strategic Interventions

Funding Type								Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan/ Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: COMPREHENSIVE INTEGRATED TRANSPORT PLAN (CITP)																		
IDP Ref	Key Activity/ Project/ Programme/ Initiative (measurable action)	Description of Unit of Measurement	Project Phase	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
TBC	Investigations and feasibility reports for a mechanism for the Internal Transport Feeder System from park and ride areas to the CDB	Number of assessment reports for the Internal Transport Feeder System completed by 30 June	Inception / Feasibility	1	n/a	n/a	n/a	1	n/a	▲	n/a	n/a	n/a	n/a	n/a	The target has been moved to the 2025/26 financial year. Park and ride feasibility studies are currently underway to establish the type of facility and location. On the conclusion of this study, the municipality will commence with the park and ride study.

IMPLEMENTATION PLAN: COMPREHENSIVE INTEGRATED TRANSPORT PLAN (CITP)																	
IDP Ref	Key Activity/ Project/ Programme/ Initiative (measurable action)	Description of Unit of Measurement	Project Phase	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	Progress Rating 2023/24	Progress Rating 2024/25	Progress Rating 2025/26	Progress Rating 2026/27	Performance Comment
TBC	Facilitating the implementation and optimisation engagements of the Public Transport System	Number of implementation and optimisation engagements of the Public Transport System facilitated by 30 June	Ongoing, forming part of the internal operational programme	5	1	1	1	1	1	▲	☺	☺	n/a	n/a	n/a	Target achieved.
TBC	Submission of assessments reports for management of park and ride facilities to the Municipal Manager	Number of assessments reports for management of park and ride facilities submitted to the Municipal Manager by 30 June	Inception / Feasibility	2	n/a	n/a	1	1	n/a	▲	n/a	n/a	n/a	n/a	n/a	
TBC	Develop a Congestion Charge Strategy	Number of Congestion Charge Strategies developed by 30 June	Inception / Feasibility	n/a	n/a	n/a	n/a	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	The implementation of an efficient public transportation system is the first milestone before considering a congestion charge strategy.
TBC	Conduct investigations for the pedestrianisation of streets	Number of investigations for the pedestrianisation of streets conducted by 30 June	Inception / Feasibility	1	n/a	1	n/a	n/a	n/a	▲	n/a	☺	n/a	n/a	n/a	Dennesig development. Investigation completed. Target achieved.
TBC	Completion of Tour Bus facilities in Stellenbosch and Franschhoek Towns	Number of Tour Bus facilities in Stellenbosch and Franschhoek Towns completed by 30 June	Design / Implementation (Included in CEF)	2	n/a	n/a	1	1	n/a	▲	n/a	n/a	n/a	n/a	n/a	

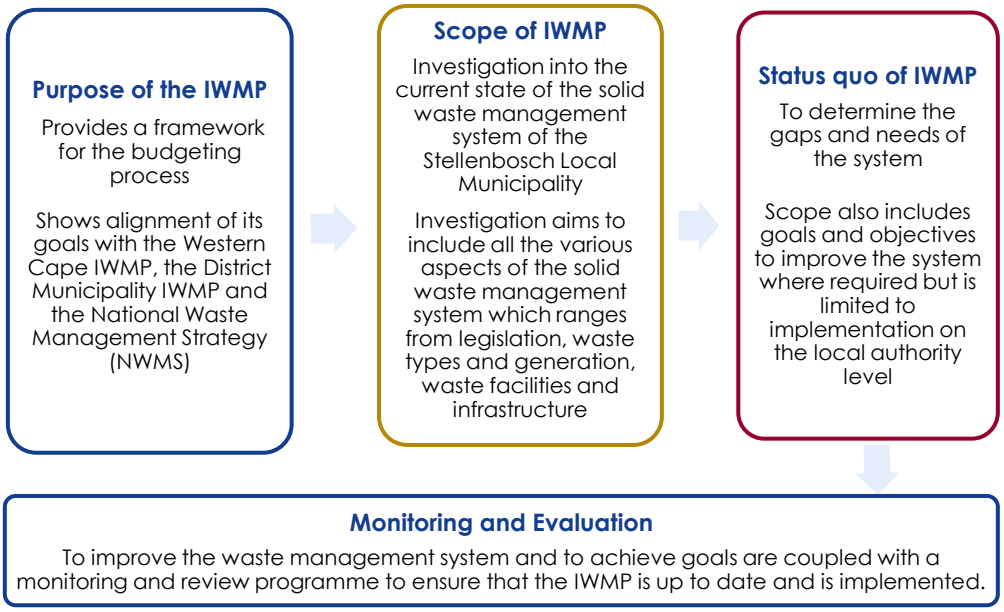
IMPLEMENTATION PLAN: COMPREHENSIVE INTEGRATED TRANSPORT PLAN (CITP)																	
IDP Ref	Key Activity/ Project/ Programme/ Initiative (measurable action)	Description of Unit of Measurement	Project Phase	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
TBC	Submission of an assessment report to the Provincial Department of Transport on the implementation of public transport lanes on the R44 (from both directions Stellenbosch – Somerset West)	Number of assessment reports submitted to the Provincial Department of Transport on the implementation of public transport lanes on the R44 (from both directions Stellenbosch – Somerset West) completed by 30 June	Feasibility	1	n/a	n/a	1	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	
TBC	Engagements with the University to collaborate on the implementation and improvement of park-and-ride facilities and shuttle services for students	Number of engagements held to collaborate on the implementation and improvement of park and ride facilities by 30 June	Ongoing, forming part of the internal operational programme	n/a	n/a	n/a	n/a	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	Linked to the park and ride deliverable in the CITP.
TBC	Completion of the Kayamandi Pedestrian Bridge	Number of Kayamandi Pedestrian Bridges completed by 30 June	Implementation (Included in CEF)	1	n/a	n/a	1	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	Due to budget prioritisation, only the Distillery Road bridge could be budgeted for in the 2022/23 financial year.
TBC	Completion of the Lanquedoc Access Road and Bridge	Number of Lanquedoc Access Roads and Bridges completed by 30 June	Implementation(Included in CEF)	1	n/a	n/a	1	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	Due to budget prioritisation, only the Distillery Road bridge could be budgeted for in the 2022/23 financial year.
TBC	Completion of the expansion of the NMT projects	Number of expansion of the NMT projects completed by 30 June	Implementation (Included in CEF)	1	1	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a	

IMPLEMENTATION PLAN: COMPREHENSIVE INTEGRATED TRANSPORT PLAN (CITP)																		
IDP Ref	Key Activity/ Project/ Programme/ Initiative (measurable action)	Description of Unit of Measurement	Project Phase	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	Progress Rating 2023/24	Progress Rating 2024/25	Progress Rating 2025/26	Progress Rating 2026/27	Performance Comment
TBC	Spent the Traffic Signal Synchronisation programme	Percentage of the Traffic Signal Synchronisation programme capital budget actually spent by 30 June	Implementation (Included in CEF)	90%	90%	90%	90%	90%	90%	▲	😐	😐	n/a	n/a	n/a	22.50% achieved by February 2023.
TBC	Complete the improvements on the Main Road intersections (R44, Alexander Street; R44, Merriman Lane; R45 Le Roux, Franschhoek; and R45, Helshoogte Road Realignment)	Percentage of the Main Road Intersection Improvements capital budget actually spent by 30 June	Implementation (Included in CEF)	90%	90%	90%	90%	90%	90%	▲	☺	☺	n/a	n/a	n/a	51.26% achieved by 30 June 2023. Target achieved for 2023/24 financial year.
TBC	Conduct Transport Studies for the Adam Tas Corridor (ATC)	Number of Transport Studies for the ATC conducted by 30 June	Designs	1	n/a	1	n/a	n/a	n/a	▲	n/a	😐	n/a	n/a	n/a	The project is in progress and will be completed by 30 June 2024.

7.3.5 Integrated Waste Management Plan (IWMP)

This third-generation IWMP was developed in 2020. The development of the IWMP is necessary, as it is an integral tool to identify current needs and act as a guide towards sustainable waste management. With regular updates to this document, changing needs and progress in the waste management sector can be tracked, and strategies can be adjusted as needed.

Figure 36: Integrated Waste Management (IWMP) Purpose, Scope, and Status Quo



7.3.5.1 Implementation Plan: Integrated Waste Management Plan (IWMP)

Based on the gaps and needs identified, the aligned goals of the IWMP, and planned projects by the municipality, the plan contains the objectives, timeline, and resources required for the implementation of the IWMP. The gaps and needs identified are linked to the main goals contained in the Western Cape Provincial IWMP.

Table 46: Summary Results: IWMP - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	5	3
😐	Project in progress.	0	7
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**5**	**10**

Table 47: Integrated Waste Management Plan Interventions

Funding Type							Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan / Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: INTEGRATED WASTE MANAGEMENT PLAN (IWMP)																		Performance Comment
IDP Ref	Goal	Objective	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating						
						2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27		
TBC	**Goal 1:** Strengthened education, capacity, and advocacy towards Integrated	Facilitate consumer and industry responsibility in Integrated Waste Management	Conduct follow–up visits to the special and hazardous waste generators in the Stellenbosch Municipality	Number of follow-up visits conducted at the special and hazardous waste generators in the Stellenbosch Municipality by 30 June	1	n/a	1	n/a	n/a	n/a	▲	n/a	☺	n/a	n/a	n/a		Target achieved.

IMPLEMENTATION PLAN: INTEGRATED WASTE MANAGEMENT PLAN (IWMP)																	
IDP Ref	Goal	Objective	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
	Waste Management	Promote and ensure awareness and education of integrated waste management	Conduct educational awareness campaigns	Number of educational awareness campaigns conducted by 30 June	10	2	2	2	2	2	▲	☺	😐	n/a	n/a	n/a	One education campaign was completed. The second education campaign is to be completed by 30 June 2024.
		Build and strengthen waste management capacity	Attend waste management seminars and / or forums	Number of waste management seminars and / or forums attended by 30 June	15	3	3	3	3	3	▲	☺	😐	n/a	n/a	n/a	Five seminars / workshops were attended in 2022/23 financial year. Two seminars / forums have been attended. One to be attended by 30 March 2024.
TBC	**Goal 2:** Improved Integrated Waste Management Planning and implementation for efficient waste services and infrastructure	Facilitate municipal waste management planning	Review of the Integrated Waste Management Plan (IWMP)	Number of IWMP reviewed by 31 March	4	n/a	1	1	1	1	▲	n/a	😐	n/a	n/a	n/a	Review the IWMP as part of the development of the 4th Generation IWMP to be submitted to the Section 80 Committee by 28 February 2024.
			Submit the 4th Generation IWMP to MayCo	Number of 4th Generation IWMPs submitted to MayCo by 30 June	1	n/a	1	n/a	n/a	n/a	▲	n/a	😐	n/a	n/a	n/a	The 4th Generation IWMP is to be submitted to the Section 80 Committee by 28 February 2024.

IMPLEMENTATION PLAN: INTEGRATED WASTE MANAGEMENT PLAN (IWMP)																		
IDP Ref	Goal	Objective	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
		Promote industry waste management planning	Conduct engagements with industries to reduce waste generation	Number of engagements conducted with industries to reduce waste generation by 30 June	1	n/a	n/a	n/a	n/a	1	▲	n/a	n/a	n/a	n/a	n/a	
		Promote the establishment of Integrated Waste Management Infrastructure and Services	Carry out vehicle assessments	Number of vehicle assessments carried out by 30 June	4	n/a	1	1	1	1	▲	n/a	😐	n/a	n/a	n/a	The vehicle assessments are in progress.
			Develop a mechanical biological treatment (MBT) facility	Number of MBT facilities developed by 31 March	n/a	n/a	n/a	n/a	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	A feasibility study was conducted, and the project was found to be unfeasible.
TBC	**Goal 2:** Improved Integrated Waste Management Planning and implementation for efficient waste services and infrastructure	Ensure effective and efficient waste information management	Conduct system improvement waste data	Number of systems improvements conducted on waste data by 30 June	4	n/a	1	1	1	1	▲	n/a	☺	n/a	n/a	n/a	Target achieved.
TBC	**Goal 3:** Effective and efficient utilisation of resources	Minimise the consumption of natural resources	Linked to **Goal 1**		n/a	n/a	n/a	n/a	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	
		Stimulate job creation within the waste economy	Create job opportunities in the waste management sector	Number of job opportunities created in the waste management sector by 30 June	2000	400	400	400	400	400	▲	☺	☺	n/a	n/a	n/a	608 jobs created in the 2022/23 financial year. 619 jobs created by 28 February 2024

IMPLEMENTATION PLAN: INTEGRATED WASTE MANAGEMENT PLAN (IWMP)																		
IDP Ref	Goal	Objective	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
		Increase waste diversion through reuse, recovery and recycling	Develop identified waste diversion infrastructure to increase diversion	Number of waste diversions infrastructure developed to increase diversion by 30 June	1	n/a	n/a	n/a	n/a	1	▲	n/a	n/a	n/a	n/a	n/a	
TBC	**Goal 4:** Improved compliance with the environmental regulatory framework	Strengthen compliance monitoring and enforcement	Conduct internal and external compliance audits at all waste management facilities	Number of internal and external compliance audits conducted at all waste management facilities by 30 June	25	5	5	5	5	5	▲	☺	😐	n/a	n/a	n/a	Four (4) internal audits of the Stellenbosch Municipal Waste Disposal Facilities were completed in the 2022/23 financial year. Two (2) internal audits completed by 28 February 2024
			Attend to illegal dumping complaints	Percentage of illegal dumping complaints attended to within 48 hours	80% per annum	80%	80%	80%	80%	80%	▲	☺	😐	n/a	n/a	n/a	Target was amended to align with the SDBIP.
		Remediate and rehabilitate contaminated land	Rehabilitation of the unused cell at the landfill site	Number of unused cells at the landfill site rehabilitated by 31 March	1	n/a	n/a	n/a	n/a	1	▲	n/a	n/a	n/a	n/a	n/a	

7.3.6 Electrical Master Plan

With the approval of the SDF in November 2019, which was almost within the time that the Master Plan was due for an update, the review was not done. The complete update was planned for September 2020, but due to the COVID-19 pandemic, the updating of the Masterplan was delayed.

In October 2020, the Minister of DME announced that municipalities would be allowed to purchase electricity from other sources and also generate their own electricity in the future. This drastically changed the whole concept of the Stellenbosch Municipality's Masterplan. Where the municipality previously had one supplier of electricity, it would have major intake points from this one supplier. As networks flow from these points to consumers, the size of the cables will depend on the demands of these consumers for electricity. Because the municipality may now receive electricity from multiple sources, the municipal network design will no longer be compatible with this new policy. The entire Master Plan must now change, as cables in certain areas may now be too big and in a few places too small. The whole system of intake points must first be established, and once that is known, the network itself must be redesigned with the knowledge of existing and future intake points and methods of energy acquisition.

To understand what the energy sources for electricity would look like, an **Energy Masterplan** has been launched and conducted by the Council for Scientific and Industrial Research (CSIR), which forms the basis for how electricity is likely to be generated or purchased. The Energy Master Plan was finalised in December 2022 and the **Electricity Masterplan** by June 2023.

The plans aim to provide the Stellenbosch Municipality with a clear view and a long-term plan for the development of the electrical infrastructure required to support the envisaged demand growth in Stellenbosch and surrounding areas. The municipality also evaluated the long-term viability of existing infrastructure and the expansion and refurbishment requirements thereof, where new infrastructure should be located, and which components, either existing or new, will be required.

Apart from spatial changes, the **Electrical Masterplan** is to contain the following main elements:

- Documented assessments of primary equipment at all 66/11 kV substations and 11 kV switching substations within the municipal area;
- Site-specific assessments to provide a systematic estimate of the life remaining in substation facilities and planning to extend the life of facilities to meet future needs;
- Development of a geographical load forecast based on regional demographic and historical load growth patterns, as informed by the SDF. (The anticipated long-term load forecast was directly used as input to the expansion plan.);
- Development of network strengthening and expansion options and technical evaluations to ensure that load and performance criteria are met over the short, medium, and term (2028);
- Preparation of cost estimates for the technically viable expansion and strengthening options; and
- The Electrical Master Plan is updated every five years and is used in medium-term project planning, prioritisation, and budgeting.

7.3.7 Water Services Development Plan

As a Water Services Authority (WSA), the Stellenbosch Municipality has a duty, in terms of sections 12 and 13 of the Water Services Act, 1997 (Act No. 108 of 1997), to prepare and maintain a Water Services Development Plan (WSDP). The municipality prepared a comprehensive WSDP in 2007, 2012, and 2019 that is valid for a period of five years. The revision and updating of the WSDP commenced in the 2022/23 financial year and will be completed in the 2023/24 financial year.

The Department of Water and Sanitation is responsible for looking after South Africa's water resources. Stellenbosch Municipality's Water Services sees itself as an extension of this caretaking. Water Services is responsible for acting in line with the Water Services Act and the implementation of municipal by-laws, policies, and procedures.

As part of the WSDP package, the municipality maintains:

- Water and Sewer Master Plans;
- Water Resources Study;
- Annual water audit;
- A Water Safety Plan;
- A drinking water quality sampling programme;
- Water and sewer pipe replacement prioritisation programme; and
- A Water Demand Management (WDM) Strategy.

The Water Master Plan, Sanitation Master Plan, Bulk Water Resources / Drought Intervention Plan, Asset Register, and Pipe Replacement Prioritised Programme were updated in 2019.

A new master plan has commenced and will be completed in the 2023/24 financial year. Since water management has drastically changed with the advent of drought, the use of greywater, and the increasing cleansing of rivers, it needed to be redone. It will also align the Water Master Plan with the latest changes to the SDF.

The Water Conservation and Water Demand Management (WC and WDM) strategy is a comprehensive study that includes a 10-year financial plan. The strategy has two goals: the municipality will prioritise the implementation of WC and WDM and will ensure ongoing planning, management, monitoring, and an enabling environment. The WC and WDM initiatives include a water pipe replacement programme, indigent domestic leak repair and meter replacement programme, Stellenbosch water meter audit, and Stellenbosch in-house water services operation and maintenance.

Poverty reduction and improved water management are closely linked. Section 4B of the Constitution lists water and sanitation services, limited to potable water supply systems and domestic wastewater and sewerage disposal systems, as a local government function.

Access to basic water is defined as 25 liters of potable water per day supplied within 200 meters of a household.

Due to the severe drought experienced recently and the very low rainfall recorded in recent years, the municipalities in the Western Cape had to enforce water restrictions that were lifted in recent years. The Western Cape has been fortunate in the last two years with above-average rainfall, and thus no water restrictions have needed to be implemented since the previous drought ended. No water restrictions are currently envisioned for 2024.

Stellenbosch Municipality supplies water to its consumers through the following water supply systems:

- Stellenbosch (Jonkershoek and Theewaterskloof Tunnel);
- Franschhoek;
- Wemmershoek (treated water imported from the City of Cape Town);

- Blackheath (treated water imported from the City of Cape Town);
- Faure (treated water imported from the City of Cape Town); and
- Other sources (boreholes).

The total population supplied with water in the Stellenbosch Municipal Area amounts to approximately 186 094 residents. Water is also supplied to a fairly extensive industrial area.

Emergency water is supplied to farm communities that do not get water from the farms that they stay on.

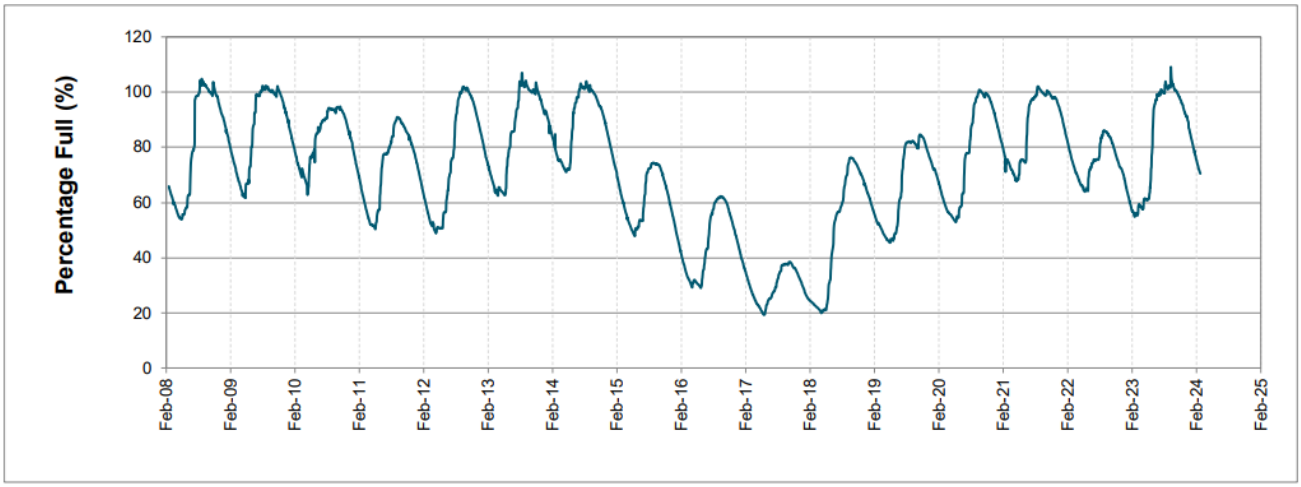
Stellenbosch Municipality manages three water treatment works, namely Ida's Valley, Paradyskloof, and Franschhoek. The potable water supply from these works amounts to 20.0 Ml/d on average, and a further 9.6 Ml/d was obtained from the City of Cape Town during the 2022/23 financial year, ensuring a supply of approximately 29.6 Ml/d to the municipal area.

Areas supplied by the Wemmershoek Water Treatment Works include half of Franschhoek town, La Motte, Wemmershoek, Pniël, Boschendal, Johannesdal, Kylemore, Lanquedoc, Klapmuts, Koelenhof, Elsenburg, Devon Valley, and Muldersvlei. Areas supplied by Blackheath water treatment works include Polkadraai, Spier, and Vlottenburg. Areas supplied by the Faure Water Treatment Works are Faure, Jamestown, De Zalze, Raithby, and Lynedoch. Although these water treatment works fall within the sphere of responsibility of the City of Cape Town, their impact on water quality and quantity needs to be monitored and considered by Stellenbosch Municipality.

Stellenbosch Municipality supplies potable water to the entire municipal area through a network and infrastructure consisting of 48 reservoirs / holding tanks, and water towers, 36 water pump stations, 44 pressure-reducing valve installations; 734 kilometers of pipeline; and 84 water supply zones. The network is fully controlled and operated by a telemetry system.

The bulk water input into the water network for 2022/2023 was 10 801 183 kl, with an annual average daily demand of 29.592 kl/day. About 36% of the water supplied is purified from its water sources at the Ida's Valley and Franschhoek water treatment plants. The balance is supplied by the City of Cape Town and the Paradyskloof Water Treatment Plant, where raw water supplied by the Department of Water and Sanitation is purified. Potable water supplied by the City of Cape Town is analysed every month by the City of Cape Town.

Figure 37: WCWSS Storage Record (2008 – present)



Ida's Valley and Paradyskloof Water Treatment Works are equipped with some analytical capabilities, and routine plant analyses are performed in-house. A full water quality monitoring programme is further performed for the municipality by an accredited external laboratory / contractor. Maintenance of equipment is performed in-house and by specialist contractors.

7.3.7.1 Basic Services and Level of Services

- There is no backlog of basic water and sanitation services in the urban areas of the municipality. A small number of households on farms are still without basic water and sanitation services.
- The clinics, hospitals, and schools in the municipal area have adequate and safe water supply and sanitation services.
- All indigent households receive free basic water (the first six kilolitres of water) and sanitation services.
- All the formal households in urban areas of the municipality are provided with water connections and waterborne sanitation facilities inside the houses (higher level of service). Communal standpipes and ablution facilities are provided in the informal areas as a temporary emergency service. Communal standpipes represent the weakest part of a network's water supply services. Standpipes are often constructed in ways that cannot withstand excessive use (and abuse) and are often neglected in terms of operation and maintenance, adversely affecting the health of their already vulnerable and poor users.
- A sustainable type of water and sanitation facility needs to be provided to the households on those farms with current services below the minimum service level standard. Stellenbosch Municipality is committed to supporting the private landowners as far as possible concerning addressing the current service backlog on farms, as identified through the Cape Winelands Rural Survey of Service Levels.
- From a water services perspective, the most significant challenges are the augmentation of the existing water sources, the replacement and upgrading of old infrastructure to accommodate development, the provision of sustainable basic services to informal settlements, and ensuring the provision of basic services to rural communities located on private farms.

7.3.7.2 Maintenance of Infrastructure

Both water infrastructure and sanitation infrastructure require serious remedial investment. About a third of the water supply infrastructure is in poor or very poor condition, and the condition backlog is more than R300 million. The bulk of the backlog is made up of the old Asbestos Cement (AC) water reticulation pipeline assets. The update to the Pipe Replacement Prioritisation study will indicate what percentage of sanitation infrastructure is in poor or very poor condition and what the condition backlog is. The bulk of the backlog consists of the old Asbestos Cement (AC) and Pic Fibre sewer reticulation assets in the Stellenbosch area.

Wastewater Treatment Works

An Infrastructure Asset Register is in place for all water and sanitation infrastructure. An Infrastructure Asset Management Plan must be developed and implemented, based on the principle of preventative maintenance to ensure that damage to assets is prevented before it occurs. Assets must be rehabilitated and / or replaced before the end of their economic life and the necessary capital funds must be allocated for this purpose. Maintenance activities have been increasingly focused on reactive maintenance as opposed to preventative maintenance.

7.3.7.3 Implementation Plan: Water Services Development Plan

Table 48: Summary Results: WSDP - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	2	0
😐	Project in progress.	0	1
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**2**	**1**

Table 49: Water Services Development Interventions

Funding Type								Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan/ Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: WATER SERVICES DEVELOPMENT PLAN																	Performance Comment
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Current Infrastructure Projects	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27		
TBC	Upgrading of the Wemmershoek WWTW	Number of Wemmershoek WWTWs upgraded by 31 March	Wemmershoek WWTW Upgrade will increase capacity and improve the quality of effluent discharged into the Berg River.	1	n/a	n/a	n/a	1	n/a	▲	n/a	n/a	n/a	n/a	n/a		Phase 1 is completed. The Phase 2 design has been finalised. The construction period will be over the 2024/25 and 2025/26 financial years.

IMPLEMENTATION PLAN: WATER SERVICES DEVELOPMENT PLAN																		
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Current Infrastructure Projects	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					Performance Comment
					2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Upgrading of the Pniël WWTW	Number of Pniël WWTWs upgraded by 31 December	Pniël WWTW upgrade will increase the capacity and the quality of effluent	1	1	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a	Project has been completed.
TBC	Complete the Vlottenburg / Polkadraai Bulk Water Supply Pipeline	Number of Vlottenburg / Polkadraai Bulk Water Supply Pipeline completed by 30 June	The upgrading of the Vlottenburg / Polkadraai Bulk Water Scheme is a 60-week construction phase	1	n/a	n/a	1	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	Phase 1 was completed in the 2023/24 financial year. Phase 2 will commence in the 2024/25 financial year.
TBC	Upgrading of the Uniepark (Rosendal Reservoir) Bulk Water Supply Pipeline	Number of Uniepark (Rosendal Reservoir) Bulk Water Supply Pipelines upgraded by 30 June	Uniepark (Rosendal Reservoir) Bulk Water Upgrade consists of multiple phases.	1	1	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a	Target achieved in 2022/23. Phase 1 is complete. Phase 2 is budget-dependent and earmarked for 2025/26.
TBC	Upgrading of the Kayamandi and Northern Extension Bulk Water Supply Pipeline	Number of Kayamandi and Northern Extension Bulk Water Supply Pipelines upgraded by 30 June	Kayamandi and Northern Extension Bulk Water Upgrade is in the final design stage and will include a 10ML Reservoir, 4km of Bulk Supply Pipelines and a water transfer pumpstation (Onder Papagaai).	1	n/a	n/a	n/a	1	n/a	▲	n/a	n/a	n/a	n/a	n/a	The budget is allocated for implementation to start the 2024/25 financial year.
TBC	Construction of the new Jamestown Reservoir	Number of new Jamestown Reservoirs constructed by 30 June	New Jamestown 5ML Reservoir and Bulk Pipeline	1	n/a	1	n/a	n/a	n/a	▲	n/a	😐	n/a	n/a	n/a	Project to be completed by 31 December 2024.

IMPLEMENTATION PLAN: WATER SERVICES DEVELOPMENT PLAN																	
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Current Infrastructure Projects	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					Performance Comment
					2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Construction of the new Jonkershoek WTP	Number of new Jonkershoek WTPs to be constructed by 30 June	The new Jonkershoek WTP Project consists of a new 15 l/s water filtration plant, complete with disinfection and stabilisation.	1	n/a	n/a	n/a	1	n/a	▲	n/a	n/a	n/a	n/a	n/a	The project is budget dependent and earmarked for 2025/26 financial year.
TBC	Upgrading of the Ida's Valley WTP	Number of Ida's Valley WTPs upgraded by 30 June	Ida's Valley WTP Upgrade is in the planning phase with funding to be secured in the CEF.	1	n/a	n/a	n/a	n/a	1	▲	n/a	n/a	n/a	n/a	n/a	

7.3.8 Water Demand Management (WDM)

Stellenbosch Municipality is actively implementing their adopted WDM Strategy to reduce the current percentage of non-revenue water and to keep future water demand as low as possible. The municipality has a block-step tariff system that discourages wasteful or inefficient use of water. The restriction of water use by indigent households and non-payers was prioritised with the implementation of the Leak Repair Programme, which includes repairs to private leaks and the installation of water demand management vices. These devices restrict users to 400 litres of water per day. More than 1 753 devices have been installed, saving over 493 084 litres of water per day.

7.3.8.1 Climate Change

In terms of adapting to climate change, water systems will need to be more robust, and newer or alternative sources of supply may need to be found. Increased skills will be required from water managers, and long-term water projections are required. Although an overall decrease in rainfall is not generally forecast, increased variability in the climate and frequency of extreme events, as well as increased temperature and wind, could have an impact on water sources, particularly surface waters. It is, therefore, advisable for the municipality to maintain a conservative approach to the management of water sources, including the following actions:

- Establish assurance of the supply levels of all water sources;
- Increase assurance of the supply of water resources by ensuring that there is at least 10% additional capacity (headroom) when considering the maximum 24-hour demand in the peak month of the year;
- Do not undertake new developments unless a proper investigation of the implications for water sources and sustainability in the long term has been undertaken.
- Vigorous implementation of WDM measures, especially in terms of increased water efficiency, frequent monitoring of the water supply system from the sources to the consumers, and regular and adequate system maintenance and repairs; and
- The IRIS monitoring system, including the Blue Drop Awards system, is active in the municipality. The municipality did not receive a Blue Drop Award for the recent Blue Drop assessment period.

7.3.8.2 Level of Service

In the rural area, the responsibility lies with the landowner to manage stormwater over his land. In the urban area, the responsibility lies with the local municipality. The objective in stormwater management is to be able to accommodate a 1:5-year storm in the residential areas and 1: 2 in the urban areas as contemplated in the Guideline for Human Settlements Planning and Design. The Water Act, 1998 (Act No. 36 of 1998) determines that flood lines should be indicated on development plans.

Flood line determination has been done in the past, but this information is outdated. The municipality is currently busy compiling a hydrological model to determine the latest flood lines on the rivers in Stellenbosch and Franschhoek for the urban area. It is a development condition for all future developments to do a flood-line determination.

7.3.8.3 Risk Mitigation – Drought Response Plan

Water is probably the most fundamental and indispensable of all natural resources—fundamental to life, the environment, food production, hygiene, and power generation.

Due to the threat of re-occurring droughts and the very low rainfall recorded in recent years, the municipalities in the Western Cape had to enforce water restrictions. Stellenbosch Municipality implemented water restrictions to lower water consumption.

The success of this initiative is largely dependent on the consumer's cooperation in taking ownership of the new smart meter. The use of the water demand management device (smart meter) has been implemented nationally with huge success and a reduction in water losses.

The project is currently underway and has received a positive reaction from the community.

An update to the Water Services By-Laws will be undertaken in the 2024/25 financial year to be approved by the Council and promulgated. This will contribute to increasing the management and control of water and sanitation-related aspects within the municipality.

The following planning documents are continuously updated to include the latest planning: the Water Master Plan, Water Services Audit Report, and the Pipe Replacement Study and Model, and all projects and daily operations are done in line with the aforementioned studies and guidelines.

7.3.8.4 Backlogs in Water and Sanitation Services

A municipality as a Water Services Authority (WSA) has a duty to all its customers or potential customers in its area of jurisdiction to progressively ensure efficient, affordable, economical, and sustainable access to water and sanitation services to promote sustainable livelihoods and economic development. To ensure this, it is important that the backlogs within the water and sanitation infrastructure be addressed. Backlogs could be defined in three broad categories:

- Backlogs regarding access to basic water and sanitation services. (Basic water and sanitation services in terms of national norms and standards);
- Conditional backlogs (lack of maintenance); and
- Capacity backlogs (increase in consumers).

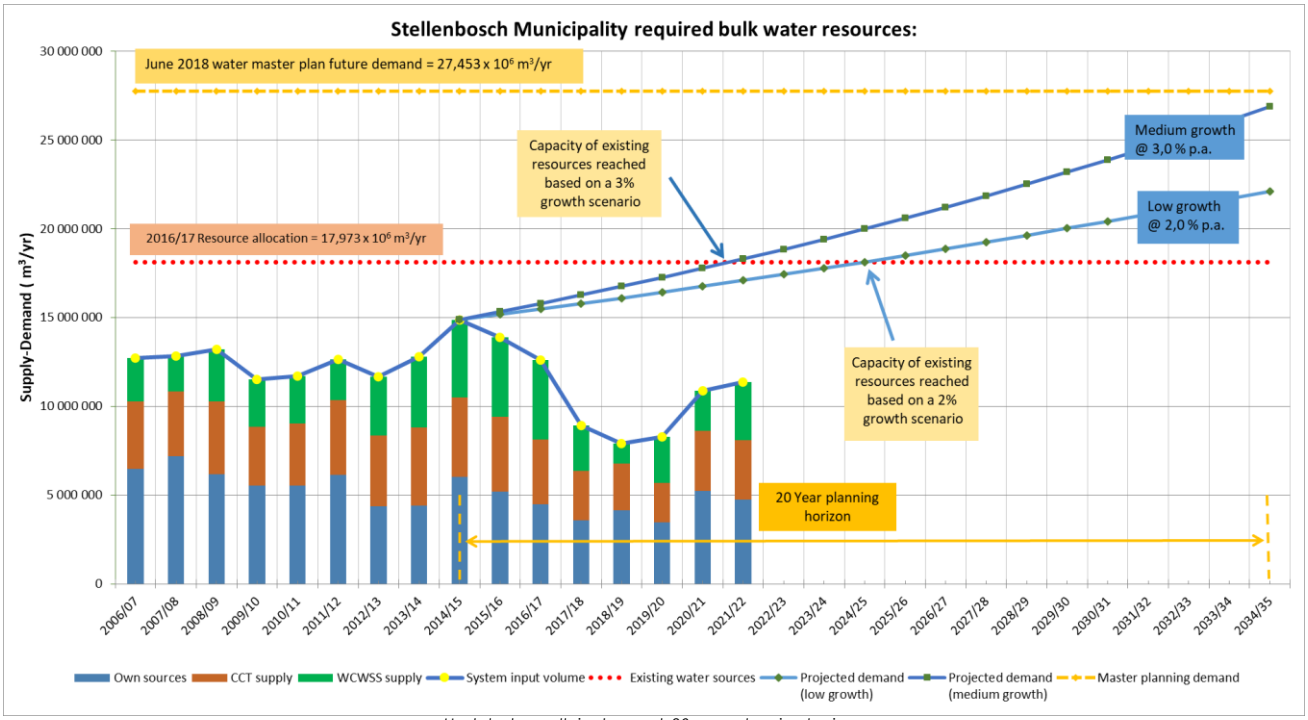
7.3.8.5 Backlogs – Access to Basic Levels of Services

All indigent households receive free basic water (the first six kilolitres of water) and sanitation services.

All the formal households in urban areas of the municipality are provided with water connections and waterborne sanitation facilities inside the houses (higher level of service). Communal standpipes and ablution facilities are provided in the informal areas as a temporary emergency service. Communal standpipes represent the weakest part of a network's water supply services. Standpipes are often constructed in ways that cannot withstand excessive use (and abuse) and are often neglected in terms of operation and maintenance, adversely affecting the health of their already vulnerable and poor users.

A sustainable type of water and sanitation facility needs to be provided to households with current service levels below RDP standards. Stellenbosch Municipality is committed to supporting private landowners as far as possible in addressing the current service backlog on farms.

Figure 38: Water supply and accommodating growth (Total for WCO24)



Updated growth in demand: 20-year planning horizon

Detailed water balance and future water demand projection models were developed as part of the WSDP process to adequately plan for the augmentation of the existing water sources.
Groundwater is now seen as a potential water source and will be investigated and evaluated after the new water resources study is completed.

Based on the municipality's IWA Water Balance Sheet for the 2022/23 financial year, the municipality recorded 28.2% for "non-revenue" water, which is a decrease of 1.5 % from the previous financial year, and 13.3% for real network losses. The no-revenue water for the 2022/23 financial year is 28.2%, which is above the target set of 25%. The real physical network losses are 13.3%, which is below the best practice value of 15%.

Figure 39: Water Losses from July 2022 to June 2023

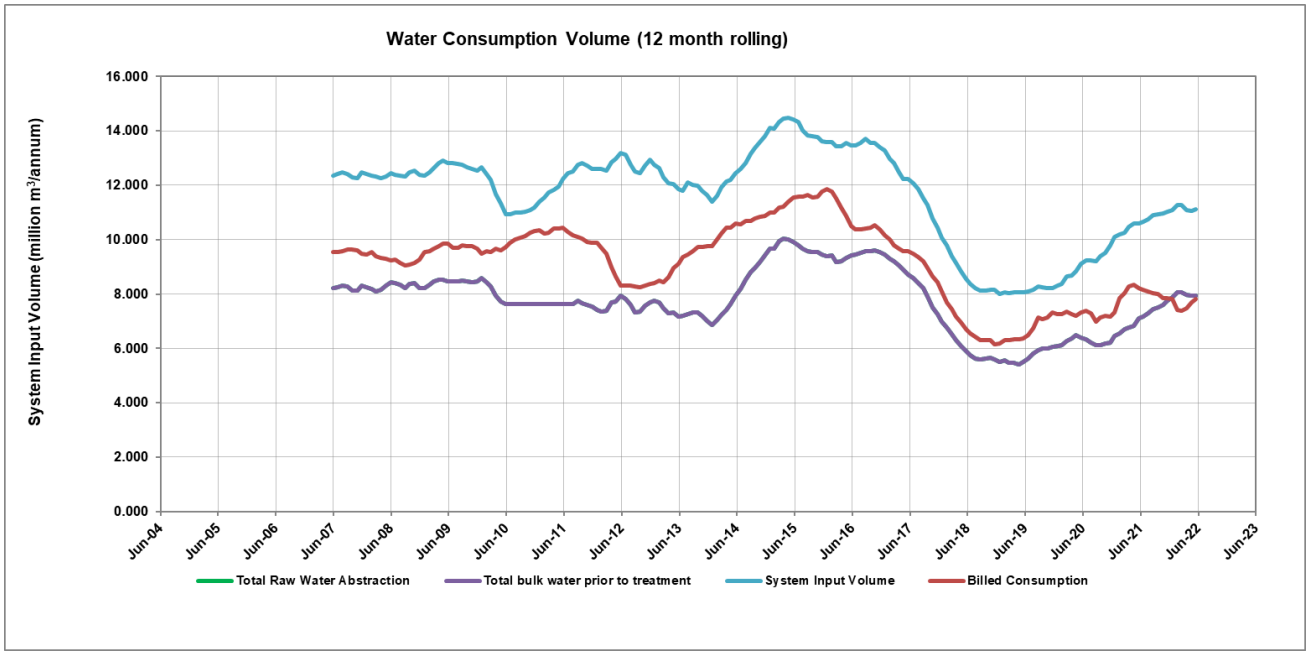
System input volume (SIV): Jul 2023 to Jun 2024 ; kL (water demand in reticulation system)				**10 862 620**	**100%**
Potable water	Authorised consumption 84.0%	Revenue water 71.8%	Billed metered	7 795 404	71.8%
			Billed unmetered	0	0.0%
		Non-revenue water 28.2%	Unbilled metered	0	0.0%
			Unbilled unmetered	1 330 637	12.2%
	Water losses 16.0%		Apparent losses	295 218	2.7%
			Real network losses	1 441 361	13.3%

Non-revenue water (NRW) ; kL	**3 067 216**	**28.2%**
Real network losses ; kL	**1 441 361**	**13.3%**

7.3.8.6 Borehole Drilling in WCO24

Part of the drought mitigation plan was to manufacture and install water purification plants in the Stellenbosch Municipality water networks at strategic positions. The containerised water purification plants treat water up to SANS 241 standards before it is included in the water supply networks. This water is, however, more expensive compared to our Ida's Valley WTP supply and is not used unless necessary.

Figure 40: Stellenbosch Bulk Water Consumption



7.3.9 Long-Term Water Conservation and Water Demand Management Strategy

A comprehensive Water Conservation and Water Demand Management (WC and WDM) Strategy which includes a 10-year financial plan, has been developed. The strategy has two goals. The municipality will:

- Prioritise the implementation of the WC and WDM Strategy; and
- Ensure ongoing planning, management, monitoring, and enabling environment.

This long-term WC and WDM Strategy was approved by the Council on Tuesday, 25 February 2014 and has since been implemented. Water Conservation and Water Demand Management (WC/WDM) are more cost-effective and have a lower environmental impact when compared with developing new sources of supply, provided there is scope for implementing WC / WDM measures. The payback period for the implementation of WC / WDM in this municipality is 3 years, which is considerably less than the 20 years that one would expect with major infrastructure projects. The updating of the long-term plan is underway.

The results of the successful implementation of the strategy are evident, with declining input volumes and lower water losses recorded since implementation started. The active Leak Repair Programme, the installation of the Water Demand Management Device, the active replacement of faulty water meters and the replacement of asbestos cement pipelines all contributed to below-average Real Network Losses and non-revenue water losses. It is, therefore, an effective way of delaying the development of infrastructure for new water resources and reducing the need to upgrade or construct new bulk water infrastructure.

WC / WDM involves measures which:

Figure 41: WC / WDM Measures

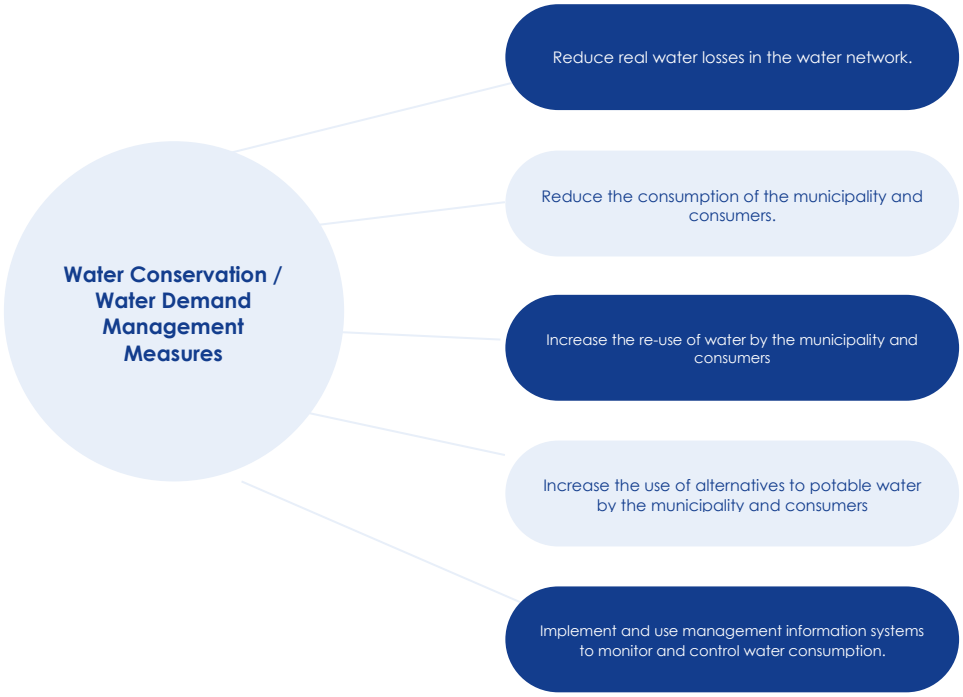


Figure 42: Stellenbosch Bulk Water input volumes

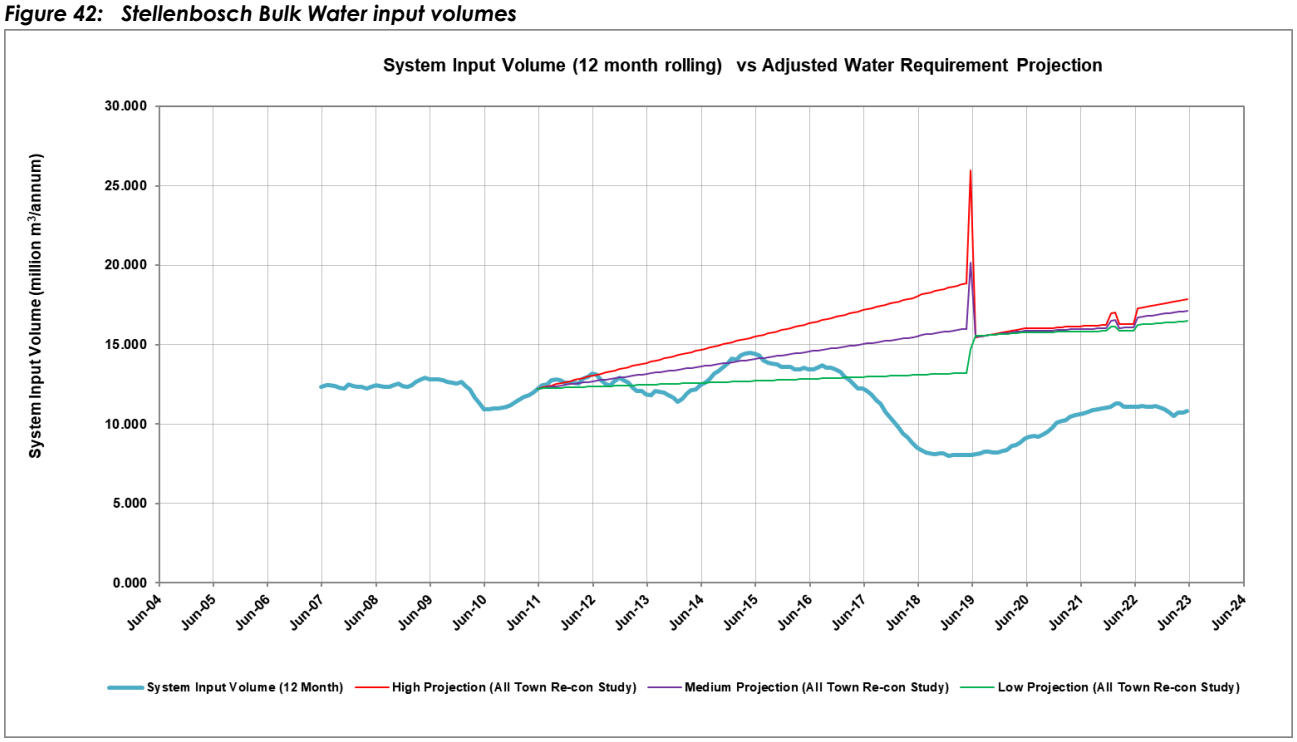
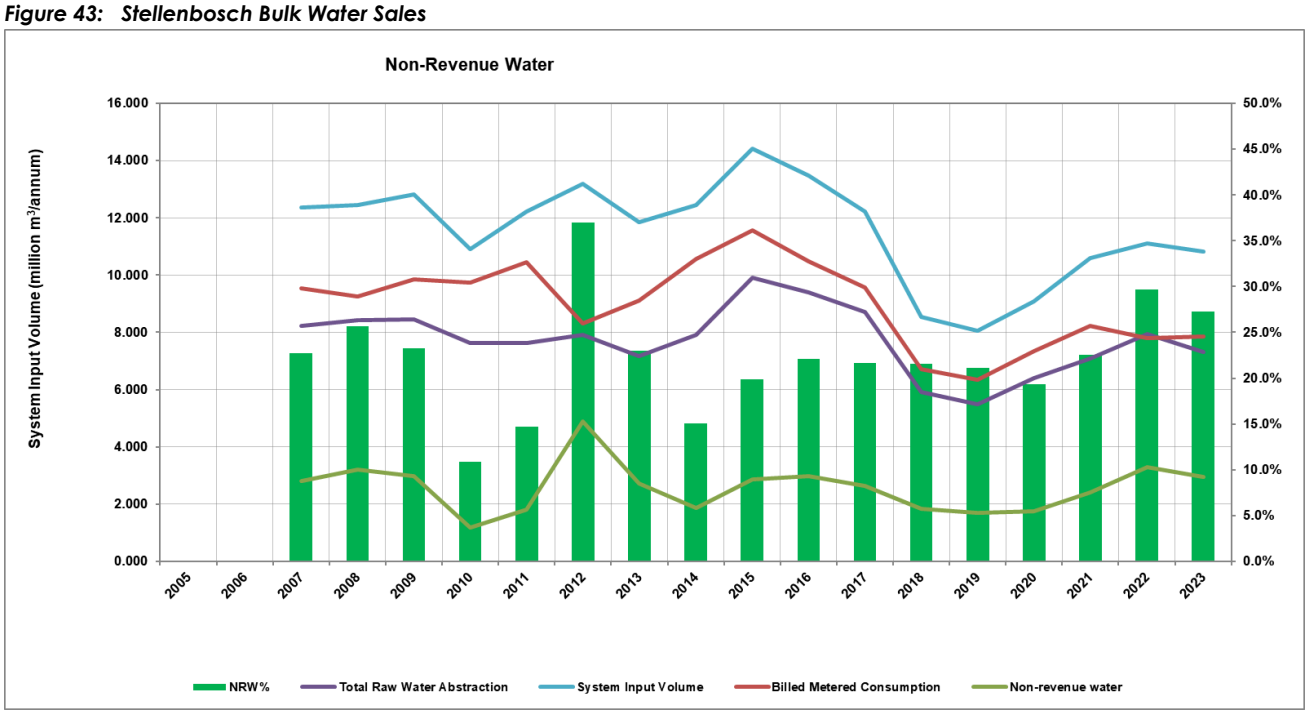
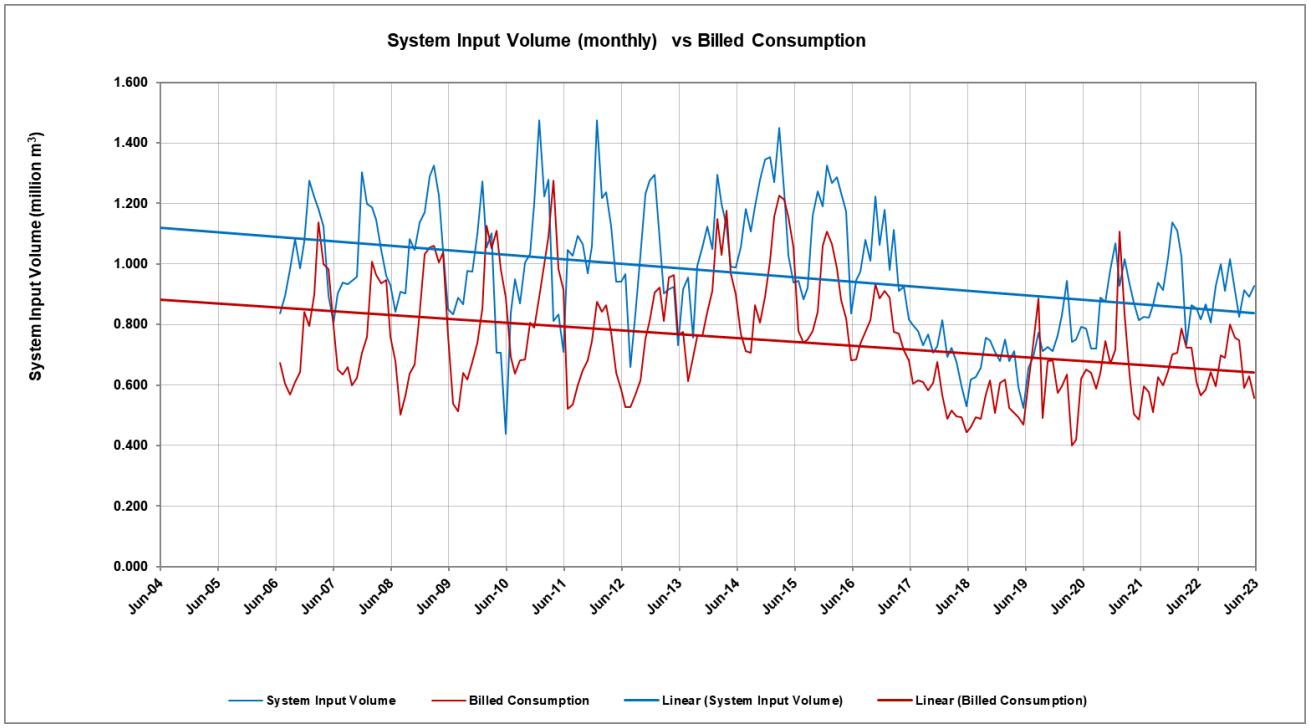


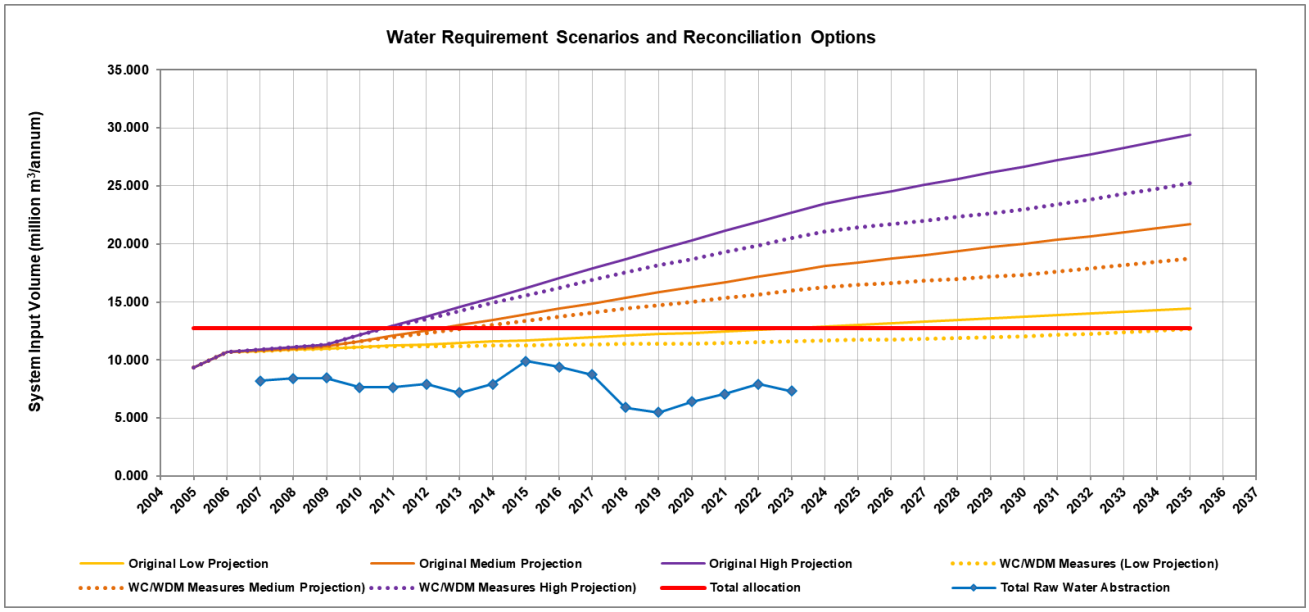
Figure 43: Stellenbosch Bulk Water Sales





The unrestricted growth in water demand versus the growth in water demand assuming WC and WDM are implemented as shown in the figure below.

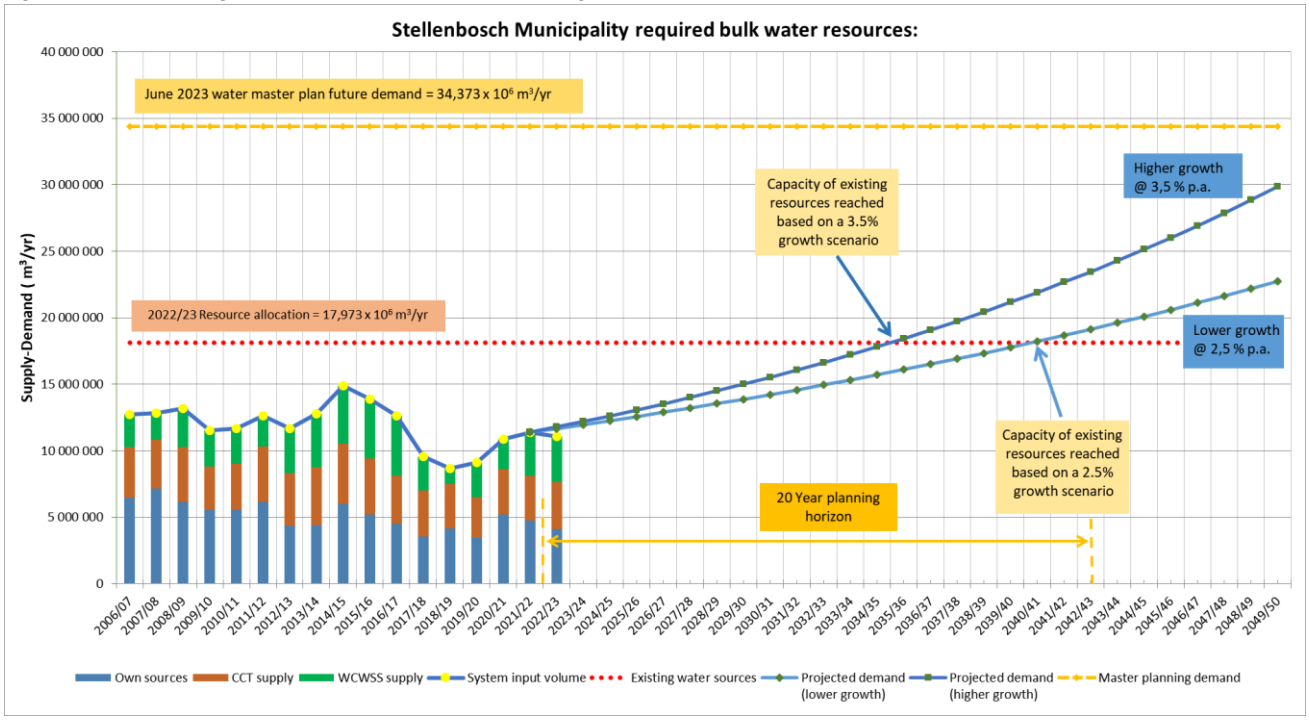
Figure 44: Unrestricted versus WDM growth in demand

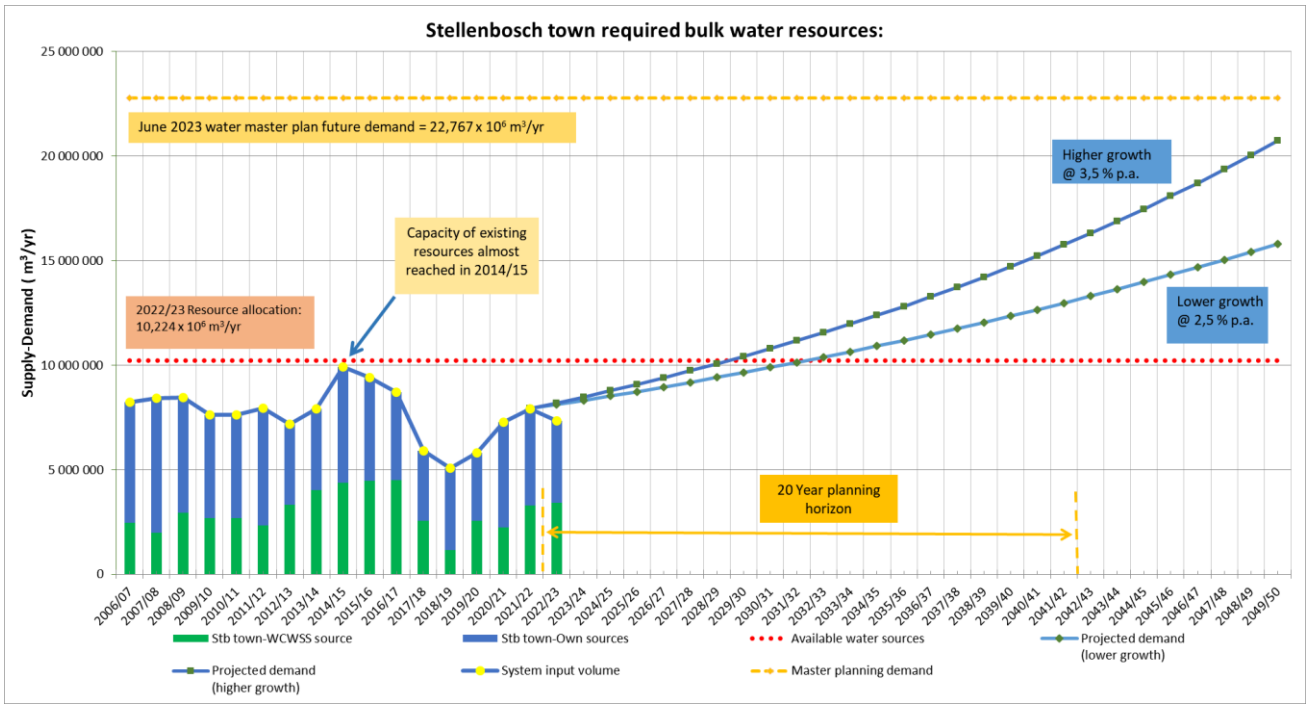


Note that each town in the municipality has water supplies independent of each other. When implementing WC / WDM in the municipality, it is critical to implement it in those towns where the existing supply will become inadequate for the demand as soon as possible. This will enable the municipality to delay the implementation of expensive infrastructure. The estimated budget required is about R80 million over 10 years.

The municipality embarked on a Drought Intervention Programme that accelerated and expanded some of the WC / WDM plans and programmes.

Figure 45: Updated growth in demand 20-year planning horizon





7.3.10 Safety and Security Strategy

The purpose of the Safety and Security Strategy is thus to reduce crime and increase safety through an integrated, multi-pronged approach. The strategy is revised annually to ensure that it remains relevant to the real challenges of the day. To this end, the municipality partners with a range of stakeholders ranging from the Western Cape Government, the Cape Winelands District Municipality, SAPS, and Stellenbosch University, as well as various private, public, and community-based safety and security organisations and institutions.

The Stellenbosch Safety Partnership (SSP) serves as an operational platform for safety and security entities to plan and operationalise enforcement plans. It's very important to break down barriers between departments and private organisations that have similar goals. Without an integrated, multidisciplinary approach that includes everyone, no strategy will work. This method has been shown to work in reducing crime. The SSP is open to any registered entity that contributes towards safety and security initiatives in the Stellenbosch Municipality.

The Stellenbosch Municipality has and continues to invest in and support neighbourhood watches (NHWs) and mobilise communities to support them. This includes direct assistance to NHWs to formalise their registration with the Department of Police Oversight and Community Safety (DPOCS) so that they can qualify for financial support and participate in sanctioned safety projects. The NHWs form a critical part of the community-based safety focus of the municipality in that they are located in the communities and understand the particular challenges faced by those communities. In addition to the support received from DOCS, the municipality continues to provide training for under-resourced neighbourhood watches and provides them with radios for swift and effective communication with the municipal control room as and when required. To achieve this, the following role players have been identified as key stakeholders and partners for success:

- South African Police Services (SAPS);
- Department of Community Safety (DOCS);
- Cape Winelands District Municipality (CWDM);
- Neighbourhood watches and farm watches;
- Community Policing Forums (CPFs);
- Private and corporate businesses;
- Private security companies;
- Winelands Safety Initiative (WSI);
- Department of Correctional Services (DCS);
- Department of Justice (DoJ);
- University of Stellenbosch (Campus Control); and
- Stellenbosch Municipality
  - Law Enforcement
  - Traffic Services
  - Fire and Rescue
  - Disaster Management.

Building collaborative relationships with our community stakeholders and highlighting the Council's commitment to maintaining strong partnerships with primary law enforcement agencies remains the foundation of ensuring safety throughout the Greater Stellenbosch.

The control room is fully functional and situated at the Stellenbosch Fire Department. The municipality still strives and will continue to, as part of the strategy, to provide a space where all safety and security stakeholders can jointly monitor and communicate with each other on safety and security matters. This includes the monitoring of municipal bylaw transgressions, criminal activity, emergency response in case of disasters, emergencies, and a range of other safety and security-related incidents.

One dedicated emergency number is available to residents within the municipal boundaries, which will mobilise all relevant units in response to alerts received on this number: **021 808 8999.** Additionally, the control room also monitors a dedicated WhatsApp number for general and safety complaints within the municipal boundaries of Stellenbosch. The WhatsApp number is **079 622 4722.**

All registered NHWs and security companies registered with the SSP have been and are in the process of being allocated space in the control centre.

Awareness initiatives have been and will continue to be launched as they contribute to making communities aware of crime prevention tips and other preventative tips, for example, fire safety and what to do in case of disasters. This will be a joint approach between role-players, supplemented based on crime patterns and situations experienced. Training will also be provided to enhance safety initiatives, for example, road safety (crossing of roads).

The Community Safety Forum (CSF) was approved by the Council on 30 March 2022. The CSF is a multi-stakeholder forum that will address matters of community safety and security in the WC024 area. The purpose of the CSF is to promote the development of communities in a safe environment and provide access to high-quality services at the local government level through multi-agency collaboration between the different spheres of government and communities. The CSF, as a multi-sectoral structure, would champion the coordination, integration, and implementation of crime and violence prevention and community safety initiatives. The CSF has three clusters, namely: Law Enforcement, Social Cohesion and Crime Prevention through Environmental Design.

Fire Services

The Stellenbosch Municipal Fire and Rescue section is dedicated to the provision of services that seek to safeguard the public against fire and other natural and man-made disasters and emergencies.

The role of the Fire and Rescue Services is to deal proactively and reactively with the following:

- The proactive provision of general fire safety guidance and assistance with respect to venues and their users;
- Protection and rescue of life and property from any threatening danger;
- Prevent the outbreak or spread of fire;
- Extinguish fire;
- Any other duties as stipulated in the Fire Brigade Services Act;
- Through the Department of Planning and Development and Building Department, consolidate initial structural damage assessments from other departments, conduct evaluations of structures, and support the efforts of property owners to address structural issues;
- Assist SAPS with inspections at licensed premises to combat illegal activities identified by crime intelligence;
- Determine slide (land) danger areas of informal settlements, oversee the direction, management, and cordoning off identified slopes, and stabilise;
- Activate the Disaster Management Unit in case of any life-threatening incident, for example, flooding, loss of residence due to fire, etc; and
- Conduct annual evacuation drills at designated buildings and premises.

Traffic Services

Stellenbosch Municipality has a legislative mandate to provide traffic services to the general public and its community and to ensure safe road usage in the municipal area. Traffic Services is committed to managing, controlling, and improving road safety in the municipal area by providing effective Traffic Administration and Traffic Law Enforcement services.

This will be achieved through the implementation of specific operational activities throughout the year, which focus on enforcement and education. The enforcement of public transport violations, speed violations, and sustained education at schools will be a specific focus for this year.

Another focus is also to improve the smart policing concept by optimally utilising technology for our officers, fine devices, and other policing techniques to provide effective and efficient services at our Motor Vehicle Registration and Licensing, Driver License Testing Centre, and our Vehicle Testing Centre.

The Traffic Management Plan contains the full spectrum of road safety programmes and projects across all functions, stakeholders, and users in WC024. The plan describes the various challenges to road safety and presents a range of action plans to address or mitigate these challenges.

Traffic Services is committed to:

- Ensure the road safety of all members of the community by providing quality traffic services in all its divisions (Traffic Administration, Traffic Law Enforcement, Licensing, Education and Accident Statistics);
- Reducing the accident rate, which will result in fewer fatalities and injuries;
- Increase the voluntary compliance of road users with respect to the rules, legislation, and regulations of the road;
- Improve management practises throughout all traffic services divisions; and
- Provide a safe environment by integrating best practices with internal and external agencies and role-players.

Traffic Services will focus on,

- Ensure the constant free flow of traffic;
- Enforcement of the National Road Traffic Act and the National Land Transport Act;
- To achieve a measurable improvement in road user behaviour, including the skill level of drivers, safer decision-making, and better regard for other road users;
- To reduce the incidence of traffic offences, including speeding, dangerous driving, drunk-driving, driving under the influence of a narcotic substance, dangerous overtaking, moving violations, etc;
- Parking enforcement / management;
- To ensure that un-roadworthy (including overloaded) vehicles are removed from the road;
- Point duty during the morning, midday, and evening peak at critical locations, during loadshedding, as well as school points;
- Special operations team to focus on driving under the influence of alcohol or drugs, illegal racing, and transportation of illegal substances;
- Road safety training and education are provided for crèches, nurseries, schools, primary / high schools, colleges, and universities, as well as for pedestrians, cyclists, farm workers, rehabilitation centres and youth groups. Training also includes learner's license programmes for youth and scholar patrol and level-crossing awareness;
- Events (road closures, escort duties);
- Public transport activities and checking of roadworthy status buses and minibuses;
- ANPR (automatic number-plate recognition) focusing on offenders with outstanding fines;
- Conducting driving and learner's license testing;
- Conducting driver's license conversions / renewals;
- Accepting and processing Professional Driving Permit (PrDP) applications;
- Conducting vehicle testing (all classes of vehicles); and
- Vehicle registration and licensing.

Law Enforcement

With the review of the Safety Strategy, the municipality has had to adapt to the changing environment of crime in its area and actively pursue closer working relationships with SAPS, private security, and neighbourhood watches active in the WC024 area to be able to make an impact. It is common knowledge that criminals become smarter and migrate from neighbourhood municipalities, which means that the municipality has to think smarter to always be one step ahead.

The municipality has completed all three phases of the action plan as identified during the previous review. This includes the installation of License Plate Recognition cameras (LPR) at all the main entrances and exits to Stellenbosch and Franschhoek towns. These LPR cameras are supplemented with additional LPR cameras within residential areas, which make it possible to track the direction of suspect vehicles linked to crimes picked up by these. The municipality continuously invests in CCTV to enhance safety. The municipality also has a CCTV Masterplan, which is a ''living'' document and is frequently updated based on needs identified concerning safety.

The use of neighbourhood watches to enhance public safety within the CBD's under the auspice of the "eyes and ears" project has assisted with crime prevention and is deemed to be a successful project.

The focus of Law Enforcement

- Effective monitoring and surveillance of CCTV cameras with reaction units to respond immediately;
- Establishment and implementation of the CBD Safety Project—a zero tolerance approach;
- Weekly operational planning with SAPS and safety partners;
- Amendment of the structure of Law Enforcement to accommodate identified needs;
- Establishment of a Tactical Response Unit (TRU);
- Strengthening coordination of communication strategies between neighbouring municipalities;
- Social Crime Prevention Strategies in conjunction with the Section: Community Development in terms of the Council's Street People Policy and Social Justice SOP;
- Consult with the CWDM in terms of sharing resources and information flow;
- Use of innovative technology to improve enforcement strategies;
- Compile a Security and Safety Camera Master Plan for WC024;
- Completion of the municipal control room, Joint Operating Centre (JOC);
- Issuing of radios to all neighbourhood watches to be able to communicate with and through the Stellenbosch Municipality control room (JOC);
- Provide training to neighbourhood watches;
- Implementation of the externally funded Law Enforcement (Rent-a-Cop) Policy; and
- Implementation of the Reservist policy.

7.3.11 Disaster Management Plan

The National Disaster Management Centre (NDMC) provided a set of guidelines, developed in terms of Section 19(a) of the Disaster Management Act, 2002 (Act No. 57 of 2002) (DMA) and Section 3.6 of the National Disaster Management Framework, 2005 (NDMF), that provide a uniform structure and checklist to organs of state to develop a Disaster Management Plan.

This plan confirms the arrangements for managing disaster risks and for preparing for and responding to disasters within the Greater Stellenbosch Municipality as required by the Disaster Management Act, 2002 (Act 57 of 2002).

SECTION 53(1) DISASTER MANAGEMENT ACT, 2002 (ACT NO. 57 OF 2002)

a) Prepare a disaster management plan for its area according to the circumstances prevailing in the area;
b) Coordinate and align the implementation of its plan with those of other organs of state and institutional role-players; and
c) Regularly review and update its plan; and through appropriate mechanisms, processes, and procedures established in terms of Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000), consult the local community on the preparation or amendment of its plan.

7.3.11.1 The Key Outcome of the Disaster Management Plan

The Disaster Management Plan (DMP) seeks to achieve the following key outcomes:

- integration of Disaster Risk Management into the strategic and operational planning and project implementation of all line functions and role-players within the municipality;
- resilient communities; and
- an integrated, fast, and efficient response to emergencies and disasters by all role-players.

7.3.11.2 Linkage to Stellenbosch Municipality's IDP

The MSA and the Disaster Management Act require the inclusion of the Disaster Management Plan into the Integrated Development Plan (IDP) of the Stellenbosch Municipality as a core component of the IDP document. However, it is not practical to include the entire Disaster Management Plan with annexures within the IDP of the Stellenbosch Municipality. Therefore, a summary of the key points is encapsulated in the IDP.

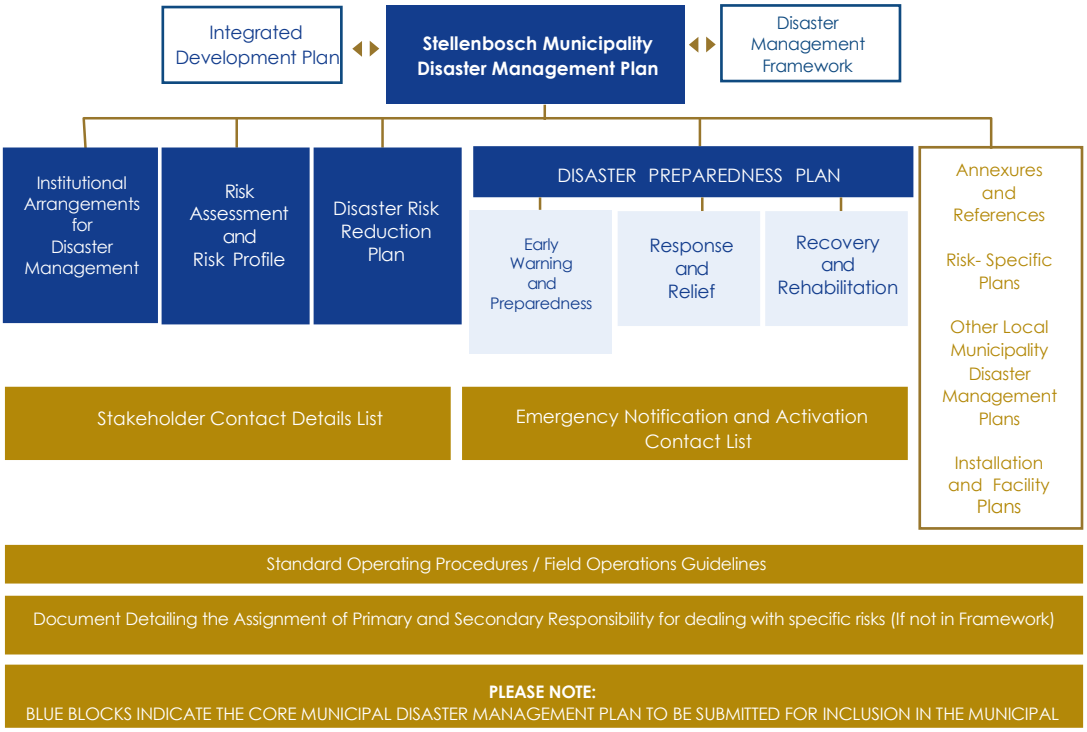
7.3.11.3 Linkage to the Disaster Management Framework of the CWDM

The Stellenbosch Municipality must prepare and execute its Disaster Management Plan within the Disaster Management Framework of the Cape Winelands District Municipality. The National, Western Cape Provincial, and Cape Winelands' frameworks guide the development of the municipal Disaster Management Plan and future versions of this plan.

7.3.11.4 Structure of the Disaster Management Plan

The municipal Disaster Management Plan of Stellenbosch Municipality consists of the components as indicated in the figure below:

Figure 46: Structure of Disaster Management Plan



7.3.11.5 The Purpose of the Stellenbosch Municipality Disaster Management

The purpose of Stellenbosch Municipality Disaster Management is to ensure coordination of multi-disciplinary and multi-sectorial risk reduction through the integrated institutional capacity for disaster risk management, risk assessment, response and recovery, and implementation of measures aimed at:

- Preventing or reducing the risk of disasters;
- Mitigating the severity or consequences of disasters;
- Emergency preparedness;
- Rapid and effective response to disasters; and
- Post-disaster recovery and rehabilitation.

7.3.11.6 Risk assessment throughout WCO24

An all-ward-based Disaster Risk Assessment was conducted in collaboration with the Cape Winelands District Municipality to identify all possible hazards that could impact the community and environment of Greater Stellenbosch was undertaken and completed. As the environment is dynamic and constantly changing, so are the risks that affect our communities. In the period since the risk assessments took place, some of these risks would have been addressed by projects implemented by municipalities; however, new risks might have also emerged. Therefore, it is necessary to regularly review the risk assessments. Several risks were identified; however, six were identified as high-priority risks.

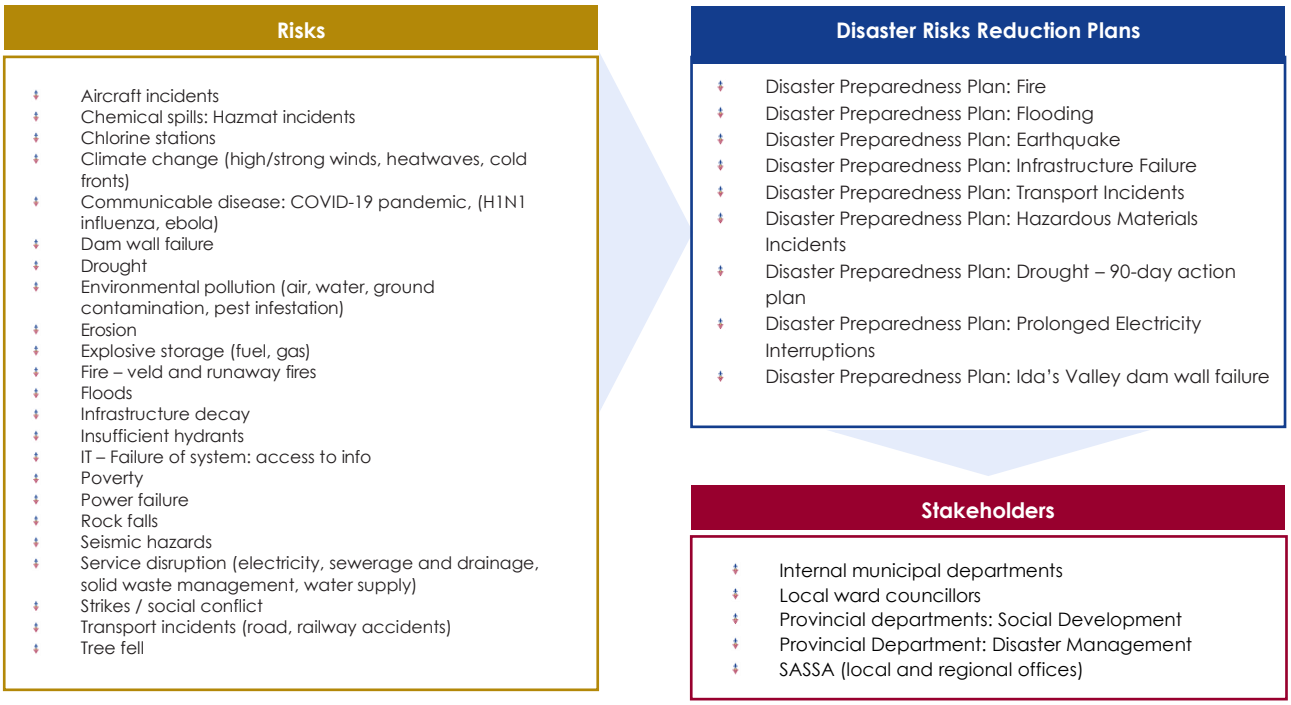
High-priority risks identified that pose a risk to the WCO24 are listed in the table below.

Table 50: High-Priority Risks Identified

High Priority Risks	Description of risks
A. Inability to control urbanisation	"Urbanisation: the increase in the number of people living in towns and cities, resulting in the growth of urban populations." Several disadvantages occur with rapid and unplanned urban growth. These disadvantages include, but are not limited to, poor infrastructure / inadequate housing, water and sanitation, waste disposal and pollution, and transport and healthcare services.
B. Increased poverty and unemployment	Poverty and unemployment directly correlate with the quality of life of the members of the community. The risk is exacerbated by the expansion of the informal sector and a low-skilled population.
C. Access to basic services	The lack of basic services results in major personal and environmental health concerns. Lack of formal electrical infrastructure results in structural fire risks within informal settlements.
D. Safety and Security	Human-induced hazards such as crime (which includes theft, robbery, rape, and murder), gangsterism, and alcohol and drug abuse remain one of the top hazards in most wards within the Stellenbosch municipal area.
E. Poor / no electricity	Inadequate electricity supply is not only a result of cable theft but also of continuing population growth, specifically within the informal settlements. Increased population growth leads to the increased erection of informal structures that require electricity. In most cases, electricity is obtained illegally through illegal electrical connections. Cable theft is becoming more common in larger parts of South Africa, and the Stellenbosch municipal area is not excluded from this phenomenon. This hinders the operations of businesses, households, and transportation systems.
F. Illegal dumping	Illegal dumping poses great environmental and health risks. Not only are these locations where infectious diseases spread, but they also attract unwanted pests such as cockroaches, mice, and rats. In most cases, illegal dumping occurs in highly populated informal settlements due to a lack of proper and frequent waste disposal.

The figure below illustrates the types of disasters that pose the highest risks within the area of the Stellenbosch Municipality, the disaster risk reduction plans, and stakeholders in the event of a disaster. The municipality engages on numerous platforms by partnering with stakeholders to gain access to new resources, information, expertise, and skills to facilitate service delivery.

Figure 47: Highest Risk, Disaster Risk Reduction Plans and Stakeholders



7.3.11.7 Implementation Plan: Disaster Management

Table 51: Summary Results: Disaster Management Plan - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	7	1
😐	Project in progress.	0	5
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**7**	**6**

Table 52: Disaster Management Interventions

Funding Type							Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan / Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: DISASTER MANAGEMENT																	Performance Comment
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project description	Stakeholders	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Conduct fire awareness sessions	Number of fire awareness sessions conducted by 30 June	Safer Communities Project Plan (For implementation throughout the year: Fire Resilient Communities)	Disaster Management and other internal stakeholders	240	48	48	48	48	48	▲	☺	😐	n/a	n/a	n/a	59 fire awareness sessions had been conducted by 30 June 2023. 52 fire awareness sessions will be conducted by 28 February 2024.

IMPLEMENTATION PLAN: DISASTER MANAGEMENT																		
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project description	Stakeholders	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					Performance Comment
						2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Facilitate COVID-19 vaccination drives in WCO24	Number of COVID-19 vaccination drives facilitated by 30 June	COVID-19 is a respiratory illness similar to the flu (cough, fever, fatigue and aching body / muscles). More commonly than the flu, it can become severe causing viral pneumonia (difficulty breathing).	Department of Health, Disaster Management and all relevant Stakeholders	5	5	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a	This IDP deliverable was completed in collaboration with the DoH.
TBC	Respond to fire incidents within 14 minutes	Percentage of fire incidents responded to within 14 minutes	Flood / Fire Response	Disaster Management	85%	85%	85%	85%	85%	85%	▲	☺	😐	n/a	n/a	n/a	Target achieved with 93.92%. 15 calls were attended to within 14 minutes. The target achieved for the 2023/24 financial year by 28 February 2024 is 76.60%.
TBC	Installation of smoke alarms	Number of smoke alarms installed by 30 June	Fire Prevention / Safety	Disaster Management	1 500	300	300	300	300	300	▲	☺	😐	n/a	n/a	n/a	Target achieved. 777 smoke alarm detectors were installed in the 2022/23 financial year. 366 smoke detectors had been installed by 28 February 2024.
TBC	Implement water safety programmes within WCO24	Number of water safety programmes implemented within WCO24 by 30 June	Water Safety Programmes	Disaster Management Santam / NSRI	10	2	2	2	2	2	▲	☺	😐	n/a	n/a	n/a	Two (2) water safety programmes were implemented by 30 June 2023. One (1) water safety programme will be implemented by 28 February 2024.

IMPLEMENTATION PLAN: DISASTER MANAGEMENT																		Performance Comment
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Project description	Stakeholders	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					
						2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Create EPWP job opportunities within the Department: Fire and Disaster Management	Number of EPWP jobs created within the Department: Fire and Disaster Management by 30 June	EPWP – job creation initiative across all departments	EPWP Project-holders	50	10	10	10	10	10	▲	☺	😐	n/a	n/a	n/a	Target achieved. 16 jobs were created in the 2022/23 financial year. 16 appointments for the 2023/24 financial year by 28 February 2024. Appointments are dependent on the availability of EPWP grant funds.
TBC	Conduct disaster risk assessments in WCO24	Number of disaster risk assessments conducted in WCO24 by 30 June	Disaster Risk Assessments conducted to determine the increase in vulnerability: • Croydon • Jamestown • Lanquedoc • Langrug • Kayamandi • Jonkershoek • Groot Drakenstein • Backsberg	Disaster Management	10	2	2	2	2	2	▲	☺	☺	n/a	n/a	n/a	Target achieved. Three (3) risk assessments were completed in the 2022/23 financial year. One (1) risk assessment to be completed by 28 February 2024.

7.3.12 Local Economic Development Strategy

Local Economic Development (LED) is not an explicit municipal function as defined in the Constitution of the Republic of South Africa, 1996. Instead, it is an obligation imposed on local government in terms of sections 152 and 153 of the Constitution that stipulates the objectives of local government are to promote social and economic development within its financial and administrative capacity.

Stellenbosch Municipality is thus legally compelled to promote social and economic development in its area of jurisdiction and should play the leading role in municipal sector planning.

The focus on individual economic sectors and spatial planning as the key focus areas, rather than on social and economic development results tends to delink economic growth benefits (increase in indicators like GDP, per capita income, etc.) into local economic development benefits (improvement in the life expectancy rate, infant mortality rate, literacy rate, and poverty rate).

Local economic development is the means of systematic identification, development, and utilisation of economic opportunity to benefit local businesses and create opportunities for local communities to improve the lives of residents.

The growth of the informal economy reduces the demand for jobs while increasing the number of entrepreneurs and potential contributors to private sector demand.

The health of the entire economy is important. The economy does not divide neatly into the 'formal sector' and the 'informal sector'. Rather, the different sectors, such as manufacturing, tourism, services, and construction, are on a continuum that has a more formal and a more informal end.

The great challenge to local government, in its support for economic development, is to enable job opportunities at different points along the continuum while ensuring health and safety, orderly planning, and management. All work, whether on the more formal or more informal ends of the continuum, has to be valued, especially when unemployment is high and when there is a highly probable link between unemployment and crime. The number of people relying on the informal economy for work can and will increase, while the formal economy struggles to grow and make meaningful progress in global markets.

Given the above, local economic development is therefore a multi-stakeholder effort in support of creating economic opportunities for both the private sector and the local community.

7.3.12.1 Strategic approach

The strategic approach to LED in general is to create economic opportunities for all citizens residing in the Stellenbosch Municipal Area. It is imperative that the municipality, in partnership with role players in society, review its strategy going forward to ensure better resilience in its economy to deal with future challenges and contribute towards better livelihoods for all.

Technology changes, especially connectivity, have become more important for businesses and the government to do business. This was highlighted by the lockdown experience that forced the municipalities to work remotely.

The following ways of doing business must be seen within the context of the "new normal":

- To maximise prospects for sustained economic growth, stakeholders must be permitted to strengthen their competitiveness and collaboration within the local business environment.

Networking, local government responsiveness to business needs, effective service delivery, and business-oriented organisational structuring will be used to address this aspect;

- New business development or investment and expansion of existing businesses will be actively promoted, as the consequence of increased investment more often than not resulting in new jobs and local economic growth. Spatial development framework planning, the Integrated Zoning Scheme, aligned municipal infrastructure services provision, and municipal financial management tools will be used to address this aspect;
- It appears that the formal economy is rapidly becoming more informal, as seen in the increase in the number of occupational practices and businesses run from residential premises. The informal economy offers diverse opportunities for absorbing those who have lost their jobs and for new entrants into the economy. The integrated zoning scheme, aligned municipal infrastructure services provision, and municipal financial management tools will be used to address this aspect;
- Create an enabling environment. An enabling environment refers to "a set of policies, institutions, support services, and other conditions that collectively improve or create a general business setting where enterprises and business activities can start, develop, and thrive." Spatial Development Framework planning, the integrated zoning scheme, aligned municipal infrastructure services provision, and municipal financial management tools will be used to address this aspect; and
- The formal and informal parts of the economy are mutually interdependent. The good health of one depends on the good health of the other. It is difficult to promote the growth of smaller enterprises if the overall rate of economic growth is slow. Dedicated networking projects to create opportunities for the informal economy to contribute to the demands of the formal economy will be used to address this aspect.

7.3.12.2 Implementation Plan: Local Economic Development (LED)

Table 53: Summary Results: Local Economic Development (LED) - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	7	0
😐	Project in progress.	2	9
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**9**	**9**

Table 54: Local Economic Development Interventions

Funding Type							Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan / Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: LOCAL ECONOMIC DEVELOPMENT (LED)																		Performance Comment
IDP Ref No	Strategy	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Description	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27		
TBC	**Strategy 1**: Ensure effective local business networking and sector consultation to improve the municipality's responsiveness to local businesses, entrepreneurs and the economic environment	Facilitate sector meetings	Number of sector meetings facilitated by 30 June	Design and maintain institutional arrangements with all dominant sector players to ensure alignment and information sharing	10	2	2	2	2	2	▲	☺	😐	n/a	n/a	n/a		Target achieved. One (1) economic sector meeting / engagement facilitated for 2023/24 financial year.

IMPLEMENTATION PLAN: LOCAL ECONOMIC DEVELOPMENT (LED)																		
IDP Ref No	Strategy	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Description	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
TBC	**Strategy 2:** Establish a networking and mentoring system to ensure SMME development	Conduct business outreach sessions	Number of business outreach sessions conducted by 30 June	Regular seminars and workshops for SMMEs facilitated by the municipality and Private Sector Partners	20	4	4	4	4	4	▲	☺	😐	n/a	n/a	n/a	Target achieved. 6 business outreach sessions were completed by 30 June 2023.
TBC	**Strategy 2:** Establish a networking and mentoring system to ensure SMME development	Facilitate sector meetings	Number of sector meetings facilitated by 30 June	An annual mentorship programme in collaboration with a Non-Profitable Organisation the University and Industry players in the municipal area.	20	4	4	4	4	4	▲	☺	😐	n/a	n/a	n/a	1 mentorship programme facilitated in September 2022. 4 training initiatives were held in the 4th quarter of the 2022/23 financial year.
TBC	**Strategy 3:** Proactively identify opportunities for new investment and expansion	Alignment of the Red Tape Reduction Strategy to the SDF	Number of Red Tape Reduction Strategies aligned to the SDF by 31 May	Align Economic Development Strategies with the SDF of the municipality and ensure service standards are maintained to fast-track land development approvals and authorisations to reduce turnaround time for investors.	1	1	n/a	n/a	n/a	n/a	▲	☺	n/a	n/a	n/a	n/a	The target was achieved in the 2022/23 financial year.

IMPLEMENTATION PLAN: LOCAL ECONOMIC DEVELOPMENT (LED)																		
IDP Ref No	Strategy	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Description	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					Performance Comment
						2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Strategy 3**: Proactively identify opportunities for new investment and expansion	Review the Local Economic Development Strategy	Number of Local Economic Development Strategies reviewed by 30 June	Inclusion of new economic opportunities in the IDP and Economic Development Strategy identified during the municipal public engagement processes for evaluation of feasibility and implementation with stakeholders.	5	1	1	1	1	1	▲	☺	😐	n/a	n/a	n/a	Target achieved.
TBC	**Strategy 4:** Manage and develop tourism as one of the key economic sectors	Submission of quarterly LTO reports to the Municipal Manager	Number of quarterly LTO reports submitted to the Municipal Manager	Facilitate the development of tourism attractions, as contained in the Local Economic Development Strategy, in all sectors and at all levels of the local economy.	120	24	24	24	24	24	▲	😐	😐	n/a	n/a	n/a	Target was amended for the outer financial years.
TBC	**Strategy 5:** Manage and develop tourism as one of the key economic sectors	Develop a Tourism Policy	Number of Tourism Policies developed by 31 March	Ensure implementation of strategies in partnership with Local Tourism bodies to ensure the sustainably of the sector and the creation of more job opportunities while transforming the tourism sector to become more inclusive.	n/a	n/a	n/a	n/a	n/a	n/a	▲	n/a	n/a	n/a	n/a	n/a	The Tourism Policy forms part of the LED Strategy.

IMPLEMENTATION PLAN: LOCAL ECONOMIC DEVELOPMENT (LED)																		
IDP Ref No	Strategy	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Description	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Progress Rating 2022/23	2023/24	2024/25	2025/26	2026/27	Performance Comment
TBC	**Strategy 5:** Manage and develop tourism as one of the key economic sectors	Review the Tourism Policy	Number of Tourism Policies reviewed by 31 March	Ensure implementation of strategies in partnership with Local Tourism bodies to ensure the sustainably of the sector and the creation of more job opportunities while transforming the tourism sector to become more inclusive.	4	n/a	1	1	1	1	▲	n/a	😐	n/a	n/a	n/a	The Tourism Policy forms part of the LED Strategy. A review of the Tourism Strategic Plan is to be completed by 31 March 2024.
TBC	**Strategy 6:** Facilitate rural development and farmer support	Allocation of Municipal Agricultural Land to emerging farmers	Number of municipal agricultural land allocated to emerging farmers by 30 June	Facilitate the development of new farming operations for emerging farmers on municipal land and through cooperation with existing farms.	10	2	2	2	2	2	▲	😐	😐	n/a	n/a	n/a	16 farming applications have been received. An item was prepared for the Council and the four portions were approved, and the land was allocated to the successful applicants. An official handover will be done in the first quarter of 2024.
TBC	**Strategy 6:** Facilitate rural development and farmer support	Review the Municipal Agricultural Land Policy	Number of Municipal Agricultural Land Policies reviewed by 30 June	Collaborate with the Departments of Agriculture, Rural Development and Land Affairs around land and farming matters.	5	1	1	1	1	1	▲	😊	😐	n/a	n/a	n/a	Review to be completed by June 30, 2024.

IMPLEMENTATION PLAN: LOCAL ECONOMIC DEVELOPMENT (LED)																		
IDP Ref No	Strategy	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Description	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					Performance Comment
						2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Strategy 7:** Facilitate income-generating opportunities for the unemployed.	Create job opportunities through the EPWP	Number of job opportunities created through the EPWP by 30 June	The implementation and expansion of the EPWP programme in the municipality by providing income opportunities and skills for the unemployed in Stellenbosch fairly and transparently.	5800	1 400	1 100	1100	1100	1100	▲	☺	😐	n/a	n/a	n/a	Linked to LED Strategy, Mayoral Outcome, and Top Layer SDBIP 1 449 job opportunities were created by 30 June 2023. 857 job opportunities were created for 2023/24 financial year, by 28 February 2024.

7.3.13 Community Development Strategy

Moreover, Schedules 4b and 5b list the functions of local government to include the following, which have relevance to community development functions:

- Childcare facilities;
- Building regulations (concerning SANS 10400S);
- Municipal Planning (concerning ECD registration applications and provisions to be made for social infrastructure, inclusive of education and health services);
- Municipal public works (accessibility);
- Local amenities (concerning the contribution to social development);
- Local sports fields (regarding their contribution to social development);
- Municipal parks and recreation (regarding the contribution to social development); and
- Municipal roads (accessibility).

INTERGOVERNMENTAL RELATIONS FRAMEWORK ACT, 2005 (ACT NO. 13 OF 2005) (IGRFA)

The IGRFA, which defines the relationship between the three spheres of government and facilitates coordination in the implementation of policy and legislation, includes coherent government, effective provision of services, monitoring implementation of policy and legislation, and realisation of national policies. Because these services are primarily provided by the national and provincial spheres of government but significantly affect local communities and residents, this department / function plays a pivotal role.

LOCAL GOVERNMENT: MUNICIPAL SYSTEMS ACT, 2000 (ACT NO. 32 OF 2000) (MSA)

The MSA further demonstrates in Chapter 4 the mandate of the municipality to develop a culture of community participation (16(1)(b)) in order to contribute to building the capacity of— (i) the local community to enable it to participate in the affairs of the municipality (networks and forums) and must do so with specific emphasis on the inclusion of (17(2)) the specific needs of (a) people who cannot read or write; (b) people with disabilities; (c) women; and (d) other disadvantaged groups.

The White Paper on Local Government (1998:23–26) identifies four interrelated characteristics of the role and function of local government related to community development:

- Maximising social development and economic growth: The role and function of the local government are to promote the development of communities so that the basic needs of the poor and vulnerable are met. It involves the regulation of service delivery. This means that the local government is not directly responsible for services but rather takes steps (i.e., strategies) to encourage good service delivery that addresses the specific needs of the specific community. It could therefore be viewed as a facilitation role. Partnerships between organisations could be encouraged, training opportunities could be provided, and facilities could be developed to support existing service providers in the community;
- Integrating and coordinating: Coordination should include national and provincial departments, trade unions, community groups, and private sector institutions. "Developmental local government must provide a vision and leadership for all those who have a role to play in achieving local prosperity." An IDP could contribute to proper coordination;
- Democratising Development: Local Government practices should be aimed at the involvement of "…citizens and community groups in the design and delivery of municipal programmes".

Coordination should lead to democratic "…leadership, encouragement, practical support, and resources for community action." Another key aspect is that democratic development should aim to involve all community groups; and

- Leading and learning: Community development should lead to networks, partnerships, and coalitions. To this extent, a Memorandum of Understanding (MOU) was signed with DSD.
- It includes training opportunities and awareness programmes. The ultimate aim is to empower communities and create opportunities for sustainable change and growth. The emphasis is therefore on capacity building within communities.

The above characteristics are aimed at improving service delivery within the constraints of available resources. As mentioned before, partnerships with businesses and non-profit organisations (NGOs) become a key aspect of this developmental model (White Paper on Local Government, 1998:35). These services are aimed at specific vulnerable groups, and social issues are also highlighted in policy documents.

Further to the above, the department gives effect to the strategic goal of Dignified Living in the IDP of Stellenbosch Municipality through:

- The implementation of critical key performance areas and processes associated with the creation of a conducive environment for community / social development, forging relations with national, provincial, and local stakeholders, and the generation of current social data; and
- The development of six vulnerable groups (youth, gender, children, elderly, people who are homeless, and people living with disabilities) within the municipal area through strategy and policy development and monitoring and reporting on the intended goals of the department's key performance areas.

7.3.13.1 Implementation Plan: Community Development Strategy

Table 55: Summary Results: Community Development - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	4	0
😐	Project in progress.	0	4
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**4**	**4**

Table 56: Community development projects / programmes / initiatives

Funding Type								Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan / Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: COMMUNITY DEVELOPMENT STRATEGY																	Performance Comment
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Partnerships / IGR Structure / Interdepartmental	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					
					2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Training of youth through the Mayoral Youth Skills Development Programme	Number of Youth trained through the Mayoral Youth Skills Development Programme by 30 June	Approved service providers	300	60	60	60	60	60	▲	☺	😐	n/a	n/a	n/a	Target achieved. 62 youth trained through the Mayoral Youth Skills Development Programme in the 2022/23 financial year. 38 youth had been trained by 28 February 2024.
TBC	Conduct Youth Job Readiness Training	Number of Youth Job Readiness training conducted by 30 June	Department of Social Development (DSD)	600	120	120	120	120	120	▲	☺	😐	n/a	n/a	n/a	127 youth trained by 30 June 2023. 52 youth attended the Youth Job Readiness by 28 February 2024.
TBC	Host quarterly Registration of Early Childhood Development Centres capacity building workshops	Number of quarterly Registration of Early Childhood Development Centres capacity building workshops hosted	DSD, Cape Winelands District Municipality, Department of Education, Internal Municipal Departments, NGOs	20	4	4	4	4	4	▲	☺	😐	n/a	n/a	n/a	4 workshops were completed by 30 June 2023. 2 workshops are to be conducted by 28 February 2024.

IMPLEMENTATION PLAN: COMMUNITY DEVELOPMENT STRATEGY																	Performance Comment
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	Partnerships / IGR Structure / Interdepartmental	5-year target	Year 1 Target	Year 2 Target	Year 3 Target	Year 4 Target	Year 5 Target	Funding Type	Progress Rating					
					2022/23	2023/24	2024/25	2025/26	2026/27		2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Establishment of the Greater Stellenbosch GBV Forum	Number of Greater Stellenbosch GBV Forums established by 30 June	DSD, SAPS, NGOs	1	0	1	0	0	0	▲	n/a	n/a	n/a	n/a	n/a	DSD indicated that DSD would be the driver of these structures. To be included in the 23/24 implementation plan of the MOU between two government entities. The IDP deliverable was omitted from the DSD MOU. Discussions did, however, include that DSD is to establish a GBV Forum. Will be included in an addendum to the MOU.
TBC	Facilitate network meetings with collaborative structures	Number of network meetings with collaborative structures held by 30 June	SCAN, DSD, ECD Forums	60	12	12	12	12	12	▲	☺	😐	n/a	n/a	n/a	Target achieved. 22 network meetings were facilitated by 30 June 2023. 8 network meetings were facilitated by 28 February 2024.

7.3.14 Human Resource Strategy

High quality and a responsive Stellenbosch Municipality, with a focus on skills identification, supply, demand, retention, employability, and social mobility, is essential if the municipality is to realise its IDP ambitions. As such, Stellenbosch Municipality needs to be pre-emptive in terms of its human resource requirements and more responsive to service delivery improvement and best practices. The strategic role of Human Resource Management and Development (HRM&D) is ultimately to facilitate performance improvement through people. The table below provides a clarification of roles and involves the following:

- Understanding the business environment within which HRM&D operates;
- Partnering with management in effective people practices;
- Enabling change and transition;
- Engaging constructively with internal and external stakeholders' groups; and
- Delivering service-level commitments.

Table 57: Clarifying the role of HRM&D vis-à-vis Manager and employees

HRM	Line Managers	Employees
• Develops HRM&D strategies, principles, policies, and procedures in line with business requirements. • Ensures consistency and standardisation of processes and practices across the municipality. • Provides expert advisory services. • Ensure the application of appropriate best practice HRM&D service. • Partners line management in effective people practices • Enables change and transition. • Facilitates the assimilation of culture and values. • Build the capacity of line managers to effectively manage people. • Ensure good corporate governance around HRM&D practices. • Delivers on service level agreements. • Measures and reports on the effectiveness of HRM&D services within the municipality. • Interaction and negotiations with trade unions and feedback.	• Partners with HRM&D in developing and implementing HRM&D strategies to achieve results. • Manage people according to HRM&D principles, policies, and procedures. • Complies with HRM&D legal requirements. • Proactively engages and partners with HRM&D around business and people challenges and solutions. • Initiate and lead change. • Drives the organisational values. • Takes responsibility for being informed of HRM&D matters and building their own people management skills. • Follows fair and procedural HRM&D practices and processes. • Ensures high performance through effective performance management and retention practices. • Communicates and gives feedback on service level expectations. • Tracks and measures the impact of HRM&D strategies in functional areas. • Measure and report on the effectiveness of people management within functional areas.	• Partners with line and HRM&D to: • Remain relevant to local; government by taking responsibility for own performance development and career planning; • Taking advantage of appropriate opportunities for development; • Remain informed of HRM&D policy and procedure; • Discuss expectations; • Take personal accountability for and support change initiatives; • Live the organisational values; • Participate in HRM&D surveys and feedback mechanisms; and • Provides feedback to / and liaises with Unions and relevant employee forums.

This HRM&D Framework provides Stellenbosch Municipality with the structure to plan, implement, monitor, and improve its HRM&D standards. This framework does not operate in isolation and will be central to all activities involving the human resources of Stellenbosch Municipality. It is, therefore, not an HR document but must be "owned" by the Council, management, staff, and trade unions. Since the field of HR management is a dynamic discipline, it is envisaged that this framework will change and develop over time to reflect the realities of the municipality's environment.

Table 58: Key Strategies

Strategic Focus Area (SFA)	Key strategies	Alignment with HR Standards
SFA 1: Valley of Possibility	Ensuring that infrastructure and service planning and resourcing occur sustainably over the long term and draw on the expertise of other service delivery agencies, the private sector, and the university.	Strategic HR Management.
SFA 2: Green and Sustainable Valley	Focusing more strongly on the environmental planning and management function, including appropriate resourcing.	Strategic HR Management. Talent Management. Learning and Development.
SFA3: Safe Valley	Securing adequate permanently employed HR, facilities, and equipment (specifically fleet) to undertake the specialist functions of traffic management, fire and rescue services, and disaster and event management on a 24/7 basis and to comply with legal standards. Establishing adequate, integrated law enforcement capacity is present in every ward of the municipality.	Strategic HR Management. Learning and Development.
SFA 4: Dignified Living	Ensuring the delivery of a comprehensive range of services to vulnerable groups and the coordinated cooperation of service providers at all levels in the delivery and management of services to these groups.	Learning and Development.
SFA 5: Good Governance and Compliance	Ensuring that functional areas have the capacity and readiness to deliver services in terms of short-, medium-, and long-term objectives and targets. Ensuring that all staff have the opportunity for leadership development within their functional areas and municipal management generally. Ensuring regular performance management of staff at all levels within the organisation. Undertaking strategic planning for the longer and shorter terms, the municipality, and local areas Implementing regular auditing of processes. Celebrating excellence in service delivery, both external and internal to the municipality. Renewing intergovernmental efforts to establish a municipal court in Stellenbosch.	Strategic HR Management. Talent Management. Learning and Development. Performance Management/ Reward and Recognition. Strategic HR Management. HR Risk Management. Reward and Recognition. Talent Management.

7.3.15 ICT Strategy

7.3.15.1 Background

Information and Communication Technology (ICT) Systems and Services are playing an ever-increasing role as a strategic enabler of organisational transformation and service delivery in the public sector. There is also a growing acknowledgement at the corporate governance level that ICT services and systems form an integral part of the municipal service delivery value chain.

The continuous alignment of ICT services and systems with the strategic goals and objectives of the municipality, as well as statements of direction from the National Government and the Western Cape Provincial Government, impose major challenges on the Department: ICT and its resources.

This document aims to articulate and describe changes in the Stellenbosch Municipality's ICT Strategy with the view of ensuring alignment with the municipality's strategy. The emphasis is placed on identifying the municipality's new requirements and opportunities for information and communication technology to move towards meeting the ICT-related requirements of the municipality and management. The municipality intends to review and update the ICT Strategy for approval in the 2023/24 financial year.

The successful implementation of the municipality's IDP and the achievement of its strategic objectives are highly dependent on several critical enabling resources to be managed effectively to support the IDP, including finances, human resources, and information technology.

The achievement of the strategic objectives of the municipality's IDP is indirectly dependent on various information technology services, without which the core and supporting functions of the municipality will not be able to operate. The vital ICT-related services include:

- Provisioning of Municipal Financial Management and Payroll Management software applications;
- Hosting of the municipal website;
- E-mail and internet services;
- Data storage;
- Data recovery;
- ICT planning;
- Provisioning of the network, wireless networks, and telephony services;
- End-user support for the ICT environment;
- Disaster Recovery Management;
- Business Continuity;
- ICT Risk Management;
- ICT contract management; and
- Public Wi-Fi.

7.3.15.2 The Mission and Vision of ICT

ICT's mission is to deliver cost-effective ICT infrastructure and ICT business solution services that will provide the most enabling environment to assist the Stellenbosch Municipality in delivering sustainable services that are operationally efficient and cost-effective to all its stakeholders and communities, which includes:

- Cost-effective solutions;
- Quality Service Delivery;
- Ongoing performance monitoring; and
- Aligned to business processes.

The vision of the ICT Department is to become a trusted and reliable information and communication technology partner to enable Stellenbosch Municipality's management and end-users to build a better town using cutting-edge ICT technology solutions.

7.3.15.3 Success Factors to Adopt in getting closer to the community

The Department: ICT will continue to strive to achieve its goals of closing the gap between the municipality and the community by improving services and engagement. These goals include:

- Understanding the needs of the community;
- Always deliver a consistent and quality service; and
- Manage the relationships with vendors and stakeholders providing a service to the public.

7.3.15.4 Implementation Plan: ICT Strategy

Table 59: ICT Interventions

Funding Type							Project Rating					
▲	Municipal Funding	●	Grant Funding	■	External Loan / Funding	×	No funding required	☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

IMPLEMENTATION PLAN: ICT STRATEGY												
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Performance Comment
TBC	Implementation of a Desktop Refreshment Policy and Hardware Standardisation over 3 years	Number of desktop refreshment policies and hardware standardisation implemented by 30 June	1	n/a	n/a	n/a	n/a	n/a	▲	The implementation plan for the ICT Strategy will be monitored on a departmental level.
TBC	Completion of a Business Case for System Integration (Collaborator, Ignite, SAMRAS, IMQS, and GIS etc.)	Number of Business Cases for System Integration completed by 30 June	1	n/a	n/a	n/a	n/a	n/a	▲	
TBC	Drafting of a Smart City Framework*	Number of Smart City Frameworks drafted by 31 May	1	n/a	n/a	n/a	n/a	n/a	▲	
TBC	Development of a 3-year Public Wi-Fi Strategy*	Number of 3-year Public Wi-Fi Strategies developed by 31 May	1	n/a	n/a	n/a	n/a	n/a	▲	
TBC	Upgrading of the ICT Infrastructure Network (Cameras and High sites and Hardware Replacement)*	Number of the ICT Infrastructure Networks (Cameras and High sites and Hardware Replacement) upgraded by 30 June	1	n/a	n/a	n/a	n/a	n/a	▲	
TBC	Implementation of the Corporate GIS modules plus aerial photography (Customer Care, Asset Management etc)	Number of Corporate GIS modules plus aerial photography (Customer Care, Asset Management etc) implemented by 30 June	1	n/a	n/a	n/a	n/a	n/a	▲	
TBC	Development of a 3-year Fibre Strategy for the Stellenbosch Municipality*	Number of 3-year Fibre Strategies for the Stellenbosch Municipality developed by 30 June	1	n/a	n/a	n/a	n/a	n/a	▲	
TBC	Implement a 3-year Cabling Maintenance Solution for all ICT needs.*	Number of Cabling Maintenance Solutions implementation reports submitted to the Director: Corporate Services	3	n/a	n/a	n/a	n/a	n/a	▲	
TBC	Upgrading of the audio and visual equipment in the Council Chambers, Stellenbosch*	Number of audio and visual equipment in the Council Chambers, Stellenbosch upgraded by 30 June	1	n/a	n/a	n/a	n/a	n/a	▲	

IMPLEMENTATION PLAN: ICT STRATEGY										
IDP Ref No	Key Activity / Project / Programme / Initiative (measurable action)	Description of Unit of Measurement	5-year target	Year 1 Target 2022/23	Year 2 Target 2023/24	Year 3 Target 2024/25	Year 4 Target 2025/26	Year 5 Target 2026/27	Funding Type	Performance Comment
TBC	Implementation of a Digital Employee Management Solution*	Number of Digital Employee Management Solutions implemented by 30 June	1	n/a	n/a	n/a	n/a	n/a	▲	

CHAPTER 8:
Council Term Projects 2022 – 2027

8.1 Smart City

As cities compete for global investment and talent in efficient cities with fewer red tape barriers, ICT competitiveness comes centre stage. A smart city is adaptable to change and demands that emanate from growth and, in response, applies information and communication technologies to enhance performance and urban services to respond to demand while reducing consumption, waste, and costs. Smart cities need to capitalise on digital technology to facilitate the speed of information, support more efficient delivery of goods and services, and contribute to the greater vibrancy of cities.

A smart city is a municipality that uses information and communication technologies to increase operational efficiency, share information with the public, and improve both the quality of government services and citizen welfare.

8.1.1 Guiding Principles to create inclusive smart cities

For a smart city to be inclusive, it should adhere to six interdependent principles. The principles provide guidance when decisions must be made regarding the identification, planning, and implementation of smart initiatives and technologies.

Decisions on the nature and purpose of a smart initiative or technology should be guided by the following principles:

1. It should be smart for all;
2. It should use technology as an enabler rather than a driver;
3. It should be shaped by and respond to the local context;
4. It should be informed by the real needs of the community;
5. It should embrace innovation, partnership, and collaboration; and
6. It should be sustainable, resilient, and safe.

8.1.2 A smart city as a holistic ecosystem

Global best practices recommend three primary categories when determining the benefits and priorities for the design and implementation of the smart city roadmap. The smart city roadmap includes the following:

Smart Governance

Transform the institutional systems, processes, and organisational structure into one of the high-performance organisations to effectively deliver basic services.

Smart Livelihood

Implementation and integration of innovative digital platforms to enable social upliftment.

Smart Economy

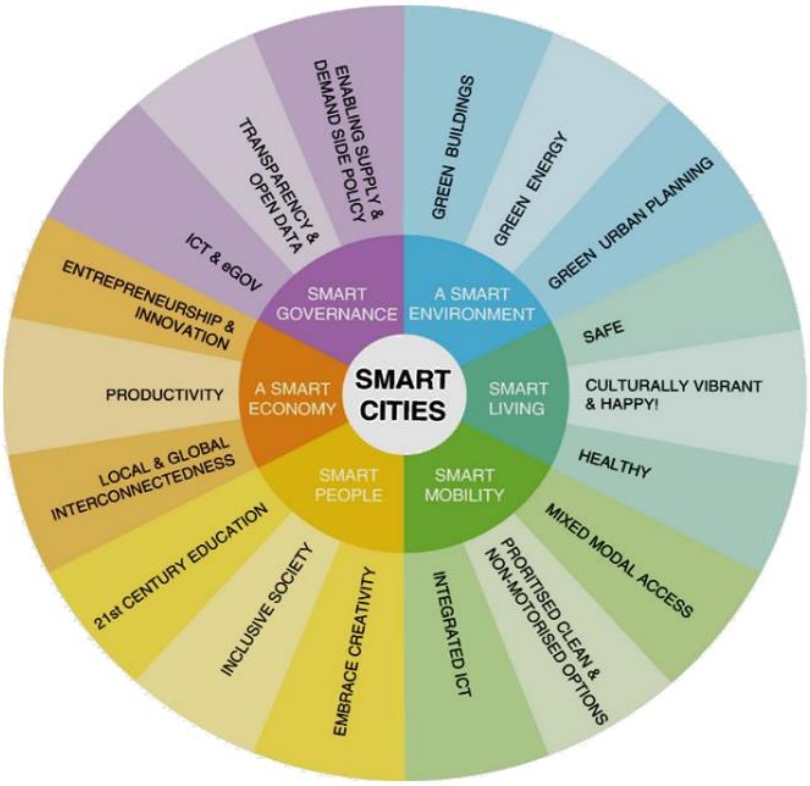
Grow and diversify the local economy through the attraction of new investment, skills development, and facilitation of an enabling environment for small business growth and job creation.

8.1.3 The Nature and Purpose of a proposed smart city initiative

The implementation of smart city initiatives should be guided by a clear understanding of the nature and purpose of the proposed interventions. These initiatives could be focussed on benefitting different target services in municipal-driven smart city initiatives, addressing the needs of the entire city (municipal area). Smart City initiatives should be aimed at improving the lives of the people residing in the city, especially in the different services that are delivered to the residents in the municipal area.

Smart city initiatives can be placed within a specific smart city theme, the figure below indicates the different smart city themes:

Figure 48: Smart City components and initiatives



Source: A South African Smart Cities Framework

Realising the goal and implementation of smart city initiatives will require the collaboration of internal and external stakeholders. Within the next five years (2022 – 2027), Stellenbosch Municipality will emphasise smart governance with a focus on e-governance. The aim is to formulate a Smart City Framework for approval by the Council in the 2023/24 financial year.

The purpose of the Smart City Framework will be to guide decision-making and provide internal stakeholders with a structured framework when identifying, planning, and implementing smart city initiatives that are appropriate to the theme of smart governance.

The legacy projects will be undertaken by the administration and political leadership, which will remain applicable for the duration of the political term under the leadership of the Executive Mayor and the respective portfolios of the Mayoral Committee Members.

8.2 Political Leadership: Five–Year Plans

8.2.1 Executive Mayor

In developing the proposed 2nd Amendment of the 5th Generation IDP 2022 – 2027, the Stellenbosch Municipality ensured proper alignment and integration with the IDP, Budget, SDF and sector plans. There is no fundamental shift in the outstanding projects / programmes and initiatives that were planned in the 5th Generation IDP 2022 - 2027.

The 5th Generation IDP 2022 – 2027 will be the Municipality's road map for the next five years and track the progress on the implementation of projects / programmes and initiatives. It is an exciting journey in working together with the administration, communities, and other spheres of government in making greater Stellenbosch a valley of opportunity. For this to happen, the following mayoral outcomes for the period 2022 – 2027 have been set and are reviewed on an annual basis.

Mayoral Outcome 1: Clean, accountable, and responsive local government;

Mayoral Outcome 2: Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area;

Mayoral Outcome 3: LED post the COVID-19 Pandemic and transfer of land to new farmers;

Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements and mixed-use developments);

Mayoral Outcome 5: Development of the Adam Tas Corridor and town establishment of all ten dorpies across the municipality area;

Mayoral Outcome 6: Streamline planning systems and procedures to facilitate desirable growth;

Mayoral Outcome 7: To create safer environments in our communities;

Mayoral Outcome 8: Expansion of the green economy with innovative projects, creating a new reality of service delivery and job creation;

Mayoral Outcome 9: Alternative Energy.

8.2.1.1 Mayoral Outcome 1: Clean, accountable and responsive local government

Table 60: Summary of Results: Mayoral Outcome 1 - Clean, accountable and responsive local government

Rating	Progress Description	2022/23	2023/24
☺	Project completed	6	1
😐	Project in progress.	0	6
☹	Not completed / No budget available / District Function / Provincial Function	1	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**7**	**7**

Table 61: Executive Mayor 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

Table 62: Mayoral Outcome 1: Clean, accountable, and responsive local government

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
Mayoral Outcome 1: Clean, accountable, and responsive local government																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Office of the Municipal Manager	Department: Governance	NKPA 5	SFA 5	Investigate all reported fraud and corruption cases	Percentage of all fraud and corruption cases initiated by 30 June	WCO24	100%	100%	100%	100%	100%	100%	☺	😐	n/a	n/a	n/a	The Fraud Register is updated and discussed with the Municipal Manager monthly. Submitted to the Risk and Fraud Committee as well as the Audit and Performance Audit Committee (APAC).

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																					
Mayoral Outcome 1: Clean, accountable, and responsive local government																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Office of the Municipal Manager	Department: Internal Audit	NKPA 5	SFA 5	Revised Risk-Based Audit Plan (RBAP) submitted to the Audit Committee	Number of Revised Risk-Based Audit Plan (RBAP) submitted to the Audit Committee by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	Linked to the Top Layer SDBIP. Target achieved in March 2023 for the 2022/23 financial year.
TBC	Office of the Municipal Manager	Department: Internal Audit	NKPA 5	SFA 5	Implement the Risk-Based Annual Audit Plan (RBAP)	Percentage of the Annual RBAP actions implemented by 30 June	WCO24	80%	80%	80%	80%	80%	80%	☺	😐	n/a	n/a	n/a	Progress report submitted to APAC and Municipal Manager. Target achieved by 85% for the 2022/23 financial year.
TBC	Office of the Municipal Manager	Department: Internal Audit	NKPA 5	SFA 5	AGSA Audit Action Plan (AAP) submitted to the Audit Committee	Number of AGSA Audit Action Plan (AAP) submitted to the Audit Committee by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	1 AAP submitted to the Audit Committee by March 2023.
TBC	Office of the Municipal Manager	Department: Internal Audit	NKPA 5	SFA 5	Implementation of the Directorate's actions as per the AGSA Audit Action Plan	Percentage of the Directorate's actions as per the AGSA Audit Action Plan implemented by 30 June	WCO24	100%	100%	100%	100%	100%	100%	☺	😐	n/a	n/a	n/a	Target achieved.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																				Performance Comment
Mayoral Outcome 1: Clean, accountable, and responsive local government																				
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating						
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Office of the Municipal Manager	Department: Internal Audit	NKPA 5	SFA 5	Submission of a combined assurance report to the Council	Number of combined assurance reports submitted to Council by 30 September	WCO24	5	1	1	1	1	1	☹	☺	n/a	n/a	n/a	Target achieved for the 2023/24 financial year.
TBC	Office of the Municipal Manager	Department: Internal Audit	NKPA 5	SFA 5	Establishment of a Disciplinary Board in line with the financial misconduct regulations	Number of disciplinary boards in line with the financial misconducts established by 30 June	WCO24	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
TBC	Office of the Municipal Manager	Department: Internal Audit	NKPA 5	SFA 5	Distribution of external newsletters	Number of external newsletters distributed by 30 June	WCO24	48	8	10	10	10	10	☺	😐	n/a	n/a	n/a	10 newsletters were distributed by June 2023. 5 newsletters distributed by 28 February 2024.

8.2.1.2 Mayoral Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area

Table 63: Summary Results: Mayoral Outcome 2 - Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area

Rating	Progress Description	2022/23	2023/24
☺	Project completed	7	0
😐	Project in progress.	1	8
☹	Not completed / No budget available / District Function / Provincial Function	2	0
N/A	IDP Deliverable Not Yet Measured	0	2
Total IDP Deliverables		**10**	**10**

Table 64: Mayoral Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																				Performance Comment
Mayoral Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area																				
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating						
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Financial Services	Department: Financial Management Services	NKPA 4	SFA 5	Actual expenditure on the approved Capital Budget for the Municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	WCO24	90%	90%	90%	90%	90%	90%	☺	😐	n/a	n/a	n/a	84.79% achieved by 30 June 2023 A detailed performance assessment was conducted during the Mid-Year Adjustment Budget, and projects were shifted to the outer years for which tenders are not yet in place.
TBC	Directorate: Financial Services	Department: Revenue and Expenditure	NKPA 4	SFA 5	Payment of SMMEs within 14 days after receipt of invoice	Percentage of SMMEs invoices paid within 14 days after receipt of invoice	WCO24	90%	90%	90%	90%	90%	90%	☺	😐	n/a	n/a	n/a	90% achieved by 30 June 2023 SMMEs are paid each week.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																					
Mayoral Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Financial Services	Department: Revenue and Expenditure	NKPA 4	SFA 5	Held Supply Chain Management Good Governance Workshop	Number of Supply Chain Management Good Governance Workshops held by 31 July	WCO24	5	1	1	1	1	1	☹	😐	n/a	n/a	n/a	Workshop to be held before 28 February 2024 for the 2023/24 financial year.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Finalised Business License Applications within 30 days	Percentage of Business License Applications finalised within 30 days of the receipt of a completed application	WCO24	90%	90%	90%	90%	90%	90%	☺	😐	n/a	n/a	n/a	172.50% achieved by 30 June 2023. In certain months, no business licence applications were received.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 3	SFA 1	Finalised Filming and Events Applications within 30 days	Percentage of Filming and Events Applications finalised within 30 days of receipt of a completed application	WCO24	75%	75%	75%	75%	75%	75%	😐	😐	n/a	n/a	n/a	
TBC	Directorate: Community and Protection Services	Section: Community Development	NKPA 3	SFA 5	Develop an SOP for the registration of ECD Centres	Number of SOPs developed for the registration of ECD Centres 28 February	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 3	SFA 2	Develop a Service Level Charter	Number of Service Level Charters developed by 30 June	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Target to be reported on by 30 June 2024.
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 5	SFA 2	Review the Service Level Charter	Number of Service Level Charters reviewed by 31 March	WCO24	3	n/a	n/a	1	1	1	n/a	n/a	n/a	n/a	n/a	

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																			Performance Comment
Mayoral Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area																			
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 4	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and / or generated) x 100}	Percentage of average electricity losses, measured by 30 June	WCO24	<9	<9	<9	<9	<9	<9	☺	n/a	n/a	n/a	n/a	4.24% achieved by 30 June 2023 0% achieved by 28 February 2024.
TBC	Directorate: Infrastructure Services	Department: Development Services, Asset Management and Systems and Project Management Unit (PMU)	NKPA 1	SFA 4	Submit quarterly reports on development charges contributions	Number of reports submitted to the Financial Services by 30 June	WCO24	4 per annum	4	4	4	4	4	☺	😐	n/a	n/a	n/a	
TBC	Directorate: Infrastructure Services	Department: Water and Wastewater Services	NKPA 1	SFA 1	Upgrading of the Ida's Valley WTP	Number of Ida's Valley WTP upgraded by 30 June	WCO24	1	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Infrastructure Services	Department: Water and Wastewater Services	NKPA 1	SFA 1	Upgrading of the Kayamandi Bulk Water infrastructure	Number of Kayamandi Bulk Water infrastructures upgraded by 30 June	WCO24	1	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																				Performance Comment
Mayoral Outcome 2: Excellent service delivery in all areas within the Greater Stellenbosch Municipal Area																				
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating						
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Water and Wastewater Services	NKPA 1	SFA 4	Installation of standpipes in informal settlements	Number of standpipes installed in informal settlements by 30 June	WCO24	100	20	20	20	20	20	☺	😐	n/a	n/a	n/a	Linked to the Top Layer SDBIP. Target adjusted for the period 2022 – 2027. 26 standpipes were installed in the 2022/23 financial year. A new SOP is being developed so that the Informal Settlements Department can apply for funding on time.
TBC	Directorate: Infrastructure Services	Department: Water and Wastewater Services	NKPA 1	SFA 4	Construction of Ablution facilities	Number of ablution facilities constructed in informal settlements by 30 June	WCO24	150	50	50	50	50	50	☹	😐	n/a	n/a	n/a	Target adjusted for the period 2022 – 2027. Ablution facilities are earmarked for installation in the 2024/25 financial year.

8.2.1.3 Mayoral Outcome 3: LED post the COVID-19 Pandemic

Table 65: Summary Results: Mayoral Outcome 3 - LED post the COVID-19 Pandemic and transfer of land to new farmers

Rating	Progress Description	2022/23	2023/24
☺	Project completed	4	2
😐	Project in progress.	1	6
☹	Not completed / No budget available / District Function / Provincial Function	2	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**7**	**8**

Table 66: Mayoral Outcome 3: LED post the COVID-19 Pandemic

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
LED post the COVID-19 Pandemic and transfer of land to new farmers																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Review the Economic Development Strategy	Number of Economic Development Strategies reviewed by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	Linked to the LED Strategy outcome.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Develop the Economic Intelligence Report	Number of economic intelligence reports developed by 30 June	WCO24	12	4	2	2	2	2	☺	☺	n/a	n/a	n/a	Five (5) reports submitted by 30 June 2023 2 reports developed by 28 February 2024
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Develop an Annual Events Calendar for Stellenbosch Municipality	Number of Annual Events Calendars developed for the Stellenbosch Municipality by 31 December	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
LED post the COVID-19 Pandemic and transfer of land to new farmers																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Update the Annual Events Calendar for Stellenbosch Municipality	Number of Annual Events Calendars updated for Stellenbosch Municipality by 31 December	WCO24	4	n/a	1	1	1	1	n/a	☺	n/a	n/a	n/a	One (1) event calendar updated and submitted to the Municipal Manager by 30 November 2023
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Establishment of a Municipal Investment Desk	Number of Municipal Investment Desks established by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Review the Tourism Policy	Number of Tourism Policies reviewed by 31 March	WCO24	4	n/a	1	1	1	1	n/a	😐	n/a	n/a	n/a	Linked to the LED Strategy outcome (Tourism Policy). The Tourism Policy forms part of the LED Strategy. A review of the Tourism Strategic Plan to be completed by 31 March 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Review the Municipal Agricultural Land Policy	Number of Municipal Agricultural Land Policies by 30 June	WCO24	5	1	1	1	1	1	☹	😐	n/a	n/a	n/a	Linked to the LED Strategy Outcome. Review to be completed in the 2023/24 financial year.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
LED post the COVID-19 Pandemic and transfer of land to new farmers																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 3	SFA 1	Develop a Filming and Events Policy	Number of Filming and Events Policies developed by 31 March	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	A draft Film Policy has been developed and workshopped internally. This will be presented to Council in the 2023/24 financial year.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Compilation of an annual report on the policy / guideline / SOP needs assessment for Economic Development	Number of annual reports on the policy / guideline / SOP needs assessments compiled for Economic Development by 31 March	WCO24	5	1	1	1	1	1	😊	😐	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Allocation of municipal agricultural land units to emerging farmers	Number of municipal agricultural land units allocated to emerging farmers by 30 June	WCO24	10	2	2	2	2	2	☹	😐	n/a	n/a	n/a	Linked to the LED Strategy Outcome. Four applications were shortlisted for potential allocation on the two portions of available land. An official handover is planned in the first quarter of 2024.

8.2.1.4 Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories

Table 67: Summary Results: Mayoral Outcome 4 - Provide housing opportunities for all residents in all housing categories

Rating	Progress Description	2022/23	2023/24
😊	Project completed	9	1
😐	Project in progress.	1	6
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
IDP Deliverables		**10**	**7**

Table 68: Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																				Performance Comment
Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements and mixed-use developments)																				
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Obtaining development rights for mixed-use development for Northern Extension, Kayamandi	Percentage of the Northern Extension, Kayamandi Capital Budget actually spent 30 June	12, 13, 14, 15	90%	90%	90%	90%	90%	90%	😐	😐	n/a	n/a	n/a	The Land Use Application was advertised for public comments which, closed on 25 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Submission of quarterly Integrated Human Settlement status reports	Number of quarterly Integrated Human Settlement status reports submitted to the Executive Mayor	WCO24	20	4	4	4	4	4	😊	😐	n/a	n/a	n/a	

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																				Performance Comment
Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements and mixed-use developments)																				
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating						
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Obtaining development rights on Erf 7001, Cloetesville to establish GAP housing	Percentage of the Erf 7001, Cloetesville Capital Budget annual actually spent by 30 June	16, 17, 19	90%	90%	90%	n/a*	n/a*	n/a*	☺	😐	n/a	n/a	n/a	Linked to the Housing Pipeline Outcome. 100% of the capital budget was actually spent by June 2023. The land use application was advertised for public comments and closed on 25 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Finalising the sub-division plan and obtaining approval for Jamestown (Phases 2 and 3)	Percentage of the Jamestown (Phases 2 and 3) Capital Budget actually spent by 30 June	21	90%	90%	n/a*	n/a*	n/a*	n/a*	☺	n/a	n/a	n/a	n/a	Linked to the Housing Pipeline Outcome. 100% of the capital budget was actually spent by 30 June 2023. The land use application was submitted to MPT for a decision.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements and mixed-use developments)																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	To obtain development rights for mixed-use development for Jamestown Phase 4	Percentage of the Jamestown Phase 4 Capital Budget actually spent by 30 June	21	90%	n/a	90%	n/a	n/a*	n/a*	n/a	n/a	n/a	n/a	n/a	n/a	Linked to the Housing Pipeline Outcome. PDoI allocated additional funding in their adjustment budget for the 2023/24 financial year, which was acknowledged by the municipality in the mid-year adjustment budget.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Obtaining planning approvals for the redevelopment of the Kayamandi Town Centre	Percentage of the Kayamandi Town Centre Capital Budget actually spent by 30 June	12,13,14,15	90%	90%	n/a*	90%	90%	90%	☺	n/a	n/a	n/a	n/a	Linked to the Housing Pipeline Outcome. 100% of the capital budget was spent by 30 June 2023. PDoI allocated additional funding in the municipal adjustment budget for the 2023/24 financial year for further studies.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																			Performance Comment
Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements and mixed-use developments)																			
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	To obtain development rights for township establishment for Erf 64, Kylemore	Percentage of the Erf 64, Kylemore Capital Budget annual actually spent by 30 June	4	90%	90%	90%	90%	90%	n/a*	☺	☺	n/a	n/a	n/a	Linked to the Housing Pipeline Outcome. 99.92% of the capital budget spent by 30 June 2023. The consultants are concluding the land use application for submission to the Section: Land Use Management. Expenditure will occur as per cashflow and programme.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements and mixed-use developments)																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating						
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	To obtain development rights and planning approvals for La Motte, Franschhoek	Percentage of the La Motte, Franschhoek Capital Budget actually spent by 30 June	2 and 3	90%	n/a	n/a	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	Linked to the Housing Pipeline Outcome. An application was submitted to NDoPW&I for a PoA in favour of Stellenbosch Municipality to obtain development rights. There has been no confirmation received with regards to the PoA, therefore, funding has been removed from the 2023/24 budget.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Submit quarterly status reports on Social Housing (affordable rental accommodation) on Farms 81/2 and 81/9 and LAP - rental stock Stellenbosch to the Executive Mayor	Number of quarterly status reports on social housing submitted to the Executive Mayor	10 and 13	20	4	4	4	4	4	☺	😐	n/a	n/a	n/a	Linked to the Housing Pipeline Outcome on Social Housing Reports Four (4) reports had been submitted by 30 June 2023. Two (2) have been submitted by 28 February 2024.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																					Performance Comment
Mayoral Outcome 4: Provide housing opportunities for all residents in all housing categories (rental stock, BNG, GAP housing, upgrade of informal settlements and mixed-use developments)																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating						
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Submission of bi-annual Housing Development status reports on the rural nodes (De Novo and Vaaldraai) to the Executive Mayor	Number of bi-annual Housing Development status reports on the rural nodes (De Novo and Vaaldraai) submitted to the Executive Mayor	19	2	2	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Two (2) reports had been submitted by 30 June 2023. A decision was taken by the Council in May 2023 to remove Vaaldraai and De Novo from the Stellenbosch Municipality Housing Pipeline.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Submission of bi-annual status reports on backyard dwellers to the Executive Mayor	Number of bi-annual status reports on backyard dwellers submitted to the Executive Mayor	WCO24	20	4	4	4	4	4	☺	😐	n/a	n/a	n/a	Four (4) reports had been submitted by 30 June 2023. One (1) report submitted by 28 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Transferring title deeds to approved beneficiaries	The number of title deeds to approved beneficiaries transferred by 30 June	WCO24	750	150	150	150	150	150	☺	😐	n/a	n/a	n/a	In the 2022/23 financial 190 title deeds were transferred. The 5-year target has been adjusted downwards due to the challenges experienced with resolving late estates.

n/a* -After obtaining development rights, implementation of projects dealt with by the Department: Project Management Unit

8.2.1.5 Mayoral Outcome 5: Development of the Adam Tas Corridor and town establishment of all ten dorpies across the municipality area

Table 69: Summary Results: Mayoral Outcome 5 - Development of the Adam Tas Corridor and town establishment of all ten dorpies across the municipality area

Rating	Progress Description	2022/23	2023/24
☺	Project completed	2	2
😐	Project in progress.	0	0
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**2**	**2**

Table 70: Mayoral Outcome 5: Development of the Adam Tas Corridor and town establishment of all ten dorpies in WCO24

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
Mayoral Outcome 5: Development of the Adam Tas Corridor and town establishment of all ten dorpies across the municipality area																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Development of an ATC Local Spatial Development Framework	Number of ATC Local Spatial Development Frameworks developed by 30 September	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Establishment of an Adam Tas Corridor Governance Structure	Number of Adam Tas Corridor Governance Structures established by 30 June	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Target will be reported on by 30 June 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Development of an Adam Tas Corridor Overlay Zone	Number of Adam Tas Corridor Overlay Zones developed by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 4	Amendment of the Integrated Zoning Scheme By-Law for the inclusion of an overlay zone for ATC	Number of Integrated Zoning Scheme By-Laws for the inclusion of an overlay zone for ATC amended by 31 March	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Target achieved.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																					Performance Comment
Mayoral Outcome 5: Development of the Adam Tas Corridor and town establishment of all ten dorpies across the municipality area																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating							
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27			
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Development of Local Spatial Development Frameworks for the 10 small towns	Number of Local Spatial Development Frameworks developed for all 10 small towns by 30 September	WCO24	10	n/a	n/a	3	4	4	n/a	n/a	n/a	n/a	n/a			Targets adjusted. The bid specification was submitted to the BSC to appoint consultants. It is anticipated that the consultants will be appointed by 30 June 2024.

8.2.1.6 Mayoral Outcome 6: Streamline planning systems and procedures to facilitate desirable growth

Table 71: Summary Results: Mayoral Outcome 6 - Streamline planning systems and procedures to facilitate desirable growth

Rating	Progress Description	2022/23	2023/24
☺	Project completed	2	1
😐	Project in progress.	0	1
☹	Not completed / No budget available / District Function / Provincial Function	.	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**2**	**1**

Table 72: Mayoral Outcome 6: Streamline planning systems and procedures to facilitate desirable growth

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																			Performance Comment
Mayoral Outcome 6: Streamline planning systems and procedures to facilitate desirable growth																			
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Review the Municipal Spatial Development Framework	Number of Municipal Spatial Development Frameworks reviewed by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	Linked to TL SDBIP Review of the mSDF in progress for the 2023/24 financial year.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Implementation of a Spatial Information Performance Management System	Number of Spatial Information Performance Management Systems implemented by 31 March	WCO24	1	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 4	Development of an Inclusionary Zoning Policy	Number of Inclusionary Zoning Policies developed by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Linked to TL SDBIP Target achieved by 27 June 2023.

8.2.1.7 Mayoral Outcome 7: To create safer environments in our communities

Table 73: Summary Result: Mayoral Outcome 7 - To create safer environments in our communities

Rating	Progress Description	2022/23	2023/24
☺	Project completed	6	3
😐	Project in progress.	1	5
☹	Not completed / No budget available / District Function / Provincial Function	1	0
N/A	IDP Deliverable Not Yet Measured	2	1
Total IDP Deliverables		**10**	**9**

Table 74: Mayoral Outcome 7: To create safer environments in our communities

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																			Performance Comment
Mayoral Outcome 7: To create safer environments in our communities																			
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Section: Community Development	NKPA 5	SFA 3	Facilitation of ECD new and re-registration processes	Number of ECD new and re-registration processes facilitated by 30 June	WCO24	30	5	10	5	5	5	☺	😐	n/a	n/a	n/a	37 ECDs were registered in the 2022/23 financial year.
TBC	Directorate: Community and Protection Services	Section: Community Development	NKPA 5	SFA 3	Hosting a child protection event	Number of child protection events hosted by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	Target will be reported on by 30 June 2024.
TBC	Directorate: Community and Protection Services	Section: Community Development	NKPA 5	SFA 3	Hosting of 16 days of activism event	Number of 16 days of activism events hosted by 30 November	WCO24	5	1	1	1	1	1	☺	☺	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Community and Protection Services	Section: Community Development	NKPA 5	SFA 3	Hosting the prevention of elderly abuse event	Number of prevention of elderly abuse events hosted by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	The target will be reported on by 30 June 2024.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
Mayoral Outcome 7: To create safer environments in our communities																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Section: Community Development	NKPA 5	SFA 3	Hosting of International Day of Disability	Number of International Days of Disability hosted by 31 December	WCO24	5	1	1	1	1	1	☺	☺	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Facilitation of ward-based community safety engagements	Number of ward-based community safety engagements facilitated by 30 June	WCO24	23	23	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	There were 23 ward meetings held from 2022 to 2023.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Spending of the Capital Budget on CCTV cameras and equipment for the Department: Protection Services	Percentage of the Capital Budget on CCTV cameras and equipment for the Department: Protection Services by 30 June	WCO24	90%	90%	90%	90%	90%	90%		😐	n/a	n/a	n/a	Actual spending was 0.22% for 2023/24 due to the tender not being finalised. 0.00% capital spending. The tender is currently being advertised. The ongoing process of expenditure on CCTV cameras as per Masterplan. This will include UPS solar power for the batteries.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
Mayoral Outcome 7: To create safer environments in our communities																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Appointment of Law Enforcement Officers (Tactical Reaction Unit (TRU))	Number of Law Enforcement Officers (TRU) appointed by 30 June	WCO24	48	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The establishment of a TRU needs to be finalised before appointments can be made. There are no available funds on the MTREF.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Spending of the Registered Neighbourhood Watches capital budget	Percentage of the Registered Neighbourhood Watches capital budget actually spent by 30 June	WCO24	90%	90%	90%	90%	90%	90%	😐	😐	n/a	n/a	n/a	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Spending of the vehicle and equipment Capital Budget for the Department: Protection Services	Percentage of the vehicle and equipment Capital Budget actually spent for the Department: Protection Services by 30 June	WCO24	90%	90%	90%	90%	90%	90%	n/a	☺	n/a	n/a	n/a	The target will be reported by 30 June 2024 The Incident Command Vehicle will be delivered by 28 February 2024.
TBC	Directorate: Infrastructure Services	Office of the Director: Infrastructure Services	NKPA 1	SFA 2	Spending of the vehicle and equipment Capital Budget for the Directorate: Infrastructure Services	Percentage of the vehicle and equipment Capital Budget actually spent for the Directorate: Infrastructure Services by 30 June	WCO24	90%	90%	90%	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	The target will be reported on by 30 June 2024.

8.2.1.8 Mayoral Outcome 8: Expansion of the green economy with innovative projects, creating a new reality of service delivery and job creation

Table 75: Summary Results: Mayoral Outcome 8 - Expansion of the green economy with innovative projects, creating a new reality of service delivery and job creation

Rating	Progress Description	2022/23	2023/24
☺	Project completed	1	0
😐	Project in progress.	0	0
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	1	1
Total IDP Deliverables		**2**	**1**

Table 76: Mayoral Outcome 8: Expansion of the green economy with innovative projects, creating a new reality of service delivery and job creation

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																			Performance Comment
Mayoral Outcome 8: Expansion of the green economy with innovative projects, creating a new reality of service delivery and job creation																			
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 5	SFA 2	Develop a Waste Reclaimers Strategy	Number of Waste Reclaimer Strategies developed by 30 June	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Infrastructure Services	Office of the Director: Infrastructure Services	NKPA 5	SFA 2	Submission of a Green Energy Strategy to the MayCo	Number of Green Energy Strategies submitted to the MayCo by 31 March	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Linked to the Energy Master Plan. The Energy Masterplan was presented to the Municipal Manager and Directors on 08 November 2022 by CSIR. Target achieved.

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																					Performance Comment
Mayoral Outcome 8: Expansion of the green economy with innovative projects, creating a new reality of service delivery and job creation									Target					Progress Rating							
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27			
TBC	Directorate: Infrastructure Services	Office of the Director: Infrastructure Services	NKPA 5	SFA 2	Invest in new and / or upgrade bulk infrastructure through the use of development charges contributions	Number of bulk infrastructure projects implemented through the use of development charges contributions by 30 June	WCO24	5	1	1	1	1	1	n/a	n/a	n/a	n/a	n/a			The target will be reported by 30 June 2024.

8.2.1.9 Mayoral Outcome 9: Alternative Energy

Table 77: Summary Results: Mayoral Outcome 9 - Alternative Energy

Rating	Progress Description	2022/23	2023/24
☺	Project completed	0	0
😐	Project in progress.	0	0
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	1	1
Total IDP Deliverables		**1**	**1**

Table 78: Mayoral Outcome 9: Alternative Energy

EXECUTIVE MAYOR 5-YEAR PLAN 2022 – 2027																		Performance Comment
Mayoral Outcome 9: Alternative Energy																		
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
									2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 1	Develop a policy to allow purchasing of electricity from the public	Number of policies to be developed to allow purchasing of electricity from the public by 30 June	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The purchase of electricity is already done by customers in the form of credits.
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 1	SFA 1	Generate Landfill gas to energy (MW/H) per day	Number of Landfill gas to energy (MW/H) generated per day	WCO24	0,5	0,5	0,5	0,5	0,5	0,5	n/a	n/a	n/a	n/a	n/a	

8.3 Mayoral Portfolios

The mayoral portfolios are a tool for the Executive Mayor to use to reach the mayoral goals for 2022 – 2027. In support of the mayoral outcomes, each portfolio has set performance-based strategic priorities that are aligned and will give effect to the mayoral outcomes. The performance-based strategic priorities for the 1st Review of the 5th Generation IDP 2022 – 2027, have a focused approach on the implementation of the strategic projects / programmes and initiatives with set targets and time frames.

The following portfolio performance-based implementation plans are listed below:

1. Portfolio: Human Settlements;
2. Portfolio: Rural Management;
3. Portfolio: Youth, Sport, and Culture;
4. Portfolio: Planning, LED, and Tourism;
5. Portfolio: Community Services;
6. Portfolio: Financial Services;
7. Portfolio: Protection Services;
8. Portfolio: Corporate Services;
9. Portfolio: Infrastructure Services; and
10. Portfolio: Parks, Open Spaces and Environment.

8.3.1 Portfolio: Human Settlements

Table 79: Summary Results: Mayoral Portfolio Human Settlements - IDP Deliverables 2022 - 2027

Rating	Progress Description	2022/23	2023/24
☺	Project completed	16	1
😐	Project in progress.	0	16
☹	Not completed / No budget available / District Function / Provincial Function	1	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**17**	**17**

Table 80: Portfolio Human Settlements: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027										Target					Progress Rating					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Implement and Annually Review the Housing Administration and Allocation Policy	Review the Housing Administration and Allocation Policy	Number of Housing Administration and Allocation Policy by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	The target will be reported by 30 June 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Implement an annual Housing Policy and Guideline and SOP Needs Assessment Review.	Compilation of an annual report on the policy / guideline / SOP needs assessment for Integrated Human Settlements	Number of annual reports on the Integrated Human Settlements policy / guideline / SOP needs assessment compiled by 31 March	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	The target will be reported on by 31 March 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Implement and Annually Review of Stellenbosch staff rental housing policy	Review the Staff Rental Housing Policy	Number of Staff Rental Housing Policy by 30 June	WCO24	2	n/a	n/a	1	n/a	1	n/a	n/a	n/a	n/a	n/a	The Staff Rental Housing Policy served at Mayco during February 2024.

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027																				Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Enable Transfer and registration of Title Deeds at the Deeds Offices of State Subsidy Houses to approved beneficiaries	Transferring title deeds to approved beneficiaries	The number of title deeds to approved beneficiaries transferred by 30 June	WCO24	750	150	150	150	150	150	😊	😐	n/a	n/a	n/a	Linked to the Mayoral Outcome. In the 2022/23 financial 190 title deeds were transferred. The 5-year target has been adjusted downwards due to the challenges experienced with resolving late estates.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Percentage of responding to minor maintenance and anti-social behavioral complaints received from the Municipal rental stock	Minor maintenance complaints of municipal rental stock were responded to within 72 hours	Percentage of minor maintenance complaints of municipal rental stock responded to within 72 hours	WCO24	80%	80%	80%	80%	80%	80%	😊	😐	n/a	n/a	n/a	92.50% of housing rental stock maintenance and anti-social behavioural complaints responded. This is measured and reported on a quarterly basis.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure implementation of Electronic Management Systems for the Management of the Housing Demand Database	Review the electronic housing demand database	Number of electronic housing demand databases reviewed by 31 March	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Section: Housing Administration has reverted to using the Western Cape Housing Database.

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027																					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Facilitate and conduct Housing Consumer Education Workshops	Conduct quarterly Housing Consumer education workshops	Number of housing consumer education workshops conducted by 30 June	WCO24	20	4	4	4	4	4	☺	☺	n/a	n/a	n/a	6 workshops completed by 30 June 2023. 4 workshops have been conducted by 28 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure the Management and Regular update of the Housing Demand Database	Compile a monthly report of the housing demand database updates	Number of monthly housing demand database update reports compiled	WCO24	60	12	12	12	12	12	☹	😐	n/a	n/a	n/a	4 reports for the 2022/23 financial year. 3 reports to be compiled by 28 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure annual internal audit review of amendments made to the Housing Demand Database	Conduct an annual audit on the amendments made to the housing demand database	Number of annual audits on the amendments made to the housing demand database by 30 June	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Department: Housing Administration has reverted to using the Western Cape Housing Database.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure implementation of annually reviewed Housing Communication Plan	Compilation of a communication plan for Integrated Human Settlements	Number of communication plans compiled for Integrated Human Settlements by 30 June	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The Communication Plan target will be reported on and concluded by 30 June 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure implementation of annually reviewed Housing Communication Plan	Review of the communication plan for Integrated Human Settlements	Number of reviews of the communication plan for Integrated Human Settlements by 31 March	WCO24	3	n/a	n/a	1	1	1	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure the obtaining of development rights for proposed Housing Projects: Erf 2183, Klapmuts	To obtain development rights Erf 2183, La Rochelle, Klapmuts	Percentage of the Erf 2183, La Rochelle, Klapmuts annual Capital Budget actually spent by 30 June	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There is no budget allocation for the MTREF period 2023/24. The planning processes have all been concluded.

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure the obtaining of development rights for proposed Housing Projects	To obtain development rights La Motte: Farm 1339, Farm 1158 and Farm 1158/1	Percentage of the La Motte: Farm 1339, Farm 1158 and Farm 1158/1 annual capital budget actually spent by 30 June	1 and 2	90%	n/a	n/a	90%	90%	n/a*	n/a	n/a	n/a	n/a	n/a	Linked to the Housing Pipeline and Mayoral Outcomes. An application was submitted to NDoPW&I for a PoA in favour of Stellenbosch Municipality to obtain development rights. There has been no confirmation with regards to the PoA, therefore, funding has been removed from the 2023/24 budget.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Housing Projects for Kayamandi Town Centre	Obtaining planning approvals for the redevelopment of Kayamandi Town Centre	Percentage of the Kayamandi Town Centre Capital Budget annual actually spent by 30 June	12, 13, 14 and15	90%	90%	n/a*	90%	90%	90%	☺	n/a	n/a	n/a	n/a	Linked to the Housing Pipeline and Mayoral Outcomes. 100% of the capital budget was actually spent by February 2023. There are no available funds on the MTREF for 2023/24 financial year.

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure the obtaining of development rights for existing Housing Projects in Kayamandi.	Obtain development rights for the rectification of 5 existing housing projects in Kayamandi	Percentage spent on Operational Budget by 30 June	12, 13, 14 and 15	90%	90%	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	No power of attorney can be obtained for Project 5B due to the fact that Erf 66 within Project 5B is private property. Therefore, the said matter has been referred to the Directorate: Corporate Services and awaits an outcome. Township establishment was obtained for the other projects, and all diagrams were submitted to the Surveyor General Office for registration.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure the obtaining of development rights for proposed Housing Projects. Jamestown Phases 2 and 3	Finalise the sub-division plan for Jamestown (Phases 2 and 3)	Percentage of the Jamestown, Phases 2 and 3 capital budget actually spent by 30 June	21	90%	90%	90%	n/a*	n/a*	n/a*	☺	😐	n/a	n/a	n/a	Linked to the Housing Pipeline. This is a multi-year project. 100% achieved by 30 June 2023. The land use application was submitted to the MPT for a decision.

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027																					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure the obtaining of development rights for proposed Housing Projects. Erf 64 - Kylemore	To obtain development rights for Erf 64 Kylemore	Percentage of the Erf 64 Kylemore annual capital budget actually spent by 30 June	4	90%	90%	90%	90%	90%	n/a*	☺	😐	n/a	n/a	n/a	Linked to the Housing Pipeline. 99.20% of the capital budget was actually spent by 30 June 2023. 95% of the capital budget was actually spent by 28 February 2024 for the 2023/24 financial year. The consultants are in the process of concluding the land use application for submission to the Section: Land Use Management. Expenditure will occur as per cashflow and programme.

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027																					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure the obtaining of development rights for proposed Housing Projects, Jamestown Phase 4	Obtain development rights for mixed-use development for Jamestown Phase 4	Percentage of the Jamestown, Phase 4 annual capital budget actually spent by 30 June	21	90%	n/a	90%	n/a	n/a*	n/a*	n/a	😐	n/a	n/a	n/a	Linked to the Housing Pipeline and Mayoral Outcome. PDoI allocated additional funding in their adjustment budget for the 2023/24 financial year, which was acknowledged by the municipality in the mid-year adjustment budget.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure the obtaining of development rights for proposed Housing Projects, Erf 7001, Cloetesville	To obtain development rights on Erf 7001, Cloetesville to establish GAP housing	Percentage of the Erf 7001, Cloetesville annual capital budget actually spent by 30 June	16 and 17	90%	90%	90%	n/a*	n/a*	n/a*	😊	😐	n/a	n/a	n/a	Linked to the Housing Pipeline. 100% of the capital budget was actually spent by 30 June 2023. The land use application was advertised for public comments and will conclude on 25 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 4	Ensure implementation of the Social Housing Programme (Obtain development rights). Farms 81/2 and 81/9 and Lapland Precinct	Submit quarterly status reports on Social Housing (affordable rental accommodation) on Farms 81/2 and 81/9 and LAP - rental stock Stellenbosch to the Portfolio Chairperson	Number of quarterly status reports on Social Housing (affordable rental accommodation) on Farms 81/2 and 81/9 and LAP - rental stock Stellenbosch submitted to the Portfolio Chairperson	WC024	20	4	4	4	4	4	😊	😐	n/a	n/a	n/a	Linked to the Housing Pipeline. 4 reports had been submitted by 30 June 2023. 2 reports submitted by 28 February 2024.

PORTFOLIO HUMAN SETTLEMENTS: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure annual submission of housing pipeline to MayCo for approval	Submission of the Housing pipeline to the MayCo	Number of Housing Pipelines submitted to the MayCo by 31 May	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	Linked to the TL SDBIP.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure Quarterly Reports on the updated Demographics and Service Levels in all Informal Settlements	Updated bi-annually reports submitted to the MayCo on the demographics and Service Levels in all Informal Settlements	Number of bi-annually reports submitted to MayCo on the demographics and Service Levels in all Informal Settlements	WCO24	10	2	2	2	2	2	☺	😐	n/a	n/a	n/a	4 reports submitted by 30 June 2023.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Ensure Informal Settlement administrative support services in response to disasters within 24 hours	Compilation of a draft verification report of disaster incidents within 24 hours	Percentage of draft verification reports of disaster incidents submitted to Disaster Management within 24 hours	WCO24	80%	80%	80%	80%	80%	80%	☺	😐	n/a	n/a	n/a	80% of draft verification reports were submitted within 24 hours by 30 June 2023.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 5	SFA 5	Ensure Informal Settlement administrative support service in response to court-related eviction matters within agreed timeframes.	Informal settlement service in response to court-related eviction matters within agreed timeframes	Percentage of informal settlements administrative services provided with in court agreed on timeframes	WCO24	70%	70%	70%	70%	70%	70%	☺	😐	n/a	n/a	n/a	80% achieved by February 2023.
TBC	Directorate: Planning and Economic Development	Department: Integrated Human Settlements	NKPA 1	SFA 4	Ensure monitoring of each of the 29 Informal Settlements at least once per week.	Conduct site inspections in all informal settlements at least once per month	Number of site inspections conducted in all informal settlements at least once per month	WCO24	1740	348	348	348	348	348	☺	😐	n/a	n/a	n/a	341 site inspections were completed by 30 June 2023.

8.3.2 Portfolio: Rural Management

Table 81: Summary Results: Mayoral Portfolio Rural Management - IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	0	0
😐	Project in progress.	1	2
☹	Not completed / No budget available / District Function / Provincial Function	1	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**2**	**2**

Table 82: Portfolio Rural Management: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO RURAL MANAGEMENT: 5-YEAR PLAN 2022 – 2027																				Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Annual Review of the Municipal Agricultural Land Policy	Review the Municipal Agricultural Land Policy	Number of Municipal Agricultural Land Policies reviewed by 30 June	WCO24	5	1	1	1	1	1	☹	😐	n/a	n/a	n/a	Linked to the LED Strategy Outcome. Review to be completed in the 2023/24 financial year.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Facilitate the allocation of municipal agricultural land to emerging farmers	Allocation of Municipal Agricultural Land to emerging farmers	Number of municipal agricultural land allocated to emerging farmers by 30 June	WCO24	10	2	2	2	2	2	😐	😐	n/a	n/a	n/a	Linked to the LED Strategy Outcome. 4 applications were shortlisted for potential allocation on the two portions of available land. An official handover is planned in the first quarter of 2024.

PORTFOLIO RURAL MANAGEMENT: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Develop a Rural Economic Development Strategy	Develop a Rural Economic Development Strategy	Number of Rural Economic Development Strategies developed by 30 June	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The revised target date has been adjusted from 2023/24 to 2024/25.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Review of a Rural Economic Development Strategy	Review of a Rural Economic Development Strategy	Number of Rural Economic Development Strategies reviewed by	WCO24	2	n/a	n/a	n/a	1	1	n/a	n/a	n/a	n/a	n/a	The targets were adjusted for the outer financial years and the 5-year target.

8.3.3 Portfolio: Youth, Sport, and Culture

Table 83: Summary Results: Mayoral Portfolio Youth, Sport, and Culture - IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	1	0
😐	Project in progress.	0	1
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	1
Total IDP Deliverables		**1**	**2**

Table 84: Portfolio Youth, Sport and Culture: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO YOUTH, SPORT AND CULTURE: 5-YEAR PLAN 2022 – 2027																				Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 5	SFA 5	Revise the agreements with each Sports Council	Submission of revised agreements with each Sports Council to the Municipal Manager	Number of revised agreements with each Sports Council submitted to the Municipal Manager by 30 June	WCO24	15	n/a	15	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The total number of agreements signed will be confirmed by 14 May 2024.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 5	SFA 5	Compilation of a Sports Facilities Master Plan	Submission of a Sports Facilities Master Plan to the Municipal Manager	Number of Sports Facilities Master Plans submitted to the Municipal Manager by 30 June	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Target was adjusted to the 2024/25 financial year.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 1	Compile a list of outstanding / upgrades to be done at Sports facilities.	Compilation of a status quo report for Sports Facilities and Community Halls	Number of Sports Facilities and Community Halls status quo reports compiled by 30 June	WCO24	5	1	1	1	1	1	☺	n/a	n/a	n/a	n/a	The target will be reported on by 30 June 2024.

PORTFOLIO YOUTH, SPORT AND CULTURE: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Establishment of a Junior Town Council (JTC)	Establishment of a Junior Town Council (JTC)	Number of Junior Town Council (JTC) established by 30 June	WCO24	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Capacity Building for Junior Town Council (JTC)	Facilitate Capacity Building workshops for the Junior Town Council (JTC)	Number of Capacity Building workshops facilitated for the Junior Town Council (JTC) by 30 June	WCO24	1	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The target date will be confirmed by 1 May 2024.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Drafting of Youth Policy Approximate.	Submission of a Youth Policy to the MayCo	Number of Youth Policies submitted to the MayCo by 30 June	WCO24	1	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	

8.3.4 Portfolio: Planning, LED, and Tourism

Table 85: Summary Results: Mayoral Portfolio Planning, LED, and Tourism- IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	22	4
😐	Project in progress.	1	13
☹	Not completed / No budget available / District Function / Provincial Function	4	0
N/A	IDP Deliverable Not Yet Measured	0	8
Total IDP Deliverables		**27**	**25**

Table 86: Portfolio Planning, LED, and Tourism: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO PLANNING, LED, and Tourism: 5-YEAR PLAN 2022 – 2027										Target					Progress Rating					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 1	Review the SBM Municipal Planning By-law Annually	Review of SBM Municipal Planning By-Law	Number of SBM Planning By-Laws reviewed by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 1	SBM Municipal Planning By-law	Amendment of the Zoning Scheme By-Law	Number of amendments of the Zoning Scheme By-Law by 30 June	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	To be submitted to MayCo by 30 June 2024 for public participation purposes.
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 5	Implement and Annually Review SBM Integrated Zoning Scheme	Review SBM Zoning Scheme By-law	Number of SBM Zoning Schemes By-law reviewed by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 5	Develop and Update SBM Zoning Scheme Register and Zoning Map	Updating the SBM Zoning Scheme Register and Zoning Map	Number of SBM Zoning Scheme Registers and Zoning Maps updated by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	The Zoning Scheme Register, and maps are updated daily.

PORTFOLIO PLANNING, LED, and Tourism: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 5	Ensure Implementation of Land Use Management Electronic Application Management System)	Conduct an Annual Performance Assessment of the implementation of the Land Use Management Electronic Application Management System	Number of annual performance assessments of the Land Use Management Electronic Application Management System conducted by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	The target will be reported on by 30 June 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 5	Implement annually approved LUM and BDM Client Communication and Consultation Plan.	Compilation of a communication plan for the Department: Development Management	Number of communication plans compiled for Department: Development Management by 31 March	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 5	Perform a LUM and BDM Policy and Guideline and SOP Review and Needs Assessment Annually.	Compilation of an annual report on the policy / guideline / SOP needs assessment for the Department: Development Management	Number of annual reports compiled on the policy / guideline / SOP needs assessment for the Department: Development Management by 31 March	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	Linked to the Municipal Manager Outcome. Target will be reported on by 31 March 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 1	Percentage of Land-use applications considered by the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Land-use applications considered by the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Land-use applications considered by the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	WCO24	75%	75%	75%	75%	75%	75%	☺	😐	n/a	n/a	n/a	Linked to the Top Layer SDBIP. 100% achieved by 30 June 2023.

PORTFOLIO PLANNING, LED, and Tourism: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 1	Percentage of land-use applications considered by the Authorised Official within 120 days after having a complete land-use application submission	Land-use applications considered by the Authorised Official within 60 days after a complete land-use application submission	Percentage of land-use applications considered by an Authorised Official within 60 days after a complete land-use application submission	WCO24	60%	60%	60%	60%	60%	60%	☹	😐	n/a	n/a	n/a	37.25% achieved by 30 June 2023. Resources are not adequate to address the workload effectively. Motivation for the continued appointment of student interns and the appointment of additional capacity.
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 5	Implement Annually approved LUM and BD, Client Charter.	Development of a Client Charter for the Department: Development Management	Number of Client Charters for the Department: Development Management developed by 31 March	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 5	Implement Annually approved LUM and BD, Client Charter.	Review the Client Charter for the Department: Development Management	Number of Client Charters for the Department: Development Management reviewed by 31 March	WCO24	4	n/a	1	1	1	1	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Management	NKPA 5	SFA 1	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Building plan applications of <500sqm decided on within 30 days	Building plan applications of <500sqm decided on within 30 days	WCO24	60%	60%	60%	60%	60%	60%	☹	😐	n/a	n/a	n/a	Linked to the Top Layer SDBIP. 46.55% achieved by 30 June 2023.

PORTFOLIO PLANNING, LED, and Tourism: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 1	Review, Amend and Update the Municipal Spatial Development Framework Annually	Review the Municipal Spatial Development Framework	Number of Municipal Spatial Development Frameworks reviewed by 30 June	WCO24	1	1	1	1	1	1	☺	n/a	n/a	n/a	n/a	Linked to TL SDBIP and Mayoral Outcome Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 1	Development of Local Spatial Development Frameworks for the 10 small towns	Development of Local Spatial Development Frameworks for the 10 small towns	Number of Local Spatial Development Frameworks developed for all 10 small towns by 30 September	WCO24	10	n/a	n/a	3	4	3	n/a	n/a	n/a	n/a	n/a	Linked to the Mayoral Outcome Targets adjusted. It is anticipated that the consultants will be appointed by 30 June 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Development of a Spatial Information Performance Management System	Implementation of a Spatial Information Performance Management System	Number of Spatial Information Performance Management Systems implemented by 31 March	WCO24	1	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	Linked to the Mayoral Outcome.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Submission of Feasibility Report for possible Land Banking (Including buildings)	Submission of Feasibility Report for possible Land Banking (Including buildings)	Number of Feasibility Reports for possible Land Banking (Including buildings) submitted by 30 June	WCO24	10	2	2	2	2	2	☺	n/a	n/a	n/a	n/a	Linked to the Mayoral Outcome. The target will be reported on by 30 June 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 1	Facilitate, and coordinate the enablement of approved Catalytic Initiatives	Development of an ATC Local Spatial Development Framework	Number of ATC Local Spatial Development Frameworks developed by 30 September	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved. Linked to the Mayoral Outcome.

PORTFOLIO PLANNING, LED, and Tourism: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 1	Develop and review the Inclusionary Zoning Policy	Development of an Inclusionary Zoning Policy	Number of Inclusionary Zoning Policies developed by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Linked to the TL SDBIP and Mayoral Outcome. Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Review and Update the Heritage Resource Inventory for Stellenbosch Municipality	Review the Heritage Resource Inventory of the Stellenbosch Municipality	Number of Heritage Resource Inventories of the Stellenbosch Municipality reviewed by 31 March	WCO24	4	n/a	1	1	1	1	n/a	n/a	n/a	n/a	n/a	Revised Tender Specifications to be submitted by 25 January 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Provision of comments i.r.o. land use applications and building plans within 30 days	Provision of comments i.r.o. land use applications and building plans within 7 calendar days	Percentage of plans commented on i.r.o land use applications and building plans within 7 calendar days	WCO24	80%	80%	80%	80%	80%	80%	☹	😐	n/a	n/a	n/a	65.04% achieved by 30 June 2023. Approvals are dependent on interdepartmental comments as well as internal capacity constraints with historic backlogs.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Establish and Convene the Conservation Advisory Committee monthly	Establish the Conservation Advisory Committee	Number of Conservation Advisory Committees established by 30 September	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Develop and review the Outdoor advertising, Poster and Signage Bylaw Annually	Develop an Outdoor advertising, Poster and Signage By-law	Number of Outdoor advertising, Poster and Signage By-laws developed by 31 December	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.

PORTFOLIO PLANNING, LED, and Tourism: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Develop and review the Outdoor advertising, Poster and Signage Bylaw Annually	Review the Outdoor advertising, Poster and Signage By-law	Number of Outdoor advertising, Poster and Signage By-laws reviewed by 31 March	WCO24	4	n/a	1	1	1	1	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Develop a GIS and Spatial Information Policy	Development of a GIS and Spatial Information Policy	Develop a GIS and Spatial Information Policies developed by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Update the Municipality's cadastral dataset quarterly	Updating of the municipality's cadastral dataset	Number of quarterly updates of the municipality's cadastral datasets	WCO24	20	4	4	4	4	4	☺	☺	n/a	n/a	n/a	12 updates completed by 30 June 2023. 17 updates were completed by 28 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Update the Municipality's Property Register quarterly	Updating of the municipality's Property Register	Number of quarterly updates of the municipality's Property Registers	WCO24	20	4	4	4	4	4	☺	☺	n/a	n/a	n/a	12 updates were completed by 30 June 2023. 19 updates were completed by 28 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Update the Electronic Metadata Catalogue Quarterly	Updating of the Electronic Metadata Catalogue	Number of quarterly updates of the Electronic Metadata Catalogue	WCO24	20	4	4	4	4	4	☺	☺	n/a	n/a	n/a	4 updates were completed by 30 June 2023. 2 updates were completed by 28 February 2024.

PORTFOLIO PLANNING, LED, and Tourism: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 5	SFA 5	Facilitate Municipal GIS Forum Meetings	Facilitate Municipal GIS Forum Meetings	Number of Municipal GIS Forum Meetings facilitated by 30 June	WCO24	20	4	4	4	4	4	☺	😐	n/a	n/a	n/a	4 meetings were attended by 30 June 2023. 2 meetings were attended by 28 February 2024.

PORTFOLIO PLANNING, LED, AND TOURISM: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Develop and review the Economic Development Strategy Annually	Review of the Economic Development Strategy	Number of Economic Development Strategies reviewed by 31 May	WCO24	4	n/a	1	1	1	1	n/a	n/a	n/a	n/a	n/a	Linked to the LED Strategy and Mayoral Outcome. The target will be reported on by 31 March 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Develop and review a Tourism Development policy annually	Review the Tourism Policy	Number of Tourism Policies reviewed by 31 March	WCO24	4	n/a	1	1	1	1	n/a	n/a	n/a	n/a	n/a	The Tourism Policy forms part of the LED Strategy. A review of the Tourism Strategic Plan to be completed by 31 March 2024.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 3	SFA 1	Functional and Efficient Economic Development and Tourism System Develop a Filming and Events Policy	Develop a Filming and Events Policy	Number of Filming and Events Policies developed by 31 March	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Policy to be completed by 30 June 2024.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 3	SFA 1	Develop and review a Filming and Events Policy annually	Review the Filming and Events Policy	Number of Filming and Events Policies reviewed by 31 March	WCO24	3	n/a	n/a	1	1	1	n/a	n/a	n/a	n/a	n/a	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Develop and update the Annual Events Calendar for Stellenbosch Municipality	Develop an Annual Events Calendar for Stellenbosch Municipality	Number of Annual Events Calendars developed for the Stellenbosch Municipality by 31 December	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Linked to the Mayoral Outcome. Target achieved.

PORTFOLIO PLANNING, LED, AND TOURISM: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Develop and update the Annual Events Calendar for Stellenbosch Municipality Update the Economic Intelligence Report	Update the Annual Events Calendar for Stellenbosch Municipality	Number of Annual Events Calendars updated for Stellenbosch Municipality by 31 December	WCO24	4	n/a	1	1	1	1	n/a	☺	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Perform an annual Economic Development Policy and Guideline and SOP Review and Needs Assessment. Compilation of an annual report on the policy / guideline / SOP needs assessment for Economic Development	Compilation of an annual report on the policy / guideline / SOP needs assessment for Economic Development	Number of annual reports on the policy / guideline / SOP needs assessments compiled for Economic Development by 31 March	WCO24	5	1	1	1	1	1	☹	n/a	n/a	n/a	n/a	Linked to the Mayoral Outcome. The target will be reported on by 31 March 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Percentage of Business License Applications processed within 30 days.	Finalised Business License Application within 30 days	Percentage of Business License Applications finalised within 30 days of the receipt of a completed application	WCO24	90%	90%	90%	90%	90%	90%	☺	😐	n/a	n/a	n/a	172.50% achieved by 30 June 2023. In certain months, no business licence applications were received. Linked to the Mayoral Outcome.

PORTFOLIO PLANNING, LED, AND TOURISM: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 3	SFA 1	Processing of filming and events applications within 30 days	Finalised Filming and Events Applications within 30 days	Percentage of Filming and Events Applications finalised within 30 days of receipt of a completed application	WCO24	75% per annum	75%	75%	75%	75%	75%	😐	😐	n/a	n/a	n/a	46.67% achieved by 28 February 2023.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Facilitate the provision of training opportunities to Entrepreneurs and SMMEs	Training opportunities are provided for entrepreneurs and Small, Medium and Micro Enterprises	Number of training opportunities provided for entrepreneurs and Small, Medium and Micro Enterprises by 30 June	WCO24	20	4	4	4	4	4	☺	😐	n/a	n/a	n/a	22 training opportunities were provided by 30 June 2023. 3 training opportunities were provided by 28 February 2024.
TBC	Directorate: Planning and Economic Development	Department: Development Planning	NKPA 3	SFA 1	Number of jobs created through the Municipality's EPWP (public and / or private)	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	WCO24	5800	1400	1100	1100	1100	1100	☺	😐	n/a	n/a	n/a	Linked to LED Strategy, Mayoral Outcome, and Top Layer SDBIP. 1 449 job opportunities were created by 30 June 2023. 857 job opportunities were created by 28 February 2024.

8.3.5 Portfolio: Financial Services

Table 87 : Summary Results: Mayoral Portfolio Financial Services - IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	4	1
😐	Project in progress.	0	3
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**4**	**4**

Table 88 : Portfolio Financial Services: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO FINANCIAL SERVICES: 5-YEAR PLAN 2022 – 2027																				Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Financial Services	Department: Financial Management Services	NKPA 3	SFA 1	Maintain a Clean Audit from the AG each financial year	Receive an unqualified audit opinion from the AGSA	Number of unqualified audit opinions from AGSA received by 30 November	WCO24	5	1	1	1	1	1	☺	☺	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Financial Services	Department: Financial Management Services	NKPA 4	SFA 5	Importance of S71 engagements	Conduct monthly section 71engagements with Directorates	Number of monthly section 71 engagements conducted with Directorates	WCO24	170	10	40	40	40	40	☺	😐	n/a	n/a	n/a	12 Section 71 engagements conducted by 30 June 2023. 7 Section 71 engagements completed by 28 February 2024.

PORTFOLIO FINANCIAL SERVICES: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Financial Services	Department: Financial Management Services	NKPA 4	SFA 5	Specifically ensuring that the status of Capital projects that were recorded as work in progress in the previous financial year per directorate are being completed on time Doing site visits when needed	Manage and Administer the Capital Prioritisation Platform for Stellenbosch Municipality	Number of quarterly reports regarding the management and implementation of the Prioritisation Platform submitted to the Management Forum	WCO24	12	n/a	n/a	4	4	4	n/a	n/a	n/a	n/a	n/a	Capital Prioritisation Platform / System to be implemented.
TBC	Directorate: Financial Services	Department: Revenue and Expenditure	NKPA 4	SFA 5	Revenue Enhancement strategy	Implementation of the adopted Revenue Enhancement Strategy	Number of actions implemented as identified in the Revenue Enhancement Strategy by 30 June	WCO24	18	2	4	4	4	4	☺	😐	n/a	n/a	n/a	4 actions implemented by 30 June 2023. 2 actions implemented by 28 February 2024.
TBC	Directorate: Financial Services	Department: Financial Management Services	NKPA 4	SFA 5	Existing Policies and By-laws are reviewed regularly and implemented	Submit a report on policies and by-laws to the MayCo	Number of reports submitted to the MayCo on policies and by-laws by 30 June	WCO24	5	1	1	1	1	1	☺	😐	n/a	n/a	n/a	

8.3.6 Portfolio: Protection Services

Table 89 : Summary Results: Mayoral Portfolio Protection Services - IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	1	1
😐	Project in progress.	0	2
☹	Not completed / No budget available / District Function / Provincial Function	1	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**2**	**3**

Table 90 : Portfolio Protection Services: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO PROTECTION SERVICES: 5-YEAR PLAN 2022 – 2027										Target					Progress Rating					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Satellite Fire Station - South (Major Fire Pumper with CAFS)	Completion of the Satellite Fire Station in Jamestown	Number of the Satellite Fire Station in Jamestown completed by 30 June	WCO24	1	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	This is part of the project of the PMU. The new target date is set for 2025/26.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Incident Command Vehicle - DM	Procurement of a Major Fire Pumper with CAFS	Number of Major Fire Pumpers with CAFS procured by 31 March	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	The incident command vehicle will be delivered by 28 February 2024.

PORTFOLIO PROTECTION SERVICES: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Camera Master Plan (CCTV / LPR)	Spending of the Capital Budget on CCTV cameras and equipment for the Department: Protection Services	Percentage of the Capital Budget on CCTV cameras and equipment for the Department: Protection Services by	WCO24	90%	90%	90%	90%	90%	90%	☹	😐	n/a	n/a	n/a	Linked to the Mayoral Outcome. Actual spending was 0.22% for 2023/24 due to the tender not being finalised. 0.00% capital spending. The tender is currently being advertised. An ongoing process of expenditure on CCTV cameras as per the Masterplan. This will include UPS solar power for batteries.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Tactical Reaction Unit (TRU)	Appointment of Law Enforcement Officers (Tactical Reaction Unit (TRU)))	Number of Law Enforcement Officers (TRU) appointed by 30 June	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Linked to the Mayoral and Municipal Manager's Outcomes The establishment of a TRU needs to be finalised before appointments can be made.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Traffic Pound	Completion of the Traffic Pound registration process	Number of Traffic Pound registration processes completed by 30 June	WCO24	1	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The Department: Protection Services is in the process of looking for property.

PORTFOLIO PROTECTION SERVICES: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Neighbourhood Watch Support	Spending of the Registered Neighbourhood Watches capital budget	Percentage of the Registered Neighbourhood Watches capital budget actually spent by 30 June	WCO24	90%	90%	90%	90%	90%	90%	☺	😐	n/a	n/a	n/a	The funds could not be converted to the operating budget. The purchase of equipment for NHWs is to be confirmed and processed.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Rent a Cop Implementation	Not Applicable	Not Applicable	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Rent a Cop Programme is dependent on business buy-in.
TBC	Directorate: Community and Protection Services	Department: Protection Services	NKPA 1	SFA 3	Auxiliary (Reservist) Peace Officer Implementation	Not Applicable	Not Applicable	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A policy is in place. Individuals need to sign up for the programme.

8.3.7 Portfolio: Corporate Services

Table 91: Summary Results: Mayoral Portfolio Corporate Services - IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	2	0
😐	Project in progress.	0	1
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**2**	**1**

Table 92: Portfolio Corporate Services: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO CORPORATE SERVICES: 5-YEAR PLAN 2022 – 2027										Target					Progress Rating					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Corporate Services	Section: Properties Management and Municipal Building Maintenance	NKPA 5	SFA 5	Review the Property Management Policy, especially the outdoor dining aspect	Submission of revised Draft Property Management Policy to the Municipal Manager	Number of new Draft Property Management Policies submitted to the Municipal Manager by 31 May	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The draft policy was submitted to the Director: Corporate Services.
TBC	Directorate: Corporate Services	Section: Properties Management and Municipal Building Maintenance	NKPA 5	SFA 5	Upgrade Makupula Community Hall	Completion of the Makupula Community Hall	Number of community halls completed by 30 June	15	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The planning of the project is in progress. In the process of drafting the tender specifications to appoint a service provider.

PORTFOLIO CORPORATE SERVICES: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Corporate Services	Section: Properties Management and Municipal Building Maintenance	NKPA 5	SFA 5	Structural improvement of Van Der Stel Sports Ground	Completion of the structural improvements of the Van De Stel Sports Ground	Number of Van der Stel Sports grounds improvements completed by 30 June	11	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
TBC	Directorate: Corporate Services	Section: Properties Management and Municipal Building Maintenance	NKPA 5	SFA 5	Structural upgrade of the Jamestown ward office	Completion of the structural upgrade of the Jamestown ward office	Number of Jamestown Ward Offices upgraded by 30 June	21	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
TBC	Directorate: Corporate Services	Section: Properties Management and Municipal Building Maintenance	NKPA 5	SFA 5	Corridor structural upgrade	Completion of Kayamandi Corridor structural upgrade	Number of Kayamandi Corridors upgraded by 30 June	12	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Corporate Services	Section: Properties Management and Municipal Building Maintenance	NKPA 1	SFA 1	Upgrade of the New Space on Ryneveld Street	Complete the upgrade of the New Office Space in Ryneveld Street	Number of new office spaces upgraded in Ryneveld Street by 30 June	8	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.

8.3.8 Portfolio: Infrastructure Services

Table 93: Summary Results: Mayoral Portfolio Infrastructure Services - IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	2	2
😐	Project in progress.	0	4
☹	Not completed / No budget available / District Function / Provincial Function	3	0
N/A	IDP Deliverable Not Yet Measured	1	2
Total IDP Deliverables		**6**	**8**

Table 94: Portfolio Infrastructure Services: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO INFRASTRUCTURESERVICES: 5-YEAR PLAN 2022 – 2027										Target					Progress Rating					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 2	Alternative energy supply: Purchasing Electricity from the Public	Develop a policy to allow purchasing of electricity from the public	Number of policies to be developed to allow purchasing of electricity from the public by 30 June	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Linked to the Municipal Manager outcome. The purchase of electricity is already done by customers in the form of credits.
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 2	Alternative energy supply: Purchasing Electricity from the Public	Purchasing electricity (Kwh) from the public	Percentage of Energy Kwh Purchased from Public/ [Energy(kWh) purchased from Public / Total energy (kWh) sold to consumers] x 100	WCO24	0.34%	n/a	0.34%	0.34%	0.34%	0.34%	n/a	n/a	n/a	n/a	n/a	Linked to the IDP deliverable for the development of the policy. Department: Electrical Services to confirm the calculation and target.

PORTFOLIO INFRASTRUCTURESERVICES: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 2	Alternative energy supply: Purchasing Electricity from Internal IPPs	Advertisement of an IPP tender	Number of IPP tenders advertised by 31 March	WCO24	2	n/a	1	1	n/a	n/a	n/a	😐	n/a	n/a	n/a	
TBC	Directorate: Infrastructure Services	Department: Electrical Services	NKPA 1	SFA 2	Alternative energy supply: Purchasing Electricity from external IPPs	Purchasing of Energy from external IPPs	Percentage of Energy Purchased from IPP / (Total energy purchased)	WCO24	30%	n/a	n/a	10%	20%	30%	n/a	n/a	n/a	n/a	n/a	Linked to the IPP SCM Process.
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 1	SFA 2	Alternative energy supply: Methane Mining	Appointment of a service provider for the Extraction of Methane from Cell 3 for the generation of electricity	Number of service providers appointed for the Extraction of Methane from Cell 3 for the generation of electricity by 31 March	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Awaiting the finalisation of the SCM process.
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 1	SFA 2	Alternative energy supply: Wet Waste Anaerobic Digestion (AD) Plant	Conclusion of a contract for diverting 50% of Organic Waste and generating electricity	Number of contracts concluded for diverting 50% of Organic Waste and generating electricity by 30 June	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The feasibility study was conducted, and the project was found not to be feasible.

PORTFOLIO INFRASTRUCTURESERVICES: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 1	SFA 2	Recycling from source: Stellenbosch municipality to provide residents with bins and bags to collect and separate organic waste and recyclable material to be collected by Municipality.	Expansion of the recycling programme	Number of recycling programmes expanded by 30 June	WCO24	10	2	2	2	2	2	☹	😐	n/a	n/a	n/a	Target will be reported on by 30 June2024. Implementation is in progress. A service provider has been appointed.
TBC	Directorate: Infrastructure Services	Department: Waste Management	NKPA 1	SFA 2	Recycling from source: Stellenbosch municipality to provide residents with bins and bags to collect and separate organic waste and recyclable material to be collected by the Municipality.	Implementation of an organic waste diversion initiative	Number of organic waste diversion initiatives implemented by 30 June	WCO24	4	n/a	1	1	1	1	n/a	😐	n/a	n/a	n/a	The Tee project is in progress and will be reported on by 30 June 2024.

PORTFOLIO INFRASTRUCTURESERVICES: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Water and Wastewater Services	NKPA 1	SFA 4	Pre-paid or "capped" water meters: Households are to be fitted with pre-paid water meters to reduce and prevent water wastage.	Installation of water management devices	Number of water management devices installed by 30 June	WCO24	500	300	50	50	50	50	☹	☺	n/a	n/a	n/a	The devices are being rolled out to non-paying or high-usage water customers. 175 water management devices were installed by 30 June 2023. The devices are installed when required. 100 water management devices had been installed by 28 February 2024.
TBC	Directorate: Infrastructure Services	Department: Roads, Transport and Storm Water (RTS)	NKPA 1	SFA 1	Parking areas for park-and-ride purposes to create adequate parking spaces for people working in and visiting the Stellenbosch municipal area.	Develop single-level parking areas	Number of single-level parking areas developed by 30 June	WCO24	2	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Two single-level parking areas to be found feasible. A feasibility study is to be conducted for an additional five single-level parking areas. Designs completed. Implementation is to commence in September 2024. Implementation was rescheduled due to flood priorities.

PORTFOLIO INFRASTRUCTURESERVICES: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Infrastructure Services	Department: Water and Wastewater Services	NKPA 1	SFA 1	Water pipelines: old water pipes are to be replaced	Spent the capital budget of water pipeline replacements	Percentage of the capital budget for the replacements of water pipelines by 30 June	WCO24	90%	90%	90%	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	The target will be reported on by 30 June 2024.
TBC	Directorate: Infrastructure Services	Department: Infrastructure Planning, Development and Implementation Services	NKPA 1	SFA 4	Longlands Housing Project- Building of Top Structures	Construction of 106 subsidised top structures of the Longlands Housing Project	Number of subsidised top structures constructed by 30 June	20	106	99	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Infrastructure Services	Department: Infrastructure Planning, Development and Implementation Services	NKPA 1	SFA 4	Longlands Housing Project- Building of Top Structures	Construction of 38 enhanced sites in the Longlands Housing Project	Number of enhanced sites constructed by 30 June	20	38	38	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Infrastructure Services	Department: Infrastructure Planning, Development and Implementation Services	NKPA 1	SFA 4	Lindida GAP Housing Project – servicing 166 sites and building GAP houses.	Construction of 166 GAP houses in Lindida	Number of GAP houses constructed in Lindida by 30 June	5 and 6	166	140	26	n/a	n/a	n/a	☺	☺	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Infrastructure Services	Department: Infrastructure Planning, Development and Implementation Services	NKPA 1	SFA 4	Servicing 178 sites in Zone O	Construction of 178 serviced sites in Zone O	Number of serviced sites constructed in Zone O by 30 June	12, 13, 14 and 15	178	n/a	n/a	50	128	n/a	n/a	n/a	n/a	n/a	n/a	The relocation of the families was not achieved. The contractor was appointed but could not activate it. Construction funding was removed from the adjustment budget. Indicator to be moved to the Section: Housing Development.

8.3.9 Portfolio: Parks, Open Spaces and Environment

Table 95: Summary Results: Mayoral Portfolio Parks, Open Spaces. Environment - IDP Deliverables 2022/23

Rating	Progress Description	2022/23	2023/24
☺	Project completed	4	0
😐	Project in progress.	0	1
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	0
Total IDP Deliverables		**4**	**1**

Table 96: Portfolio Parks, Open Spaces and Environment: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO PARKS, OPEN SPACES AND ENVIRONMENT: 5-YEAR PLAN 2022 – 2027																			Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Groendal cemetery building repairs are being planned and implemented	Upgrade of the Groendal Cemeteries	Number of Groendal cemeteries upgraded by 30 June	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no funds on the MTREF. The cemetery has been upgraded twice and vandalised.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Probable boundary markers / demarcation fencing and improved landscaping at Muslim cemetery Pappegaaiberg	Upgrade of the Muslim cemetery Pappegaaiberg	Number of Muslim cemeteries in Pappegaaiberg upgraded by 30 June	11	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no funds on the MTREF.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Road repairs and resealing in cemeteries	Road repairs and resealing of cemeteries	Number of cemeteries road repairs and resealing by 30 June	WCO24	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no funds on the MTREF.

PORTFOLIO PARKS, OPEN SPACES AND ENVIRONMENT: 5-YEAR PLAN 2022 – 2027																						
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Management Plans Finalise Jan Marais Park EMP and submit to Cape Nature to endorse before submitting to Council and the Minister for approval	Submission of a Jan Marais Park Environmental Management Plan to the Council	Number of the Jan Marais Park Environmental Management Plans submitted to the Council by 30 June	8	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Linked to the EMP. The current plan is still relevant and applicable to the status of the of the Nature Reserve. The management authority provides input in the review and revision of the policy, and based on the priority list, Jan Marais is rated as a P2.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Management Plans	Submission of a draft Management plan of Ida's Valley and Botmaskop to the Municipal Manager	Number of draft Management Plans of Ida's Valley and Botmaskop submitted to the Municipal Manager by 30 June	5 and 6	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Linked to the EMP. Target achieved.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Mont Rochelle Upgrade	Completion of the Mont Rochelle entrance	Number of Mon Rochelle entrances completed by 30 June	1	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Establish Friends Groups	Establishment of a Friends Group for the Jan Marias Nature Reserve	Number of Jan Marias Friends Groups established by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.

PORTFOLIO PARKS, OPEN SPACES AND ENVIRONMENT: 5-YEAR PLAN 2022 – 2027																					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Establish Friends Groups	Submit a revised Jan Marias Friends Group MOUs to the Municipal Manager	Number of revised Jan Marias Friends Group MOUs submitted by 30 June	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved. Submitted to the Municipal Manager in January 2023.
TBC	Directorate: Community and Protection Services	Department: Community Services	NKPA 1	SFA 2	Management Plans	Review of the Tree Management Policy	Number of Tree Management Policies reviewed by 30 June	WCO24	1	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	In progress to be completed by 30 June 2024.

8.3.10 Portfolio: Community Services

Table 97: Summary Results: Mayoral Portfolio Community Services – IDP Deliverables 2022 – 2023

Rating	Progress Description	2022/23	2023/24
☺	Project completed	8	1
😐	Project in progress.	0	1
☹	Not completed / No budget available / District Function / Provincial Function	0	0
N/A	IDP Deliverable Not Yet Measured	0	2
Total IDP Deliverables		**8**	**4**

Table 98: Portfolio Community Services: 5-Year Plan 2022 – 2027

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

PORTFOLIO COMMUNITY SERVICES: 5-YEAR PLAN 2022 – 2027										Target					Progress Rating					Performance Comment
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Reporting on progress made with the implementation of the policy and policy objectives to MM and Council	Submit Universal Access progress reports to the MayCo	Number of Universal Access progress reports submitted to the MayCo by 30 June	WCO24	5	1	1	1	1	1	☺	n/a	n/a	n/a	n/a	Target will be reported on by 30 June 2024.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Training different departments on the requirements of UA and how to implement the theory in context:	Conduct inter-departmental Universal Access training	Number of inter-departmental Universal Access training conducted by 30 June	WCO24	6	6	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Develop a GIS map of all DPOs (Disability Persons Organisations)	Submission of completed GIS map of all DPOs to the MayCo	Number of completed GIS maps of all DPOs submitted to the MayCo by 30 June	WCO24	5	1	1	1	1	1	☺	n/a	n/a	n/a	n/a	Target will be reported on by 30 June 2024.

PORTFOLIO COMMUNITY SERVICES: 5-YEAR PLAN 2022 – 2027																					
IDP Ref No	Responsible Directorate	Responsible Department	National KPA	Municipal SFA	Priority	KPI Name	Description of Unit of Measurement	Ward	5-Year Target	Target					Progress Rating					Performance Comment
										2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	GIS mapping and plotting of ECDs and their registration status	Updating of ECD facilities per ward on the Geographic Information System (GIS)	Number of ECD facilities per ward updated on the GIS, measured monthly	WCO24	600	120	120	120	120	120	☺	😐	n/a	n/a	n/a	128 updates completed by 30 June 2023. 60 updates were completed by 28 February 2024.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	SOP development: Stellenbosch ECD registration process – develop information leaflet	Develop an SOP for the registration of ECD Centres	Number of SOPs developed for the registration of ECD Centres 28 February	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Linked to the Mayoral Outcome. Target achieved in March 2023.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	ECD Policy Review	Submission of the reviewed ECD Policy to the MayCo	Number of reviewed ECD policies submitted to the MayCo by 31 March	WCO24	1	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The policy requires a review every 5 years.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	First Aid Training	Facilitation of First Aid Training for all Early Childhood Development Practitioners	Number of First Aid Training facilitated to all Early Childhood Development Practitioners by 30 June	WCO24	6	2	1	1	1	1	☺	☺	n/a	n/a	n/a	2 completed by 30 June 2023. 2 completed by 28 February 2024.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Health and Safety Training (COVID-19 readiness)	Facilitation of Health and Safety Training sessions	Number of Health and Safety training workshops facilitated by 30 June	WCO24	3	1	n/a	1	n/a	1	☺	n/a	n/a	n/a	n/a	Target achieved.
TBC	Directorate: Community and Protection Services	Department: Community Development	NKPA 5	SFA 5	Establish Child Protection Forum in collaboration with NGOs	Establishment of Child Protection Forum	Number of Child Protection Forums established by 31 May	WCO24	1	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.

CHAPTER 9:
Public Interest and Expression of Needs

9.1 Community Participation

Chapter 4 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) requires municipalities to create a culture of community participation. According to Section 16(1)(a)(i) of the MSA, "A municipality must develop a culture of municipal governance that complements formal representative government with a system of participatory governance and must, for this purpose, encourage and create conditions for the local community to participate in the affairs of the municipality, including in the preparation, implementation, and review of its integrated development plan in terms of Chapter 5". It is therefore essential to have effective public participation structures in place.

The SDF, IDP, Budget, and sector plans, as well as major municipal policies, by-laws, and decisions, should be engaged to ensure that they are designed and implemented for and with the community. This also adds to the credibility of the needs reflected in the IDP, the Budget calculated to address these needs, and the SDBIP drafted to implement programmes and projects that reflect the communities' needs.

The growing trend of mature and constructive discussions from the public, the level of complexity, and the investment made in understanding the municipality's business are encouraging. The direct participation and involvement of the ward councillors, communities, and stakeholders in the identification of ward-based priorities and their involvement in the public participation process have added great value to the maturity and quality of the discussions between the public and the municipality. Ward councillors are a critical link in connecting the municipality with the public. As members of the Council and recipients of all the decisions taken by the Council, it positions Councillors strategically to ensure that the municipality not only understands the needs of the community better but also to provide the public with honest and accurate feedback on the municipality's initiatives. These endeavours are supported by well-functioning ward committees. Councillors are, however, encouraged to always adhere to the code of ethics for councillors and to always act with the utmost integrity and accountability towards their constituents and the municipality, as this is the only way in which to form a responsible local government.

Public participation takes place through various means and platforms and is often tailored to suit a specific audience or community. Importantly, communities from different socio-economic backgrounds use different platforms to communicate. It is important to cater for all scenarios and to utilise all available platforms to their optimum potential, given that a certain degree of apathy exists in certain communities.

The maturity level that the public participation process has achieved during the COVID-19 pandemic has reached new heights for both the community members and the administration. Further feedback will be provided on the comments captured in written submissions made via the various platforms created for public participation. To ensure that the public participation process is a two-way process, all comments have been carefully considered and discussed with internal departments.

9.2 Public Participation in the drafting of the 2nd Review of the 5th Generation IDP 2022 – 2027

Stellenbosch Municipality implemented a IDP Open Days from **04 September - 04 October 2023** during the analysis phase to determine the needs of the community in developing the 2nd Review of the 5th Generation IDP 2022 – 2027.

A notice was published in the local newspaper and on the municipal website to announce the start of the public participation process for the development of the 2nd Review of the 5th Generation IDP 2022 – 2027. At the start of the process, a link to an **electronic submission form** was made available on the municipal website, the Stellenbosch Citizen App, and broadcast via WhatsApp, Facebook, and email. Have Your Say forms were made available at the ward office, municipal libraries, and satellite offices.

Members of the community and other interested and affected parties were encouraged to attend the IDP Open Days for their ward / area. The IDP public participation Open Days severed as a one-stop municipal desk for the community to get information on municipal services and to have a one–on–one discussion with municipal departments of their choice to raise their community needs and ask questions. Community members were encouraged to visit any of the IDP Public Participation Open Days at the various specified venues. The concept of the open days was more of a decentralised meeting at the various service desks that were set – up per directorate. The IDP Open Days were implemented per area; for example, Wards 1 and 2 were clustered as one (1) area. No registration of indigent customers, housing demand, or unemployment databases was done on the open days, but information on these services was shared with communities at the service desk.

Figure 49: Communication Platforms

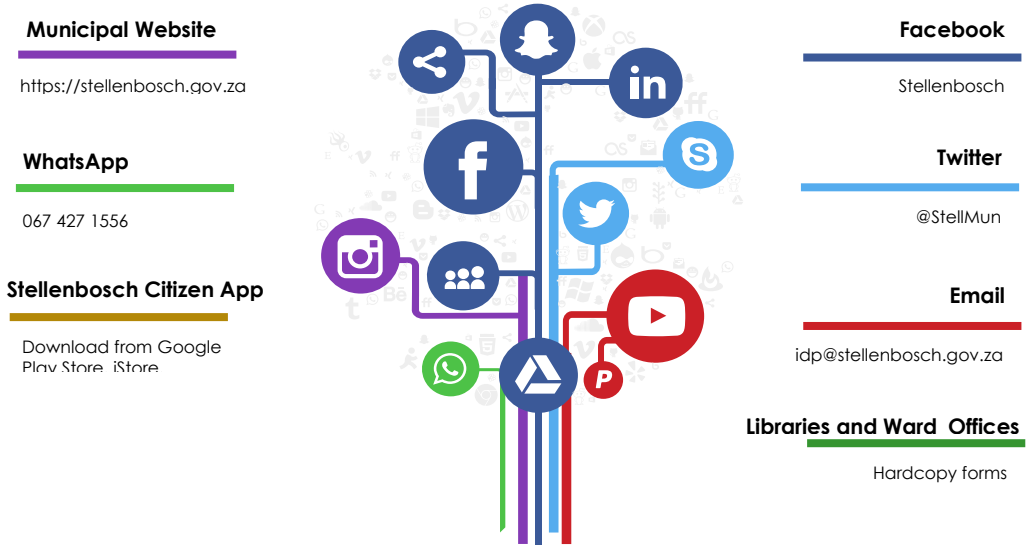


Table 99: IDP Public Participation Open Days Schedule – September 2023

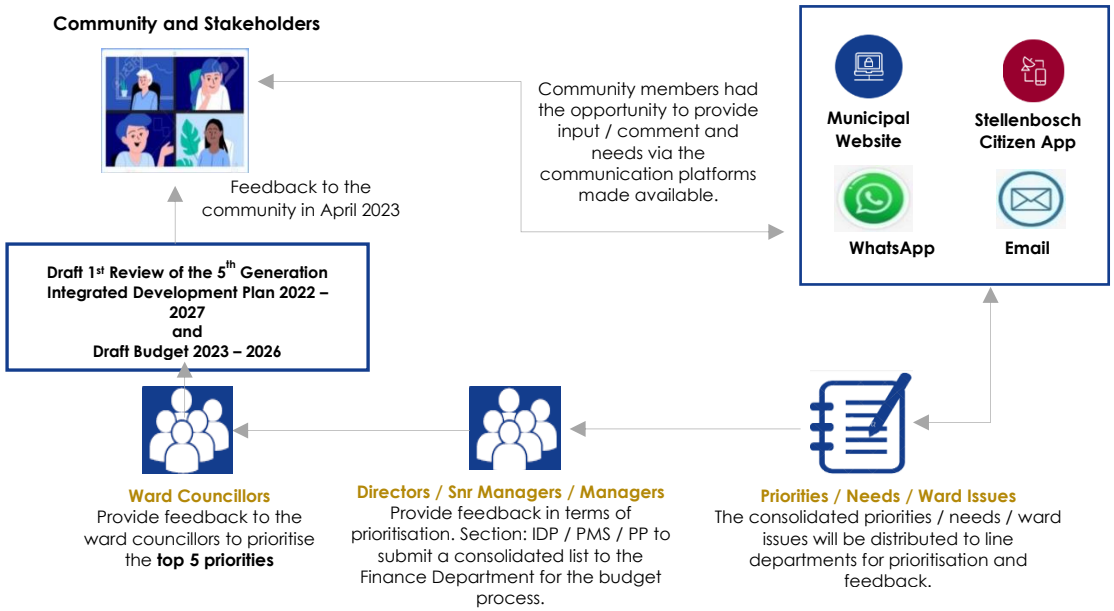
Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan		
					Pick–Up Point	1st Trip Pick–Up Time	2nd Trip Pick-Up Time
Tuesday, 12 Sept 2023	15:30 – 19:30	1 and 2	Cllr Reginald Pheiffer Cllr Wilhelmina Petersen	Groendal Community Hall (Franschhoek)	Bo-Hoek Farm Gate	15:00	17:30
					Franschhoek Town Hall	15:15	17:45
					Bosbou (La Motte Hall)	15:20	17:55
	15:30 – 19:30	3 and 4	Cllr Charles Manuel Cllr Ralphton Adams	Kylemore Community Hall (Kylemore)	Lanquedoc Klip Church	14:30	17:15
					Meerlust Community Hall	14:45	17:25
					Wemmershoek Community Hall	14:50	17:35

Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan		
					Pick–Up Point	1st Trip Pick–Up Time	2nd Trip Pick-Up Time
					Maasdorp Entrance	15:00	17:45
					Pniël Municipal Office	15:15	17:55
Wednesday, 13 Sept 2023	15:30 – 19:30	7, 8, 9, 11, 22 and 23	Cllr Annemarie Ferns Cllr Carli Van Wyk Cllr Zelda Dalling Cllr Johannie Serdyn Cllr Esther Groenewald Cllr Lwando Nkamisa	Stellenbosch Town Hall (Plein Street)	No Transport		
	15:30 – 19:30	18 and 19	Cllr JC Anthony Cllr James Williams	Klapmuts Multipurpose Centre (Klapmuts)	Fisher Road / Groenland	14:20	17:20
					De Waalshof (Tennis Court)	14:30	17:30
					Bellevue Entrance	14:40	17:40
					Cabrico / Corobrick Entrance	14:50	17:45
					Koelenhof Railway Station	14:20	17:15
					De Hoop Entrance	14:30	17:15
					Kromme Rhee and Koelenhof Farm (Clubhouse)	14:40	17:25
					Slayley Farm Entrance	14:40	17:35
					De Clapmuts Entrance	14:45	17:40
					Elsenburg (JJ Rhode School)	14:50	17:45
					Muldersvlei Station (by the shop)	15:00	17:50
					Nooitgedacht Entrance	14:20	17:20
					Simonsig Entrance	14:30	17:30
					Beyerskloof Entrance	14:40	17:40
					Chickwick / De Trekka Entrance	14:50	17:50
					De Novo Community Hall	15:00	18:00
Thursday, 14 Sept 2023	17:30 – 20:30	12, 13, 14 and 15	Cllr Ayanda Tomose Cllr Mary Nkopane Cllr Maxwell Danana Cllr Elliot Masimini	Kayamandi High School (Kayamandi)	Kayamandi Taxi Rank	16:30	18:00
					Trust Centre	16:45	18:05
					Makuphula High School Gate	16:55	18:10
					Kayamandi Clinic	17:05	18:20
					Legacy Centre / Hall	17:10	18:25
					Luyolo Street (next to Majola Panel Beaters)	16:30	18:00
					Siyanqoba Creché	16:45	18:05
					Luyolo Playpark	16:55	18:10
					Kayamandi Primary School	17:05	18:15
	17:30 – 20:30	20 and 21	Cllr Joseph Joon Cllr Mynard Slabbert	Webergedenk Primary School Hall (Jamestown)	Vlottenburg Primary School	16:00	17:50
					Vlaeberg Tennis Court	16:10	18:00
					Meerlust Farm (De Wijnlanden Traffic Light)	16:25	18:10
					Lynedoch Garage	16:30	18:20
					Raithby Methodist Church	16:00	18:00
					Eikendal Farm Gate	16:15	18:10
					Mooiberge Farm Stall	16:30	18:20
Monday, 18 Sept 2023	17:30 – 20:30	5 and 6	Cllr Roy Van Rooyen Cllr Nateshia Mcombring	St Ida's Primary School Hall (Ida's Valley)	Jonkershoek (Bosdorp and Cape Nature)	16:30	17:30
					Rustenburg Farm Gate	17:00	18:00

Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan		
					Pick–Up Point	1st Trip Pick–Up Time	2nd Trip Pick-Up Time
					Hydro - Gate	17:15	18:15
					Kanonkop (at the second entry delivery point)	17:00	18:00
					Groenhof (Infront of the big trees)	17:05	18: 05
					Remhoogte (Opposite Remhoogte in front of the gate)	17:10	18: 10
					Timberlea / Blue Jay (at the gate)	17:15	18: 15
					Nietvoorbij (at the gate)	17:20	18:20
	15:30 – 19:30	10, 16, 17 and 19 (Smartietown and Weltevrede 1 and 2)	Cllr Rozette Du Toit Cllr Elsabe Vermeulen Cllr Peter Johnson Cllr James Williams	Eike Hall (Cloetesville)	Curry Street (before the North-End Street Stop Sign)	15:00	17:40
					Corner of Last Street and Bergstedt Street	15:10	17: 45
					Corner of Bergstedt Street and Chipptendale Street	15:20	17:50
					Stellita Park Stairs	15:00	17:30
					Rhode Road Flats	15:10	17:35
					Kloof / Long Street Flats	15:15	17:40
					Smartie Town Bus Stop	15:15	17:30
					Weltevrede 1 (Entrance in Long Street)	15:20	17:45
					Weltevrede 2 Entrance	15:25	17:50
					Ward 10 Office (Lap flats)	15:00	17:30
					AF Louw Primary School	15:10	17:35
					Tennantville - Noble Street (Noble Park)	15:20	17:40
					Baksteenhuis, Long Street (South, Tennantville)	15:25	17:45

The electronic and verbal submissions made available on the various platforms created for public participation followed the process below:

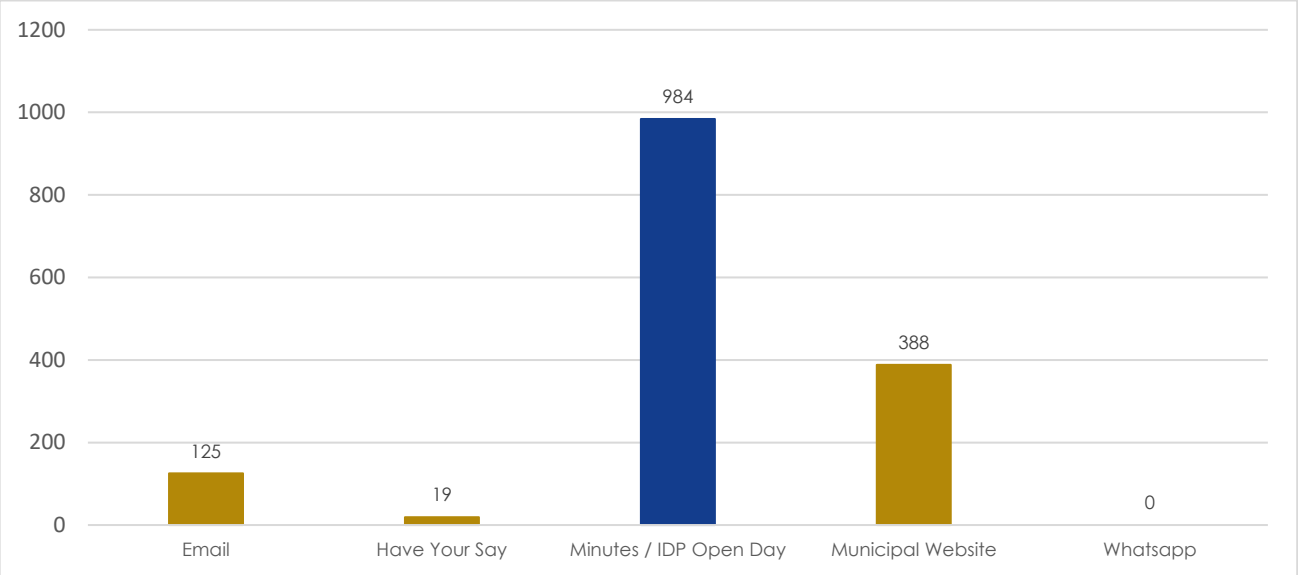
Figure 50: Process Flow for electronic and verbal submissions



9.3 Public Participation Statistics: September 2023

The graphs below indicate the number of individual line-item submissions received on the various communication platforms.

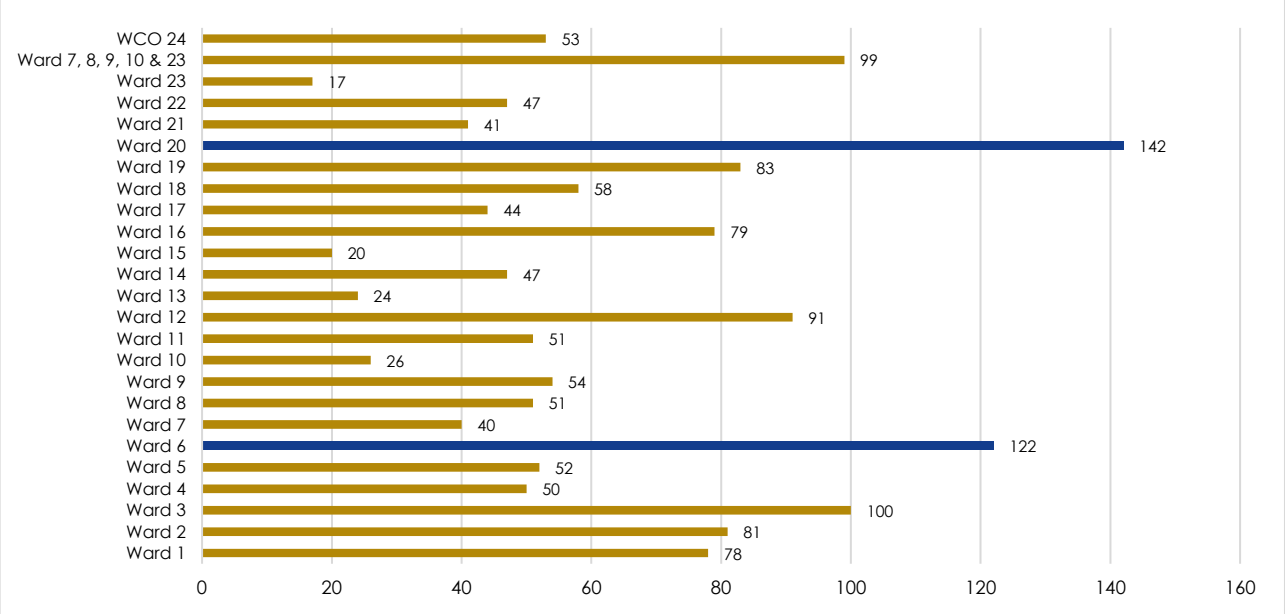
Graph 40: Total number of individual submissions per platform (Sept 2023)



As noted from the graph above, the electronic form, which was made available on the municipal website, and input recorded in the IDP Open Day minutes were the most popular platforms used by the community and stakeholders to submit their needs and priorities in September 2023. A total of **984** individual line items were recorded during the **IDP Open Days in September 2023**, with the electronic form on the municipal website as the second most popular platform with **388** individual line-item submissions recorded.

The graph (dark blue) below indicates that **Ward 06** and **Ward 20** have the highest number of line items / inputs per ward received and captured during the public participation period for September 2023.

Graph 41: Total number of Ward inputs per ward (Sept 2023)



9.4 Summary of Needs and Priorities

The graphs below present a summary of the key priorities and needs raised by communities during the public participation period in September 2023. It is evident from both graphs that the **top 5 priorities** identified for WCO24 by community members are listed below:

1. Roads, Transport and Stormwater;
2. Safety and Security;
3. Recreation and Sport;
4. Electrical Services; and
5. Housing Administration.

Graph 42: Number of community inputs per priority area in Sept 2023

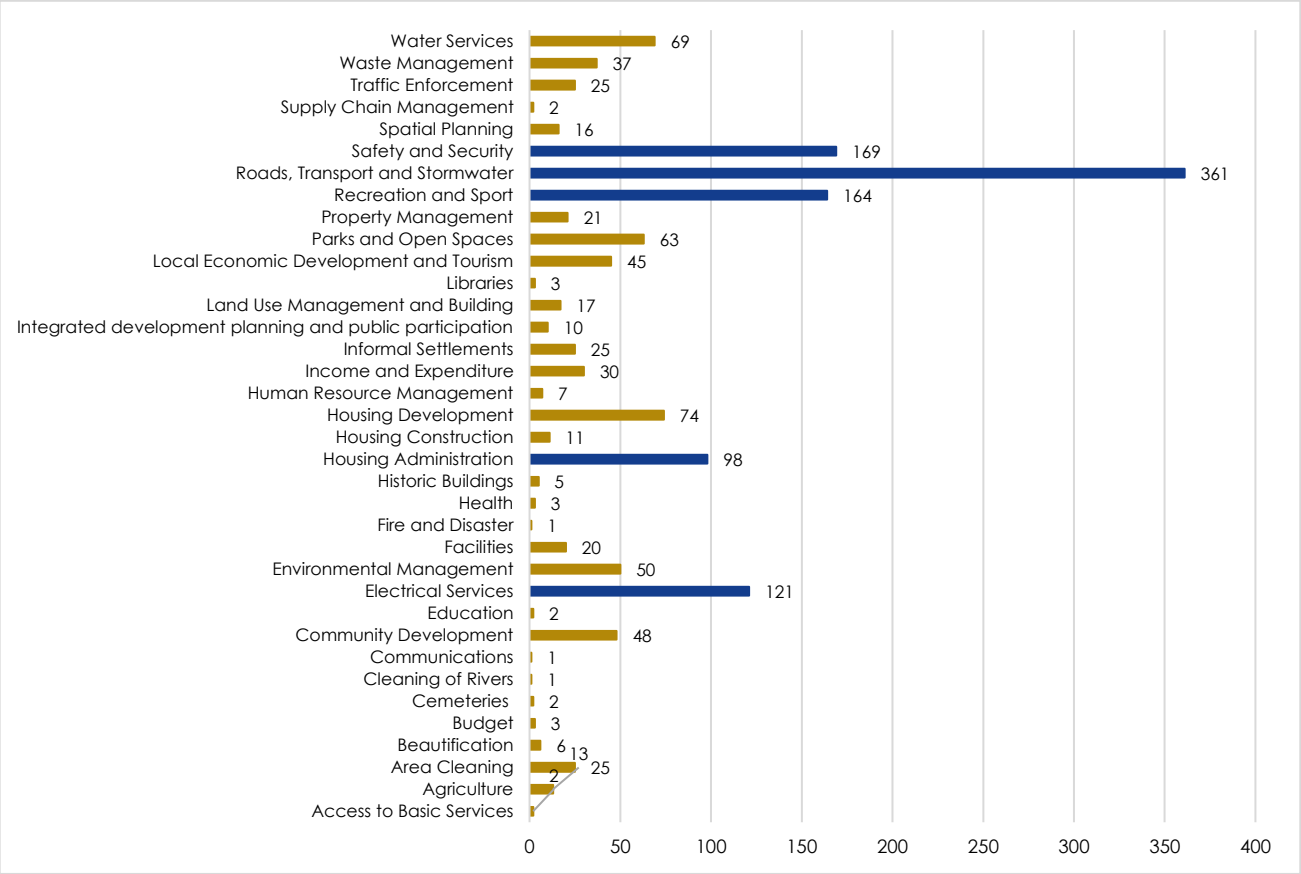


Table 100: Number of Attendees disaggregated by Gender, September 2023

Wards	Area	September 2023			
		Male	Female	Unspecified	Total Attendees
12, 13, 14 and 15	Kayamandi	47	44	4	**95**
5 and 6	Ida's Valley	21	19	2	**42**
1 and 2	Franschhoek	19	25	1	**45**
7, 8, 9, 10, 11, 22 and 23	Stellenbosch CBD	13	16	0	**29**
18 and 19	Klapmuts, De Novo, Vaaldraai, Elsenburg and surrounding farms	17	21	1	**39**

Wards	Area	September 2023			
		Male	Female	Unspecified	Total Attendees
3 and 4	Kylemore, Pniël, Wemmershoek, Lanquedoc, Maasdorp and Meerlust	31	31	0	**62**
20 and 21	Vlottenburg, Raithby, and Jamestown	9	15	0	**24**
16, 17 and 19	Cloetesville (including Smartie Town and Weltevrede 1 and 2)	10	18	0	**28**
Total		**167**	**189**	**8**	**364**

The table below indicates which priority areas were raised in the different wards:

Table 101: Priority areas per Ward

Community Need / Priority	Wards (September 2023)
Access to Basic Services	20 and 21
Agriculture	1, 18, 19, 20, 21 and WCO24
Area Cleaning	1, 2, 3, 4, 5, 6, 9, 10, 12, 14, 16, 17, 18, 19, 20 and 21
Beautification	2, 8, 9 and 20
Budget	21
Cemeteries	4 and 18
Cleaning of Rivers	20
Communications	3
Community Development	1, 2, 3, 5, 6, 8, 9, 12, 14, 16, 17, 18, 20 23, and WCO24
Education	1 and 8
Access to Basic Services	20 and 21
Agriculture	1, 18, 19, 20, 21 and WCO24
Area Cleaning	1, 2, 3, 4, 5, 6, 9, 10, 12, 14, 16, 17, 18, 19, 20 and 21
Beautification	2, 8, 9 and 20
Budget	21
Cemeteries	4 and 18
Cleaning of Rivers	20
Communications	3
Community Development	1, 2, 3, 5, 6, 8, 9, 12, 14, 16, 17, 18, 20 23, and WCO24
Education	1 and 8
Electrical Services	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and WCO24
Environmental Management	5, 6, 8, 9, 11, 13, 14, 16, 17, 18, 19, 20 and 22
Facilities	1, 2, 3, 4, 5, 14, 18, 20 and 21
Fire and Disaster	12
Health	12 and 20
Historic Buildings	6 and 9
Housing Administration	1, 2, 3, 4, 5, 6, 12, 13, 14, 15, 16, 17, 18, 19, 20 and 21
Housing Construction	6, 12, 13, 14, 16, 18, 19 and 20
Housing Development	1, 2, 4, 5, 6, 9, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21 and WCO24
Human Resource Management	12, 13, 14, 15, 18 and 21
Income and Expenditure	1, 3, 4, 5, 6, 7, 12, 16, 18, 21 and 22
Informal Settlements	1, 2, 3, 5, 6, 12, 13, 14, 15, and WCO24
Integrated development planning and public participation	16, 19 and WCO24
Land Use Management and Building	1, 2, 5, 6, 7, 8, 12, 18, 21 and 22
Libraries	2 and 6

Community Need / Priority	Wards (September 2023)
Local Economic Development and Tourism	1, 2, 5, 6, 12, 13, 14, 15, 16, 18, 20, 21, 23 and WCO24
Parks and Open Spaces	1, 2, 3, 4, 5, 6, 10, 11, 12, 16, 17, 18, 19 and 20
Property Management	1, 2, 3, 8, 16, 19, 20, 21, 22 and 23
Recreation and Sport	1, 2, 3, 4, 6, 8, 11, 14, 16, 17, 18, 19, 20, 21 and WCO24
Roads, Transport and Stormwater	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 and WCO24
Safety and Security	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 15, 16, 17, 18, 19, 20, 21, 22, 23 and WCO24
Spatial Planning	1, 3, 5, 8, 16, 17, 18, 20, 21, 22 and WCO24
Supply Chain Management	14 and 15
Traffic Enforcement	7, 8, 9, 10, 11, 20, 23 and WCO24
Waste Management	6, 9, 11, 12, 14, 16, 20, 21, 22 and 23
Water Services	1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 14, 18, 19, 20, 22 and WCO24

9.5 Ward Priorities

Emanating from community needs and inputs, the following **key priorities per ward** were identified by the ward councillor for the period 2022 – 2027. During the annual IDP review, these key priorities may be reviewed and reprioritised.



Ward 1: Cllr. Reginald Pheiffer

9.5.1 Ward Priorities: Ward 1

Table 102: Ward 1 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 1																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Housing	Provision of mixed-development housing projects in the greater Franschhoek Valley Area	Obtaining development rights for mixed-use development for the La Motte housing project	Percentage of the La Motte Capital Budget actually spent by 30 June	Planning and Economic Development	Integrated Human Development	Local	n/a	n/a	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	The La Motte mixed-use housing development will provide a variety of housing opportunities / typologies for different income categories in the Franschhoek Valley that qualify for a housing subsidy. A task team consisting of a representative from the NDoPW&I, Public Works regional office Western Cape, Stellenbosch Municipality, and HDA specifically to deal with properties within the WC024 belonging to the NDoPW&I has been established. After a power of attorney is obtained, the project may continue.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Complete the housing project on the vacant plots near Dalubuhle Primary. The infrastructure of the plots, near Dalubuhle Primary School, has been severally vandalised	An investigation needs to be conducted by a competent engineer to determine the exact cost of re-install the damaged services	Not Applicable	Planning and Economic Development	Integrated Human Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	Currently, no funds are available for such an investigation, which should be included in the municipality's budgetary cycle.
TBC	**Priority 2:** Infrastructure Services	Repair damaged infrastructure caused by the 2023 Floods in the Ward	Repair and reinstatement of riverbanks and walkways	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Riverbanks reinstatement is partly complete. The reinstatement is to be completed by 31 March 2024. Repairs to walkways are to be completed by 31 March 2024.
		Repainting of road markings in Ward 1	Painting of road marks in Ward 1	Percentage of road marks painted in Ward 1	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The next road marking is scheduled for March 2024.
		Develop traffic calming measures at Uitkyk Street and Main Road intersection, Franschhoek (e.g. Raised Intersection or 4-way stop)	Conduct an assessment on the feasibility to develop traffic calming measures at the Uitkyk Street and Main Road intersection	Number of assessments conducted by 30 September	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department will assess and present the proposal by September 2024.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Removal of the decommissioned ablution facility in Klein Mooiwater Informal Settlement	Conduct an investigation on the removal of the decommissioned ablution facility in Klein Mooiwater Informal Settlement	Number of investigations conducted on the investigation on removal of the decommissioned ablution facility in Klein Mooiwater Informal Settlement by 30 April	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An investigation into this matter is currently underway. The Section: Informal Settlements will provide feedback during the public participation process in April 2024.
		Repair paving / sidewalks in Franschhoek Town	Repair paving / sidewalks in Franschhoek CBD	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This project is scheduled for implementation from February to April 2024.
		Construction of the Franschhoek Taxi Rank across the Franschhoek Wine Tram Terminal (PRASA Property) in consultation with the local taxi association	Held a consultation meeting with relevant stakeholders	Number of consultation meetings held with relevant stakeholders by 31 March	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality needs to investigate more suitable / alternative land in the CBD. There is an existing lease between the Wine Tram and PRASA for the land.
		Provide space for collection and processing of recyclable waste at the Fabriek Street Waste Drop-off site	Investigate a suitable location for the processing of recyclable waste in Franschhoek	Number of investigations conducted for a suitable location for the processing of recyclable waste in Franschhoek by 30 June	Infrastructure Services	Waste Management	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An appointed consultant conducted an investigation. The site identified was damaged during the September 2023 floods. An alternative site needs to be identified.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Establish a permit system for businesses in Franschhoek that transport extra waste of households to the Fabriek Street Waste Drop-off site.	According to the municipal bylaw outside service providers are not allowed to pick up refuse from private homes	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipal by-law does not allow external service providers to collect household refuse from residential properties. This is a municipal function.
		Street names to be installed in the new housing section in Mooiwater: Sunflower Street, Jacaranda Street, Orchid Street, Lavender Street, Aloe Street, Fennel Street, Bellflower Street, Cypress Street, Barberry Street, Fern Street and Everlasting Street	Installation of street name kerbs	Number of street name kerbs installed by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	11	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The project is complete.
		Formalising the parking lot in front of the Franschhoek Bowling Club on Lambrecht Street	Complete concept designs for the improvement of the parking area on Lambrecht Street	Number of concept designs completed for the improvement of the parking area in Lambrecht Street by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The proposed parking is part of a provincial road reserve and cannot be formalised. The municipality will maintain and keep it in good functional condition.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Establishment of a parking area at the back of Franschhoek Town Hall / Franschhoek Municipal Offices for use of the public	Complete concept design for the parking areas at the back of the Franschhoek Town Hall	Number of concept designs completed for the parking areas at the back of the Franschhoek Town Hall by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Designs for the parking area are currently being reviewed. The area directly behind Town Hall needs to be left as is for now. A landscaped municipal parking area on the corner of Dirkie Uys and La Rochelle Street is to be developed.
		Upgrade and / or establish sidewalks in Reservoir Street specific, and frequently utilised residential routes in Franschhoek Town	The project is completed	The project is completed.	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	The construction of sidewalks on Reservoir Street is complete.
		Construction and upgrading of sidewalks in Mooiwater, Groendal (Accessible for persons with disabilities)	Complete concept designs for sidewalks in Mooiwater, Groendal	Number of concept designs completed for sidewalks in Mooiwater, Groendal by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Establish a Landscaped Municipal Parking area on the corner of Dirkie Uys- and La Rochelle Street	Compile designs for the parking areas on the corner of Dirkie Uys- and La Rochelle Street	Number of designs compiled for the parking areas at the corner of Dirkie Uys- and La Rochelle Street by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Implementation of the project is scheduled between March and 30 June 2024.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Removal of the parking bays on the west side of Hugenote Street between Berg and De La Rey Street and widening the sidewalks	The municipality could consider the request in the outer years after the implementation of the current strategy (2025-27 financial year)	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The ward priority could be considered in the 2025–2027 MTREF period.
		Closure of the southeast side of Church Street and conversion of the existing road into a public amenity area	Complete concept designs for the improvement of Church Street	Number of concept designs completed for the improvements of Church Street by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Designs for the improvement of Church Street are currently being reviewed.
		Construction of traffic calming measures and resurfacing of Reservoir Street	Construct a raised intersection at Reservoir Street and AgriMark	Number of raised intersections constructed at Reservoir Street and AgriMark by 28 February	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
		Construct traffic calming measures and resurface Reservoir Street	Construct a raised pedestrian crossing at Reservoir Street	Number of raised pedestrian crossings construct red at Reservoir Street by 28 February	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
		Construction of a raised pedestrian crossing on Akademie Street across the Hospice	Conduct an assessment to determine the feasibility of a raised pedestrian crossing on Akademie Street	Number of assessments conducted to determine the feasibility of a raised pedestrian crossing in Akademie Street by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The pedestrian crossing will be implemented by 30 June 2024.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Fourway stop at the intersection of Oaklodge- and Akademie Street	Conduct an assessment to determine the feasibility of a four-way stop at the intersection of Oaklodge- and Akademie Street	Number of assessments were conducted to determine the feasibility of a four-way stop at the intersection of Oaklodge- and Akademie Street by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A 4-way stop is to be implemented by 31 December 2024.A
		Erection of more pedestrian signage on Akademie Street at Franschhoek High School	Conduct a pedestrian signage assessment on Akademie Street at Franschhoek High School	Number of pedestrian signage assessments conducted in Akademie Street at Franschhoek High School by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be completed by 30 June 2024.
		Develop emergency vehicle access ways in Riverside and Klein Mooiwater informal settlement	The Department: Informal Settlements and Road, Transport and Stormwater indicated that the structures should be removed before an emergency access road can be built	Not Applicable	Infrastructure Services and Planning and Economic Development	Roads, Transport and Storm Water (RTS) Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Installation and upgrading of ablution facilities within the Riverside and Klein Mooiwater informal settlements	The Department: Informal Settlements monitors and reports on these facilities regularly	Not Applicable	Planning and Economic Development Infrastructure Services	Integrated Human Settlements Water and Sanitation Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Provision and upgrading of water access points and sewerage infrastructure within the Riverside and Klein Mooiwater informal settlements	The Department: Informal Settlements monitors and reports on these facilities regularly	Not Applicable	Planning and Economic Development Infrastructure Services	Integrated Human Settlements Water and Sanitation Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Upgrading of electricity network capacity to provide electricity access for residents in Riverside and Klein Mooiwater informal settlements	The MV network upgrade has been completed and residents that applied for an electricity connection have been attended to	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Eleven (11) applications were received, and connections have been completed.
TBC	**Priority 3:** Sports, Recreation and Parks	Development of a play park in Fair Donne Estate, Franschhoek	Construct a playpark in Fair Donne Estate, Franschhoek	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	No capital funds were made available for new parks. Parks are not erected on private properties.
		Formalised braai spots at the circus grounds on the Triangle section of Robertsvlei- and Excelsior Road	Investigate on the feasibility of the project	Not Applicable	Community and Protection Services	Community Services	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Development of a play park near the 2nd phase Mooiwater housing development and Angelier Street area	Development a play park near the 2nd phase Mooiwater housing	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	No capital funds were made available for new parks.
		Construction of the swimming pool facility in Groendal / Franschhoek / La Motte	Conduct a feasibility study for additional swimming pools in the Stellenbosch municipal area	Number of feasibility studies conducted for additional swimming pools in the Stellenbosch municipal area by 30 June	Community and Protection Services	Community Services	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no available funds on the current MTREF. A progress report is to be provided during the April 2024 public participation process.
		Erection of a clear-view fence around the Franschhoek Bowling green with a motor-controlled gate	The municipality will investigate the type of lease agreement entered into with the bowling club to establish the roles and responsibilities	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are currently funds in the budget for a fence. The agreement between the bowling club and the municipality must be reviewed to determine roles and responsibilities.
		Establish sports and recreational facilities on Erf 3229, Mooiwater	Groendal already has a sports facility. The identified erf is earmarked for housing development	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Provision of staff to manage the Circus Grounds facilities (ablution, park and other) Mon-Sun and Public Holidays	Deployment of staff is funding dependant.	Not Applicable	Community and Protection Services And Infrastructure Services	Community Services Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department will investigate and provide a progress report during the September 2024 public participation process.
		Develop the Franschhoek Circus Grounds that promote the Heritage, Culture and Art of Franschhoek	This is a heritage site. Therefore, development of an amphitheatre and wine museum cannot be developed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	Unfortunately, the implementation of the ward priority is not feasible due to the heritage status of the site.
		Construction of Natural Focused Parks alongside the Stiebeuel River in Mooiwater	Continuous upgrades alongside the Stiebeuel River in Mooiwater are dependent on available funds	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Clean-up operation of the Stiebeuel River and implementation of the river stewardship programme	The Stewardship programme is a volunteer programme. It is not a compulsory programme	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The Department: Community Services is not able to start with the stewardship programme due to capacity constraints.
TBC	**Priority 4:** Property Management	Building and Terrain Maintenance. Project at the Franschhoek Town Hall, Franschhoek Offices and Dirkie Uys Clinic	Additional information to be provided on what the project should entail	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Provide space or building for Franschhoek based Legal Clinic	This is not a municipal function	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	The municipality will forward the ward priority to the provincial sector department and provide feedback during the September 2024 public participation process.
		Upgrade and repurpose the Old Youth Centre Building in Beau Coup De L'eau Street, Mooiwater	There are no funds available on the MTREF	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Development of an Amphitheatre and Wine Museum on the Franschhoek Circus Ground	This is a heritage site. Therefore, the development of an Amphitheatre and wine museum is not feasible	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	Unfortunately, the implementation of the ward priority is not feasible due to the heritage status of the site.
		Reopening of the ablution facilities for the public in Dirkie Uys Street at the back of the Franschhoek Town Hall	The responsible department will investigate and provide a progress report	Not Applicable	Community and Protection Services Infrastructure Services	Community Services and Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		To issue a call for proposals for Erven 3192, 3019 and 3111 Mooiwater, Franschhoek for the establishment of places of worship	This item will return to the Council in February 2024 to amend the resolution	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A call for proposals is not feasible as the different proposals cannot be evaluated through a tender process.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Lowering of the Franschhoek Municipal office counters at the Finance and Traffic section for accessibility for people with disabilities (persons in wheelchairs)	Installation of a special counter be investigated to serve people in wheelchairs rather than to lower existing counters	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This complaint has not been brought to the Directorate: Corporate Services by user departments.
		Establish a well-positioned Tourism Office in Franschhoek CBD	The LTO was awarded a suitable tourism office on a lease agreement. This is included in the Franschhoek Wine Valley Tourism Association (FWVT) appointment	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	The Franschhoek Wine Valley Tourism Association (FWVTA) is funded by the Council as an LTO.
TBC	**Priority 5:** Local Economic Development	Implementation of a policy and effective mechanisms to limit and control formula restaurants in historic areas of Franschhoek	Land usage is currently managed in terms of the Stellenbosch Municipality Zoning Scheme Bylaw, 2019. Therefore, the proposed policy will infringe on person's rights to operate a business	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	It would rather be suggested that an urban design policy be developed to ensure that the historical character (landscapes and building facades, etc.) of Franschhoek is retained.

WARD PRIORITIES: WARD 1																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables (KPI)	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Provide space for Jobseeker Data Capturers in Franschhoek / Groendal	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Planning and Economic Development	Development Planning	Local	1300	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	The Section: LED has created a remote job seeker office at the Groendal Community Hall.
		Establish a policy to control and limit the use of private houses and flats for short-term rental in Franschhoek	The use of private houses and flats for short-term rental in Franschhoek is controlled and managed in terms of the Zoning Scheme Bylaw	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is regulated by the municipal Zoning Scheme Bylaw.
		Capacity Building outreach projects for residents of Franschhoek	Advertising of capacity building outreach projects	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	All training sessions held in the 2023/24 financial year were advertised on the Stellenbosch Municipal Social Media platforms, where all residents within the Stellenbosch Municipality were encouraged to register for the training on offer.



Ward 2: Cllr. Wilhelmina Petersen

9.5.2 Ward Priorities: Ward 2

Table 103: Ward 2 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 2																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / [illegible]	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Housing	Housing as well as land for housing in Ward 2	To obtain development rights for La Motte	Percentage of the La Motte capital budget actually spent by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	The La Motte mixed-use housing development will provide a variety of housing opportunities / typologies for different income categories in the Franschhoek Valley that qualify for a housing subsidy. A task team consisting of representatives from the NDoPW&I, Public Works regional office Western Cape, Stellenbosch Municipality, and HDA specifically to deal with properties within the WC024 belonging to the NDoPW&I has been established. Only after a power of attorney is obtained may the project continue.

WARD PRIORITIES: WARD 2																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Housing development on open spaces in Bosbou and Groendal	Council has requested the administration to investigate possible housing / business options on erven 412 and 217 and 284, Groendal	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A consultant was appointed, and various development proposal options have been developed for each of the erven. The municipality is currently investigating the contractual status of each of the ervens, and after the development proposal, options will be sent to Council for consideration. The Section: Housing Development is in the process of drafting an agenda item for Council to consider the preferred concept site development options for the aforementioned erven. If approved, a competitive procurement process will follow.
TBC	**Priority 2:** Basic Infrastructure Services	Insitu upgrading of Langrug	The Department: Informal Settlements in collaboration with the Department: Project Management Unit (PMU) will revise the existing plans to re-evaluate the in-situ upgrading of Langrug	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 2																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Upgrading and beautifying sidewalks in La Motte Bosbou	Conduct an assessment for phase implementation	Number of assessments conducted for phase implementation by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The NMT network is extended annually, taking into account the NMT Masterplan, community requests, and available resources. A report is compiled on the annual implementation of the NMT.
		Maintenance of Stiebeuel Riverbanks	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Sewerage problem from Langrug to Blossom Street	A new bulk sewer main was constructed from the corner of Blossom Street and Le Roux Street, along Le Roux Street and Gladiola Street where it connected up to the bulk sewer. A catchpit was constructed at the entrance of Langrug to separate illegal objects that are dumped into the municipal sewer network by the community	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.

WARD PRIORITIES: WARD 2																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / Dist	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Sewerage outlet in the Stiebeuel River near Mooiwater informal Settlement in Skool Street	The sewerage outlet referred to is not a sewerage outlet, but a stormwater outlet that is contaminated by the community	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
TBC	**Priority 3:** Sports, Arts and Culture	Swimming pool or water parkin Groendal next to Groendal Sports Grounds	Conduct a feasibility study for additional swimming pools in the Stellenbosch municipal area	Number of feasibility studies conducted for additional swimming pools in the Stellenbosch municipal area by 30 June	Community and Protection Services	Community Services	Local	1	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	There are no available funds on the current MTREF. A progress report is to be provided during the September 2024 public participation process.
		Pavilion at Groendal Sports Grounds	A Structural Engineer must be appointed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no available funds on the current MTREF. A progress report is to be provided during the September 2024 public participation process.
		Construct a soccerfield behind the Groendal Secondary School	Area is zoned is a public open space	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
		Upgrading of the La Motte soccer and netball field	Areas are zoned for agricultural use	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

WARD PRIORITIES: WARD 2																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / [illegible])	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Construct cloakrooms facilities at the La Motte Sportsground	Existing clubhouse with cloakrooms	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
TBC	**Priority 4:** Safety and Security	Repair and maintenance of CCTV cameras in Groendal	Repair and maintenance form part of the CCTV Camera Masterplan	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The new tender process has been completed, and the tender will be advertised for implementation before the end of the 2023/24 financial year.
		Increase Law Enforcement personnel to render services in Greater Franschhoek Valley	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A Temporary Safety Monitor Project will start in March 2024.
TBC	**Priority 5:** Education	Establish an IsiXhosa Secondary School in Franschhoek	This is a Provincial function	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Provincial	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will forward the ward priority to the provincial sector department and provide feedback during the September 2024 public participation process.

9.5.3 Ward Priorities: Ward 3



Ward 3: Cllr. Charles Manuel

Table 104: Ward 3 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 3																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Housing	Housing and town establishment in Lanquedoc, Wemmershoek, Maasdorp	To obtain development rights for Maasdorp	Percentage of the Maasdorp operational budget actually spent by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	n/a	n/a	n/a	n/a	😐	☺	n/a	n/a	n/a	Lanquedoc: No land is currently available for any housing development. Wemmershoek: No land is currently available for any housing development. Maasdorp: The land use application was submitted and approved by the MPT in January 2024.
		Housing consumer education and workshop in Lanquedoc and Wemmershoek	Conduct housing consumer education workshops	Number of housing consumer education workshops conducted by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The programme will be rolled out in the 2024/25 financial year.
TBC	**Priority 2:** Clinic	Build clinics in Lanquedoc and Wemmershoek	This is a Provincial function.	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Provincial	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will forward the ward priority to the provincial sector department and provide feedback during the September 2024 public participation process.

WARD PRIORITIES: WARD 3																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 3:** Basic Infrastructure Services	Construction of speed humps on Boonzaaier Road	Conduct an assessment to construct speedhumps on Boonzaaier Road	Number of assessments conducted to construct speed humps in Boonzaaier Road by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
		Construction of a bridge in Lanquedoc	Construction of a new bridge in Lanquedoc	Number of new bridges implement in Lanquedoc by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The appointment of a contractor is in process. Completion is anticipated by 30 June 2025.
		Construction of sidewalks in Lanquedoc and Wemmershoek	A report is compiled on the annual implementation of NMT	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The NMT network is extended annually, taking into account the NMT Masterplan, community requests, and available resources.
		Erecting fences at the Lanquedoc and Wemmershoek Sportsgrounds	The Wemmershoek Sports ground needs boundary walls	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Department: Community Services will liaise with the ward councillor concerning the natural waterbody next to the facility (Lanquedoc). There are no funds on the MTREF for fencing. A progress report is to be provided during the September 2024 public participation process.
		Water and sanitation services in the COVID informal Settlement in Lanquedoc	Conduct an investigation	Number of investigation conducted by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 3																			Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating						
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27		
		Traffic mirrors in Lanquedoc and Wemmershoek	Conduct an assessment for traffic mirrors in Lanquedoc and Wemmershoek	Number of assessment conducted for traffic mirrors in Lanquedoc and Wemmershoek by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a		A progress report is to be provided during the September 2025 public participation process.
		Relocation of the stormwater lower point at Vygie street (at Mr J Johannes residence)	Conduct an assessment for the relocation of the stormwater lower point at Vygie Street	Number of assessments conducted for the relocation of the stormwater lower point at Vygie Street by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		A progress report is to be provided during the September 2024 public participation process.
		Streetlights at Erica, Aandblom, Akkerlaan, Mispel Olyf Streets in Lanquedoc	Additional streetlights were installed and completed in October 2023	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a		Completed.
		Repairing of sewer Y junction on properties in Wemmershoek	Repair of sewer Y junction on properties in Wemmershoek	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		
		Repairing of boreholes in Wemmershoek and Lanquedoc	Repair of boreholes in Wemmershoek and Lanquedoc	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		

WARD PRIORITIES: WARD 3																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 4:** Local Economic Development	Develop a business hub in Lanquedoc	Submission of progress reports on Council-approved catalytic initiatives and / or special projects to the Director: Planning and Economic Development	Number of quarterly progress reports on Council-approved catalytic initiatives and / or special projects submitted to the Director: Planning and Economic Development	Planning and Economic Development	Development Planning	Local	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An investigation into the establishment of a business hub will be conducted in the 2024/25 financial year.
		Put business erven on tender for Wemmershoek residents	Conduct a land use investigation	Number of land use investigation conducted by 30 June	Planning and Economic Development	Development Planning	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A land use investigation will be conducted in the 2021/25 financial year to look at potential business erven in the Wemmershoek area.
TBC	**Priority 5:** Sport, Recreation and Culture	Safety gates at Lanquedoc clubhouse	Installation of safety gates at the Lanquedoc clubhouse	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This ward priority will be addressed in the 2024/25 financial year.
		Mobile toilets for sporting events	Request to be submitted to the Sport Council	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Sport Office currently has a mobile toilet, however, this must be requested by the Sport Council when needed.
		Fencing of Lanquedoc sports field	Funds will be requested for the 2024/25 financial year	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Netball court at Lanquedoc and Meerlust	Available land is a challenge	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 3																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Maintenance of Lanquedoc clubhouse	Funds will be requested for general maintenance for the 2024/25 financial year	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Prepare sports fields for league games	To be discussed with the Sport Council	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Installation of additional floodlights on Lanquedoc sports field (soccer field)	The existing lights will be upgraded to improve the lighting for the soccer as well	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

9.5.4 Ward Priorities: Ward 4



Ward 4: Cllr. Ralphton Adams

Table 105: Ward 4 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 4																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ JDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Basic Infrastructure Services	Drains overflowing in winter / rainy days in the areas of Kylemore; Johannesdal: Pniël.	Upgrading is scheduled for the 2023/24 financial year	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Recycling programme to be implemented in Kylemore; Johannesdal and Pniël.	Implementation (expansion) of the recycling programme in Kylemore and Johannesdal	Percentage of recycling programmes implemented in Kylemore and Johannesdal by 30 June	Infrastructure Services	Waste Management	Local	n/a	80%	n/a	n/a	n/a	😐	☺	n/a	n/a	n/a	The recycling programme is in place in Pniël in the form of weekly collection.
		A reliable electricity network is needed in Ward 4 in the following areas: Johannesdal, Kylemore and Pniël.	A consultant and an electrical contractor have been appointed in the 2020/21 financial year to assist the municipality with the 11kV network upgrades. It will be upgraded by 2030	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An investigation was conducted to determine which networks needed to be upgraded. Arrangements for a direct supply point from Eskom are currently underway and will be concluded by 2027.
		Increase the number of streetlights in the streets of Johannesdal; Kylemore and Pniël.	Repair of all streetlights in Kylemore	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.

WARD PRIORITIES: WARD 4																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Resurfacing or reseal of Sonnestraal Street in Johannesdal	Conduct an assessment for the resurfacing or reseal of Sonnestraal Street in Johannesdal	Number of assessments conducted for the resurfacing or resealing of Sonnestraal Street in Johannesdal by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
		Restructuring of the sewage network in Pniël, East End Crescent. Removal of a pump station in the area.	Upgrade (minor) the Pniël sewer pump station	Percentage of the Pniël sewer pump station capital budget actually spent by 30 June	Infrastructure Services	Water and Wastewater Services	Local	n/a	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Sidewalks in all streets of Kylemore; Pniël and Johannesdal.	Conduct an assessment to Construct sidewalks in all streets of Kylemore; Pniël and Johannesdal	Number of assessments conducted to Construct sidewalks in all streets of Kylemore; Pniël and Johannesdal by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	The NMT network is extended annually, taking into account the NMT Masterplan, community requests, and available resources. A report is compiled on the annual implementation of NMT.
TBC	**Priority 2:** Safety and security	Visibility of Law Enforcement officers in Kylemore; Pniël; Johannesdal area	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP Planning Meeting to address by-law offences and criminal activities. Members are also deployed intermittently to assist with enforcement.

WARD PRIORITIES: WARD 4																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Installation of more security cameras at hotspots in Kylemore, Johannesdal and Pniël	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The installation of additional CCTV cameras was unable to take place due to a delay in the CCTV camera tender process.
		Stop after-hours speeding cars in the Kylemore; Pniël; Johannesdal area	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP Planning Meeting to address by-law offences and criminal activities. Members are also deployed intermittently to assist with enforcement.
		Traffic officers must be more visible in Kylemore; Pniël; and Johannesdal for longer times of the day	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP Planning Meeting to address by-law offences and criminal activities. Members are also deployed intermittently to assist with enforcement.
		Need for more speed bumps in Kylemore, Johannesdal and Pniël	Conduct an assessment on speed humps in Kylemore, Johannesdal and Pniël	Number of assessments conducted on speedhumps in Kylemore, Johannesdal and Pniël by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is an ongoing process and annual implementation as required.

WARD PRIORITIES: WARD 4																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Increase safety measures on R 310:- Intersections in Kylemore, Johannesdal and Pniël	Submission of a report to the Western Cape Provincial Government	Number of reports submitted to the Western Cape Provincial Government by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is a Provincial Road Authority. The municipality will forward the ward priority to the provincial sector department.
		Increase safety measures on R 310 Main Street of Pniël (Cars speed through town)	Submission of a report to the Western Cape Provincial Government	Number of reports submitted to the Western Cape Provincial Government by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is a Provincial Road Authority. The municipality will forward the ward priority to the provincial sector department.
		Fencing around Pniël Offices. Secure Offices and prevent them to become a hotspot for crime at night.	There are no funds available on the MTREF	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The responsible department will conduct an investigation. A progress report is to be provided during the September 2024 public participation process.
		Speedbumps at Kylemore Sports ground	Department: Community Services will investigate alternative means of addressing speeding vehicles on our community sports grounds	Not Applicable	Community and Protection Services Infrastructure Services	Community Services Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 4																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 3:** Open spaces; Sport; Recreation, Culture and Facilities	Renovation or upgrading of sports facilities; clubhouses and change rooms in Kylemore and Pniël	A contractor was appointed for the repairs of sport facilities in Kylemore and Pniël cricket facility	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	🙂	n/a	n/a	n/a	Completed.
		Maintenance of floodlights on Kylemore and Pniël Sportsgrounds	A consultant is in the process of assessing the structural integrity and lighting upgrade needs	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The upgrade of the floodlights will be addressed in the 2024/25 and 2025/26 financial years.
		Construction of the ticket-box on Pniël Sportsgrounds	No funding currently available, will be added as a future project	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Extension of boundaries of existing cemeteries in Pniël	Pniël: There is no additional land available to extend the boundaries. Kylemore is in the process of registering two additional erven to be used as a cemetery	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Completion of the rezoning process and development of a cemetery in Kylemore	Project is in process	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Is currently with the internal legal department, which is driving the process. A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 4																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Cleaning of all streets and removal of weed on pavements not taking place in Johannesdal; Kylemore and Pniël	This is part of the operational maintenance which will be completed before 30 June 2023	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	EPWP staff are deployed into various areas to clean, and the Section: Area Cleaning collects all waste.
		Cutting of grass is needed in all Streets on municipal roads and Sidewalks in Johannesdal; Kylemore and Pniël	The municipality will attend to this request.	Not Applicable	Infrastructure Services Community and Protection Services	Roads, Transport and Storm Water (RTS) Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Close the Riverside Play Park in Pniël it is becoming a crime hotspot	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The park is fenced. A progress report is to be provided during the April 2024 public participation process.
		Cleaning of Pniël cemeteries and maintenance	This is an ongoing process in the cemeteries	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Renovation or upgrading of Millennium Hall and Kylemore Community Hall	Upgrade and renovations of the Millennium Hall	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The upgrade and renovation of the Millennium Hall are budgeted for in the 2023/24 financial year.

WARD PRIORITIES: WARD 4																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Renovation or upgrading of Millennium Hall and Kylemore Community Hall	The Kylemore Community Hall is completed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed
		Force private owners to clean vacant plots in Ward 4	The cleaning of private plots is the responsibility of the landowner	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality will investigate and provide feedback during the April 2024 public participation process.
TBC	**Priority 4:** Community Development	More effective skills development programmes for youth in Ward 4	Fourteen (14) youths completed a beginners computer course in collaboration with the Pniël E-centre	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	45 youth participated in the Job Readiness Program and 3 people were given the opportunity to be part of the learner and driver license programmes. All training opportunities were communicated through ward councillors and offices.
TBC	**Priority 5:** Local Economic Development	More job creation opportunities are needed in ward 4	EPWP projects were identified throughout the municipality and included these areas	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Unemployed people are encouraged to register on the municipal Unemployment Database.

WARD PRIORITIES: WARD 4																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 6:** Land for Housing	Community needs land for affordable housing (GAP) in Pniël, and Johannesdal	To obtain development rights for Erf 64, Kylemore	Percentage of the Erf 64, Kylemore capital budget actually spent by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	The municipality does not own any property within the Pniël and Johannesdal areas. Therefore, the provision for housing opportunities is extremely limited. The nearest housing development project in close proximity is Erf 64 in Kylemore. The municipality has appointed the Housing Development Agency (HDA) to obtain development rights. The Housing Development Agency (HDA), as the implementing agent for

WARD PRIORITIES: WARD 4																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ IDMA)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Fast-track implementation process for the housing project in Erf 64 in Kylemore	To obtain development rights for Erf 64, Kylemore	Percentage of the Erf 64, Kylemore capital budget actually spent by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	the establishment of human settlement on the property, is currently processing a rezoning application for the property. The rezoning application motivation report is being finalised and should be completed by 31 March 2024.

9.5.5 Ward Priorities: Ward 5



Ward 5: Cllr. Roy Van Rooyen

Table 106: Ward 5 - Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 5																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Local Economic Development	Ida's Valley Community Trails initiative. Activating Ida's Valley Community Market as trail Centre	Submission of progress reports on the Council-approved catalytic initiatives and / or special projects to the Director: Planning and Economic Development	Number of quarterly progress reports on Council-approved catalytic initiatives and / or special projects submitted to the Director: Planning and Economic Development	Planning and Economic Development	Development Planning	Local	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An item was tabled on 23 August 2023 to obtain Council's approval for the Municipal Manager to start the prescribed public participation process as per Chapter 4 of the Municipal Asset Transfer Regulations, with the view that a call for proposal process takes place to outsource the management / use of the Cloetesville, Ida's Valley, and Klapmuts Informal Trading Hubs.

WARD PRIORITIES: WARD 5																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Future tourism hub together with Botmaskop Mountain. This will enable integration and social cohesion between wards 5, 6 and 7	Submission of progress reports on Council-approved catalytic initiatives and / or special projects to the Director: Planning and Economic Development	Number of quarterly progress reports on Council-approved catalytic initiatives and / or special projects submitted to the Director: Planning and Economic Development	Planning and Economic Development	Development Planning	Local	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Process of enquiring about the land the open space next to the school by Hillside Village, Newman Street and Hector Street in Ida's Valley (Ward 5) for a community garden to plant vegetables and flowers to sell and use some for household consumption	The municipality is not aware of such an official application to lease the property for this purpose. The person / organisation that will be responsible for the terms of the lease agreement is requested to send such an application to the Property Section for processing and a decision by the Council	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 5																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Fencing of the open space next to Bruckner De Villiers school in Ida's Valley (Ward 5)	Construct a fence of the open space next to Bruckner De Villiers school in Ida's Valley (Ward 5)	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality budget and plan for specific fences are for the purpose of protecting council property, not to fence open spaces.
		Provide clarity why Jonkershoek is part of Ward 5	Feedback on the inclusion of Jonkershoek into Ward 5	Not Applicable	Planning and Economic Development	Development Planning	Local	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Municipal Demarcation Board establishes the ward boundaries, typically based on the total number of voters in each voting district. If more voters than the required number reside in each district, the boundary is altered.
TBC	**Priority 2:** Sports, Recreation and Culture, Parks and Open spaces	Work together with DCAS, surrounding schools, NGOs tennis academy and SAS to build multipurpose courts at the netball fields	Further discussions will be facilitated with the ward councillor, sport council and netball fraternity to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 5																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Well-disciplined and structured after-school programme for surrounding schools. We will be able to transform the space where the office of the Ward Councillor is into a youth centre	Section: Community Development will deal with this priority through the normal programme for partial care capacity building. The councillor has been informed of the next engagement and will join along with two volunteers from the community	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	The department will not be able to implement or manage an aftercare programme at the ward office. Aftercare services are run by registered entities to perform this function in terms of the Children's Act.
		The other properties like the rugby clubhouse can be used as spaces for this after-school programme	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This application needs to be endorsed by the Sport Council.
		Sports like Futsal Netball volleyball, chess, and basketball tennis can be coached. Jobs will be created youth will be educated and the sports field will be looked after and again integration can be promoted	Couching of sport is not a municipal function. The municipality only provides facilities	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This application needs to be endorsed by the Sport Council.

WARD PRIORITIES: WARD 5																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Open space, nature areas and rivers in Ida's Valley	Maintenance of open space, nature areas and rivers in Ida's Valley	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Rivers are maintained by StellCare, the MOU has been put in place. A progress report is to be provided during the September 2024 public participation process.
		Fencing and installation of gates at Mccoy Street, Hillside Village open spaces in Ida's Valley	Conduct an investigation for the fencing and installation of gates at Mccoy Street, Hillside Village open spaces in Ida's Valley	Number of investigations conducted for the fencing and installation of gates at Mccoy Street, Hillside Village open spaces in Ida's Valley	Community and Protection Services	Community Services	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Build a play park in Oaktree Village	A site visit was conducted and none of the open areas was conducive for a new park	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	Ward priority is not feasible.
		Pruning of trees on the play park in Packham Street	Pruning has taken place	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Installation of swings at the play park in Packham Street	Installation of swings at the play park in Packham Street	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department will follow SCM process again for the delivery of swings. A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 5																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Gates at La Gratitude Park and extension of Clearview fence to the river	Conduct an investigation for the installation of gates at La Gratitude Park and extension of Clearview fence to the river	Number of investigations conducted for the installation of gates at La Gratitude Park and extension of Clearview fence to the river by 30 June	Community and Protection Services	Community Services	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
TBC	**Priority 3:** Basic Infrastructure Services	Install skips at the open space next to the Bruckner De Villiers school in Ida's Valley (Ward 5)	Conduct an investigation for the placement of skips at the open space next to the Bruckner De Villiers school in Ida's Valley (Ward 5)	Number of investigations conducted for the placement of skips at the open space next to the Bruckner De Villiers school in Ida's Valley (Ward 5) by 30 June	Infrastructure Services	Waste Management	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department: Waste Management will provide feedback by 30 June 2024.
		Removal of the sewer pipes from the house in Gorridon and Davy Streets in Ida's Valley to the road	Removal of the sewer pipes from the house in Gorridon and Davy Streets in Ida's Valley to the road	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Cleaning of drains in Ida's Valley	Cleaning of the drains will be complete by April 2024	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 5																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Construction of a parking area on the road at 3 Stinkhout, The Ridge in Ida's Valley	Not feasible for the municipality to implement parking areas on sidewalks and in front of private homes	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This ward priority is not feasible.
		Construction of a parking area on the road at 75 Maroela Cresent, The Ridge in Ida's Valley	Not feasible for municipality to implement parking areas on sidewalks and in front of private homes	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This ward priority is not feasible.
		Repairing of the sinkholes forming in the road at Maroela Crescent in Ida's Valley	Repair of sinkholes in Maroela Crescent in Ida's Valley	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Road signs and sidewalks needed in Oaktree Village (new development)	Repaint of street names in Oaktree Village	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The alternative proposal is that the municipal standard for street names on kerbs remain in effect.
		Streets in Hillside Village does not have any visible sign of street names	Repaint of street names in Hillside Village	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The alternative proposal is that the municipal standard for street names on kerbs remain in effect.
		Streets in Oaktree Village (new development) does not have streetlights	All the streets in Oak Tree Village have streetlights designed by the consultant according to SANS 10098-1. Public lighting	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	On completion of the investigation, lighting in the public open spaces will be installed in 2023/24 financial year.

WARD PRIORITIES: WARD 5																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 4:** Access to housing	Identify land in Jonkershoek and Ida's Valley for future housing projects and development	Ida's Valley: After the completion of Erf 9445, Lindida of 166 GAP-housing and Jonkershoek	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	😐	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	**Ida's Valley:** After the completion of Erf 9445 and Lindida of 166 GAP-housing, no further land has been identified on the Housing Pipeline. The municipality is in the process of obtaining development rights on land known as the Northern Extension, which is earmarked to accommodate ±4 000 – 5 000 housing opportunities. **Jonkershoek:** The municipality has appointed the Housing Development Agency (HDA) to assist and finalise the transfer of land from the National Department of Public Works and Infrastructure (NDoPW&I) to the municipality. The HDA is currently assessing if there is a possibility of land parcels for housing development.
		Provision of house addresses/numbers and formalise Baobab Street, The Ridge, Ida's Valley	The Ridge is a private development	Not Applicable	Planning and Economic Development	Land Use Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	

WARD PRIORITIES: WARD 5																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 5:** Safety and Security	One security camera is to be installed at the four ways stop at the entrance to The Ridge. One security camera is to be installed at the old Asla building site in Hillside Village, Helderberg Street	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Provide information about the CCTV Cameras Masterplan	Council document not for public information	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Information related to the CCTV Cameras Masterplan not for public information, but for internal use and application.
		Provide information on the procedures to follow to access CCTV footage	Procedures to follows as per the current CCTV Policy	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Reviewing of the allocation of radios to Neighbourhood watches (NHW)	Allocation of radios is for accredited NHW	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Allocation of Law Enforcement radios is for accredited NHW.
		Investigation of better communication methods between the NHW and the police station	Request to be submitted to SAPS	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The NHW Liaison Officer in the Department: Law Enforcement also assists with communication.

WARD PRIORITIES: WARD 5																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Monitoring of ashtray animals posing danger to livestock in the Jonkershoek area	Report complaints to the Control Room	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Law Enforcement will act in relation to stray animals in response to the complaints received from the control room.
		Closing of the channels on the open space behind Hillside Village in Ida's Valley	Conduct an assessment on the closing of the channels on the open space behind Hillside Village in Ida's Valley	Number of assessments conducted on the closing of the channels on the open space behind Hillside Village in Ida's Valley by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	Addressing the current flood priorities.

WARD PRIORITIES: WARD 5																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Streetlights are to be installed on Helshoogte Road, behind The Ridge, in the direction of Pniël	The road is a provincial road function, and it is responsible for the management and maintenance of streetlights. A service level agreement is being finalised where the Stellenbosch Municipality will be tasked with managing and maintaining the streetlight infrastructure on behalf of provincial engineers. This process is not finalised yet and is currently with the Municipal Manager.	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The possibility exists that Helshoogte Road will be illuminated as a result of the Botmanskop Development intersection. This is possible only if the intersection lighting formed part of the development rights agreement that was signed between the municipality and the developer. If Botmanskop Development does not require lighting at the intersection, the municipality will include the stretch of road into the three-year streetlight infrastructure upgrade project that will attend to all the areas taken over by Stellenbosch Municipality from Eskom and provincial roads that have recently been taken over by Stellenbosch Municipality.



Ward 6: Cllr. Nateshia Mcombring

9.5.6 Ward Priorities: Ward 6

Table 107: Ward 6 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 6																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Safety and Security	Installation of a Close Circuit Camera on Old Helshoogte Park	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The installation of additional cameras could not take place due to a delay in the CCTV camera tender process.
		Installation of a Close Circuit Camera at the Main Road 5 (Traffic lights on the corner of Helshoogte Road and R44)	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The installation of additional cameras could not take place due to a delay in the CCTV camera tender process.
		New camera installation on the corner of Rustenburg Road and Sonnebloem Street	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The installation of additional cameras could not take place due to a delay in the CCTV camera tender process.
		Use of building at the Community Market as a Satellite Police Station	Satellite police stations are a Provincial function and will render the purpose for which this facility was erected redundant. It is unlikely that the facility is feasible to be used as a satellite station due to the	Not Applicable	Community and Protection Services	Protection Services	Provincial	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will refer the request for a satellite police station to SAPS.

WARD PRIORITIES: WARD 6																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
			requirements of such a facility by SAPS.															
		More visibility and regular patrols of Police and Law Enforcement officials on all roads, Sports Grounds and farms in the ward. If the budget allows use Neighbourhoods Watches and pay them a stipend.	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2023 public participation process. The payment of a stipend will set a precedent, as all neighbourhood watch members will want payment, which is not in the budget.
		Cleaning and fencing (Clearview or Betafence) of all Electricity Boxes in the ward.	Bloekom Avenue and Helshoogte is complete.	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The project is anticipated to be completed in the 2023/24 financial year. **Hotspots:** in front of Ida's Valley Primary School in Bloekom Avenue; a miniature substation between Old Helshoogte Road and Helshoogte Road opposite Beltane; Madrassa in Protea Street and the corner of Kahler Street; and on the corner of Weber Street and Old Helshoogte Road.
		Installation of a traffic mirror in front of Rustenburg house in Rustenburg Road and the house opposite the open-air gym on the corner of Kahler Street and Sonneblom Street	Conduct an assessment	Number of assessment to be conducted by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

WARD PRIORITIES: WARD 6																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Regular pruning of trees hanging over electricity wires in the roads in Ward 6 as the need required	Branches were pruned as when required according to the APO	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Another inspection was conducted to verify whether more pruning is required. The trees that were identified will be pruned within the next 2 months.
TBC	**Priority 2:** Infrastructure	Request traffic lights on the turn-off from Kromme Rhee Road in the direction of Koelenhoff and turn-off from Elsenburg (near Kanonkop)	Submission of a report to the Western Cape Provincial Government	Number of reports submitted to Western Cape Provincial Government by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	1	n/a	n/a	n/a	☹	n/a	n/a	n/a	This road falls under the Provincial Road Authority.
		Pedestrian crossing between Nietvoorbij and Timerlea Farm on R44	Submission of a report to the Western Cape Provincial Government	Number of reports submitted to Western Cape Provincial Government by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	1	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	This road falls under the Provincial Road Authority.

WARD PRIORITIES: WARD 6																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		A pedestrian Traffic light on Helshoogte Road near Spar in the direction of The Safe House, Stellenbosch Primary and Stellenbosch High School / Footbridge in Helshoogte Road for people to utilise when going to Spar instead of crossing the Main Road (Helshoogte Road)	Conduct a feasibility assessment on Helshoogte Road.	Number of feasibility assessments conducted on the Helshoogte Road by 30 June.	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The road falls under the Provincial Road Authority. The municipality will relay the request to the provincial government and provide possible feedback by 30 March 2025.
		Pedestrian crossing between Remhoogte and Lavinir on the R44	Submission of a report to the Western Cape Provincial Government	Number of reports submitted to Western Cape Provincial Government by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This road is within the Provincial Road Authority. A progress report is to be provided during the September 2024 public participation process.
		Warning sign board indicating pupils are crossing the R44 near the second entrance of Cloetesville near Nietvoorbij in the direction of Klapmuts	Submission of a report to the Western Cape Provincial Government	Number of reports submitted to Western Cape Provincial Government by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This road is within the Provincial Road Authority. A progress report is to be provided during the September 2024 public participation process.
		Warning sign boards indicate pupils are crossing the R44 on both sides near Remhoogte and Lavinir	Submission of a report to the Western Cape Provincial Government	Number of reports submitted to Western Cape Provincial Government by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This road is within the Provincial Road Authority. A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 6																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Replacement of current outdated sewerage pumps in Luckhoff Street and Baker Street	Ida's Valley is a high-lying area and is not dependent on sewer pumps. Ida's Valley is serviced by gravity sewers	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	As well as in the following streets, if required: Moffat Street Hahn Street, Weber Street, Tindall Street, Juffenburg Street, Kahler Street, Rustenburg Road, Erasmussmith Street, Desch Street, Lelie Street, Sonnebloem Street, Old Helshoogte Road, Botmanskop Road, Speler Street, Dahlia Street, Protea Road, and Bloekom Avenue.
		Parking Embayment in front of Old Apostolic Church in Luckhoff Street to help ease the parking problem of dropping and picking up pupils of Ida's Valley Primary School	Conduct a feasibility assessment	Number of feasibility assessments conducted by 30 June.	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Paint the Bus shelters in the ward which is covered by graffiti	The respective department will investigate	Not applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Regular cleaning of the drains to prevent overflowing during rainy conditions for the winter readiness programme. As well for the readiness programme during summer	The cleaning of drains forms part of the departmental operational plan	Not applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 6																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Regular maintenance and repairs of all streetlights in Ward 6	Ongoing maintenance is done when reported by residents	Not applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The contact numbers for complaints are: 021 808 8343/8957/8214, engineering.services@stellenbosch.gov.za, or alternatively, after hours: 021 808 8890, control room: 079 622 4722.
		Construct sidewalks for the following: Moffat, Hahn, Weber, Erasmussmith, Baker, Desch S, Botmanskop, Speler, Dahlia Streets	Conduct an assessment for phase implementation	Number of assessments conducted for phase implementation by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The NMT network is extended annually, taking into account the NMT Masterplan, community requests, and available resources. A report is compiled on the annual implementation of NMT.
		Upgrading and resealing of roads and potholes as required in the ward	Conduct an assessment for the upgrade and reseal of roads and potholes	Number of assessments conducted for the upgrade and reseal of roads and potholes by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Phased implementation, taking into account road condition and funding, of a portion of Jefernbruch Street was completed in February 2024.
		More regular basic cutting of grass on all sidewalks in Moffat, Hahn, Weber, Tindall, Juffenburg, Kahler, Luckhoff, Rustenburg Road, Erasmussmith, Baker, Desch, Lelie, Botmanskop Road, Speler, Protea, Bloekom, Avenue not only the six weeks cycle on, parks and Main Roads	Conduct an investigation	Number of investigations conducted by 30 August	Infrastructure Services Community and Protection Services	Roads, Transport and Storm Water (RTS) Community Services	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 6																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Tar of public parking next to the Ida's Valley Public Library and Ward Office	Conduct an assessment for the construction of a formalised public parking next to Ida's Valley Public Library and Ward Office	Number of assessments conducted for the construction of a formalised public parking next to Ida's Valley Public Library and Ward Office by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	An alternative proposal is that gravel surfaces be kept and maintained in good condition, as resources are focused on other parking areas approved for development.
TBC	**Priority 3:** LED (Planning)	Request Waterproof covers for Ida's Valley Community Market to allow residents to use the facility as a hall and through all weather conditions	Submission of progress reports on Council-approved catalytic initiatives and / or special projects to the Director: Planning and Economic Development	Number of quarterly progress reports on Council-approved catalytic initiatives and / or special projects submitted to the Director: Planning and Economic Development	Planning and Economic Development	Development Planning	Local	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An item was tabled on 23 August 2023 to obtain Council's authorisation for the Municipal Manager to start the prescribed public participation process as per Chapter 4 of the Municipal Asset Transfer Regulations, with the view that a call for proposal process takes place to outsource the management / use of the Cloetesville, Ida's Valley, and Klapmuts Informal Trading Hubs.

WARD PRIORITIES: WARD 6																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Priority 4: Community Development	Support and funding for Skills Development (Arts and Crafts) / Reading / Mathematics / Science and other Soft Skills Programmes through the Operational Budget of Ward Allocation (First Aid and Learners Licence Training)	Annual Grant - In Aid applications to support these services financially are paid up to the value of R 5 000 000.	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Applications closed on 2 December 2022 for the 2023/24 financial year. A new call for proposals will be advertised during September / October 2023. Applications closed in December 2023 and are currently in the assessment phase for approval by the Council as part of the draft budget process for the 2024/25 financial year.
TBC	Priority 4: Community Development	Conduct a Need and Cost Analysis for a Frail Care Centre in WCO24	The Department: Community Development indicated it would assist with the following: Access to a list of existing resources in the community that could be accessed by Stellumthombo, VGK Church, Stellcare, and Co-Create Hub	Not Applicable	Community and Protection Services	Community Development	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The ward councillor indicated that she is willing to network with these resources to see whether the projects can be implemented. The priority is referred to as DSD, as this falls within their mandate. A need analysis will be conducted with the elderly clubs within the WCO24 in 2024/2025.
TBC	**Priority 5:** Recreation and Sport	Tar the entrances of the Ida's Valley Sport Grounds	Scraping of the entrances of Ida's Valley Sports ground will be incorporated into maintenance programmes	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There is material on-site to assist with road maintenance. A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 6																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		More bins around Sonnebloem Street Parkie	Installation of bins at Sonnebloem Street Park	Number of bins installed at Sonnebloem Street Park by 30 June	Community and Protection Services	Community Services	Local	n/a	2	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Upgrade seating in the stadium with recycling chairs or wooden panels	There are no available funds on the current MTREF	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	A consultation must also be conducted with the Sport Council.
		Replacement of vibracrete wall with a solid wall / Clear View Fencing on the Ida's Valley Sport Grounds	The fencing has been installed with a beta fence	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no available funds on the current MTREF for the solid wall.
		Upgrade of lights on the Rugby fields	Upgrade of the Ida's Valley sports fields' floodlights	Number of the Ida's Valley sports fields' floodlights upgraded by 30 June	Community and Protection Services	Community Services	Local	n/a	n/a	4	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Funding has been obtained to upgrade the floodlights and the floodlight poles. The work will commence in the 2023/24 financial year.
		Upgrade of the Cricket fields	Upgrade the Ida's Valley cricket Field practise nets	Number of Ida's Valley cricket Field practice nets upgraded by 30 June	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The project is 80% complete.
		Maintain and upgrade the BMX Track and purchase Bicycles as recreational equipment	Routine maintenance is being done at the BMX Track as in the Maintenance Plan	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 6																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local KPI)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Five (5) giant rubberised Chessboard Sets (size of board 30,5 cm; squares 24 x 24 boards) Recreational Equipment for the use of 3 Primary Schools and 1 High School in the Ward. As well as for Ida's Valley Public Library for Skills Development and Recreational purposes	The Sections: Library Services, Sport and the Ward Councillor will investigate the possibility to create a project in the next financial year to support chess development	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Sections: Library Services, Sport, and the Ward Councillor will investigate the possibility of creating a project in the 2024/25 financial year to support chess development.
		Conduct a feasibility study for the planning of a new rugby clubhouse	Funds will be requested for the 2024/25 financial year	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Conduct regular maintenance of the facilities of the sports field in Ida's Valley	This is part of the fixture and maintenance plan	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Request first aid equipment set and one stretch per sport code	Funds will be requested for the 2024/25 financial year	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

9.5.7 Ward Priorities: Ward 7



Ward 7: Cllr. Annemarie Ferns

Table 108: Ward 7- Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 7																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / Local)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	Priority 1: Roads and Transport	**Implementation of traffic calming and safety measures at the intersection of Martinson- and Endler Streets.**																
		The painting of a pedestrian crossing and providing signage on Martinson Road, across from the Junior Academy, allow parents and children safe access across this busy road	The department will conduct an assessment	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Speedily implementation of traffic calming measures as recommended by the Ward Committee and included in the consultant's final plan. The proposed date is January / February 2023	Implementation of traffic calming and safety measures at the intersection of Martinson- and Endler Streets	Number of traffic calming, and safety measures implemented at the intersection of Martinson- and Endler Streets 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Create a safe environment for all pedestrians and cyclists	Implementation of traffic calming and safety measures at the intersection of Martinson- and Endler Streets	Number of traffic calming, and safety measures implemented at the intersection of Martinson- and Endler Streets 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Speeding of vehicles and not stopping at the pedestrian crossing on Martinson Road	Conduct sporadic crime prevention	Number of sporadic crime prevention	Community and	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic enforcement is conducted. Outer

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		causes a dangerous situation for school children that needs to cross the road	operations within the WCO24	operations conducted within the WCO24 by 30 June	Protection Services													area covered due to staff shortage.
		More frequent law enforcement is required around the schools during peak periods to ensure a better flow of traffic and to prevent illegal parking	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic enforcement is conducted. Outer area covered due to staff shortage.
		Implement traffic calming measures for Cluver Road, Martinson Road, Jonkershoek Road, Omega Street, and streets in Simonswyk.																
		Carry out ITS traffic calming plan for Ward 7 in conjunction with the ward committee. Introduce other measures i.e. home zone concepts rather than speedbumps. Speedbumps are only effective for small vehicles	Conduct an assessment for the implementation of traffic calming measures in Cluver Road, Martinson Road, Jonkershoek Road, Omega Street, and streets in Simonswyk	Number of assessments conducted for the implementation of traffic calming measures in Cluver Road, Martinson Road, Jonkershoek Road, Omega Street, and streets in Simonswyk by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	There are not sufficient resources to accommodate all the traffic calming requests in the ward or in the municipality before 2027. Alternative proposals for traffic calming are being investigated, such as the official lowering of speed limits in residential areas and CDBs.
		Implementation of the Non-Motorised Transport (NMT) policy and plan for Ward 7.																
		Investigate the option to have separate cycle and pedestrian roads on opposite sides of the road in Martinson Road	Conduct an assessment for the completion of the cycle and pedestrian road from Jannasch Street	Number of assessments conducted for the completion of the cycle and pedestrian road from Jannasch Street by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The NMT network is extended annually, taking into account the NMT Masterplan, community requests, and available resources. A report is compiled on the annual implementation of NMT.

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Prevent vehicles from driving over, turning on or parking on pedestrian / cycle paths	mplement cycle lanes on Martinson Street	Number of cycle lanes implemented on Martinson Street by 31 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The NMT network is extended annually, taking into account the NMT Masterplan, community requests, and available resources. A report is compiled on the annual implementation of NMT.
		Make provision in the budget for more cycle lanes as per approved plan	The NMT network is extended annually taking into account the NMT Masterplan, community request and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		Expand the cycle tract in Martinson and Merriman Roads	The NMT network is extended annually taking into account the NMT Masterplan, community request and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		Investigate the option to have a secure underground cycle parking	The NMT network is extended annually taking into account the NMT Masterplan, community request and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/s	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		Reverse direction of Jannasch Street.																
		Implement a public participation process to determine whether most	Conduct a public participation process for the	Number of public participation	Infrastructure Services	Roads, Transport and	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This project requires management approval for the

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		people agree to the reversing of the street	reversing of Jannasch Street	processes conducted for the reversing of Jannasch Street by 31 December		Storm Water (RTS)												public participation process to start in December 2024.
		Implement the reversal of Jannasch Street once agreed to through public participation	Implement the reverse direction in Jannasch Street as per the public participation outcome	Number of reverse directions implemented in Jannasch Street as per the public participation outcome by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This project requires management approval for the public participation process to start in December 2024.
		Formalise the parking area on the northern side of Stellenbosch High School.																
		Create a more permanent surface for the area. Currently, the area is full of surface roots and potholes which become mudholes during the winter.	Conduct a concept and feasibility study for a formalised area on the northern side of Stellenbosch High School	Number of concept and feasibility studies conducted for a formalised area on the northern side of Stellenbosch High School by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	Land on the northern side of the school is municipal property and will requires a council decision, and must be utilised for public purposes, report by June 2026, area will be neatly maintained until council decision.
		Create parking bays for busses, like those at Coetzenburg.	Conduct an assessment on the creation of parking bays for busses	Number of assessments conducted on the creation of parking bays for busses by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The land on the northern side of the school is municipal property and will require a Council decision. It must be utilised for public purposes; report by June 2026; the area will be neatly maintained until a Council decision.

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Increase the length of the drop-off zone.	Conduct an assessment of the increase in the length of the drop-off zone	Number of assessments conducted on the increasing of the length of the drop–off zone by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The land on the northern side of the school is municipal property and will require a Council decision. It must be utilised for public purposes; report by June 2026; the area will be neatly maintained until a Council decision.
		Prevent trucks from bypassing the speedbump on Merriman Road by driving across the parking area. Prevent cars from driving into and turning on the pedestrian / cycle path.	Issue Section 341 fines	Number of Section 341 fines issued in terms of the Criminal Procedure Act, measured quarterly	Community and Protection Services	Protection Services	Local	12000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The KPI and target refer to all fines issued, not only those to which the ward priority refers.
		Prevent the hook-off of large trailers in the parking area	Issue Section 341 fines	Number of Section 341 fines issued in terms of the Criminal Procedure Act, measured quarterly	Community and Protection Services	Protection Services	Local	12000	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The KPI and target refer to all fines issued, not only those to which the ward priority refers.
		The Ward wishes to investigate the Home Zone concept within Ward 7.																
		Discuss the concept with all relevant parties, gaining knowledge and understanding about what the community wants and what they are willing to contribute towards the project.	Conduct an assessment of the concept	Number of Assessments conducted of the concept by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	The Woon Erf (Home Zone) concept is currently being implemented and gaining knowledge through this process. It is noted that the road layout network must be changed to make woonerf more effective. By June 2027, a report on the assessment will be ready.

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Installation of a mini circle on the intersection of Omega and Uitsig Streets as per department of transport guidelines	Not sufficient resources to accommodate all the traffic calming request in the ward or the Municipality before 2027	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Alternative proposals for traffic calming are being investigated, such as the official lowering of speed limits in residential areas and CBDs.
		Construction of chicane midway in the upper section of Omega Street, between Uitsig Street and Rozendal Avenue	Not sufficient resources to accommodate all the traffic calming request in the ward or in the Municipality before 2027	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Alternative proposals for traffic calming are being investigated, such as the official lowering of speed limits in residential areas and CDBs.
		Installation of 2 speed signs of 35km/h at the entrances of Omega Street	Such signage is not enforceable	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Alternative proposal to continue with the process for the official lowering of speed limits in residential areas and CDBs.
		Analyse and evaluate the effects of the Home Zone concept after implementation, to demonstrate successes and to determine where alternatives are required.	Conduct an assessment of the concept	Number of Assessments conducted of the concept by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	The Woon Erf (Home Zone) concept is currently being implemented and gaining knowledge through this process. It is noted that the road layout network must be changed to make woonerf more effective. An assessment report will be compiled by June 2027.
		Investigate and implement 3 mini circles in Martinson and Merriman Avenue:																

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Investigate and implement mini-circles in Martinson and Merriman Avenue at Crossing of Jannasch/Merriman Avenue	Not sufficient resources to accommodate all the traffic calming request in the ward or in the municipality before 2027	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Alternative proposals for traffic calming are being investigated, such as the official lowering of speed limits in residential areas and CDBs.
		Investigate and implement mini circles in Martinson and Merriman Avenue , at the crossing of Martinson/Omega and Jonkershoek Road	Not sufficient resources to accommodate all the traffic calming request in the ward or in the municipality before 2027	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Alternative proposals for traffic calming are being investigated, such as the official lowering of speed limits in residential areas and CDBs.
		Investigate and implement mini circles in Martinson and Merriman Avenue , at the crossing of Martinson/Morkel streets	Not sufficient resources to accommodate all the traffic calming request in the ward or in the municipality before 2027	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Alternative proposals for traffic calming are being investigated, such as the official lowering of speed limits in residential areas and CDBs.
		Installation of traffic lights at the intersection of Simonsberg Road and Helshoogte Road	Conduct an assessment for the installation of traffic lights	Number of assessment conducted for the installation of traffic lights by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Assessment to be carried out by December 2026
		Water tariffs: Fair treatment is required concerning the municipal reading of water meters. Residents should first be informed by the Municipality about irregular readings instead of just billing them. Unknown underground leaks may be the cause of the problem and not just over-usage. The current water tariff scale should be revised urgently to acceptable levels for all.	The Leak Rebate Policy is strictly followed	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Residents should be informed that all rebate applications are approved depending on compliance with the Leak Rebate Policy.

WARD PRIORITIES: WARD 7																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Correct and consistent water meter readings are required. Municipal officials should be more helpful when residents approach them for assistance with a bill that is incorrect.																
		Replace old water pipelines in Lanzerac and Rheezucht streets, Thibault Street needs to be prioritised. Mostertsdrift is the oldest suburb in Stellenbosch therefore has the oldest water pipes infrastructure	Replacement of water pipelines in Lanzerac and Rheezucht Streets and Thibault Street needs to be prioritised	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Responsible department to provide feedback.
TBC	**Priority 2:** Safety and Security	**Safety at Botmaskop**																
		The erection of a security fence along a section of the Helshoogte Pass.	Installation of a security fence along the Helshoogte Pass on the Botmaskop side	Number of security fences installed along the Helshoogte Pass on Botmaskop side by 30 June	Community and Protection Services	Community Services	Local	1	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The project in progress will be completed by 2024. A progress report is to be provided during the September 2024 public participation process.
		Implement safety measures for hikers and cyclists. These may include the establishment of a Neighbourhood Watch for the area, where volunteers can patrol the area during certain hours when most people are using the nature area. These measures can be communicated to the public through social media and signboards.	The establishment of NWH is the mandate of the Department of Policing Oversight and Community Safety (POCS)	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The establishment of an NHW is in progress. Experience challenges with members signing the pledge.

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		The installation of cameras in key positions must also be investigated	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report was provided during the September 2023 public participation process.
		Cleaning up of Beltana depot (Metal sheets gathered by Red Ants).																
		Find an alternative site for the storage of the metal sheets, away from any neighbourhood	Completed	Not Applicable	Community and Protection Services	Community Services	Local	☺	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Completed.
		Remove and clean up all building material and relocate it to the new site	Beltana depot is the only site of the municipality, therefore closing it is not feasible	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Closing the site is not feasible.
		Prevent any late-night dumping activities until completion of the clean up	Beltana depot is the only site of the municipality	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Closing of the site is not feasible.
		Improve security at the Hangbrug main entrance gate and along the river down to Koloniesland.																
		Investigate the option to move the fence and gate to create a larger parking area for vehicles, preventing any vehicle from driving and parking close to the river. The vehicles will be in view of security officers on duty, controlling alcohol and drug abuse when visitors carry their goods to the Hangbrug / Brummer Park area	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Hangbrug main entrance gate and along the river down to Koloniesland: Security officers must be on duty over weekends during high season and control visitors actively	Meetings was conducted to engage the ward councillor and Community Representatives	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Servitude in place for the identified area. Sporadic enforcement is being done, especially during weekends and festive season.
		Waste management at the Hangbrug and Brummer Park.																
		Issuing a sufficient number of rubbish bins for peak usage	There are sufficient bins. During the festive period, the frequency of cleaning is increased	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department is looking at alternative waste minimisation measures.
		Cleaning of bins over weekends during high season. Cleaning of the bins on Monday mornings	There are sufficient bins. During the festive period, the frequency of cleaning is increased	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department is looking at alternative waste minimisation measures.
		Regular cleaning of riverbanks and in the river on Monday mornings, removing bottles, plastics, and paper	Regular cleaning is part of the maintenance programme	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
		Repair erosion	The SCM process is in progress	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Replace fencing that was damaged during flooding	The fencing was replaced	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.

WARD PRIORITIES: WARD 7																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Toilet facilities at the Hangbrug.																
		The placement of movable toilets near the Hangbrug over weekends in the high season. Regularly providing toilet paper over weekends.	The service provider, Mshengu Toilet Hire, delivered two mobile toilets to Brummer Park in Karindal	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality has a term tender contractor in place.
		Applications.																
		The planning department takes too long to process building applications. The current process should be investigated, and measures put in place to ensure a quicker response. Regular communication with applicants during the process is required, informing them of the progress made, expected timeline and completion date of the application	BPAMS version 2 has been implemented as of 01 July 2022 and the Section: Building Development is undergoing a business process investigation to improve the workflow	Not Applicable	Planning and Economic Development	Development management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Section: Building Development is in the process of acquiring additional capacity.
TBC	**Priority 3:** Environment	**Jan Marais Park**																
		Implementation of the EMP as of June 2022	EMPs have been completed.	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Implementation is ongoing.

WARD PRIORITIES: WARD 7																			
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Creating a new parking area for Jan Marais Park on Merriman Avenue. See the Jan Marais Nature Reserve: Northern Entrance Complex Plan	The Department: Community Services will implement the plan that Community Services commissioned for the entrance and parking area to Marais Street Nature Reserve	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Appoint a manager / supervisor for Jan Marais Park	The post is on the current microstructure but is unfunded	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The post is on the current microstructure but is unfunded.
		Improve the infrastructure, namely the replacement / installation of irrigation for sections of the park and replace old fences and gates	Irrigation FQ 67/23 is currently being evaluated for the appointment of a contractor. All gates were replaced in the last financial year. Fencing: The department is looking for funding	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Improve security and implement regular foot patrols throughout the park	Foot patrols are happening daily	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	Foot patrols are conducted daily.
		Upgrade De Jonker Park for the elderly and other visitors.																	

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Investigate the option to establish a low-maintenance labyrinth on this site	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Improve the uneven surfaces of the park	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Regular cutting of the grass	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Create a few beds and plant water-wise plants	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Construct hard footpaths to benches, suitable for wheelchairs	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Install rubbish bins	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Watering and feeding of trees and plants	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Consider more gravel and less grassy areas	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation. process.
		Arboretum at Uniepark																
		Revise the existing plan for the Arboretum and focus on hardy trees, better suited for the conditions	There are no funds available in the current budget for the 2022/23 financial year for the development of an Arboretum in Uniepark	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Funds will be requested in the 2024/25 financial year for the project. If approved, the request will be investigated.

WARD PRIORITIES: WARD 7																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Investigate the option to build footpaths and prevent erosion on the down-hill sections	There are no funds available in the current budget for the 2022/23 financial year for the development of an Arboretum in Uniepark	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Funds will be requested in the 2024/25 financial year for the project. If approved, the request will be investigated.
		The installation of a few more benches	There are no funds available in the current budget for the 2022/23 financial year for the development of an Arboretum in Uniepark	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Funds will be requested in the 2024/25 financial year for the project. If approved, the request will be investigated.
		Repair the riverbank at the divider sluice of the Mill Stream on the Eerste River.																
		Repair the erosion before heavy rains occur, preventing any further damage from taking place. The work undertaken so far was not done sufficiently enough	Conduct an assessment to repair the riverbank at the divider sluice of the Mill Stream on the Eerste River	Number of assessments conducted to repair the riverbank at the divider sluice of the Mill Stream on the Eerste River by 30 June.	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Assessment to be conducted by 30 June 2023.
		Rehabilitation of trees in Ward 7.																
		Replant on open spaces where trees have died, with other Oak species such as Quercus acutissima, etc	The municipality is in the process of investigating the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality is in the process of investigating this request.

WARD PRIORITIES: WARD 7																			
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Pruning off low-hanging branches in streets	Branches were pruned as when required according to the APO	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Branches were pruned as needed, according to the APO.
		Cutting of bushes and shrubs in Ward 7.																
		Cutting off vegetation on street corners and along roads which obstructs the view of traffic, cyclists, and pedestrian	Sidewalk Accessibility Policy has been compiled and approved by the Council	Not Applicable	Infrastructure Services Community and Protection Services	Roads, Transport and Storm Water (RTS) Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Vegetation encroachment on sidewalks throughout the municipality is receiving priority.
		Forfeited funds																
		Feedback is required regarding the funds from Department: Environment Affairs which was forfeited when the contract was terminated in October 2019	Funds were paid back to the Provincial Department of Environmental Affairs	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Funds were paid back to the Provincial Department of Environmental Affairs.
		The IDP public participation process during September / October is too rushed and more time is required	The IDP public participation process is legislated by the MSA and its regulations	Not Applicable	Office of the MM	Good Governance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The consultative process normally takes 21 calendar days. The public participation process for September was 22 days, with an additional day for sector organisations to submit their input during the sector engagement.
TBC	**Priority 4:** Electrical Services	Repair faulty lights in the park adjacent to CampusKey in Universiteitsoord	Official purchase order received 12/02/2024	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The implementation will commence on 19 February 2024.

WARD PRIORITIES: WARD 7																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 5:** Roads and Transport	Resurfacing of Rowan, Van der Stel, Kommandeurs- and Reyger Streets	Conduct an assessment for Resurfacing of Rowan, Van der Stel, Kommandeurs- and Reyger Streets	Number of assessments conducted for Resurfacing of Rowan, Van der Stel, Kommandeurs - and Reyger Streets by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Partially complete. Remaining roads are scheduled for the annual next resealing programme.
		Painting of road names in Ward 7	Painting of road names in Ward 7	Number of road names painted in Ward 7 by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Paint speedbumps to make them more visible to motorists	Painting of speedhumps	Number of speedhumps painted by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	😐	☺	n/a	n/a	n/a	Completed.
		Make sidewalks in Universiteitsoord more accessible for students / pedestrians	Implementation of NMT Intervention	Number of NMT interventions implemented by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	😐	☺	n/a	n/a	n/a	Completed. public participation process.
		Cleaning of side-drains and drains on roads from March to May and again from October to December	Clean side-drains and drains in Ward 7	Number of side-drains and drains cleaned in Ward 7 by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The cleaning of drains is scheduled annually in April 2024. September 2023 public participation

WARD PRIORITIES: WARD 7																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Close all entrances at the green zone at Botmaskop, for private vehicles	Further discussions will be facilitated with the ward councillor	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The request will be discussed with the ward councillor to indicate all the areas that are being referred to. The municipality must keep in mind that the nature area must be able to accommodate not only municipal vehicles but also other private vehicles, for example, ambulances for emergencies.

9.5.8 Ward Priorities: Ward 8



Ward 8: Cllr. Carli Van Wyk

Table 109: Ward 8 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 8																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Safety and Security	Address burglary and petty theft	This is a function of the South African Police Services (SAPS)	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meeting to address by-law offences and criminal activities. Members are also deployed intermittently to assist with enforcement.
		Investigate and repair the quality of street lighting on all streets in Ward 8	Investigation completed	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Collaborate with Campus Security and other stakeholders to ensure community members are informed and aware of safety and security measures in Ward 8	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Campus Security is a stakeholder in the Stellenbosch Safety Partnership and forms part of weekly SSP meetings where crime-related feedback is shared, and enforcement is planned.

WARD PRIORITIES: WARD 8																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Increase the visibility of patrols in Ward 8	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meeting to address by-law offences and criminal activities. Members are also deployed intermittently to assist with enforcement.
TBC	**Priority 2:** Infrastructure Services	Investigate alternative methods of transport in Ward 8	Approval of the final CITP	Number of final CITPs approved by 31 July	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The CITP has been completed and approved and contains the municipality's Transport Strategy.
		Speedbump at Hofmeyer Street in front of Lydia Residence	Conduct an assessment for the construction of a speedbump at Hofmeyer Street in front of Lydia Residence	Number of assessments conducted by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be conducted by December 2024.
		Focus on the safety of cycling in Ward 8	The NMT network is extended annually in terms of the NMT Master Plan	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The CITP has been completed and approved and contains the municipality's Transport Strategy.
		Look into upgrading pedestrian walkways in Ward 8.	Pedestrian walkways will be assessed	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This will form part of the municipality's annual NMT upgrade programme.

WARD PRIORITIES: WARD 8																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Investigate the possibility of safer cycling lanes in Merriman Lane	The NMT network is extended annually in terms of the NMT Master Plan	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Approach provincial government to reduce speed limit in Merriman Lane	Investigations also underway for possible speed limit reduction in Municipal area	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Implementation of cycle lanes and possible speed reductions is to be tabled by the province by December 2024.
		Add signage at safe pedestrian crossings at Merriman Road	Completed	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
	Priority 3: Community Development	Address issue of homelessness and encourage give responsible campaign	The Stellenbosch Homeless Forum was successfully established in 2023	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Baseline surveys were conducted in Ward 8 with people who are homeless to understand the reality of homelessness in Stellenbosch. The survey findings and analysis were completed on 18 October 2023 and the outcome is available on request. "Give responsibly" campaigns continue amongst stakeholders and within the community.

WARD PRIORITIES: WARD 8																					
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 4: Open spaces and environmental sustainability**	Focus on environmental sustainability civic education in Ward 8	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Enforcement of environmental by-laws in Stellenbosch	Attend to all reported environmental by-law transgressions in WC024	Percentage of reported environmental by-law transgressions attended in WC024 quarterly.	Community and Protection Services	Community Services	Local	n/a	100%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Ensure flowerpots are maintained	Replacement of vegetation in pots in Victoria Street	Number of annual replacements of vegetation in pots in Victoria Street.	Community and Protection Services	Community Services	Local	1	1	1	1	1	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

9.5.9 Ward Priorities: Ward 9



Ward 9: Cllr. Zelda Dalling

Table 110: Ward 9 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 9																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Safety and Security	Security cameras at regular intervals in Ward 9	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
		Monitoring of cameras in Ward 9	This is part of the Control room's daily operation function	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
TBC	**Priority 2:** Safety and Security	Universally accessible sidewalks and pavements and improvement of uneven pavements in Ward 9	The NMT network is extended annually taking into account the NMT Masterplan, community request and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		Traffic calming with raised pedestrian crossing outside Utopia Retirement Home at the top of Dorp Street – Pastorie Street	Not feasible due to policy road alignment and safety concerns, therefore the request cannot be supported	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The request is not feasible.

WARD PRIORITIES: WARD 9																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Traffic calming with raised pedestrian crossing on Dorp Street, corner of Andringa and Helderberg Streets	Conduct an investigation for alternative traffic calming measures on Dorp Street, the corner of Andringa and Helderberg Streets	Number of investigations conducted for alternative traffic calming measures on Dorp Street, the corner of Andringa and Helderberg Streets by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be conducted by 30 June 2025.
		Visible street names on poles and the side of buildings on street corners in Ward 9.	Alternative proposal is that municipal standard for street names on kerbs - remain in effect and be repainted periodically	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
		Parking and Ride facilities for the CBD	Conduct an assessment of the feasibility of park-and-ride facilities in the CBD	Number of assessments conducted on the feasibility of park and ride facilities in the CBD by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The development of the Eikestad Parking Garage is currently underway as a public-private partnership.
TBC	**Priority 3:** Environment	Preservation of historic trees and other important trees Ward 9	Operational plans for the maintenance of trees are in place	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	Operational plans for the maintenance of trees are in place.

WARD PRIORITIES: WARD 9																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Replacement of sick and dead trees is a matter of urgency in Ward 9	Operational plans for the maintenance of trees are in place	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	Operational plans for the maintenance of trees are in place.
		Replacement of trees that have been removed. The suggestion is that an agreement be reached with private property owners to plant trees inside private properties where pavements are compromised in Ward 9	Operational plans for the maintenance of trees are in place	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	Operational plans for the maintenance of trees are in place.
		Stellenbosch is known as the Eikestad, but the trees in Ward 9 need urgent care	Operational plans for the maintenance of trees are in place	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	Operational plans for the maintenance of trees are in place.
TBC	**Priority 4:** Historic Buildings and Tourism	Maintenance and preservation of historic buildings and properties	A project is on the budget that deals with historic buildings that are in progress	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The municipality is busy with a capital project that involved Voorgelegen, Rhenish, and Bergzicht maintenance.
		Maintenance and preservation of the Town Hall	Project is completed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	A new kitchen, toilets, and flooring are in progress, along with the painting of the outside of the wall.

WARD PRIORITIES: WARD 9																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Public toilets for use by visitors and tourists (possibly with an entrance fee)	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Infrastructure Services Planning and Economic Development	Water and Wastewater Services Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Clean pavements and public spaces	Litter picking and street sweeping are on-going	Not Applicable	Infrastructure Services Community and Protection Services	Waste Management Community Services Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September2024 public participation process.
		The municipality offers First Aid Training to the members of Ward 9 which will be for two days first-day theory and second-day practical	Only one person from Ward 9 was interested in the training. The proposal is for the review of the ward priority	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The ward councillor is of the opinion that the interest is insufficient, and therefore the department is not compelled to provide first aid training as a ward priority.
TBC	**Priority 5:** NMT non-motorised transport	Encourage cycling and walking in the CBD and campus	The municipality has implemented ongoing initiatives for consultation between stakeholders. The NMT network is being extended annually in terms of the NMT Masterplan	Number of NMT Interventions implemented by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The NMT network is extended annually, taking into account the NMT Masterplan, community requests, and available resources. A report is compiled on the annual implementation of NMT.

9.5.10 Ward Priorities: Ward 10



Ward 10: Cllr. Rozette Du Toit

Table 111: Ward 10 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 10																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Safety and Security	Safety Initiatives: Implementation of safety and security initiatives at LAP municipal flats	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic Joint Operations are held as per the SSP planning meeting to address the escalation of criminal activities at LAP Flats.
		Pedestrian traffic light in front of Boland College on Bird Street	Conduct an assessment for the installation of a traffic light in front of Boland College on Bird Street	Number of assessments conducted for the installation of a traffic light in front of Boland College in Bird Street by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be conducted by 31 December 2024.
		Construction of speedbumps at a three-way stop in Lang-Suid, both ways and Curry Street	Conduct an assessment for the feasibility of speedhumps at the three-way stop in Lang-Suid (both ways) and Curry Street	Number of assessments conducted for the feasibility of speedhumps at the three-way stop in Lang-Suid (both ways) and Curry Street 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be conducted by 31 December 2024.

WARD PRIORITIES: WARD 10																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Tennantville underground channel: Investigate the feasibility of erecting fencing at the channel on the R44	Any closure or obstruction in the main water channel will result in flooding and damage to property	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Propose that alternative crime prevention measures be investigated.
		Installation of a speed camera along Merriman Avenue and Jan Cilliers Street	Submission of a speed enforcement application	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Speed enforcement applications, which include a study and motivation, are to be submitted to the DPP for approval.
		Installation of a speed camera along Jan Cilliers to the R44	Submission of a speed enforcement application	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Speed enforcement applications, which include a study and motivation, are to be submitted to the DPP for approval.
		Installation of a speed camera along Bird Street to the R44	Submission of a speed enforcement application	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Speed enforcement applications, which include a study and motivation, are to be submitted to the DPP for approval.
TBC	**Priority 2:** Housing	LAP infrastructure upgrading	Appointment of a structural engineer	Percentage of Housing project Capital Budget from the Department: Housing Development actually spent 30 June	Planning and Economic Development	Integrated Human Settlements	Local	n/a	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Section: PMU will assist the Department: Housing Administration with terms of reference for the tender.

WARD PRIORITIES: WARD 10																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Residents residing at the Municipal flats for 5 years or more must be listed as part of provisioning housing projects	Obtaining development rights for mixed-use development for the Northern Extension, Kayamandi	Percentage of the Northern Extension, Kayamandi Capital Budget actually spent 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	As part of the integrated development process, the municipality, in accordance with the Housing Pipeline, is planning projects that can accommodate families currently residing in municipal rental stock. The Northern Extension has been earmarked as one of the projects that can accommodate various income categories, as it is envisaged that **4 000 – 5 000 mixed-use housing opportunities** will be created.
TBC	**Priority 3:** Infrastructure Services	Upgrading on waterpipes due to constant waterpipe bursts	Not Applicable	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
		Waterpipe bursts in Bird and Mount Albert Street and lower areas of Cloetesville	Replacement of old infrastructure remains a priority and will be addressed according to the pipe replacement programme	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Waterpipe/s breaks at AF Louw School affecting the La Colline area	If the lower part of LA Colline is shut down the secondary source in Dr Malan (connection in front of Prins Park) will feed La Colline	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 10																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Investigate alternative options to keep the streetlights on during load shedding	Solar lighting is not part of the current material tender for streetlighting	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Department: Electricity Services will be investigating possible solar streetlight solutions and including solar streetlighting in our next material tender that will be activated in 2025/26 financial year.
		Investigate alternative options to keep the traffic lights on during load shedding	Traffic signals have Uninterrupted Power Supply systems installed	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	
TBC	**Priority 4:** Cleaning of River	The river needs clean-up due to dumping	The stewardship programme is a volunteer programme, not a compulsory programme	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Due to capacity constraints, the Department: Community Services will not be able to begin the stewardship programme.
		Fencing of Kromrivier banks	A fence along the river is not an ideal solution. The adjacent property owners may fence the river if required	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Unfortunately, this request is not feasible.

WARD PRIORITIES: WARD 10																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Skip is required in Lang-Suid and Lappan Street since garbage or building rubble dumping occurs daily	Conduct an investigation into the placement of skips in Lang-Suid and Lappan Street	Number of investigations conducted for the placement of skips in Lang-Suid and Lappan Street by 30 June	Infrastructure Services	Waste Management	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An investigation was conducted. The area is not ideal for the placement of a skip. The municipality will continue monitoring the area for sporadic damping.
TBC	**Priority 5:** Youth, Sport, Arts and Culture	Learnerships / Skills development	The Department: Community Development had an engagement with the Ward Councillor, and it was agreed that the project was not feasible	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	The Section: Community Development commits to providing the ward councillor and ward administrator with youth-related skills development opportunities through email and WhatsApp. All training opportunities were communicated through ward offices.

9.5.11 Ward Priorities: Ward 11



Ward 11: Cllr. Johannie Serdyn

Table 112: Ward 11 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 11																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Environmental Management and Safety	CCTV camera installation in the area around the Municipal Court	Installation of CCTV cameras is per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		The deployment of the fence and monitoring camera in Papegaaiberg Reserve	Installation of CCTV cameras is per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Cameras were installed by law enforcement, and monitoring is done in the control room.
		Repair and maintenance of CCTV cameras	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Monitoring of CCTV cameras	Monitoring of CCTV Cameras attached to the Control Room	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Monitoring of CCTV cameras is done by the control room.

WARD PRIORITIES: WARD 11																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		The deployment of fence and monitoring camera in Papegaaiberg Reserve	The fencing project has been completed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	The plan was not to fence the whole nature reserve but to fence the area and the suburb next to it. Cameras were installed by law enforcement, and monitoring is done in the control room.
		Redeployment of working cameras to Papegaaiberg in Papegaaiberg Reserve	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Papegaaiberg Reserve Fencing	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Extension of fence around the Papegaaiberg cemetery in Papegaaiberg Reserve	The fencing project has been completed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	The fencing project has been completed. The plan was not to fence the whole nature reserve but to fence the area next to the suburb.
		A better quality of panels to be used to replace vandalised panels in Papegaaiberg Reserve	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Establish and maintain an active group "The Friends of Reserves" Taking care of the total set environmental requirements for a declared reserve in Ward 11	Friends of Reserves has been established	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved.

WARD PRIORITIES: WARD 11																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 2:** Basic Infrastructure	The overall lighting of the ward will be an ongoing priority at Patrys Street (below Fisant Hammerkop, Flamingo, Jan Frederick, Tarentaal)	Flamingo Street to be upgraded to 70W from Distell traffic lights through to Middelvlei farm	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	The project was completed in October 2023.
		Tarring of pathways in Kwikstert Street down to Devon Valley Road	Compile planning and designs to Construct tar pathways in Kwikstert Street down to Devon Valley Road	Number of planning and designs compiled to Construct tar pathways in Kwikstert Street down to Devon Valley Road by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The planning and design are to be conducted by June 2025.
		Reseal all road surfaces in Onder Papegaaiberg	Conduct an assessment for the upgrade and reseal of roads and potholes	Number of assessments conducted for the upgrade and reseal of roads and potholes by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Roads are assessed annually. The state of the roads, the priority identified, and the available funding all influence the implementation of the request.
		Replacement of waterpipes where necessary in Ward 11	Replacement of old infrastructure remains a priority and will be addressed	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Replacement of old infrastructure remains a priority and will be addressed according to the pipe replacement programme.
		Taxis at Stellenbosch Station has taken complete control of the parking area	Interim measures assessment to be carried out by June 2024	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Interim measures assessment is to be carried out by 30 June 2024.

WARD PRIORITIES: WARD 11																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		No facilities available at the Taxi rank at Stellenbosch Station	Interim measures assessment will be conducted by 30 June 2024	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Assessment to be conducted by 30 June 2024.
		No input was asked from the public about the Taxi rank at Stellenbosch Station	Interim measures are currently being reviewed	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Assessment to be conducted by 30 June 2024.
		Sidewalk intersection Adam Tas to Devon Valley Road in front of the businesses	Compile planning and designs to construct a sidewalk intersection Adam Tas to Devon Valley Road in front of the businesses	Number of planning and designs conducted to construct a sidewalk intersection between Adam Tas to Devon Valley Road in front of the businesses by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	Planning and design to be conducted by 30 June 2026.
		The request for sideways must make provision for pedestrians and cyclists in the area of Woodmill and Adam Tas R310	Construct a sidewalk for pedestrians and cyclists in the area of Woodmill and Adam Tas R310	Number of sidewalks constructed for pedestrians and cyclists in the area of Woodmill and Adam Tas R310 by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.

WARD PRIORITIES: WARD 11																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Ward 11 strives to conform with the NMT requirements of Stellenbosch Municipality	The NMT network is extended annually taking into account the NMT Masterplan, community requests and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		Establishment of park and ride facilities as a support to our public transport system at Woodmill Development Stellenbosch Station	A transport study for the ATC has commenced. Park and ride facilities will be part of the study	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	Linked to the Adam Tas Corridor (ATC). A progress report is to be provided during the September 2024 public participation process.
		Closure of Nagtegaal Street	Conduct an assessment of the feasibility to close of Nagtegaal Street	Number of assessments conducted for the feasibility to close of Nagtegaal Street by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The public participation process will be completed by 31 December 2024.
		There is a growing concern about the impact on traffic from development in Oude Molen	A Transport Study for the ATC has commenced. Traffic Impacts will form part of the study	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	A transport study for the ATC has commenced. Traffic impacts will form part of the study.

WARD PRIORITIES: WARD 11																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		NMT facilities are a prerequisite in Oude Molen	The NMT network is extended annually taking into account the NMT Masterplan, community requests and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		An aggressive stance on the side of the developers in Oude Molen	The land use decision on Oude Molen has already been taken, and the developer has appealed the decision	Not Applicable	Planning and Economic Development	Development management	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The appeal decision is currently being finalised.
		Promote cycle routes for recreational purposes in Ward 11	The NMT network is extended annually taking into account the NMT Masterplan, community requests and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.

WARD PRIORITIES: WARD 11																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Further developments to make provision for Non-Motorising Transport in Woodmill Development	A transport study for the ATC has commenced. NMT facilities will form part of the study	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A transport study for the ATC has commenced. NMT facilities will form part of the study.
		Clearing of vegetation	Department: Community Services to determine the feasibility of clearing vegetation	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		The Integrated Transport Plan (ITP) of 2017 or its revisions should receive attention for the implementation in collaboration with the Adam Tas Corridor project and affected wards	As part of the approval process for CITP, stakeholder engagement and public participation will be followed. The CITP will align with the ATC project and the affected wards	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	As part of the approval process for the CITP, stakeholder engagement and public participation will be followed. The CITP will align with the ATC project and the affected wards.
		Devon Valley Rd: Upgrade of the Devon Valley Rd from the new traffic circle past the industrial area	Conduct an assessment to determine the viability of the upgrade	Number of assessments conducted to determine the viability of the upgrade by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An assessment for viability will be conducted by 31 December 2025.
TBC	**Priority 3:** Sports Recreation and Culture	Maintenance of Van der Stel Sports Grounds more especially the bowling facility	The bowling club indicated that they want to enter into an MOU with the municipality	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2023 public participation process.

WARD PRIORITIES: WARD 11																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 4:** Environment	Land invasions are major and growing threats at the Top part of Kayamandi (Adam Tas bridge)	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A fence was erected to assist with the prevention of the illegal erection of structures. Enforcement and demolishing are being done as per complaints received and observations by officers during their patrols.
		Combat health risks and illegal structures in Papegaaiberg Reserve (Top – North and South)	The departments Public Safety and Integrated Human Settlements are the main role-players. This request has been discussed with these different role players	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	The departments of Public Safety and Integrated Human Settlements are the main role-players. This request has been discussed with these different role players. The Northern Extension has been earmarked as one of the projects that can accommodate various income categories, as it is envisaged that 4000–5000 mixed-use housing opportunities will be created.
		Request for the removal of alien species to support the natural granite renosterveld in Papegaaiberg Reserve, Plankenburg and Eerste River	Alien cleaning is done in terms of the APO. Agreement with SANBI that specifically focus on acaicia species	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	**Plankenburg:** The municipality only removes vegetation from the riverbank. **Eerste River**: The municipality only removes vegetation.

WARD PRIORITIES: WARD 11																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Rehabilitation of wetlands area at Tarentaal / Devon Valley Road in conjunction with Huis Horison	Based on the council's decision the area was handed over to Huis Horison to do the rehabilitation	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Huis Horison is responsible for the rehabilitation of the area.
		Establish and maintain an active group "The Friends of Reserves" Taking care of the total set environmental requirements for a declared reserve in Ward 11	Target achieved	Not Applicable	Community and Protection Services	Community Services	Local	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved. The Friends of Reserves Group has been established.
		The outdated maintenance plan for the reserve is to be revised	The Department: Community Services is in the process of reviewing the Papegaaiberg Management Plan	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		The deployment of rangers to patrol the reserve in Papegaaiberg Reserve	The appointment of rangers is funding-dependent	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	

WARD PRIORITIES: WARD 11																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
	Priority 5: Development Applications and Social Development	Developers are looking to exploit the need for the rapid growth of the Adam Tas Corridor	The ATC Project and LSDF are the transformation district for Stellenbosch Municipality	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The ATC has been identified as a catalytic project in the 4th Generation IDP, and the municipality is focussing on the implementation of the project in the 5th Generation IDP. The developments within the ATC's vision and objectives are contained within the LSDF, IDP, and mSDF.

9.5.12 Ward Priorities: Ward 12



Ward 12: Cllr. Ayanda Tomose

Table 113: Ward 12 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 12																	Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Access to Land and Housing	RDP Housing and plots for low- and medium-income earners in Kayamandi	Obtaining development rights for mixed-use development for the Northern Extension, Kayamandi	Percentage of the Northern Extension, Kayamandi Capital Budget actually spent 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Northern Extension has been earmarked as one of the projects that can accommodate various income categories, as it is envisaged that ±4 000 - 5 000 mixed-use housing opportunities will be created. A land use application has been submitted to the Planning Department for a Municipal Planning Tribunal (MPT) decision. If approved, funding must be made available from PDoI to commence with the installation of services.
		Provide space for 106 Local Business stalls to operate in Kayamandi	The municipality is busy with the Kayamandi Town Centre and the construction of the Kayamandi business hub. The community can utilise the Kayamandi corridor (renting space)	Not Applicable	Planning and Economic Development	Integrated Human Settlements and Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	**Kayamandi Town Centre:** The land use planning application to obtain development rights has been submitted to the Land Use Management Department. After development rights have been obtained, and a decanting site in the Northern Extension has been established, the redevelopment of the Kayamandi Town Centre will commence. **Kayamandi Business Hub:**

WARD PRIORITIES: WARD 12																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
																		A progress report is to be provided during the September 2023 public participation process.
		Identification of land for New Primary School in Kayamandi	This is a Provincial function	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Provincial	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will forward the ward priority to the provincial sector department and provide feedback during the September 2023 public participation process.
TBC	**Priority 2:** Infrastructure Services	Electrify Nkanini and Azania	Electrification of informal structures in Nkanini	Number of informal structures in Nkanini electrified by 30 June	Infrastructure Services	Electrical Services	Local	n/a	1300	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	A contractor has been appointed for Phase 4 of the Enkanini project. A site kick-off meeting was held 23 January 2024. The project is planned to be completed by 30 June 2024. The electrification of Azania is not part of the scope of work for the electrification of Enkanini. Instructions to provide electricity in Azania must be given to the department by the Council, after this, an application for electrification (INEP grant) will be submitted to the Department: Minerals, Resources, and Energy.

WARD PRIORITIES: WARD 12																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Fix Street Lights in the Decanting sites and Watergang area	Maintenance of streetlights in the decanting site in the Watergang area	Number of streetlights in the decanting site in the Watergang area maintained by 30 June	Infrastructure Services	Electrical Services	Local	12	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	All complaints that are received in the Watergang area are attended to by the maintenance staff if illegal wiring does not prohibit them from maintaining the infrastructure.
		Fixing of Drains in the Watergang area, Snake Valley and the rest of Ward 12	This is an ongoing operation network	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	Complaints are attended to, and regular maintenance is conducted on the stormwater network.
		Maintaining the existing toilets in Nkanini and Azania	The ablution facilities are maintained daily by an appointed local contractor	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	The ablution facilities are maintained daily by an appointed local contractor. Materials needed for the repairs are provided by the municipality, and labour is provided by the contractor. The reason for the ongoing repairs is vandalism.
		Fix the Roads in Nkanini and Azania to make it accessible for trucks to go in into the areas	For improved truck access, the area needs to be formalised	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	This is an ongoing operation. Complaints are attended to, and regular maintenance is conducted on the road network.
		Rename or name unnamed the streets in the Watergang are	The naming of streets in formalised areas is done by Department: Planning for approval by the Council	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 12																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		The streets of Watergang require speed humps	Conduct an assessment to determine the feasibility for the construction of speedhumps in Watergang	Number of assessments conducted to determine feasibility for the construction of speedhumps in Watergang by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be conducted by 30 June 2025.
		Put a speedhump in front of Kayamandi Primary School	Conduct an assessment to determine the feasibility of the construction of a speedhump in front of the Kayamandi Primary School	Number of assessments conducted to determine feasibility for the construction of a speedhump in front of the Kayamandi Primary School 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be conducted by 30 June 2025.
		Fencing of electrical substation in the area of the school crescent	Investigation is in progress to establish feasibility	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Way leave will be applied for by 29 February 2024.
		Additional ablution facilities in Nkanini and Azania	Installation of additional ablution facilities in Nkanini and Azania	Number of additional ablution facilities in Nkanini and Azania	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 12																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Drain blockage in Section A and B in Nkanini	Completed	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Replace the existing streetlights with energy efficient light bulbs (Infront of Kayamandi Primary School)	SCM process completed for the maintenance of LED streetlighting	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The contractor will commence on 26 February 2024 and it is anticipated that the project will be completed by 31 March 2024.
		Provision of accessible communal ablution facilities for persons with disabilities in Ward 12		Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 12																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 3:** Community Development	Space for Food Garden that can provide vegetables for child-headed families to help disadvantaged families. Identified spaces: Nkanini, G Section and TRA	Two projects were initiated through DPLG: CDW's	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Food garden in Nkanini: 41 community members are involved. The current obstacle relates to water. The garden has a JoJo tank, but a request was made for water to be filled up by fire services. The Manager: Fire and Disaster indicated in-principle support, but that it requires an inspection as to whether it will be possible. The food garden at the primary school is also progressing but requires support for a JoJo tank. The project is not using water from the school, but it is becoming difficult, especially over the summer months. The ward councillor received explanation of and consent to the GiA process for funding access.
		Soup kitchen to feed less privileged and disadvantaged families in Ward 12	Soup kitchens are operating in the community through NGOs. Grand-in-Aid is provided to NGOs that are running soup kitchens. The ward councillor has been given a list of soup kitchens	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	The ward councillor has been provided with a list of soup kitchens.

WARD PRIORITIES: WARD 12																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Assist with the registration of the ECDs (to comply with the norms and standards of social development)	Registration of ECD centres.	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The department has existing quarterly ECD engagements that address registration in collaboration with state departments (DoE, CWDM) and NGOs covering the entire WC024 ECD centres.
TBC	**Priority 4:** Area Cleaning and Parks	Place waste bags and skips in Nkanini and Azania	Provision of waste bags and skips in Nkanini and Azania	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	Not all areas are accessible in Enkanini and Azania for the placement of skips. Refuse bags are provided every quarter.
		Employ more EPWP workers to clean the Nkanini River and streets of Nkanini, Azania and the rest of Ward 12.	Appointment of EPWP workers	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	EPWP staff are deployed into various areas to clean, and the Section: Area Cleaning collects all waste.
		Collect refuse in all areas of Ward 12	Collection of refuse bags in Ward 12	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Refuse bags are distributed and collected at the communal site, or skips, daily.
		Informal Settlement door-to-door refuse collection programme in all informal Settlements in Kayamandi	Refuse collection in informal in settlements in Kayamandi	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department will begin with a pilot project and expand where feasible by 30 June 2024.
		Distribution of wheelie bins at TRA 2 in Kayamandi	Distribution of wheelie bins	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The wheelie bins at TRA 2 in Kayamandi will be distributed to the residents by 30 June 2024.

WARD PRIORITIES: WARD 12																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Existing play park in Snake Valley	Conduct a meeting with the ward councillor to discuss the challenge of vandalism	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
TBC	**Priority 5:** Safety	Install smoke detectors and fire extinguishers at Churches and ECD centres in Kayamandi	Unfortunately, the municipality cannot install smoke detectors in privately owned	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	This ward priority is not feasible for implementation.
		Establishment of a Green Route with NHW in Ward 12. A green route is a connected road / route that workers and scholars will use to get to their destinations, and which is consistently patrolled for the safety of users, as it is and continues to be a common occurrence that workers and scholars get mugged on their way to work and school and back	The Department had ward meetings to address the importance of community involvement	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Neighbourhood Watch Coordinator also conducts awareness sessions.

9.5.13 Ward Priorities: Ward 13



Ward 13: Cllr. Mary Nkopane

Table 114: Ward 13 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 13																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Upgrade of Hostels	Infrastructure improvements on the Hostels in Kayamandi	Obtaining development rights for high-density development in the Kayamandi Town Centre	Percentage of the Kayamandi Town Centre Capital Budget actually spent 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	**Kayamandi Town Centre:** The land use planning application to obtain development rights has been submitted to the Land Use Management Department. After development rights have been obtained and a decanting site in the Northern Extension has been established, the redevelopment of the Kayamandi Town Centre will commence.
		Construction of more ablution facilities and repair of the current ablution facilities servicing in each Hostel block in Kayamandi	The ownership of the buildings and property must still be verified	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The redevelopment of the hostel area is an ongoing project with Integrated Human Settlement.

WARD PRIORITIES: WARD 13																			
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 2:** Multipurpose centre	Request for the building of a Multipurpose centre for indoor sports facilities, a training centre for skills development, which can be used as a Wellness Centre for Senior Citizens occasionally Kayamandi	The construction of a Thusong Centre is a provincial function. (Department of Local Government)	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There is no space in Kayamandi to build a Multi-Purpose Centre. The municipality will forward the ward priority to the provincial sector department.
		Free Wi-Fi Zone at the Centre in Kayamandi	Wi-Fi is available in ward offices at the Kayamandi Corridor	Not Applicable	Corporate Services	Information and Communication Technology	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
TBC	**Priority 3:** Safety and Security	Install CCTV Cameras at the George Blake and Costaland Entrance and Exits	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Municipality to fix the existing CCTV cameras in Ward 13	Repair and maintenance form part of the CCTV Camera Master Plan	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The challenges with ICT Server and Network are currently addressed, also awaiting approval of new tender.

WARD PRIORITIES: WARD 13																			Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating						
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Municipality to establish and provide financial support for Neighbourhood Watch, which will employ people from Ward 13	The establishment of NWH is the mandate of the Provincial Department of Policing Oversight and Community Safety (POCS)	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality liaised with the Department of Police Oversight and Community Safety regularly through the office of the NHW Liaison Officer.
		Municipality to provide container dedicated for the Neighbourhood Watch in Ward 13	The establishment of NWH is the mandate of the Provincial Department Policing Oversight and Community Safety (POCS)	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality liaised with the Department of Police Oversight and Community Safety regularly through the office of the NHW Liaison Officer.
		Removal of broken cars in 2nd Avenue and Mdala Street in Kayamandi	Removal of broken cars in 2nd Avenue and Mdala Street in Kayamandi	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP Planning Meetings to address by-law and criminal-related activities.
TBC	**Priority 4:** Electricity	Solar Panels on streetlights in Ward 13 for Safety during Power cuts	Investigate the possible use of solar streetlight solutions	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Department: Electrical Services will be investigating possible solar streetlight solutions and including solar streetlighting in the next material tender that will be activated in 2025/26 financial year.
		Municipality to provide Floodlights in Hotspot areas Ward 13	Project is completed	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	6 floodlights were replaced in Ward 13 on 03 October 2023.

WARD PRIORITIES: WARD 13																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Provision of electricity for informal settlements in Ward 13	Connection of electricity in informal settlements	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	All new electrical connections need to follow the formal application process via the municipal help desk. Once the application has been received, an assessment will be finalised, and quotations generated for the associated costs will become the responsibility of the applicant. This is not a new project but an existing infrastructure that requires additional connections; hence, the formal application process needs to be followed.
TBC	**Priority 5:** Open Spaces	Land identified at Sizamile Creche where there is unused land must be utilised for community food gardening in Ward 13	It is confirmed that the municipality has a lease agreement with StellCare and that decisions relating to what happens on this land are tied to the agreement	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Collaborative discussions are underway with the leaseholder to investigate the establishment of food gardens on the property.
		Cutting of trees in Ward 13	Pruning of trees in Ward 13	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Municipal trees were pruned in 2023. Trees on private property are the responsibility of the property owners.

9.5.14 Ward Priorities: Ward 14



Ward 14: Cllr. Maxwell Danana

Table 115: Ward 14 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 14																					
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Land and Housing	Identification of land for low-income housing, semi-urban housing, and prospects for middle-class housing in Ward 14, Kayamandi.	Obtaining development rights for mixed-use development for the Northern Extension, Kayamandi	Percentage of the Northern Extension, Kayamandi Capital Budget actually spent 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Northern Extension has been earmarked as one of the projects that can accommodate various income categories, as it is envisaged that 4 000–5 000 mixed-use housing opportunities will be created.
		Land identification of serviced sites and plots for housing development in Kayamandi.	Obtaining development rights for mixed-use development for the Northern Extension, Kayamandi	Percentage of the Northern Extension, Kayamandi Capital Budget actually spent 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Northern Extension has been earmarked as one of the projects that can accommodate various income categories, as it is envisaged that 4 000–5 000 mixed-use housing opportunities will be created.
TBC	**Priority 2:** Community Hall	Makuphula / Kayamandi Hall must be upgraded; the old hall must be torn down and a new one built and maintained. Construction of Makupula / Kayamandi Hall	The Makhuphula Hall will be maintained and not reconstructed	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Makuphula Hall will be maintained, not reconstructed. There are no funds in the budget, and the informal houses are located next to the hall.

WARD PRIORITIES: WARD 14																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 3:** Safety and Security	CCTV cameras must be installed at Luyolo Street, next to the car wash	Installation of CCTV cameras is done per the CCTV Camera Masterplan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		CCTV camera must be installed at the corner of Setona Street and Swarts Close, closer to Kayamandi Clinic	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
TBC	**Priority 4:** Electricity	Solar-powered floodlights as it will operate during load shedding at Watergang Area and Swarts Close and all floodlights in Ward 14	Investigate possible solar streetlights	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Department: Electrical Services will be investigating possible solar streetlight solutions and including solar streetlighting in the next material tender that will be activated in 2025/26 financial year.

WARD PRIORITIES: WARD 14																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial /	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 5:** Community Hall	Municipality to utilise the land located at Makuphula Street, near the old houses that will be demolished for the construction of an Old Age Home and subsequent maintenance	No funds on the MTREF	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Makuphula Hall will be maintained, not reconstructed. There are no funds in the budget, and the informal houses are located next to the hall.

9.5.15 Ward Priorities: Ward 15



Ward 15: Cllr. Elliot Masimini

Table 116: Ward 15 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 15																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Land and Housing	Request for housing for backyarders in Ezintenteni Zone N	Obtaining development rights for mixed-use development for the Northern Extension, Kayamandi	Percentage of the Northern Extension, Kayamandi Capital Budget actually spent 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Northern Extension has been earmarked as one of the projects that can accommodate various income categories, as it is envisaged that ±4 000 - 5 000 mixed-use housing opportunities will be created. A land use application has been submitted to the Planning Department for a Municipal Planning Tribunal (MPT) decision.
		Housing block Approach system in Kayamandi	Council has adopted in Zone O a block approach and Temporary Relocation Area (TRA) was established to implement the block approach	Not Applicable	Infrastructure Services	PMU	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This project is currently being implemented by the Department: Project Management Unit.

WARD PRIORITIES: WARD 15																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 2:** Multipurpose centre	Youth skills development centre or multipurpose centre in Kayamandi	The construction of a Thusong Centre is a provincial function. (Department of Local Government	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	There is no space in the Kayamandi area to build a Multi-Purpose Centre. The municipality will forward the ward priority to the provincial sector department.
TBC	**Priority 3:** Local Economic Development	The focal point is to assist growing entrepreneurs with funding and skills development to grow their businesses in Kayamandi	The municipality has implemented an SMME training programme through its external body performing a municipal function	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	The municipality will identify additional training opportunities during the 2023/24 financial year. CDWM also makes funding in the amount of R100 000 available to SMMEs annually. A progress report is to be provided during the September 2024 public participation process.
TBC	**Priority 4:** Parks	Request parks to be renovated on Forest Drive and Vineyard Street	The parks are maintained regularly	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	😐	n/a	n/a	n/a	The municipality requests that the community take ownership of the parks to prevent vandalism.
TBC	**Priority 5:** Safety and Security	Establish and support Neighbourhood watch in Ward 15	The establishment of NWH is the mandate of the Provincial Department of Policing Oversight and Community Safety (POCS)	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality liaised with the Department of Police Oversight and Community Safety regularly through the office of the NHW Liaison Officer.

WARD PRIORITIES: WARD 15																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Establish the Green paths working with Neighbourhood Watch in Ward 15. Green Paths refers to the safe walking zone in Ward 15. Hotspots are Fire Street, Bassi Street, Forth Street and Vineyard Street. Neighbourhood Watch visibility on these streets would ensure safety in Ward 15	The Department: Protection Services held ward meetings to address importance of community involvement	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Neighbourhood Watch Coordinator also engaged through awareness sessions.
		Increase patrols of Law Enforcement in Ward 15	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meeting to address by-law offences and criminal activities.
		Install cameras at Basi Street, Vineyard Street, 7th Avenue and 8th Avenue	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2023 public participation process.

9.5.16 Ward Priorities: Ward 16



Ward 16: Cllr. Elsabe Vermeulen

Table 117: Ward 16 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 16																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Land and Housing	Municipality to provide stand-alone plots for housing in Cloetesville.	To obtain development rights on Erf 7001, Cloetesville by providing GAP housing	Percentage of the Erf 7001, Cloetesville Capital Budget actually spent by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The appointed service provider submitted the land use application to obtain development rights, which was published for public comment. The public participation process closed on 25 February 2024. The objective of the housing project is to make provision for ±210 medium- to high-GAP housing opportunities.
		Municipality to provide basic services for backyarders in Cloetesville	The Directorate: Infrastructure Services must develop a policy for the provision of services to backyarders	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Upgrading of Municipal flats on Pine, Primrose, Eike and Jakaranda Streets	There are no funds available on the MTREF	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no funds available on the MTREF period 2022 – 2027.

WARD PRIORITIES: WARD 16																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Utilising empty plots for housing in Cloetesville.	To obtain development rights identified sites in Cloetesville for possible housing opportunities	Percentage of Capital Budget actually spent by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	n/a	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	Council approved that an investigation should be undertaken on certain erven in Cloetesville whereby development rights can be obtained for housing opportunities. A funding application was submitted to the Provincial Department of Human Settlements to execute the Council's decision.
		Outline areas for selection to erect affordable and RDP housing.to make away with constraints and backlogs in Cloetesville.	To obtain development rights identified sites in Cloetesville for possible housing opportunities	Percentage of Capital Budget actually spent by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	n/a	90%	90%	90%	n/a	n/a	n/a	n/a	n/a	n/a	Council approved that an investigation should be undertaken on certain erven in Cloetesville whereby development rights can be obtained for housing opportunities. A funding application was submitted to the Provincial Department of Human Settlements to execute the Council's decision.
		To phase it out in an impact full manner to accomplish the fair distribution of the housing matter	Allocation of housing is done in terms of the National Housing Code 2009 and Municipal Policies	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The National Housing Code 2009 and municipal policies apply.
TBC	**Priority 2:** Safety and security	More visible Law Enforcement in Cloetesville	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2023 public participation process.

WARD PRIORITIES: WARD 16																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		More patrol assistance from Law Enforcement in Cloetesville	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meeting to address the by-law offences and criminal activities.
		More cameras in gangster areas with 24-hour mobile Law Enforcement units in the community of Cloetesville	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meeting to address the by-law offences and criminal activities.
		Neighbourhood watch and security awareness with community involvement Ward 16	The establishment of NWH is the mandate of POCS	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The establishment of NWH is the mandate of POCS. Two NHW structures have been established in Ward 16.
TBC	**Priority 3:** Local Economic Development	More EPWP projects for the youth and the disabled in Cloetesville	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Planning and Economic Development	Development Planning	Local	1300	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	Target applicable for the WC024. The selection of participants currently prioritises the appointment of women, youth, and the disabled.

WARD PRIORITIES: WARD 16																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Youth camps, youth orientation and skills development programmes in Cloetesville	All skills development opportunities will be communicated to the youth of Ward 16 through the ward office	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	An engagement with Chrysalis Academy will be held in the 2023/24 financial year.
		Training programmes for women empowerment to equip themselves to self-sustainability e.g. back yard gardens, selling their products. Crochet and knitting and business start-ups in Cloetesville	The focus of the Department for the next five (5) years is on SMME Training and Development	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	Currently, there are local NGO's that deal with product development and product training projects.
TBC	**Priority 4:** Sports and Culture	Wheelchair access to the swimming pool facility e.g., the gate in Cloetesville	Completed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😊	n/a	n/a	n/a	n/a	Completed. A wheelchair pathway was constructed, entering from Curry Street.
		Entry into the swimming pool in Cloetesville	The swimming pool will open with the appointment of lifeguards	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	😐	😊	n/a	n/a	n/a	The swimming pool is open. A progress report is to be provided during the September 2023 public participation process.
		Transform the tennis court into a more useful entity for the community of Cloetesville	Upgrade of the Cloetesville tennis courts	Number of Cloetesville tennis courts upgraded by 30 June	Community and Protection Services	Community Services	Local	2	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	A contractor has been appointed to upgrade the tennis courts. After completion, the tennis courts will be painted as multipurpose courts.

WARD PRIORITIES: WARD 16																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Floodlights on Cloetesville Sportsground	Upgrade of the Cloetesville Sportsground floodlights	Number of Cloetesville Sportsground floodlights upgraded by 30 June	Community and Protection Services	Community Services	Local	2	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	Project is 90% completed.
TBC	**Priority 5:** Roads and safety	Place fencing next to the railway track on the Municipal side of the walkway in Crombie Street of White City, not on the PRASA side	It is not feasible for a fence to be installed on municipal property. The fence must be installed on the PRASA property	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality will forward the request to PRASA and provide feedback during the September 2023 public participation process.
		Tar pavements in Pine, Primrose and Eland Streets	Conduct an assessment to construct tar pavements on Pine, Primrose and Eland Streets	Number of assessments conducted to construct tar pavements in Pine, Primrose and Eland Streets by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The NMT network is extended annually taking into account the NMT Masterplan, community requests and available resources. A report is compiled on the annual implementation of NMT.
		Ramp for disabled residents in Ward 16	Construct a ramp for disabled residents at the Steps	Number of ramps constructed for disabled residents at the Steps by 30 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	😊	n/a	n/a	n/a	n/a	Completed.
		Universal access / ramp for the disabled to the Cloetesville shopping centre	An assessment was carried out and found not to be feasible	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	😊	n/a	n/a	n/a	Completed.

WARD PRIORITIES: WARD 16																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Sign boards to all public facilities in Cloetesville	Update signage at the Cloetesville sport facility	Number of signage at the Cloetesville sports facility was updated by 30 June	Community and Protection Services	Community Services	Local	2	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	All parks have the necessary signboards with the rules.

9.5.17 Ward Priorities: Ward 17



Ward 17: Cllr. Peter Johnson

Table 118: Ward 17 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 17																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Housing	Upgrading of Municipal flats in Rhodes Street: Melody, Monte Christo, Monte Ray and Mountview blocks	There are no funds available on the MTREF for the upgrading	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no funds available on the MTREF period 2022 – 2027 for the upgrading.
		Fencing of apartments in Kloof and Rhode streets	Fencing of apartments in Kloof and Rhode streets	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The first phase of fencing for Block A in Long and Kloof Street commenced in the 2023/24 financial year. The project will be rolled out as a multi-year project.ar project
	Priority 2: Open spaces safety	Close "Die Gang" in Williams Road that leads into ERF 7181 (safety hazard)	Conduct an assessment on the closure of "Die Gang" in Williams Road that leads into ERF 7181	Number of assessments conducted on the closure of "Die Gang" in Williams Road that leads into ERF 7182 by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 17																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Upgrading of existing play parks in Ward 17	Conduct a meeting with the ward councillor, ward committee and Department: Community Services	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Kloof Street Park has constant vandalism. This requires a meeting with the ward councillor, ward committee, and Department: Community Services to discuss a way forward / solution.
		Beautification of open spaces in Ward 17	Further discussion will be conducted with the ward councillor to identify the areas referred to	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
TBC	**Priority 3:** Infrastructure services	Parking is required at the entrances of Rieternbosch and Pieter Langeveld Schools	Compile designs for the construction of parking at the entrances of Rieternbosch and Pieter Langeveld Schools	Number of designs were compiled for the construction of parking at the entrances of Rieternbosch and Pieter Langeveld Schools by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Project to commence by 30 June 2024.
		Resurfacing of parking areas at Kloof and Rhode Streets flats	Resurface of parking areas at Kloof and Rhode Streets flats	Number of parking areas resurfaced at Kloof and Rhode Streets flats by 30 June.	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The project will be implemented in the 2024/25 financial year.

WARD PRIORITIES: WARD 17																					
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Kloof Street flats require 1 Wheelie bin per flat	Installation of bulk underground waste receptacles (subject to suitable location)	Number of bulk underground waste receptacles installed by 30 June (subject to suitable location)	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	The unit will be installed once the new tender is in place by 30 June 2025.
		Streetlights required in Kloof Street (both sides of the park)	Completed	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	The project was completed in the 2021/22 financial year (April 2022).
		Construction of pavements in Raziet, Pool, Ortell, King, Isaacs, and Hine Roads	Partly implemented, the NMT network is extended annually taking.into account the NMT Masterplan, community request and available resource	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
TBC	**Priority 4:** Local Economic Development	Create job opportunities for unemployed residents: main focus on youth in Cloetesville	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Planning and Economic Development	Development Planning	Local	1300	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	The selection of participants currently prioritises the appointment of women, youth, and the disabled.

WARD PRIORITIES: WARD 17																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Skills development programme in Cloetesville.	Accredited youth skills training is implemented each year. Three courses are already in progress	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	All training opportunities were communicated to ward offices.
		Liaise with Provincial and National Governments to create opportunities locally	Coordination with all spheres of government occurs through the IDP / Budget / MSDF legislative processes	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Coordination with all spheres of government occurs through the IDP / Budget / MSDF legislative processes.
TBC	**Priority 5:** Safety and Security	Provide equipment support for NHW in Ward 17	Provision of NHW equipment for Ward 17	Not Applicable	Community and Protection Services	Protection Services	Local	n/a		n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The core function of POCS. The municipality plays a supportive role
		CCTV cameras in Ward 17	Installation of CCTV cameras is in Ward 17	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Installation of CCTV cameras is done per the CCTV Camera Masterplan and is funding-dependent.

9.5.18 Ward Priorities: Ward 18



Ward 18: Cllr. JC Anthony

Table 119: Ward 18 - Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 18																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Access to Housing and basic services	Investigation of social housing at farms 739 and 737 Klapmuts	Klapmuts is currently not registered as a Restructuring Zone for Social Housing	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Social housing can only be implemented if the National Minister of Human Settlements approves a restructuring zone (RZ). Land must first be identified for a social housing project, and thereafter, an application can be submitted to the national and provincial governments. Funding has been made available in the 2023/24 financial year for studies / applications for restructuring zones, and the Department: Housing Development is in the process of following a competitive procurement process to appoint a suitable service provider.
		Installation and upgrading of ablution facilities within the La Rochelle and Mandela City informal settlements for all residents	The Department: Informal Settlements monitors and reports on these facilities regularly	Not Applicable	Infrastructure Services Planning and Economic Development	Water and Sanitation Services Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 18																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Upgrading the electricity network capacity to provide electricity access for residents in La Rochelle informal settlements and the whole of Klapmuts Town	The area is an Eskom area of supply. The project must be implemented by Eskom	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Department: Electrical Services will forward the request to Eskom. Progress report to be provided during the September 2024 public participation process.
		Municipality to provide funding to buy land in Klapmuts for 600 RDP housing development units. Various portions of land are available in Klapmuts to buy in Land adjacent to Mandela City at Arra Farms and various other portions are available to supply Klapmuts Communities with residential units	A desktop study was conducted to investigate for potential developable sites in the greater Klapmuts area for future housing developments	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Provincial Department of Infrastructure (PDoI) is responsible for providing funding to acquire land for housing. A funding application will only be submitted to PDoI once the Council approves the acquisition of a specific site(s).
TBC	**Priority 2:** Local Economic Development	Job creation projects in Klapmuts. EPWP workers / learnership should be made available to young people to be trained as firefighters in Klapmuts to sustain the need	Those who are interested can join the Fire Reservist Project. The Reservist process allows access to training	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Becoming part of the project will make participants eligible to receive training as firefighters depending on the availability of positions and the training conducted by the District Municipality. Learnership funding opportunities will be tabled with the Department: LED.

WARD PRIORITIES: WARD 18																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Creation of jobs for the Klapmuts Community. A structured method should be done to secure Klapmuts Community with permanent jobs as security workers at the sports field and EPWP to clean Mandela City and La Rochelle	The EPWP workers clean all areas including Mandela City and La Rochelle	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	EPWP workers appointed in Klapmuts are from the Klapmuts community. No budget was made available for EPWP workers to work at the sportsground.
		Development of job creation projects - The buying / selling of refuse or Swop Shop idea should be introduced in Klapmuts	The procurement process was concluded to obtain a service provider to operate a Swop Shop, which was unsuccessfu	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	The Swop Shop took place in June 2023, conducted by the municipality. Additional events are planned for the 2023/24 financial year.
TBC	**Priority 4:** Safety and security	Cameras should be put in all strategic areas in the Ward to stop the flow of crime in Ward 18. LPQ and 360 rotating cameras must be installed at the 2 robots on R44 and 1 camera on the N1 Bridge entrance, 1 camera on Groenfontein road,1 camera in Klapmuts Clubhouse and 1 camera in Mandela City	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 18																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Installation of cameras on the R44 and inside the Klapmuts area to stop the highflyers coming in to rob the business sector of the town	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Deployment of 15 EPWP workers as Law Enforcement personnel to render services in Klapmuts	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per SSP planning meetings to address by-law offences and criminal activities.
		Traffic calming measures at Groenfontein Street, Klapmuts	Due to road classification, it is not possible to construct traffic calming measures	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Traffic enforcement is to be increased.
		Upgrading the streetlights in the old residential areas in Klapmuts	Streetlighting in the Klapmuts area has been taken over by Stellenbosch Municipality and maintenance	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	All the repairs in the area are dependent on the availability of Eskom staff to isolate the electricity infrastructure that feeds the streetlighting in the area. The contact numbers for complaints to be logged are: 021 808 8343/8957/8214, engineering.services@stellenbosch.gov.za, or alternatively, after hours: 021 808 8890, control room: 079 622 4722.

WARD PRIORITIES: WARD 18																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 4:** Spatial Development Planning	The spatial development plan for Klapmuts needs to be updated for the town to be united – as the boundaries of the town are divided into two municipalities - Drakenstein and Stellenbosch. Ward base planning needs to be a continuous function in this area – as apartheid planning is still on in Klapmuts	The application to the Municipal Demarcation Board ("MDB") for the re-alignment of the boundaries between Klapmuts North and South has been submitted on 31 March 2022	Not Applicable	Planning and Economic Devel4pment	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The proposal to include Klapmuts North within the municipal administrative boundaries of Stellenbosch Municipality was advertised in the media on 30 March 2023 for public comment, by the Municipal Demarcation Board.
TBC	**Priority 5:** Open spaces, Parks, and sports	Beautification of the town centre in Klapmuts	Further discussions will be facilitated with the ward councillor to identify the area	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Develop a new sports field in Klapmuts	Land needs to be identified by the Directorate: Planning and Economic Development	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Upgrading of existing play parks in Klapmuts upgrade	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

9.5.19 Ward Priorities: Ward 19



Ward 19: Cllr. James Williams

Table 120: Ward 19 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 19																	
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Community Development	Provide Learnership, Internships and skills development for the youth of Ward 19	Accredited skills training and establishment of food gardens	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Established food gardens for adults: The food gardens project is progressing well. Some participants wish to establish a co-op, while others do not. The ward councillor will continue to communicate with SEDA to assist the group. The Department: LED will be approached to elicit support. Food gardens for the youth (De Novo, Kromme Rhee, and Vaaldraai) and skills development programmes. Job readiness was specifically identified for 2023/24 financial year (to be implemented in Q3, for which a list of youth has been requested from the ward councillor), as well as lifeguard training, which will be included under this priority.

WARD PRIORITIES: WARD 19																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Provide ECD infrastructure in Ward 19	Provision of ECD infrastructure in Ward 19	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Communication has been sent to the ward councillor to provide additional information about what is expected.
TBC	**Priority 2:** Access to Housing	Upgrade and rectify houses at Elsenburg (Vaaldraai / Elsenburg). Elsevier Project which includes De Novo and Kromme Rhee as promised by the Department of Transport and Public Works	The properties are owned by the Department of Transport and Public Works and Infrastructure (DoTPW&I)	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The ward priority will be forwarded to DoTPW&I for comment / feedback as the properties are being managed by DoTPW&I. The Department: Spatial Planning is in the process of re-advertising a "Development of Local Community Investment Plans that address Localised Planning and Development Outcomes". This process will entail significant community participation, and only after the outcome of this study can a decision be made about the projects.

WARD PRIORITIES: WARD 19																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Re-establish and provide an update on the Elsevier housing Project that was established more than 20 years back but was stopped	Conduct a desktop study on the Elsevier housing project	Number of desktop studies conducted on the Elsevier housing project by 30 June	Planning and Economic Development	Integrated Human Settlements	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no funds available in this MTREF to conduct a desktop study on the Elsevier housing project. The Department: Spatial Planning is in the process of re-advertising a "Development of Local Community Investment Plans that address Localised Planning and Development Outcomes". This process will entail significant community participation, and only after the outcome of this study can a decision be made about the projects.
		Provision of title deeds to all residents of Elsenburg (Vaaldraai / Elsenburg). Elsevier Project which includes De Novo and Kromme Rhee	The land is under the jurisdiction of the City of Cape Town and the Provincial Department of Public Works and Infrastructure (DoTPW&I)	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Provincial	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The properties are not owned by Stellenbosch Municipality, and therefore transfers of title deeds cannot occur as township establishments are outstanding.
		Provide housing opportunities for farmworkers	No particular farm worker housing project has been identified on the Housing Pipeline from a municipal perspective	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	It is imperative that farm workers register on the Housing Demand Database to qualify for a housing opportunity when housing projects become available.

WARD PRIORITIES: WARD 19																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 3:** Sport, Parks and Open Spaces	Upgrade Kromme Rhee clubhouse. (Built by the Department of Transport and Public Works and Cape Winelands District	The Provincial Department of Public Works owns the facility	Not Applicable	Community and Protection Services	Community Services	Provincial	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will forward the ward priorities to the provincial sector department and provide feedback during the April 2024 public participation process.
		Construct tennis courts for Vaaldraai / Elsenburg, Kromme Rhee and De Novo. (1 per community) and train more players	There is no municipal land available in Vaaldraai / Elsenburg, Kromme Rhee and De Novo to construct tennis courts	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will forward the ward priorities to the provincial sector department and provide feedback during the April 2024 public participation process.
		Construct a soccer field for Vaaldraai / Elsenburg, Kromme Rhee and De Novo. (2 Fields Per community), like Nietvoorbij (Stellenbosch) Field was built by the Department of Sports, Arts and Culture	There is no municipal land available in Vaaldraai / Elsenburg, Kromme Rhee and De Novo to construct a soccer field	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	There is no municipal land available in Vaaldraai / Elsenburg, Kromme Rhee, and De Novo to construct a soccer field.
		Construction of netball fields like Ida's Valley field for Vaaldraai / Elsenburg, Kromme Rhee and De Novo, (2 Fields per community)	There is no municipal land available in Vaaldraai / Elsenburg, Kromme Rhee and De Novo to construct a netball field	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will forward the ward priorities to the provincial sector department and provide feedback during the April 2024 public participation process.

WARD PRIORITIES: WARD 19																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Provision of Chess equipment for Ward 19	There are no available funds on the MTREF	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The proposal is for the ward councillor to avail funding from the ward allocations.
		Construct swimming pools for Vaaldraai / Elsenburg, Kromme Rhee and De Novo	There is no municipal land available in Vaaldraai / Elsenburg, Kromme Rhee and De Novo to construct swimming pools	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The municipality will forward the ward priorities to the provincial sector department and provide feedback during the April 2024 public participation process.
		Construct clubhouses at Vaaldraai and De Novo	There is no municipal land available in Vaaldraai and De Novo to construct club houses	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	There is no municipal land available in Vaaldraai and De Novo to construct clubhouses. The municipality will forward the ward priorities to the provincial sector department and provide feedback during the April 2024 public participation process.
		Establish a Sports Council in Ward 19	The Sport Council in Ward 19 will be established to organise their community-based sport	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sport councils affiliated with the municipality assist the municipality in managing its sports facilities. Sport councils also organise and develop sport.
		Implementation of more sport, arts, and culture programmes for the elderly	A meeting was held with the elderly in November 2023	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department will assist with the formalisation of an elderly group.

WARD PRIORITIES: WARD 19																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Lifeguard training	This should be a joint initiative between the Section: Community Development, Skills Development and Sports and Halls	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A service provider has been appointed by means of a tender procurement process. Awaiting the roll out of the project.
		Play park at Elsenburg	Construct a play park in Elsenburg	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department will conduct an inspection to establish where municipal POS is.
		Cutting and removal of the trees at the back of No 58, Waaierpalm Street in Cloetesville	Cutting and removal of trees at 58, Waaierpalm Street in Cloetesville	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The trees referred to are on private property; hence, the municipality does not have jurisdiction.
TBC	**Priority 4:** Road safety and transport	Issuing of taxi licences and permission to the taxi association in Klapmuts, Muldersvlei, Elsenburg / Vaaldraai, Kromme Rhee, Koelenhof to Stellenbosch	The CITP is currently in the review process	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Demand will be established after a route survey and feedback will be provided to the ward councillor by 30 June 2024.
		Issuing of taxi licences and permission to taxi associations in De Novo and surrounding farms to Kraaifontein and Paarl	The municipality does not have jurisdiction over the Kraaifontein route	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This request is not feasible due to the municipal jurisdiction.

WARD PRIORITIES: WARD 19																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 5:** Infrastructure	Construction of tar road and new speed humps in the communities of De Novo, there is gravel roads but no street names. Kromme Rhee have no street names. Rural area with tar road. Request for 4 speedhumps in Smartie Town, 1 in End of Hoek Street and 2 in Weltevrede and Waaierpalm Street (Northside)	Conduct an assessment for speedhumps on Hoek Street and Waaierpalm Street	Number of assessments conducted for speedhumps on Hoek Street and Waaierpalm Street by 31 December.	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	De Novo and Kromme Rhee are not municipal or public roads.
		Re-construction of speedhumps in Vaaldraai. Weltevrede Street and 25 Waaierpalm Street, the current speedhumps are too high for motor vehicles	Conduct an assessment on the height of the speedhump	Number of assessments conducted on the height of Speedhump by June 2023.	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Completed.
		Upgrading of the 2010 parking area in Smartie Town	Upgrading of parking areas in Smartie Town	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are no parking areas in Smartie Town, only parks.

WARD PRIORITIES: WARD 19																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Tarring of sidewalks in Weltevrede 1 and 2	The NMT network is extended annually taking into account the NMT Masterplan, community requests and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		Scraping of the gravel roads at De Novo	Scraping of the gravel roads at De Novo	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	De Novo and Kromme Rhee are not municipal or public roads.
		More visibility of police in De Novo	Conduct sporadic joint operations in De Novo	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meeting to address the by-law offences and criminal activities. Members also deployed intermittently to assist with enforcement.
		Reduce the speed limit at the Kromme Rhee / R44 Turnoff	The road falls under the provincial government's authority.	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality will forward the request to the provincial sector department and provide feedback during the September 2024 public participation process.

WARD PRIORITIES: WARD 19																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Maintenance of the sidewalks on the Bottelary and Koelenhof Roads	The road falls under the provincial government's authority	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality will forward the request to the provincial sector department and provide feedback during the September 2024 public participation process.

9.5.20 Ward Priorities: Ward 20



Ward 20: Cllr. Joseph Joon

Table 121: Ward 20 - Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 20																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Access to housing	Local farmworker families who have lived generations in this community cannot afford access to safe and decent housing	The municipality does not own any property for possible housing development within the Vlottenburg, Raithby and Lynedoch areas. Therefore, the provision for housing opportunities is extremely limited	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Alternative housing opportunities should be considered in line with the approved Housing Pipeline to the south of Stellenbosch.
		Land for GAP housing in Vlottenburg (behind the school)	No municipal property for housing development behind the school	Not Applicable	Planning and Economic Development	Integrated Human Settlements	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality does not own any property for possible housing development behind the school. Although private developments, through the Inclusionary Zoning Policy are obligated to make provision for GAP-housing in their developments.

WARD PRIORITIES: WARD 20																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 2:** Youth, Sports, Arts and Culture	Because of unemployment many of the community needs food security. Projects can be implemented for the youth and parents to be self-sufficient which can then also be used for developing skills and self-employment	The Department: Community Development suggests that the ward committee first establish an interest in home gardens, after which the Provincial Department: Agriculture can be approached to conduct an investigation, with a focus on youth	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	1	n/a	n/a	n/a	Existing skills programmes will be communicated to the youth of the area through the ward office. An open day by DCAS on available services will be investigated to determine whether there is a need for DCAS programmes in the community.
		Activities and facilities for the youth to develop sport, arts and culture in Vlottenburg is urgently needed	Identification of land for sport activities	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Land has not been identified yet because municipal land is extremely rare in the Vlottenburg area. At the moment, the municipality hasn't been successful.

WARD PRIORITIES: WARD 20																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		There are no sports grounds to practice their soccer, rugby, and netball	Land has not been identified yet because municipal land is extremely rare in the Vlottenburg area. At the moment, the municipality hasn't been successful	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Land has not been identified yet because municipal land is extremely rare in the Vlottenburg area. At the moment, the municipality hasn't been successful.
		A hall / place is needed to do extra mural activities	There are no available funds on the MTREF	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	There are no available funds on the MTREF.
		Provide a Ward office for the Ward 20 councillor	There are no available funds on the MTREF	Not Applicable	Office of the Speaker	Office of the Speaker	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The current space is leased from Vlottenburg Primary School. This is a long-term project that requires long-term planning, beyond the MTREF.
		Because of the lack of facilities our youth are walking around aimlessly, and this leads to crime and participation in substance abuse	The building of facilities is dependent on land identification	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Facilities are dependent on land identification.

WARD PRIORITIES: WARD 20																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Because of the lack of facilities our youth are walking around aimlessly, and this leads to crime and participation in substance abuse	A meeting will be set-up with the ward councillor to establish the need of the youth and action plans in Q3	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Job Readiness Programme was brought forward and conducted during December 2023, reaching 18 youth.
		The grounds on the outside at the Vlottenburg Primary School can be developed into sports grounds	Department: Community Services will establish ownership of the property	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Department: Community Services will establish ownership of the property. Department: Community services will take the lead with the specific needs from a sports perspective, and spatial land use management and property management will assist.
		Upgrading of the Raithby Playpark. Placing sitting benches, shading trees, removing thorns in the park, replacing broken equipment, and flower bowls and placing tar sidewalks	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Providing a Playpark in Longlands, Vlottenburg	The Section: Parks is in contact with the housing developer about plans to develop a play park area	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 20																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		A public library will also make a huge difference in developing the children's and youth reading abilities and skills	Public libraries are not a municipal function.	Not Applicable	Community and Protection Services	Community Services	Provincial	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	n/a	The ward priority will be referred to the Provincial Department of Cultural Affairs and Sport (DCAS).
		Implement EPWP projects in the Raithby and Vlottenburg areas	EPWP projects were identified throughout the municipality and included these areas	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Unemployed individuals are encouraged to register on the municipal Unemployment Database.
TBC	**Priority 3:** Infrastructure	Making rail transport a priority and liaising with Metrorail and PRASA to get infrastructure back and running again. Employees are severely affected by the lack of alternative transport	Hold a consultation meeting with relevant stakeholders	Number of consultation meetings held with relevant stakeholders by 31 March	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	1	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	Completed.
		Relocation of the irrigation water pump / valve from the private property on the Winelands Village Estate to the Municipal Raithby Sport grounds	An assessment will be conducted in conjunction with the Department: Community Services	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 20																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Bus transport with Golden Arrow extending to some routes would also be an option for further consideration. This will also ensure the importance of road safety	There is a service operating from Stellenbosch to Cape Town and from Metro South East to Stellenbosch.	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A bus service is operating.
		Prevention of load shedding and implementation of plans and timelines shared for the plan to eliminate loading	Vlottenburg, Raithby, and Lynedoch fall within the Eskom area of supply	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Stellenbosch Municipality is one of the five pilot sites that the Western Cape Provincial Government is funding through its Municipal Energy Resilience Programme. Various alternative energy projects are being investigated to alleviate load shedding in the Stellenbosch Municipality.
		Streetlights on Raithby Road, Watson Way, Herman Street, Shaw Street, and Raithby Park	Installation of streetlights in Raithby Road, Watson Way, Herman Street, Shaw Street, and Raithby Park	Number of streetlights installed in Raithby Road, Watson Way, Herman Street, Shaw Street and the Raithby Park by 31 December	Infrastructure Services	Electrical Services	Local	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	This project was completed by mid-December 2022.

WARD PRIORITIES: WARD 20																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Water pipes are to be upgraded and the removal of asbestos pipes in Raithby Main Road / Watson Way Raithby	The replacement of old infrastructure remains a priority and will be addressed according to the pipe replacement programme	Not Applicable	Infrastructure Services	Water and Wastewater Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The replacement of the bulk water main is currently in the planning phase. No funds are currently available for this project, but it will be prioritised for possible inclusion and implementation in the 2027/28 financial year.
		Construct sidewalks (with paving) on both sides of Raithby Road from the Winery Road Intersection	The road falls under the provincial government's authority	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality will forward the request to the provincial sector department and provide feedback during the September 2024 public participation process.
		Upgrading of all signage and street markings throughout Raithby	Conduct a signage assessment by 30 June 2023	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Street marking will be completed by 30 June 2024.
		Re-implement the recycling programme in Raithby which includes signage and recycling bins	Installation of bulk underground waste receptacles for recycling (subject to suitable location)	Number of bulk underground waste receptacles installed for recycling (subject to suitable location) by 30 June	Infrastructure Services	Waste Management	Local	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The current tender is ending, and a new tender needs to be advertised for implementation.
		Installation of traffic lights at the R44 / Winery Road Intersection	This is a provincial competency	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The municipality will forward the request to the provincial sector department and provide feedback during the September 2024 public participation process.

WARD PRIORITIES: WARD 20																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Installation of speedhumps at Longlands Housing Development in Vlottenburg	Conduct an assessment	Number of assessments conducted by 30 June	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Assessments will be conducted and implemented where appropriate by 30 June 2025.
		Installation of streetlights at the Stellenbosch Hoof Road	Installation of streetlights at the Stellenbosch Hoof Road	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department is planning to install streetlighting along Polkadraai and Road (R310) to Longlands. This project is planned to take place over a three-year period, commencing 2024/25 financial year. The application process will form part of the appointment that will be managed by a consultant. The consultant will be appointed via the consultancy tender, specification is in draft format and will be completed by 29 February 2024.
TBC	**Priority 4:** Safety and Security	CCTV Cameras at the entrances in Raithby	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		CCTV Cameras on the R44 / Winery Road Intersection	Installation of CCTV cameras is per the CCTV Camera Master Plan and is funding-dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.

WARD PRIORITIES: WARD 20																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		CCTV Cameras on Stellenbosch Kloof Road, Vlottenburg road, Annandale Road and Vlaeberg	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
TBC	**Priority 5:** Environment Management	Clearing of alien vegetation in the biodiversity area / municipal properties / water streams in Raithby	Clearing of alien vegetation in the biodiversity area / municipal properties / water streams in WC024	Number of hectares of alien vegetation cleared by 30 June	Community and Protection Services	Community Services	Local	200	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The clearing of alien vegetation in the biodiversity area / municipal properties / water streams in Raithby is ongoing.
		Town beautification of Raithby	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request.
		Beautification and fencing of Longlands Vlottenburg	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.



Ward 21: Cllr. Mynard Slabbert

9.5.21 Ward Priorities: Ward 21

Table 122: Ward 21 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 21																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ JDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Affordable Housing	Completion of phases 2, 3 and 4 of the mixed housing project in Mountain View, Jamestown	Construct phases 2, 3 and 4 of the mixed housing project in Mountain View	Not Applicable	Planning and Economic Development	Development Planning	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The Jamestown project consists of various phases. Phases 2 and 3 were dependent on the availability of bulk services. The land use planning application was advertised for public comment, and the final layout was submitted to the Section: Land Use Management in December 2023. A decision by the Municipal Planning Tribunal (MPT) is required, and if approved, the installation of the internal services will commence. A reservoir that will address future water needs is under construction on Phase 4 of the project.
TBC	**Priority 2:** Sport, Arts and Culture	Fencing around sports club (betta fencing or solid wall) in Jamestown	Installation of a fence around the sports club in Jamestown	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Funds will be requested in the following MTREF, and the existing fencing tender will be utilised if successful.

WARD PRIORITIES: WARD 21																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ JDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 3:** Safety and Security	Satellite Police Station, increase of law enforcement visibility and more cameras in Jamestown, Paradyskloof and Blaauwklippen	Satellite police stations are a Provincial function and will render the purpose for which this facility was erected redundant	Not Applicable	Community and Protection Services	Protection Services	Provincial	n/a	n/a	n/a	n/a	n/a	n/a	☹	n/a	n/a	n/a	It is unlikely that the facility is feasible to use as a satellite station due to the requirements of such a facility by SAPS.
		Satellite Police Station, increase of law enforcement visibility and more cameras in Jamestown, Paradyskloof and Blaauwklippen	Installation of additional CCTV cameras in Jamestown, Paradyskloof and Blaauwklippen	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Installation of CCTV cameras is done per the CCTV Camera Master Plan and is funding-dependent.
		Influx in Mountain View	Law Enforcement core functions relates to enforcing the bylaws of the Municipality	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic Joint Operations are held as per SSP Planning Meetings to address by-law and criminal related activities.

WARD PRIORITIES: WARD 21																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ JDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 4:** Roads and Transport	Traffic calming measures and pedestrian walkways at Webersvallei Road, Festival Road, Torrey Road, Pajaro Avenue Mountainview entrance road, the intersection of Paradyskloof Road and Houtkapper Street up to Eden Forest, Schuilplaats Road (Make One way) and Serruria Road	Implementation of some of the requests will be between the 2023 – 2027 financial years. Schuilplaats Road is currently being addressed, and feedback was provided to the ward councillor	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Schuilplaats Road is currently being addressed, and feedback is to be provided to the ward councillor. Sidewalk implementation is partly completed.
		Pedestrian walkways at Webersvallei Road, Festival Road, Torrey Road, Pajaro Avenue Mountainview entrance road, the intersection of Paradyskloof Road and Houtkapper Street up to Eden Forest, Schuilplaats Road (Make One way)	The NMT network is extended annually taking into account the NMT Masterplan, community request and available resources	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A report is compiled on the annual implementation of NMT.
		Wilderbosch Extension	Wilderbosch Extension	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The project is to commence in 2024.

WARD PRIORITIES: WARD 21																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/ JDMA)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 5:** Parks	Upgrading of play park equipment with benches and fencing	Installation of play park equipment in Jamestown	Number of play park equipment installed in Jamestown by 30 November	Community and Protection Services	Community Services	Local	3	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Target achieved. New play park equipment has been installed.

9.5.22 Ward Priorities: Ward 22



Ward 22: Cllr. Esther Groenewald

Table 123: Ward 22 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 22																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Safety and security	Safety in Ward 22 and alongside the Eerste Riviera	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meetings to address by-law offences and criminal activities. Members also deployed intermittedly to assist with enforcement.
		All safety requests previously mentioned are top priority. Together with that is the priority that all the cameras in Ward 22 should be linked to the internal system with sustainable and reliable internet and be monitored by the control room	Repair and maintenance form part of the CCTV Camera Master Plan. Active Cameras are monitored by the Control Room Operators	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	n/a	The challenges with servers and networks are currently addressed. Awaiting approval of a new tender.
TBC	**Priority 2:** Road safety	Sealing of roads was put on the list as well, but it has somehow disappeared. The internal roads in the suburb of Ward 22 need serious attention	Roads are assessed annually. Roads in poor conditions will receive priority, depending on available funding	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Roads are assessed annually. Roads in poor condition will receive priority, depending on available funding.

WARD PRIORITIES: WARD 22																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Maintenance of all pedestrian and cycle paths in Ward 22	The sidewalks will be assessed. Sidewalks in poor conditions will receive priority, depending on available funding	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The sidewalks will be assessed. Sidewalks in poor condition will receive priority, depending on available funding.
		Raised Intersection at Rokewood and Saffraan Avenue, Boord	Conduct an assessment to determine the feasibility for the construction of a raised intersection at Rokewood and Saffraan Avenue, Boord	Number of assessments conducted to determine the feasibility for the construction of a raised intersection at Rokewood and Saffraan Avenue, Boord by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	There are not sufficient resources to accommodate all the traffic calming requests in the ward or in the municipality before 2027. Alternative proposals for traffic calming are being investigated, such as the official lowering of speed limits in residential areas and CDBs.
		Speed hump in Brandwacht Street near number 40	Conduct an assessment to determine the feasibility for the construction speed hump in Brandwacht Street (near number 40)	Number of assessments to determine the feasibility for the construction speed hump in Brandwacht Street (near number 40) by 31 December	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	n/a	An assessment will be conducted by 31 December 2024.
		Cleaning of vegetation on the Rokewood sidewalk at the corner of Rokewood / Elbertha Streets	Vegetation encroachment on sidewalks throughout the municipality is receiving priority. A Sidewalk Accessibility Policy is being tabled at Council	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	To assist with addressing the matter, a Sidewalk Accessibility Policy has been compiled and approved by the Council. Vegetation encroachment on sidewalks throughout the municipality is receiving priority.

WARD PRIORITIES: WARD 22																			Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating						
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27		
		Collection of traffic data in Stellenbosch utilising cameras	The Department: RTS will engage with the Department: Traffic Services to investigate how to address the matter	Develop a Traffic Data Mobile Application for the Stellenbosch area	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Works on traffic models are ongoing, exploring the possibility of automatic counts from cameras; currently, traffic data is obtained through traffic counts.
		Installation of gravel on the illegal parking at Doornbosch Rod and Doornbosch Hall	Gravelling of informal parking at Doornbosch Road and Doornbosch Hall	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Scheduled for December 2024.
		Taxi's driving in the yellow lanes	Construct kerbs barriers on the yellow lanes on the R44	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		Installation of kerbs on the road shoulders / emergency lanes is not allowable on provincial roads.
		A mismatch between the Comprehensive Integrated Transport Plan (CITP) and municipal Spatial Development Framework (mSDF)	Alignment of the CITP and mSDF	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a		Alignment and approvals were completed.
TBC	**Priority 3:** Parks	The play parks have not all been upgraded and / or painted in Ward 22	Further discussions will be facilitated with the ward councillor to determine the feasibility of the request	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a		A progress report is to be provided during the April 2024 public participation process.

WARD PRIORITIES: WARD 22																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Play-Equipment on the parks to be painted and / or replaced in Ward 22	Paint, the replacement of playground equipment, and the placement of trash bins in the parks in Ward 22 are completed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
		Bins on parks need to be replaced in ward 22	Paint, the replacement of playground equipment, and the placement of trash bins in the parks in Ward 22 are completed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.
TBC	**Priority 4:** Environmental management	Clearing of overhanging trees, branches and bushes that are obstructive in front of traffic signs in Ward 22 needs serious attention	An inspection will be conducted, and the matter will be addressed	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Fixing of the two gates that give entry to the Brandwacht mountain area; one of which goes from Nooitgedacht Street and the other one from Brandwacht Street	Repair the gates at the Brandwacht mountain area (Nooitgedacht Street / Brandwacht Street)	Number of gates repaired at the Brandwacht mountain area (Nooitgedacht Street / Brandwacht Street) by 30 December.	Community and Protection Services	Community Services	Local	1	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	n/a	Completed.

WARD PRIORITIES: WARD 22																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local)	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Removal of bin pickers from the streets to the hub or an alternative location	The department is going to roll out a pilot project to formalise waste pickers. The feedback will be provided by 30 June 2024	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The department is going to roll out a pilot project to formalise waste pickers. The feedback will be provided by 30 June 2024.
TBC	**Priority 5:** Electricity	More streetlamps in Welgevallen Street on the farm side of the street and the replacement of old electric bulbs with LED Lights will be appreciated by the owners of that area	Installation of an extra pole with 2 fittings at the cul-de-sac at the end of Welgevallen Street	Number of extra poles with 2 fittings installed at the cul-de-sac at the end of Welgevallen Street by 28 February	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	The project was completed on 15 January 2024.
		Floodlights are to be installed at the upper and lower sections of Formosa Park, Boord. This park has become a security risk to the neighbouring residents at night time	The superintendent will arrange a site meeting with the ward councillor by 30 June	Not Applicable	Infrastructure Services	Electrical Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	☺	n/a	n/a	n/a	The project was completed on 02 February 2024.

9.5.23 Ward Priorities: Ward 23



Ward 23: Cllr. Lwando Nkamisa

Table 124: Ward 23 – Ward Priorities

Project Rating					
☺	Project completed.	😐	Project in progress.	☹	Not completed / No budget available / District Function / Provincial Function

WARD PRIORITIES: WARD 23																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 1:** Safety and Security in Town Central	Increase the number and frequency of Law Enforcement patrols in Ward 23, especially in the CBD area	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meetings to address by-law offences and criminal activities.
		Increase the number of security cameras in the CBD, Dennesig and Plankeberg Industrial Area (Stellenbosch)	Installation of CCTV cameras is done in accordance with the CCTV Camera Master Plan and is funding dependent	Not Applicable	Community and Protection Services	Protection Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the September 2024 public participation process.
		Increase the number of cameras in public parking areas and increase Law Enforcement patrols to prevent theft of materials from vehicles	Conduct sporadic crime prevention operations within the WCO24	Number of sporadic crime prevention operations conducted within the WCO24 by 30 June	Community and Protection Services	Protection Services	Local	n/a	92	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Sporadic joint operations are held as per the SSP planning meetings to address by-law offences and criminal activities.

WARD PRIORITIES: WARD 23																		Departmental Comment
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Create a safe dedicated and protected NMT corridor from Kayamandi to Central Stellenbosch	The replacement of brick paving with asphalt surfacing is currently underway on George Blake Road	Not Applicable	Infrastructure Services	Roads, Transport and Storm Water (RTS)	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The replacement of brick paving with asphalt surfacing is currently underway on George Blake Road.
TBC	**Priority 2:** Community Development in Ward 23	Assist to curb the impact of homelessness by moving them to the homeless shelter Stellenbosch Central	The Section: Property Management is to investigate the potential of property transfer at 18 Mark Street	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	After requests were made to the national government, it was understood that this property would not be transferred to the municipality. There are already two homeless shelters (Cloetesville) in the Stellenbosch municipal area. The municipality is in the process of determining the possibility and viability of an alternative overnight facility and service centre at the Bergzicht Taxi rank.

WARD PRIORITIES: WARD 23																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Collaborate with civil society organisations to curb the negative impact of homelessness in Stellenbosch Central	The Stellenbosch Homeless Forum was successfully established in 2023, a collaborative approach, that includes, civil society, NGOs, Religious groups, government, and the private sector	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The forum is divided into various task teams with a specific focus on service mapping, awareness, spaces, and research. Community role players are encouraged to attend and participate in the monthly meetings.
		Promote the give responsible campaign and encourage people to stop giving cash at WC024	License discs stickers are in the process of being printed with "the "Give Responsibly" information which will be distributed at the traffic department and university as well as other community role players to create awareness	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Posters were printed and will be distributed to dining outlets to market Give Responsibly behind restroom doors upon receiving approval to do so. Investigations are in the process to develop proposals for alternative accommodation and services to homeless persons from a facility within the centre of Stellenbosch.
		Have a municipality led recycling programme and development to prevent homeless people from trashing Ward 23	Recycling collection in Ward 23	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Recycling collection is taking place in Ward 23 at residential households.

WARD PRIORITIES: WARD 23																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
		Proper funding of NGOs such as the night shelter to cope with the massive increases in street living in Ward 23	The municipality is funding the Stellenbosch Night Shelter at 100% of the business plan submitted by the NGO through GiA	Not Applicable	Community and Protection Services	Community Development	Local	n/a	n/a	n/a	n/a	n/a	n/a	😐	n/a	n/a	n/a	Future funding will be dependent on the business plan submitted by the shelter and is not in the control of the department.
		Use the municipal / state house in Mark Street 18 to build a homeless centre, to provide skills, counselling and help for homeless people in the town's central	This is not a municipal property	Not Applicable	Corporate Services	Properties Management and Municipal Building Maintenance	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	This is not municipal property.
TBC	**Priority 3:** Ward-Based Planning	Ward 23 Comprehensive Development Plan. To Develop a ward-based development plan that will include all major developments the municipality plans. Private development that the municipality will approve with the ward for the next 5 years	A Comprehensive Development Plan will be discussed with Development Planning in terms of the ATC	Not Applicable	Planning and Economic Development	Development management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A Comprehensive Development Plan will be discussed with Development Planning in terms of the ATC.
		Alternatively, have a proper town central special development zone, that will cater for the needs of long-term residents, new property development and student accommodation in Ward 23	The ward priority will be discussed with Department: Development Planning in terms of the ATC	Not Applicable	Planning and Economic Development	Development management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	The ward priority will be discussed with Department: Development Planning in terms of the ATC.

WARD PRIORITIES: WARD 23																		
IDP Ref No	Ward Priority	Description of Ward Priority	Key Performance Deliverables	Unit of Measurement	Linkage to Directorate	Linkage to Department	(National / Provincial / District / Local/	Deliverable Target					Performance Rating					Departmental Comment
								2022/23	2023/24	2024/25	2025/26	2026/27	2022/23	2023/24	2024/25	2025/26	2026/27	
TBC	**Priority 4:** Environmental Management and Open Spaces	Regularly clean the Kromrivier and Plankenberg River	The Department: Community Services will investigate and provide feedback to the ward councillor	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	1	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Provide educational programmes for residents to stop littering and polluting rivers and the environment in Stellenbosch	Implementation of waste awareness programmes in Ward 23	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Ensure the ward is clean with sufficient bins in key places, such as the taxi rant, Mark Street, Plankenberg and Kromrivier	The Department will investigate and provide feedback to the ward councillor	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.
		Implementation of waste pickers programme similar to the car guard project	The department is going to roll out a pilot project to formalise waste pickers	Not Applicable	Infrastructure Services	Waste Management	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	Feedback will be provided by 30 June 2024.
		Construction of recreational facilities at the open space near the Stellenbosch Correctional Service (Prison)	An investigation will be conducted to determine the feasibility	Not Applicable	Community and Protection Services	Community Services	Local	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	A progress report is to be provided during the April 2024 public participation process.

CHAPTER 10:

Financial Plan

The Stellenbosch Municipality's medium-term financial planning and the extent to which it is possible to align the budget to all the priorities of the wards, given our financial constraints and the need to concentrate on basic service delivery.

10.1 Introduction

The long-term financial viability of municipalities depends largely on:

- the extent to which improved and sustainable revenue capacity can be achieved; and
- the sound **financial management of its resources.**

These imperatives necessitate proper multi-year financial planning. Future impacts of revenue and expenditure streams and the financial implications for the community (i.e., the potential influence on rates, tariffs, and service charges) must be identified and assessed to determine the sustainability of planned interventions, programmes, projects, and sundry service delivery actions.

10.2 Capital and Operating Budget Estimates

10.2.1 Budget Assumptions

The selected key assumptions relating to this budget are as follows:

- Government grants for the years 2024/25 to 2026/27 are as per the Division of Revenue Act and Provincial Gazette (capital and operational); and
- The inflation **rate has been estimated at 4.9% for 2024/25.**

10.2.2 Operating Budget Estimates

A municipality is a non-profit organisation, and it should break even after contributing to the different funds and reserves and meeting normal operating expenses. With the structuring of rates and tariffs, both the user-pay principle and the full cost recovery principle are applied. It should be noted that the surplus is calculated in terms of the accrual principle and therefore is not 100% cash-backed.

Table 125: Operating Budget Estimates

	(Current) 2023/24 Budget	Year 1 2024/25 Budget	Year 2 2025/26 Budget	Year 3 2026/27 Budget
Revenue Sources				
Property Rates	473,588,918	509,116,169	527,641,992	557,117,144
Electricity	913,669,187	1,029,705,173	1,167,017,026	1,322,068,289
Water	171,866,497	182,522,220	190,918,243	199,700,482
Sewerage	113,677,435	122,771,630	132,593,361	143,200,831
Refuse	107,653,574	115,081,671	120,375,429	125,912,700
Rental of facilities	13,013,749	13,648,887	14,272,334	14,924,270
Fines	155,565,187	163,379,995	170,694,142	178,336,665
Licences and Permits	7,993,809	8,385,504	8,762,851	9,157,180
Operational and Capital grants	360,991,337	346,563,999	401,450,000	462,265,001
Other Income	138,069,136	141,904,148	143,636,661	148,563,309
Total Operating Revenue	**2,456,088,829**	**2,633,079,396**	**2,877,362,039**	**3,161,245,871**
Operating Expenditure				
Employee Related Costs	623,835,797	656,454,675	671,808,396	713,730,771
Remuneration of Councillors	22,096,514	23,422,305	24,827,646	26,317,304
Depreciation and Impairment	310,851,696	322,302,833	335,754,119	349,769,705
Finance Charges	68,934,733	69,588,858	64,024,410	56,735,957
Bulk Purchases- Electricity	636,392,814	714,397,202	805,125,647	907,376,604
Other Expenditure	698,265,876	722,081,609	766,948,345	836,488,751
Operating Expenditure	2,360,377,430	2,508,247,482	2,668,488,563	2,890,419,092
Surplus / (Deficit)-Year	**95,711,399**	**124,831,914**	**208,873,476**	**270,826,779**

Table 126: Capital Budget Estimates

	(Current) 2023/24 Budget	Year 1 2024/25 Budget	Year 2 2025/26 Budget	Year 3 2026/27 Budget
Funding Sources				
Capital Replacement Reserve	189,255,620	274,794,767	239,164,975	226,708,296
External Loan	146,883,903	200,000,000	200,000,000	200,000,000
National Government	106,571,500	72,056,000	56,820,550	59,215,850
Provincial Government	29,256,573	35,067,000	61,656,000	45,656,000
Development Contribution	19,758,421	38,427,536	33,500,000	12,200,000
Total Funding Sources	**491,726,017**	**620,345,303**	**591,141,525**	**543,780,146**
Municipal Manager	40,000	40,000	40,000	50,000
Planning and Economic Development	4,619,500	28,244,000	59,470,000	44,045,000
Community and Protection Services	37,114,547	70,757,329	66,130,550	21,300,000
Infrastructure Services	413,449,956	463,483,974	413,130,975	464,435,146
Corporate Services	34,583,166	56,420,000	50,970,000	12,550,000
Financial Services	1,918,848	1,400,000	1,400,000	1,400,000
Capital Expenditure	**491,726,017**	**620,345,303**	**591,141,525**	**543,780,146**

10.3 Financial Management Arrangements

For the effective and efficient financial management of the municipality, all role-players, including the municipal councillors, must provide an environment conducive to good management. Local government legislation and National Treasury circulars articulate and provide regulatory structure. The council and officials define this environment by developing and accepting policy guidelines to govern financial decision-making and fiscal discipline.

The management arrangements of Stellenbosch Municipality are reflected in the policy documents listed in the table below:

Table 127: Management Arrangements

Document	Purpose	Status
Delegation Register	To provide for administrative, managerial, and institutional arrangements in respect of the delegation of responsibilities.	In place
Credit Control and Debt Collection Policy	• To establish consolidated, sound, and practically executable credit control measures to be applied in respect to all property owners and consumers. • To regulate the actions about arrear accounts, including extensions granted, written arrangements to pay off arrears, the monitoring thereof, and legal actions associated with unpaid accounts.	In place
Indigent Policy	To subsidise indigent households with a specified level of income. enabling them to pay for a basic package of municipal services.	In place
Irrecoverable Debt Policy	To provide a framework for the writing off of irrecoverable debt, to ensure that Council is in a position where it is not carrying debt that has been prescribed or which is irrecoverable on its books.	In place
Tariff Policy	To provide a framework to determine rates and tariffs to finance expenditure.	In place
Rates Policy	To ensure that all the stipulations of the Municipal Property Rates Act are effected administratively and also layout and stipulate all the requirements for rebates for all qualifying property owners.	In place
Special Rating Areas Policy	To strike an appropriate balance between facilitating self / funded community initiatives that aim to improve and / or upgrade neighbourhoods.	In place
Supply Chain Management Policy	To provide a system of procurement that gives effect to the principles of: • Fairness; • Equity; • Transparency; • Competitiveness; and • Cost-effectiveness.	In place
Budget Implementation and Monitoring Policy	• Sets out the budgeting principles that Stellenbosch Municipality will follow in preparing each annual budget. • To give effect to the requirements and stipulations of the Municipal Finance Management Act (MFMA) and Municipal Budget and Reporting Framework in terms of the planning, preparation, and approval of the annual and adjustments budgets.	In place
Borrowing, Funding and Reserves Policy	To provide 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 non-cash-backed liabilities.	In place
Cash Management and Investment Policy	To regulate and provide directives in respect of the investment of funds and to maximise returns from authorised investments, consistent with the primary objective of minimising risk.	In place
Travel and Subsistence Policy	To set out the basis for the payment of subsistence, travel allowance, and hourly rate when applying for official travelling.	In place
Accounting Policy	To provide the accounting framework applicable to the finances of the municipality and is informed by the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003).	In place

Document	Purpose	Status
Grant-in-aid Policy	To provide the framework for grants-in-aid to NGOs, CBOs or NPOs and bodies that are used by the government as an agency to serve the poor, marginalised or otherwise vulnerable as envisaged by Sections 12 and 67 of the MFMA.	In place
Development Contributions for Bulk Engineering Services	• Local government has the discretionary power when granting development approvals to impose conditions about the provision of engineering services and the payment of money that is directly related to requirements resulting from those approvals in respect of the provision of the necessary services to the land to be developed. • To provide the framework for the calculation of these contributions.	In place
Petty Cash Policy	To stipulate clear processes and procedures to ensure that all transactions are processed effectively and efficiently in a bid to ensure prudent financial control. All purchases below R2 000 are regulated by this policy.	In place
Asset Management Policy	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.	In place
Liquidity Policy	The documented policy sets out the minimum risk management measures that Stellenbosch Municipality has to implement and adhere to ensure that its current and future liquidity position is managed prudently.	In place
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.	In place

10.4 Financial Strategies and Programmes

The optimal use of available resources, the maximum raising of revenue, and the sustainable delivery of services are the key elements of a successful financial strategy. The municipality has developed and implemented various strategies in this regard. The table below summarises the key strategies:

Table 128: Key Financial Strategies

Strategy	Currently in Place
Financial viability and sustainability through long-term financial planning	• Long-term financial planning tool effective implementation and monitoring.
COVID-19 Policy Initiatives and Incentives to enhance vaccinations	• Revise budget and related policies
Clean Audit	• Audit Action Plan • Annual Financial Statement compilation standard operating procedure • Monthly Reconciliations • Training Sessions • Participation in Forums
Staffing	• Revise Organogram • Fill critical vacancies
Capital expenditure	• Implementation of Project Management System including in-year reporting
Revenue Enhancement Strategy	• Implementation of Revenue Enhancement Strategy • Roll-out of WMD and Pre-payment Water Meters • Data cleansing • Validity of registered indigent households
Billing system enhancement	• Web-based billing system • Review Municipal Account Layout • Investigate payment methods
Debt management	• Debt Review Committee • Quarterly Report on Debt and Possible Debt to be written off

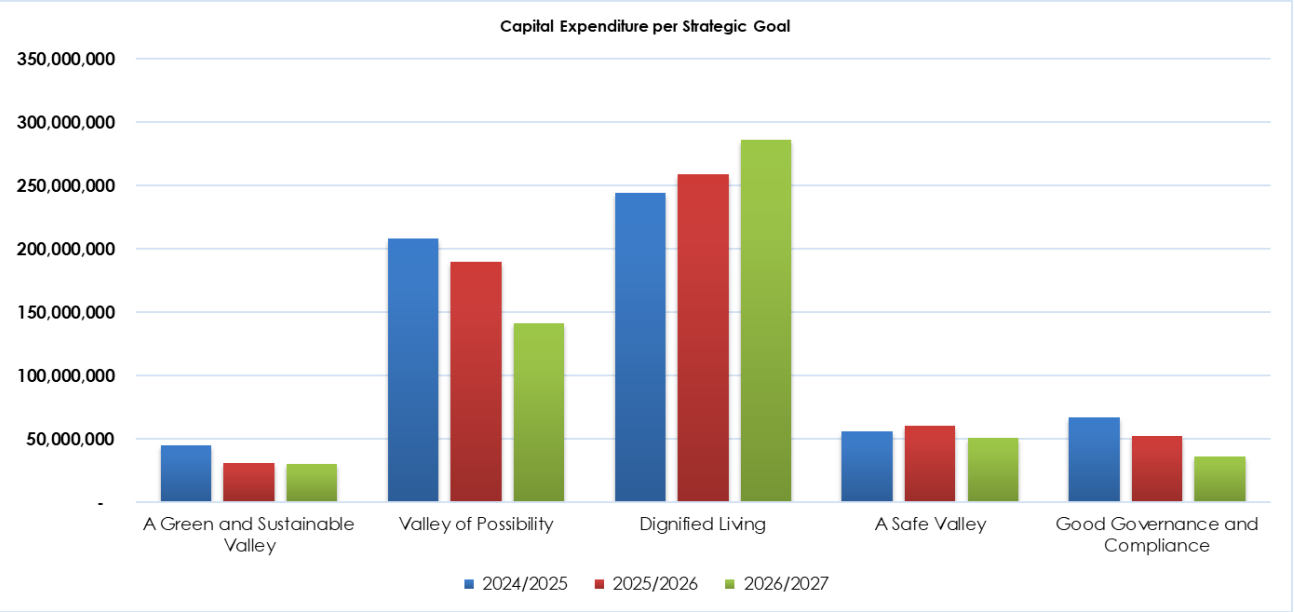
10.5 Medium – Term Capital Expenditure per Strategic Focus Area

The proposed capital expenditure per strategic focus area over the medium term is illustrated in the table below:

Table 129: Capital Expenditure per Strategic Focus Area

Strategic Goal	2024/25	2025/26	2026/27
SFA 1 - Valley of Possibility	208,397,474	189,521,957	141,312,395
SFA 2 - Green and Sustainable Valley	44,949,985	30,692,500	29,966,750
SFA 3 - Safe Valley	55,543,326	60,400,000	50,434,317
SFA 4 - Dignified Living	244,391,541	258,642,750	286,267,820
SFA 5 - Good Governance and Compliance	67,062,977	51,884,318	35,798,864

Figure 51: Capital Expenditure per Strategic Focus Area



Source: Capital Budget 2024/25

The most capital-intensive strategic focus area is Dignified Living, with an allocation of R244,3 million in the upcoming financial year, totaling R789,3 million over the MTREF. Water and Wastewater Services: Sanitation projects dominate this strategic objective, receiving an investment of R75.7 million in 2024/25, and it is increasing over the outer years.

The second most capital-intensive strategic focus area is the Valley of Possibility, with a total allocation of R539,2 million for the duration of the MTREF. Project highlights include:

- Bien don 66/11kV substation new;
- Electrification INEP;
- Kayamandi(Costa grounds) new substation 11 kV switching station;
- Bulk Water Supply Pipe and Reservoir: Stellenbosch; and
- Bulk Water Supply Pipeline and Reservoir - Jamestown.

The Safe Valley strategic focus area receives the 3rd highest capital investment with the total MTREF budget amounting to R166,3 million. The Alternative Energy project takes centre stage as part of the broader Safe Valley Strategy to reduce the impact of loadshedding.

The municipality is also making a concerted effort to improve ICT infrastructure platforms, allocating R31,8 million for this purpose over the multi-year budget period.

10.6 Medium – Term Operational Expenditure

The proposed Operational Expenditure per Strategic Focus Area over the medium term is illustrated in the table below.

Table 130: Operational Expenditure per Strategic Focus Area

Operational Expenditure	2024/25	2025/26	2026/27
SFA 1 - Valley of Possibility	764,879,901	788,873,141	835,224,937
SFA 2 - Green and Sustainable Valley	7,315,028	7,404,429	7,495,618
SFA 3 - Safe Valley	68,849,401	64,174,231	60,041,606
SFA 4 - Dignified Living	1,023,951,833	1,145,981,247	1,299,813,052
SFA 5 - Good Governance and Compliance	569,204,852	584,474,747	606,560,898

10.7 Medium–Term Operational Revenue per Strategic Focus Area

The proposed Operational Revenue per Strategic Focus Area over the medium term is illustrated in the table below.

Table 131: Operational Revenue per Strategic Focus Area

Operational Revenue	2024/25	2025/26	2026/27
SFA 1 - Valley of Possibility	-	-	-
SFA 2 - Green and Sustainable Valley	-	-	-
SFA 3 - Safe Valley	163,379,995	170,694,142	178,336,665
SFA 4 - Dignified Living	1,450,080,694	1,610,904,059	1,790,882,302
SFA 5 - Good Governance and Compliance	1,019,618,707	1,095,763,838	1,192,026,904

10.8 Capital Budget 2024/25 – 2026/27 per Directorate

10.8.1 Capital Budget 2024/25 – 2026/27: Office of the Municipal Manager

Table 132: Capital Budget 2023/24 – 2025/26: Office of the Municipal Manager

Department	Project name	Funding	Proposed budget 2024/25	Proposed budget 2025/26	Proposed budget 2026/27
MUNICIPAL MANAGER					
Municipal Manager	Furniture, Tools, and Equipment: MM	CRR (Own funds)	40 000	40 000	50 000
			40 000	**40 000**	**50 000**

10.8.2 Capital Budget 2023/24 – 2025/26- Directorate: Planning and Economic Development

Table 133: Capital Budget 2024/25 – 2026/27- Directorate: Planning and Economic Development

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
PLANNING AND ECONOMIC DEVELOPMENT					
Economic Development and Tourism	Furniture, Tools, and Equipment: LED	CRR (Own funds)	75,000	75,000	80,000
Economic Development and Tourism	Establishment of the Kayamandi Informal Trading Area	RSEP	1,500,000	-	-
Housing Development	Erf 64, Kylemore	Human Settlements Grant	1,946,000	-	6,000,000
Housing Development	Erf 7001 Cloetesville (380) FLISP	Human Settlements Grant	-	8,000,000	8,000,000
Housing Development	Erf 7001 Cloetesville (380) FLISP	CRR (Own funds)	300,000	-	-
Housing Development	Erven 81/2 and 82/9, Stellenbosch	CRR (Own funds)	250,000	-	-
Housing Development	ISSP Kayamandi	ISUP	2,000,000	2,000,000	1,000,000
Housing Development	Furniture, Tools, and Equipment: Housing Development	CRR (Own funds)	80,000	150,000	150,000
Housing Development	Franschhoek Meerlust: Bosdorp (±200 services and ±200 units)	Human Settlements Grant	-	-	-
Housing Development	Housing Projects (Social housing planning)	CRR (Own funds)	500,000	500,000	1,000,000
Housing Development	Kayamandi Town Centre	ISUP	2,000,000	6,000,000	-
Housing Development	Adam Tas Corridor Precinct 10	Human Settlements Grant	-	16,000,000	16,000,000
Housing Development	Klapmuts La Rochelle (100)	ISUP	2,000,000	-	-
Housing Development	Klapmuts La Rochelle (100)	Human Settlements Grant	8,000,000	21,000,000	-

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
Housing Development	La Motte Old Forest Station (±430 services and ±430 units)	Human Settlements Grant	4,443,000	-	6,000,000
IHS: Informal Settlements	Upgrading of Informal Settlements: General	CRR (Own funds)	1,000,000	1,000,000	1,000,000
IHS: Informal Settlements	Rehabilitation of Langrug Dam and Engineering Services	CRR (Own funds)	500,000	1,000,000	1,000,000
Housing Administration	Flats: Interior Upgrading - Kayamandi	CRR (Own funds)	1,650,000	1,000,000	1,000,000
Housing Administration	Furniture, Tools, and Equipment: Housing Administration	CRR (Own funds)	150,000	150,000	170,000
Development Planning	Furniture, Tools, and Equipment: Spatial Planning	CRR (Own funds)	75,000	75,000	80,000
Housing Administration	Upgrading of Flats: General	CRR (Own funds)	1,000,000	1,000,000	1,000,000
Economic Development and Tourism	Installation of Agricultural Irrigation infrastructure on Farm 502BH (Emerging Farmers)	CRR (Own funds)	300,000	1,000,000	1,000,000
Housing Development	Housing projects	CRR (Own funds)	300,000	310,000	320,000
Town Planning	Furniture, Tools, and Equipment: Town Planning	CRR (Own funds)	75,000	85,000	95,000
Building Control	Furniture, Tools, and Equipment: Building Control	CRR (Own funds)	100,000	125,000	150,000
			28,244,000	**59,470,000**	**44,045,000**

10.8.3 Capital Budget 2023/24 – 2025/26- Directorate: Community and Protection Services

Table 134: Capital Budget 2024/25 – 2026/27- Directorate: Community and Protection Services

Department	Project name	Funding	Proposed budget 2024/25	Proposed budget 2025/26	Proposed budget 2026/27
COMMUNITY AND PROTECTION SERVICES					
Community Development	Furniture, Tools, and Equipment: Comm Development	CRR (Own funds)	60,000	50,000	50,000
Community Development	SRD Vehicle	CRR (Own funds)	350,000	500,000	-
Community Development	Upgrading and Maintenance: Early Childhood Development Centres	CRR (Own funds)	1,329,003	-	
Community Development	Upgrading and Maintenance: Early Childhood Development Centres	IUDG	5,000,000	-	6,000,000
Community Services: Library Services	Furniture, Tools, and Equipment: Pniël Library	CRR (Own funds)	10,000	10,000	-
Community Services: Library Services	Library Books	CRR (Own funds)	200,000	200,000	200,000
Community Services: Library Services	Upgrading: Cloetesville Library	CRR (Own funds)	450,000	-	-
Community Services: Library Services	Ida's Valley: Furniture, Tools, and Equipment	CRR (Own funds)	500,000	-	-
Community Services: Library Services	Kayamandi: Furniture, Tools, and Equipment	CRR (Own funds)	20,000	500,000	-
Community Services: Library Services	Vehicles	CRR (Own funds)	400,000	400,000	-
Halls	Furniture, Tools, and Equipment: Halls	CRR (Own funds)	200,000	-	-
Halls	Upgrading of Halls	CRR (Own funds)	50,000	-	-
Halls	Vehicle Fleet	CRR (Own funds)	-	500,000	500,000
Sports Grounds and Picnic Sites	Fencing: Sport Grounds (WC024)	DC - Community	1,750,000	-	-
Sports Grounds and Picnic Sites	Furniture, Tools, and Equipment: Sports	CRR (Own funds)	400,000	-	-
Sports Grounds and Picnic Sites	Recreational Equipment Sport	CRR (Own funds)	200,000	-	-
Sports Grounds and Picnic Sites	Upgrade of netball courts	CRR (Own funds)	1,000,000	-	-
Sports Grounds and Picnic Sites	Upgrade of Sport Facilities	CRR (Own funds)	1,000,000	1,000,000	1,000,000
Sports Grounds and Picnic Sites	Installation of cricket nets	CRR (Own funds)	150,000	-	250,000
Sports Grounds and Picnic Sites	Clubhouse Devon Valley Sport Facility	CRR (Own funds)	200,000	2,000,000	-
Sports Grounds and Picnic Sites	Specialised Vehicles	CRR (Own funds)	1,000,000	-	-
Sports Grounds and Picnic Sites	Upgrading of Swimming Pool	CRR (Own funds)	300,000	200,000	-
Environmental Management: Implementation	Furniture, Tools, and Equipment: Environmental Management	CRR (Own funds)	150,000	150,000	200,000
Environmental Management: Implementation	Jonkershoek Picnic Site: Upgrade of Facilities.	CRR (Own funds)	700,000	-	-
Environmental Management: Implementation	Specialised Equipment: Workshop	CRR (Own funds)	1,500,000	-	-

Department	Project name	Funding	Proposed budget 2024/25	Proposed budget 2025/26	Proposed budget 2026/27
Environmental Management: Implementation	Vehicle Fleet: Workshop	CRR (Own funds)	800,000	-	-
Environmental Management: Implementation	Air and Noise Control: FTE	CRR (Own funds)	-	100,000	-
Environmental Management: Urban Forestry	Design and implement electronic Urban Forestry management tool	CRR (Own funds)	250,000	-	-
Environmental Management: Urban Forestry	Furniture, Tools, and Equipment: Urban Forestry	CRR (Own funds)	1,500,000	-	-
Environmental Management: Urban Forestry	Specialised equipment: Urban Forestry	CRR (Own funds)	1,500,000	-	-
Environmental Management: Urban Forestry	Security fencing and gates	CRR (Own funds)	1,000,000	-	-
Environmental Management: Urban Forestry	Urban Forestry: Purchasing of trailer	CRR (Own funds)	-	-	1,000,000
Environmental Management: Urban Forestry	8 Ton Tipper Truck	CRR (Own funds)	-	-	1,200,000
Cemeteries	Calcatta Memorial Park	CRR (Own funds)	5,000,000	6,500,000	-
Cemeteries	Calcatta Memorial Park	IUDG	25,000,000	35,820,550	-
Cemeteries	Vehicle fleet Parks and cemeteries	CRR (Own funds)	500,000	-	1,000,000
Parks and Cemeteries	Beautification of Parks and Cemeteries	IUDG	1,000,000	1,000,000	1,000,000
Parks and Cemeteries	Fencing :Parks and Gardens	IUDG	1,000,000	1,000,000	1,000,000
Parks and Cemeteries	Upgrading of Parks	DC-open erven	-	-	200,000
Parks and Cemeteries	Furniture, Tools, and Equipment: Parks and Cemetries	CRR (Own funds)	50,000	-	300,000
Parks and Cemeteries	Vehicle Fleet: Parks and Cemeteries	CRR (Own funds)	1,000,000	1,000,000	-
Parks and Cemeteries	CBD Beautification	CRR (Own funds)	-	100,000	-
Parks and Cemeteries	Purchase of Specialised Vehicles	CRR (Own funds)	-	-	1,200,000
Parks and Cemeteries	Urban Greening: Beautification: Main Routes and Tourist Routes	CRR (Own funds)	-	-	200,000
Disaster Management	Vehicle fleet: Disaster Management	CRR (Own funds)	-	600,000	-
Fire and Rescue Services	Furniture, Tools, and Equipment: Fire	CRR (Own funds)	50,000	-	500,000
Fire and Rescue Services	Specialised Vehicles: Fire	CRR (Own funds)	3,500,000	-	-
Fire and Rescue Services	Fire Station - Jamestown	CRR (Own funds)	1,150,000	8,000,000	-
Fire and Rescue Services	Rescue equipment	CRR (Own funds)	1,000,000	-	1,000,000
Fire and Rescue Services	Vehicle fleet: Fire Services	CRR (Own funds)	-	1,000,000	-
Disaster Management	Re tarring of the Stellenbosch fire station drill yard	CRR (Own funds)	-	-	1,000,000
Law Enforcement and Security	Furniture, Tools, and Equipment: Law Enforcement	CRR (Own funds)	200,000	-	-
Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	CRR (Own funds)	1,343,326	1,000,000	1,000,000

Department	Project name	Funding	Proposed budget 2024/25	Proposed budget 2025/26	Proposed budget 2026/27
Law Enforcement and Security	Install Computerised Access Security Systems and CCTV Cameras At Municipal Buildings	CRR (Own funds)	1,000,000	1,000,000	1,000,000
Law Enforcement and Security	Law Enforcement Tools and Equipment	CRR (Own funds)	300,000	-	-
Law Enforcement and Security	Neighborhood Watch Safety equipment	CRR (Own funds)	250,000	-	-
Law Enforcement and Security	Security Upgrades	CRR (Own funds)	650,000	-	-
Law Enforcement and Security	Vehicle Fleet: Law Enforcement	CRR (Own funds)	1,500,000	1,500,000	1,500,000
Traffic Services	Furniture, Tools, and Equipment: Traffic Services	CRR (Own funds)	45,000	-	-
Traffic Services	Specialised Equipment: Traffic	CRR (Own funds)	1,500,000	-	-
Traffic Services	Specialised Vehicles: Traffic	CRR (Own funds)	2,750,000	2,000,000	-
			70,757,329	**66,130,550**	**21,300,000**

10.8.4 Capital Budget 2024/25 – 2026/27- Directorate: Corporate Services

Table 135: Capital Budget 2024/25– 2026/27- Directorate: Corporate Services

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
CORPORATE SERVICES					
Information and Communications Technology (ICT)	Fibre Optic Implementation	CRR (Own funds)	4,000,000	4,000,000	2,000,000
Information and Communications Technology (ICT)	ICT Cable Reticulation and Management	CRR (Own funds)	500,000	500,000	1,000,000
Information and Communications Technology (ICT)	Purchase and Replacement of Computer / software and Peripheral devices	CRR (Own funds)	1,270,000	1,270,000	1,500,000
Information and Communications Technology (ICT)	Server Storage expansion and upgrades	CRR (Own funds)	1,000,000	1,000,000	2,000,000
Information and Communications Technology (ICT)	Upgrade and Expansion of IT Infrastructure Platforms	CRR (Own funds)	1,000,000	2,000,000	2,000,000
Information and Communications Technology (ICT)	Upgrading Communication Network	CRR (Own funds)	1,500,000	1,500,000	750,000
Properties and Municipal Building Maintenance	Airconditioners	CRR (Own funds)	700,000	200,000	200,000
Properties and Municipal Building Maintenance	Furniture, Tools, and Equipment: Property Management	CRR (Own funds)	250,000	-	-
Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	CRR (Own funds)	3,000,000	-	-
Properties and Municipal Building Maintenance	Structural Improvement: General	CRR (Own funds)	11,000,000	4,000,000	1,500,000
Properties and Municipal Building Maintenance	Structural Maintenance/Upgrade: Beltana	CRR (Own funds)	25,000,000	35,000,000	-
Properties and Municipal Building Maintenance	Structural Upgrade: Jamestown Ward Office and Library	CRR (Own funds)	3,900,000	-	-
Properties and Municipal Building Maintenance	Upgrade Millenium Hall Pniël	CRR (Own funds)	800,000	-	-
Properties and Municipal Building Maintenance	Upgrading Fencing	CRR (Own funds)	1,500,000	1,000,000	1,100,000
Properties and Municipal Building Maintenance	Upgrading of New Office Space: Ryneveld Street	CRR (Own funds)	1,000,000	500,000	500,000
			56,420,000	**50,970,000**	**12,550,000**

10.8.5 Capital Budget 2024/25 – 2026/27- Directorate: Infrastructure Services

Table 136: Capital Budget 2024/25 – 2026/27- Directorate: Infrastructure Services

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
INFRASTRUCTURE SERVICES					
Infrastructure Services	Furniture, Tools, and Equipment: IS	CRR (Own funds)	85,000	80,000	65,000
Waste Management: Solid Waste Management	Area Cleaning Depot: Franschhoek	CRR (Own funds)	2,500,000	-	-
Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	External Loan	15,000,000	16,000,000	-
Waste Management: Solid Waste Management	Furniture, Tools, and Equipment: Solid Waste	CRR (Own funds)	100,000	50,000	50,000
Waste Management: Solid Waste Management	Landfill Gas To Energy	External Loan	16,000,000	500,000	17,000,000
Waste Management: Solid Waste Management	Major Drop-Offs: Construction - Franschhoek	External Loan	3,000,000	2,000,000	-
Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klapmuts	External Loan	-	3,000,000	4,000,000
Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klapmuts	DC - Refuse	2,199,985	-	-
Waste Management: Solid Waste Management	Mini Waste drop-off facilities	CRR (Own funds)	100,000	200,000	500,000
Waste Management: Solid Waste Management	Waste containers	CRR (Own funds)	200,000	500,000	200,000
Waste Management: Solid Waste Management	Upgrade Material Recovery Facility	CRR (Own funds)	2,000,000	-	-
Waste Management: Solid Waste Management	Upgrade depot and sites	CRR (Own funds)	-	300,000	-
Waste Management: Solid Waste Management	Plant and Vehicles: Solid Waste	CRR (Own funds)	2,500,000	3,500,000	4,000,000
Waste Management: Solid Waste Management	Waste Minimisation Projects	CRR (Own funds)	800,000	500,000	-
Electrical Services	Ad-Hoc Provision of Streetlighting	CRR (Own funds)	2,500,000	2,500,000	2,289,800
Electrical Services	Alternative Energy	External Loan	20,000,000	24,500,000	26,994,517
Electrical Services	Automatic Meter Reader	CRR (Own funds)	400,000	440,000	484,000
Electrical Services	Bien don 66/11kV substation new	External Loan	7,500,000	20,000,000	44,920,700
Electrical Services	Bien don 66/11kV substation new	DC - Electricity	847,227	-	-
Electrical Services	Cable Network: Franschhoek	CRR (Own funds)	-	500,000	5,000,000
Electrical Services	Cable replacement 66kV	CRR (Own funds)	-	400,000	-
Electrical Services	Cloetesville - Add the third transformer and associated works 20MVA transformer	CRR (Own funds)	500,000	-	-
Electrical Services	Demand Side Management Geyser Control	CRR (Own funds)	500,000	1,000,000	1,000,000

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
INFRASTRUCTURE SERVICES					
Electrical Services	Electricity Network: Pniël	External Loan	3,500,000	3,500,000	3,500,000
Electrical Services	Electrification INEP	INEP	5,056,000	11,000,000	9,943,000
Electrical Services	Energy Balancing - Metering and Mini-Substations	CRR (Own funds)	250,000	250,000	250,000
Electrical Services	Energy Efficiency and Demand Side Management	EEDM	5,000,000	5,000,000	5,000,000
Electrical Services	Furniture, Tools, and Equipment: Electrical Services	CRR (Own funds)	100,000	333,182	366,501
Electrical Services	General System Improvements - Franschhoek	CRR (Own funds)	3,500,000	3,500,000	3,500,000
Electrical Services	General Systems Improvements - Stellenbosch	CRR (Own funds)	5,500,000	5,900,000	6,340,000
Electrical Services	Infrastructure Improvement - Franschhoek	External Loan	1,500,000	1,500,000	1,500,000
Electrical Services	Integrated National Electrification Programme	CRR (Own funds)	321,957	321,957	321,957
Electrical Services	Jan Marais Upgrade: Remove Existing Tx and replace with 20MVA	External Loan	2,359,587	-	-
Electrical Services	Kayamandi(Costa grounds)new substation 11 kV switching station	External Loan	7,500,000	15,000,000	7,500,000
Electrical Services	Laterra Substation	External Loan	225,680	-	-
Electrical Services	Meter Panels	CRR (Own funds)	250,000	250,000	250,000
Electrical Services	Network Cable Replace 11 Kv	External Loan	3,000,000	3,300,000	3,630,000
Electrical Services	Replace Control Panels 66 kV and Circuit breakers	External Loan	4,664,498	2,000,000	2,500,000
Electrical Services	Replace Ineffective Meters	CRR (Own funds)	250,000	302,500	332,750
Electrical Services	STB Switchgear (11kV) SF6	External Loan	1,000,000	9,000,000	27,606,738
Electrical Services	Streetlights R304	CRR (Own funds)	1,000,000	1,000,000	1,000,000
Electrical Services	Substation 66kV equipment	External Loan	2,295,974	5,301,136	6,361,363
Electrical Services	System Control Centre and Upgrade Telemetry	External Loan	3,960,000	4,356,000	4,791,600
Electrical Services	Third transformer and associated works 20MVA Cloetesville	CRR (Own funds)	550,000	450,000	-
Electrical Services	Uninterrupted Power Supply for buildings	CRR (Own funds)	2,000,000	2,000,000	-
Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	External Loan	500,000	7,571,200	27,571,200
Electrical Services	Vehicles: Electrical Services	CRR (Own funds)	3,500,000	-	3,200,000
Project Management Unit (PMU)	Franschhoek Mooiwater 236	ISUP	10,800,000	-	-
Project Management Unit (PMU)	Furniture, Tools, and Equipment: PMU	CRR (Own funds)	75,000	75,000	110,000
Project Management Unit (PMU)	Upgrading Ad hoc Housing Projects	CRR (Own funds)	300,000	350,000	400,000
Project Management Unit (PMU)	Kayamandi: Zone O (±711 services)	ISUP	1,750,000	8,000,000	8,000,000
Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Kayamandi	External Loan	298,093	-	-

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
INFRASTRUCTURE SERVICES					
Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	External Loan	36,479,298	30,471,664	-
Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	IUDG	5,000,000	-	3,000,000
Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	CRR (Own funds)	33,520,702	19,528,336	-
Water and Wastewater Services: Water	Bulk Water Supply Pipeline and Pumpstations: Franschhoek	External Loan	10,000,000	4,000,000	-
Water and Wastewater Services: Water	Bulk Water Supply Pipe: Cloetesville / Ida's Valley	CRR (Own funds)	1,000,000	7,000,000	14,000,000
Water and Wastewater Services: Water	Bulk Water Supply Pipe: Ida's Valley / Papegaaiberg and Network Upgrades	CRR (Own funds)	2,000,000	-	-
Water and Wastewater Services: Water	Bulk Water Supply Pipeline and Reservoir - Jamestown	External Loan	13,716,870	-	-
Water and Wastewater Services: Water	Bulk Water Upgrades Franschhoek	CRR (Own funds)	-	-	1,000,000
Water and Wastewater Services: Water	Chlorination Installation: Upgrade	CRR (Own funds)	500,000	500,000	500,000
Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network Upgrades	CRR (Own funds)	7,320,153	750,000	1,500,000
Water and Wastewater Services: Water	Furniture, Tools, and Equipment: Water	CRR (Own funds)	150,000	200,000	200,000
Water and Wastewater Services: Water	New Reservoir and Pipeline: Vlottenburg	CRR (Own funds)	1,316,150	-	-
Water and Wastewater Services: Water	New Reservoir and Pipeline: Vlottenburg	DC - Water	5,630,324	-	-
Water and Wastewater Services: Water	New Reservoir and Pipeline: Vlottenburg	IUDG	22,000,000	-	-
Water and Wastewater Services: Water	Reservoirs and Dam Safety	CRR (Own funds)	950,000	500,000	1,000,000
Water and Wastewater Services: Water	Specialised Vehicles: Water	CRR (Own funds)	-	5,500,000	-
Water and Wastewater Services: Water	Uniepark and Helshoogte Storage and Supply scheme	CRR (Own funds)	5,000,000	6,000,000	40,000,000
Water and Wastewater Services: Water	Update Water Masterplan	CRR (Own funds)	500,000	500,000	750,000
Water and Wastewater Services: Water	Upgrade and Replace Water Meters	CRR (Own funds)	1,000,000	1,000,000	2,000,000
Water and Wastewater Services: Water	Vehicles: Water	CRR (Own funds)	1,000,000	1,000,000	-
Water and Wastewater Services: Water	Water Conservation and Demand Management	External Loan	2,000,000	2,000,000	2,000,000
Water and Wastewater Services: Water	Water Telemetry Upgrade	CRR (Own funds)	1,500,000	1,500,000	-
Water and Wastewater Services: Water	Waterpipe Replacement	CRR (Own funds)			8,000,000
Water and Wastewater Services: Water	Waterpipe Replacement	External Loan	6,000,000	6,000,000	-
Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	CRR (Own funds)	300,000	400,000	400,000
Water and Wastewater Services: Sanitation	Dorp Street Bulk Sewer Upgrade	CRR (Own funds)	500,000	-	-
Water and Wastewater Services: Sanitation	Extention of WWTW: Stellenbosch	CRR (Own funds)	4,000,000	15,000,000	15,000,000
Water and Wastewater Services: Sanitation	Furniture, Tools, and Equipment: Sanitation	CRR (Own funds)	400,000	400,000	400,000

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
		INFRASTRUCTURE SERVICES			
Water and Wastewater Services: Sanitation	Pond rehabilitation and pond pumping systems construction WWTW	CRR (Own funds)	1,500,000	1,500,000	-
Water and Wastewater Services: Sanitation	Refurbish Plant and Equipment - Raithby WWTW	External Loan	4,500,000	4,000,000	-
Water and Wastewater Services: Sanitation	Sewer Pumpstation and Telemetry Upgrade	CRR (Own funds)	1,500,000	1,500,000	1,500,000
Water and Wastewater Services: Sanitation	Sewerpipe Replacement	CRR (Own funds)	5,750,000	6,000,000	6,000,000
Water and Wastewater Services: Sanitation	Specialised Vehicles: Sanitation	CRR (Own funds)	3,000,000	-	-
Water and Wastewater Services: Sanitation	Update Sewer Masterplan	CRR (Own funds)	500,000	500,000	600,000
Water and Wastewater Services: Sanitation	Upgrade Laboratory Equipment	CRR (Own funds)	500,000	-	-
Water and Wastewater Services: Sanitation	Upgrade of WWTW Wemmershoek	External Loan	30,000,000	30,000,000	20,000,000
Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	External Loan	5,000,000	6,000,000	123,882
Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	IUDG			30,272,850
Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	CRR (Own funds)			19,603,288
Water and Wastewater Services: Sanitation	Vehicles: Sanitation	CRR (Own funds)	1,000,000	2,000,000	-
Water and Wastewater Services: Sanitation	Vlottenburg Outfall Sewer: Construction of Digteby Sewerpipe	CRR (Own funds)	19,053,526	-	-
Roads and Stormwater	Adam Tas Road Intersection Upgrades	CRR (Own funds)	300,000	300,000	-
Roads and Stormwater	Adhoc Minor Upgrading of Roads (WC024)	CRR (Own funds)	300,000	700,000	-
Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	IUDG	3,000,000	3,000,000	3,000,000
Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	CRR (Own funds)	2,000,000	2,000,000	2,000,000
Roads and Stormwater	Bridge Assessment and Design	CRR (Own funds)	2,000,000	1,000,000	-
Roads and Stormwater	Furniture, Tools, and Equipment: Roads and Stormwater	CRR (Own funds)	400,000	400,000	400,000
Roads and Stormwater	Gravel Roads Devon Valley - Safety Improvements Structural Repairs	CRR (Own funds)	500,000	800,000	-
Roads and Stormwater	Klapmuts Transport Network	CRR (Own funds)	800,000	800,000	800,000
Roads and Stormwater	Lanquedoc Access road and Bridge	DC - Roads	20,000,000	15,000,000	-
Roads and Stormwater	Lanquedoc Access road and Bridge	CRR (Own funds)	3,000,000	-	-
Roads and Stormwater	Parking Area Upgrades - Franschhoek	DC-Parking	500,000	-	-
Roads and Stormwater	Parking Area Upgrades - Stellenbosch	DC-Parking	500,000	2,000,000	-

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
		INFRASTRUCTURE SERVICES			
Roads and Stormwater	Reseal Roads - Franschhoek and Surrounding	CRR (Own funds)	100,000	100,000	2,000,000
Roads and Stormwater	Reseal Roads - Klapmuts, Raithby and Surrounding	CRR (Own funds)	1,100,000	100,000	-
Roads and Stormwater	Reseal Roads - Kylemore and Surrounding	CRR (Own funds)	100,000	1,500,000	-
Roads and Stormwater	Reseal Roads - Stellenbosch and Surrounding	CRR (Own funds)	3,000,000	3,000,000	4,000,000
Roads and Stormwater	River Rehabilitation Implementation	CRR (Own funds)	2,100,000	2,100,000	-
Roads and Stormwater	Specialised Vehicles - Digger Loader	CRR (Own funds)	1,500,000	-	-
Roads and Stormwater	Update Stormwater Masterplan	CRR (Own funds)	1,500,000	-	-
Roads and Stormwater	Upgrade Stormwater Retention Facilities	CRR (Own funds)	500,000	500,000	-
Roads and Stormwater	Upgrade Stormwater System	CRR (Own funds)	50,000	200,000	300,000
Roads and Stormwater	Vehicles Replacement: Light Vehicles (LDV)	CRR (Own funds)	200,000	-	-
Roads and Stormwater	Wilderbosch Extention to Technopark	CRR (Own funds)	-	1,000,000	-
Roads and Stormwater	Wilderbosch Extension to Trumali	CRR (Own funds)	1,500,000	3,000,000	2,000,000
Traffic Engineering	Adhoc Intersection Improvements	CRR (Own funds)	-	1,000,000	-
Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	CRR (Own funds)	200,000	10,000,000	15,000,000
Traffic Engineering	Furniture, Tools, and Equipment: Traffic Engineering	CRR (Own funds)	150,000	150,000	150,000
Traffic Engineering	Jamestown Transport Network - School Street	CRR (Own funds)	5,000,000	5,000,000	2,000,000
Traffic Engineering	Main Road Intersection Improvements: Franschhoek	CRR (Own funds)	2,129,950	3,000,000	-
Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	CRR (Own funds)	400,000	2,000,000	4,000,000
Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	DC - Roads	3,000,000	1,500,000	2,000,000
Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	DC - Roads	4,000,000	15,000,000	10,000,000
Traffic Engineering	Pedestrian Crossing Implementation	CRR (Own funds)	100,000	100,000	300,000
Traffic Engineering	Raised Intersection Implementation	CRR (Own funds)	600,000	500,000	500,000
Traffic Engineering	Road Safety Improvements	CRR (Own funds)	500,000	-	-
Traffic Engineering	Road Upgrades at School Precincts	CRR (Own funds)	200,000	200,000	-
Traffic Engineering	Specialised Equipment: Roadmarking Machine + Trailer	CRR (Own funds)	1,000,000	-	
Traffic Engineering	Traffic Calming Projects: Implementation	CRR (Own funds)	500,000	500,000	-
Traffic Engineering	Traffic Management Improvement Programme	CRR (Own funds)	1,000,000	1,000,000	1,000,000
Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and Associated Components	CRR (Own funds)	500,000	500,000	1,700,000
Traffic Engineering	Traffic Signal Management System	CRR (Own funds)	500,000	1,000,000	-

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
		INFRASTRUCTURE SERVICES			
Traffic Engineering	Universal Access Implementation	CRR (Own funds)	200,000	-	300,000
Transport Planning	Adam Tas - Corridor Transport	CRR (Own funds)	1,000,000	2,000,000	-
Transport Planning	Adam Tas - Technopark Link Road	CRR (Own funds)	2,500,000	5,000,000	5,000,000
Transport Planning	Bicycle Lockup Facilities	CRR (Own funds)	-	-	500,000
Transport Planning	Comprehensive Integrated Transport Plan	CRR (Own funds)	-	344,000	2,000,000
Transport Planning	Comprehensive Integrated Transport Plan	ITP	628,000	656,000	656,000
Transport Planning	Cycle Plan - Design and Implementation	CRR (Own funds)	500,000	1,000,000	500,000
Transport Planning	Freight Strategy for Stellenbosch and Franschhoek	CRR (Own funds)	500,000	-	-
Transport Planning	Non-Motorised Transport Implementation	CRR (Own funds)	2,000,000	3,000,000	3,000,000
Transport Planning	Non-Motorised Transport Plan	CRR (Own funds)	1,000,000	-	-
Transport Planning	Park and Ride (Transport Interchange)	CRR (Own funds)	700,000	700,000	-
Transport Planning	Pedestrian Streets in Stellenbosch	CRR (Own funds)	1,000,000	-	500,000
Transport Planning	Provision of Bulk Parking Planning and Development	CRR (Own funds)	3,000,000	-	-
Transport Planning	Public Transport Facilities (Taxi Ranks) Adhoc Upgrades	CRR (Own funds)	1,000,000	-	1,000,000
Transport Planning	Public Transport Infrastructure (Public Transport Shelters and Embayments)	CRR (Own funds)	400,000	-	-
Transport Planning	Public Transport Planning - WC024	CRR (Own funds)	1,000,000	1,000,000	1,000,000
Transport Planning	Re-design of Bergzicht Public Transport Facility	CRR (Own funds)	1,000,000	500,000	-
Transport Planning	Stellenbosch - Bicycle network	CRR (Own funds)	-	-	500,000
Transport Planning	Technopark Kerb and Channel Upgrade	CRR (Own funds)	500,000	-	-
			463,483,974	**413,130,975**	**464,435,146**

10.8.6 Capital Budget 2023/24 – 2025/26- Directorate: Financial Services

Table 137: Capital Budget 2023/24 – 2025/26- Directorate: Financial Services

Department	Project name	Funding	Proposed budget 2023/24	Proposed budget 2024/25	Proposed budget 2025/26
FINANCIAL SERVICES					
Financial Management Services	Furniture, Tools, and Equipment	CRR (Own funds)	100,000	100,000	100,000
Supply Chain Management	Furniture, Tools, and Equipment	CRR (Own funds)	150,000	150,000	150,000
Revenue and Expenditure	Furniture, Tools, and Equipment	CRR (Own funds)	150,000	150,000	150,000
Financial Management Services	Vehicle Fleet: FMS	CRR (Own funds)	1,000,000	1,000,000	1,000,000
			1,400,000	**1,400,000**	**1,400,000**

10.9 National and Provincial Investment

The following tables depict the National and Provincial allocations to the municipality over the MTREF period. It should be noted that the information is subject to change depending on fiscal constraints and the availability of resources.

The table below sets out the allocations by the national government for the MTREF period for Stellenbosch Municipality.

As indicated in the table below the total National allocation for Stellenbosch amounts to **R293 776** million for the 2024/25 financial year.

Table 138: National and Provincial Investment

National Allocations / Provincial	2024/25	2025/26	2026/27
Stellenbosch Municipality			
Equitable Share	215,604,000	232,617,000	251,231,000
Integrated Urban Development Grant	64,495,000	42,969,000	46,603,000
Integrated National Electrification Programme (Municipal) Grant (Schedule 5)	5,056,000	11,000,000	9,943,000
Energy Efficiency and Demand Side Management Grant	5,000,000	5,000,000	5,000,000
Local Government Financial Management Grant	1,600,000	1,700,000	1,800,000
EPWP Integrated Grant for Municipalities	2,021,000	-	-
Total	**293,776,000**	**293,286,000**	**314,577,000**

The table below sets out the allocations by the provincial government for the MTREF period for Stellenbosch Municipality.

As indicated in the table below the total Provincial allocation for Stellenbosch Municipality amounts to **R52 788** million for the 2024/25 financial year.

Table 139: Provincial allocation to the Stellenbosch Municipality

WCG Departments and funding	2024/25	2025/26	2026/27
Department of Local Government			
Community Development Workers Operational Support Grant	38,000	38,000	38,000
Human Settlements			
Informal Settlements Upgrading Partnership Grant: Provinces (BENEFICIARIES)	18,550,000	16,000,000	16,000,000
Title Deeds Restoration Grant	803,000	369,000	-
Human Settlements Development Grant	18,692,000	79,143,000	118,500,000
Environmental Affairs and Development Planning			
Regional Socio-Economic Project / violence through urban upgrading (RSEP/VPUU)	1,500,000	-	-
Provincial Treasury			
Municipal Accreditation and Capacity Building Grant	249,000	249,000	260,000
Transport and Public Works			

WCG Departments and funding	2024/25	2025/26	2026/27
Integrated Transport Planning	628,000	656,000	656,000
Financial assistance to municipalities for maintenance and construction of transport infrastructure	345,000	350,000	366,000
Economic Development and Tourism			
Community Library Service Grant	11,333,000	11,359,000	11,868,000
District Municipality			
Cape Winelands District Grant	650,000	-	-
Total	**52,788,000**	**108,164,000**	**147,688,000**

CHAPTER 11:
Organisational Scorecard (5 – years)

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their strategic planning tool, the Integrated Development Plan (IDP). The SDBIP is a contract between Council, administration, and the community. It gives effect to the IDP and budget of the municipality.

The municipal budget shall give effect to the Strategic Focus Areas as contained in the IDP. The Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) shall contain details on the execution of the budget and information on programmes and projects. Quarterly, half-yearly and annual performance reports must also be submitted to Council as a means to monitor the implementation of the predetermined objectives as contained in the IDP.

The SDBIP is a one–year detailed implementation plan which gives effect to the IDP and Budget of the municipality. It is a contract between the administration, Council and community expressing the goals and objectives set by the Council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis for measuring the performance in service delivery against end-year targets and implementing the budget.

Indicators developed for the Stellenbosch Municipality address the Strategic Focus Areas of the municipality. The municipality utilises the one-year TL SDBIP to ensure that it delivers its service delivery mandate by indicating clear indicators and targets. These indicators also form the basis of the performance plans of the Directors, hence, the Directors are being evaluated on the approved TL SDBIP indicators.

The five necessary components are:

1. Monthly projections of revenue to be collected for each month;
2. Monthly projections of expenditure (operating and capital) and revenue for each vote;
3. Quarterly projections of service delivery targets and performance indicators;
4. Ward information for expenditure and service delivery; and
5. Detailed capital works plan broken down by ward over three years.

11.1 Five-Year Top-Level Service Delivery and Budget Implementation Plan (SDBIP)

The SDBIP gives effect to the Integrated Development Plan (IDP) and is essentially the management and implementation tool setting out the quarterly service delivery targets.

The Top Layer SDBIP include the main service delivery indicators of the municipality. The following table reflects the 5 Year Implementation Plan of the Integrated Development Plan:

11.2 SFA 1 – Valley of Possibility

SFA 1 – Valley of Possibility																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP Link	PSO (VIP) link	CWDM link	PDO link	SDG LINK	Delivery Indicator
KPI001	Planning and Economic Development	Submission of the Economic Development Strategy to the MayCo	Number of Economic Development Strategies submitted to the MayCo by 31 May	Programme	All	New KPI	1	n/a	n/a	n/a	n/a	n/a	n/a	NKPA 3	NDP 1	VIP 2	CWDM 1	PDO 1.1	SDG 8	Output
KPI002	Planning and Economic Development	Review the Economic Development Strategy	Number of Economic Development Strategies reviewed by 31 March	Programme	All	New KPI	4	n/a	n/a	1	1	1	n/a	NKPA 3	NDP1	VIP 2	CWDM 1	PDO 1.1	SDG 8	Output
KPI003	Planning and Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	Programme	All	1120	1 100-per annum	1 400	1 100	1 100	1 100	1 100	n/a	NKPA 3	NDP 1	VIP 2	CWDM 1	PDO 1.1	SDG 8	Output
KPI004	Planning and Economic Development	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative	Programme	All	66.66 %	75% of land-use applications submitted to the Municipal MPT within 120 days from the conclusion of the	75%	75%	75%	75%	75%	n/a	NKPA 3	NDP 1	VIP 2	CWDM 1	PDO 2.4	SDG 11	Outcome

SFA 1 – Valley of Possibility																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP Link	PSO (VIP) link	CWDM link	PDO link	SDG LINK	Delivery Indicator
		the administrative processing of the application	processing of the application				administrative processing of the application													
KPI005	Planning and Economic Development	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Programme	All	11	4 per annum	4	4	4	4	4	n/a	NKPA 3	NDP 1	VIP 2	CWDM 1	PDO 1.2	**SDG 8**	**Output**
KPI006	Planning and Economic Development	Submission of the revised Spatial Development Framework (SDF) to the Council	Number of revised SDFs submitted to the Council by 30 June	Programme	All	1	1 per annum	1	1	n/a	n/a	n/a	n/a	NKPA 3	NDP 1	VIP 2	CWDM 1	PDO2.4	**SDG 11; 15**	**Output**
KPI007	Planning and Economic Development	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 3	NDP 1	VIP 2	CWDM 1	PDO4.1	**SDG 11**	**Output**
KPI008	Planning and Economic Development	Submission of the draft Rural Economic Development Strategy to the Municipal	Number of draft Rural Economic Development Strategies submitted to	Key Initiative	All	New KPI	1 per annum	n/a	n/a	n/a	n/a	n/a	n/a	NKPA 3	NDP 1	VIP 2	CWDM 1	PDO 1.1	SDG 8	**Output**

SFA 1 – Valley of Possibility																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP Link	PSO (VIP) link	CWDM link	PDO link	SDG LINK	Delivery Indicator
		Manager	the Municipal Manager by 30 June																	

11.3 SFA 2 – Green and Sustainable Valley

SFA 2 – Green and Sustainable Valley																			
IDP Ref No	**Directorate**	**Indicator (Activity / Project / Programme / Key Initiative)**	**Unit of Measurement**	**Indicator Type**	**Wards**	**Baseline (2021/22)**	**5-year target**	**Target 2022/23**	**Target 2023/24**	**Target 2024/25**	**Target 2025/26**	**Target 2026/27**	**Outer years 2027 - 2032**	**NKPA link**	**NDP link**	**PSO link**	**CWDM link**	**PDO link**	**SDG link**	**Delivery Indicator**
KPI009	Infrastructure Services	Construction of a new intake substation in Dwarsriver Valley	Number of new intake substations constructed by 30 June	Project	4	New KPI	1 Per annum	n/a	n/a	n/a	1	N/A	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 4.1	**SDG9**	**Output**
KPI010	Infrastructure Services	Installation of the SCADA Master Station	Number of the SCADA Master Stations installed by 30 June	Project	All	New KPI	1 Per annum	n/a	1	n/a	n/a	n/a	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 4.1	**SDG 9**	**Output**
KPI011	Infrastructure Services	Construction of a new landfill cell at the Stellenbosch Landfill Facility	Number of new landfill cells constructed at the Stellenbosch Landfill Facility by 30 June	Project	All	New KPI	1 Per annum	n/a	1	n/a	n/a	n/a	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 4.1	**SDG 9**	**Output**
KPI012	Community and Protection Services	Establishment of a Friends Group for the nature reserves and areas	Number of Friends Groups for the nature reserves and areas established by 30 June	Key Initiative	All	New KPI	n/a	n/a	n/a	n/a	n/a	n/a	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 2.4	**SDG 15**	**Output**
KPI013	Community and Protection Services	Submission of a revised Friends Group Memorandum of Understanding (MOU) to the Municipal Manager	Number of revised Friends Group MOUs submitted to the Municipal Manager by 30 June	Programme	All	New KPI	1 per annum	n/a	n/a	1	n/a	1	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 42.4	**SDG 11**	**Output**

SFA 2 – Green and Sustainable Valley																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI014	Planning and Economic Development	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Programme	All	62,35%	60% per annum	70%	60%	60%	60%	60%	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 4.1	**SDG11**	**Output**
KPI015	Infrastructure Services	Submission of a Draft Organic Waste Plan to the Municipal Manager	Number of Draft Organic Waste Plans submitted to the Municipal Manager by 30 June	Key Initiative	All	New KPI	1 per annum	n/a	n/a	n/a	n/a	1	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 2.4	**SDG 15**	**Output**
KPI016	Infrastructure Services	Reduce organic waste	Percentage of organic waste reduced by 30 June	Programme	All	42%	20% per annum	20%	20%	20%	20%	20%	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 2.4	**SDG 15**	**Output**
KPI017	Infrastructure Services	Submission of the Fourth Generation Integrated Waste Management (IWMP) Plan to the MayCo	Number of Fourth Generation IWM Plan submitted to the MayCo by 30 June	Programme	All	New KPI	1 per annum	n/a	n/a	n/a	1	n/a	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 2.7	**SDG 15**	**Output**

SFA 2 – Green and Sustainable Valley																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI018	Infrastructure Services	Submission of a Waste Reclaimers Strategy to the Municipal Manager	Number of Waste Reclaimers Strategies submitted to the Municipal Manager by 30 June	Key Initiative	All	New KPI	1 per annum	n/a	n/a	1	n/a	n/a	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 4.1	**SDG 15**	**Output**
KPI019	Infrastructure Services	Submission of a Service Level Charter to the Municipal Manager	Number of Service Level Charters submitted to the Municipal Manager by 30 June	Key Initiative	All	New KPI	1 per annum	n/a	1	n/a	n/a	n/a	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 4.1	**SDG 15**	**Output**
KPI020	Infrastructure Services	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 2.1	**SDG 15**	**Output**
KPI021	Infrastructure Services	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Programme	All	2	2 per annum	2	2	2	2	2	n/a	NKPA 8	NDP 2	VIP 2	CWDM 1	PDO 2.1	**SDG 15**	**Output**
KP022	Infrastructure Services	Wastewater quality measured ito the Department of Water and	Percentage of wastewater quality compliance as per the	Programme	All	51,75%	70% per annum	70%	70%	70%	70%	70%	n/a	NKPA 6	NDP 2	VIP 2	CWDM 2	PDO 4.4	**SDG 6**	**Outcome**

SFA 2 – Green and Sustainable Valley																			
IDP Ref No	**Directorate**	**Indicator (Activity / Project / Programme / Key Initiative)**	**Unit of Measurement**	**Indicator Type**	**Wards**	**Baseline (2021/22)**	**5-year target**	**Target 2022/23**	**Target 2023/24**	**Target 2024/25**	**Target 2025/26**	**Target 2026/27**	**Outer years 2027 - 2032**	**NKPA link**	**NDP link**	**PSO link**	**CWDM link**	**PDO link**	**SDG link**	**Delivery Indicator**
		Sanitation's License Conditions for physical and micro parameters	analysis certificate, measured quarterly																	
KPI023	Community and Protection Services	Submission of the revised Facility Management Plan to MayCo	Number of revised Facility Management Plans submitted to MayCo by 31 May	Programme	All	1	1 per annum	n/a	n/a	n/a	n/a	n/a	n/a	NKPA 9	NDP 8	VIP 5	CWDM 1	PDO 1.1	**SDG 9**	**Output**

11.4 SFA 3 – Safe Valley

SFA 3 – Safe Valley																			
IDP Ref No	**Directorate**	**Indicator (Activity / Project / Programme / Key Initiative)**	**Unit of Measurement**	**Indicator Type**	**Wards**	**Baseline (2021/22)**	**5-year target**	**Target 2022/23**	**Target 2023/24**	**Target 2024/25**	**Target 2025/26**	**Target 2026/27**	**Outer years 2027 - 2032**	**NKPA link**	**NDP link**	**PSO link**	**CWDM link**	**PDO link**	**SDG link**	**Delivery Indicator**
KPI024	Community and Protection Services	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 9	NDP 8	VIP 5	CWDM 2	PDO 3.1	**SDG 13**	**Output**
KPI025	Community and Protection Services	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 7	NDP 6	VIP 5	CWDM 2	PDO 3.2	**SDG 16**	**Output**
KPI026	Community and Protection Services	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 7	NDP 6	VIP 5	CWDM 2	PDO 3.2	**SDG 16**	**Output**

11.5 SFA 4 – Dignified Living

SFA 4 – Dignified Living																			
IDP Ref No	**Directorate**	**Indicator (Activity / Project / Programme / Key Initiative)**	**Unit of Measurement**	**Indicator Type**	**Wards**	**Baseline (2021/22)**	**5-year target**	**Target 2022/23**	**Target 2023/24**	**Target 2024/25**	**Target 2025/26**	**Target 2026/27**	**Outer years 2027 - 2032**	**NKPA link**	**NDP link**	**PSO link**	**CWDM link**	**PDO link**	**SDG link**	**Delivery Indicator**
KPI027	Infrastructure Services	Installation of new standpipes	Number of new standpipes installed by 30 June	Programme	All	New KPI	50 new standpipes installed by 30 June	50	n/a	n/a	n/a	n/a	n/a	NKPA 8	NDP 2	VIP 5	CWDM 2	PDO 4.4	**SDG 9**	**Output**
KPI028	Infrastructure Services	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	Programme	All	0	50 per annum	50	20	25	30	50	n/a	NKPA 2	NDP 2	VIP 5	CWDM 2	PDO 4.4	**SDG 9**	**Output**
KPI029	Infrastructure Services	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units	Percentage of average electricity losses, measured by 30 June	Programme	All	9,60%	<9% per annum	<9%	<9%	<9%	<9%	<9%	n/a	NKPA 9	NDP 8	VIP 5	CWDM 3	PDO 4.4	**SDG 12**	**Outcome**

SFA 4 – Dignified Living																			
IDP Ref No	**Directorate**	**Indicator (Activity / Project / Programme / Key Initiative)**	**Unit of Measurement**	**Indicator Type**	**Wards**	**Baseline (2021/22)**	**5-year target**	**Target 2022/23**	**Target 2023/24**	**Target 2024/25**	**Target 2025/26**	**Target 2026/27**	**Outer years 2027 - 2032**	**NKPA link**	**NDP link**	**PSO link**	**CWDM link**	**PDO link**	**SDG link**	**Delivery Indicator**
		Purchased and/or Generated) x 100}																		
KPI030	Infrastructure Services	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Programme	All	95%	90% per annum	90%	90%	90%	90%	90%	n/a	NKPA 2	NDP 2	VIP 2	CWDM 1	PDO 4.4	**SDG 7**	**Outcome**
KPI031	Infrastructure Services	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Programme	All	18,70%	<25% per annum	<25%	<25%	<25%	<25%	<25%	n/a	NKPA 3	NDP 3	VIP 5	CWDM 2	PDO 4.5	**SDG 7**	**Outcome**
KPI032	Financial Services	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic water, measured quarterly	Programme	All	100%	100% per annum	100%	100%	100%	100%	100%	n/a	NKPA 6	NDP 2	VIP 5	CWDM 2	PDO 4.4	**SDG 7**	**Outcome**

SFA 4 – Dignified Living																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI033	Financial Services	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	Programme	All	100%	100% per annum	100%	100%	100%	100%	100%	n/a	NKPA 6	NDP 2	VIP 5	CWDM 3	PDO 4.4	SDG 7	Outcome
KPI034	Financial Services	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	Programme	All	100%	100% per annum	100%	100%	100%	100%	100%	n/a	NKPA 7	NDP 3	VIP 5	CWDM 3	PDO 4.4	SDG 7	Outcome
KPI035	Financial Services	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Programme	All	100%	100% per annum	100%	100%	100%	100%	100%	n/a	NKPA 8	NDP 4	VIP 5	CWDM 3	PDO 4.4	SDG 7	Outcome

SFA 4 – Dignified Living																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI036	Financial Services	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Programme	All	26 825	27 000 per annum	26 000	27 000	27 000	27 000	27 000	n/a	NKPA 8	NDP 4	VIP 5	CWDM 3	PDO 4.4	**SDG 7**	**Outcome**
KPI037	Financial Services	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Programme	All	26 825	27 000 per annum	26 000	27 000	27 000	27 000	27 000	n/a	NKPA 8	NDP 4	VIP 5	CWDM 3	PDO 4.4	**SDG 7**	**Outcome**
KPI038	Financial Services	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Programme	All	26 825	27 000 per annum	26 000	27 000	27 000	27 000	27 000	n/a	NKPA 8	NDP 4	VIP 5	CWDM 3	PDO 4.4	**SDG 7**	**Outcome**
KPI039	Financial Services	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Programme	All	26 825	27 000 per annum	26 000	27 000	27 000	27 000	27 000	n/a	NKPA 8	NDP 4	VIP 5	CWDM 3	PDO 4.4	**SDG 7**	**Outcome**

11.6 SFA 5 – Good Governance and Compliance

SFA 5 – Good Governance and Compliance																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI040	Financial Services	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	Programme	All	84,29%	90% per annum	90%	90%	90%	90%	90%	n/a	NKPA 9	NDP 8	VIP 5	CWDM 3	PDO 5.9	**SDG 9**	**Input**
KPI041	Planning and Economic Development	Submission of the revised Integrated Zoning Scheme to the MayCo	Number of revised Integrated Zoning Schemes submitted to the MayCo by 30 June	Key Initiative	All	New KPI	1 per annum	1	n/a	n/a	n/a	n/a	n/a	NKPA 11	NDP 4	VIP 5	CWDM 1	PDO 1.3	**SDG15**	**Output**
KPI042	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	Programme	All	3	4 per annum	4	4	4	4	4	n/a	NKPA 9	NDP 8	VIP 5	CWDM 3	PDO 5.8	**SDG 16**	**Input**
KPI043	Financial Services	Achieve an average payment percentage of 96% by 30 June	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance -	Programme	All	96%	96% per annum	96%	96%	96%	96%	96%	n/a	NKPA 10	NDP 9	VIP 5	CWDM 3	PDO 5.9	**SDG 16**	**Input**

SFA 5 – Good Governance and Compliance																			
IDP Ref No	**Directorate**	**Indicator (Activity / Project / Programme / Key Initiative)**	**Unit of Measurement**	**Indicator Type**	**Wards**	**Baseline (2021/22)**	**5-year target**	**Target 2022/23**	**Target 2023/24**	**Target 2024/25**	**Target 2025/26**	**Target 2026/27**	**Outer years 2027 - 2032**	**NKPA link**	**NDP link**	**PSO link**	**CWDM link**	**PDO link**	**SDG link**	**Delivery Indicator**
		(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Bad Debts Written Off) / Billed Revenue x 100																
KPI044	Office of the Municipal Manager	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	Programme	All	33,30%	50% per annum	50%	50%	50%	50%	50%	n/a	NKPA 9	NDP 8	VIP 5	CWDM 3	PDO 5.6	**SDG 16**	**Output**
KPI045	Corporate Services	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy-MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Programme	All	0.43%	0.20% per annum	0.20%	0.20%	0.20%	0.20%	0.20%	n/a	NKPA 10	NDP 9	VIP 5	CWDM 3	PDO 5.7	**SDG 16**	**Input**

SFA 5 – Good Governance and Compliance																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI046	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	Programme	All	17,55%	15% per annum	15%	15%	15%	15%	15%	n/a	NKPA 5	NDP 8	VIP 5	CWDM 3	PDO 5.6	**SDG 16**	**Input**
KPI047	Financial Services	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Programme	All	15,56%	27% per annum	27%	27%	27%	27%	27%	n/a	NKPA 5	NDP 9	VIP 5	CWDM 3	PDO 5.7	**SDG 16**	**Input**
KPI048	Office of the Municipal Manager	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 5	NDP 8	VIP 5	CWDM 3	PDO 5.5	**SDG 16**	**Output**
KPI049	Office of the Municipal Manager	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA5	NDP 8	VIP 5	CWDM 3	PDO 5.5	**SDG 16**	**Output**

SFA 5 – Good Governance and Compliance																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI050	Office of the Municipal Manager	Submission of the revised Strategic Risk Register (SRR) to the Risk Management Committee	Number of revised SRRs submitted to the Risk Management Committee by 30 June	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 5	NDP 9	VIP 5	CWDM 3	PDO 5.6	**SDG 16**	**Output**
KPI051	Corporate Services	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 5	NDP 8	VIP 5	CWDM 3	PDO 5.1	**SDG 16**	**Output**
KPI052	Corporate Services	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1	1 per annum	1	1	1	1	1	1	NKPA 5	NDP 9	VIP 5	CWDM 3	PDO 5.2	**SDG 16**	**Output**
KPI053	Office of the Municipal Manager	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA 5	NDP 4	VIP 5	CWDM 3	PDO 5.4	**SDG 16**	**Output**
KPI054	Office of the Municipal Manager	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	Programme	All	1	1 per annum	1	1	1	1	1	1	NKPA 5	NDP 4	VIP 5	CWDM 3	PDO 5.4	**SDG 16**	**Output**

SFA 5 – Good Governance and Compliance																			
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	Baseline (2021/22)	5-year target	Target 2022/23	Target 2023/24	Target 2024/25	Target 2025/26	Target 2026/27	Outer years 2027 - 2032	NKPA link	NDP link	PSO link	CWDM link	PDO link	SDG link	Delivery Indicator
KPI055	Infrastructure Services	Submission of the revised Wastewater Master Plan to the Municipal Manager	Number of revised Wastewater Master Plans submitted to the Municipal Manager by 30 June	Programme	All	New KPI	1 per annum	1	1	1	1	1	1	NKPA 5	NDP 4	VIP 5	CWDM 3	PDO 5.4	**SDG 16**	**Output**
KPI056	Infrastructure Services	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council by 30 June	Programme	All	New KPI	1 per annum	n/a	1	1	1	1	1	NKPA 5	NDP 8	VIP 5	CWDM 3	PDO 4.4	**SDG 16**	**Output**
KPI057	Corporate Services	Submission of the draft Smart City Framework to the Municipal Manager	Number of draft Smart City Frameworks submitted to the Municipal Manager by 31 May	Key Initiative	All	1	1 per annum	n/a	n/a	1	n/a	n/a	n/a	NKPA 5	NDP 4	VIP 5	CWDM 3	PDO 5.4	**SDG 16**	**Output**
KPI058	Corporate Services	Submission of an Integrated Property Maintenance Plan to the Municipal Manager	Number of Integrated Property Maintenance Plans submitted to the Municipal Manager by 30 June	Key Initiative	All	New KPI	1 per annum	1	n/a	n/a	n/a	n/a	n/a	NKPA 5	NDP 4	VIP 5	CWDM 3	PDO 5.4	**SDG 16**	**Output**
KPI059	Office of the Municipal Manager	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	Key Initiative	All	New KPI	1 per annum	1	1	1	1	1	n/a	NKPA5	NDP 4	VIP 5	CWDM 3	PDO 5.4	**SDG 16; 17**	**Output**

SFA 5 – Good Governance and Compliance																			
IDP Ref No	**Directorate**	**Indicator (Activity / Project / Programme / Key Initiative)**	**Unit of Measurement**	**Indicator Type**	**Wards**	**Baseline (2021/22)**	**5-year target**	**Target 2022/23**	**Target 2023/24**	**Target 2024/25**	**Target 2025/26**	**Target 2026/27**	**Outer years 2027 - 2032**	**NKPA link**	**NDP link**	**PSO link**	**CWDM link**	**PDO link**	**SDG link**	**Delivery Indicator**
KPI060	Infrastructure	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the MayCo	Number of updated CITPs 2023 - 2028 submitted to the MayCo by 30 June	Programme	All	1	1 per annum	1	1	1	1	1	n/a	NKPA5	NDP 4	VIP 5	CWDM 3	PDO 5.4	**SDG 9; 16**	**Output**
KPI062	Planning and Economic Development	Submission of the draft revised Integrated Zoning Scheme to the MayCo	Number of draft revised Integrated Zoning Schemes submitted to the MayCo by 30 June	Programme	All	1	1 per annum	n/a	1	n/a	1	n/a	n/a	NKPA 11	NDP 4	VIP 5	CWDM 1	PDO 1.3	**SDG15**	**Output**

Note: The Five-year Municipal Scorecard will be updated in accordance with the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP). The TL SDBIP must be approved by the Executive Mayor within 28 days after the adoption of the Municipal Budget, to be tabled in the Council during May.

CHAPTER 12:
Implementation, Monitoring and Review (1 – year)

The Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA) requires that municipalities prepare a Service Delivery and Budget Implementation Plan (SDBIP) as a strategic financial management tool to ensure that budgetary decisions that are adopted by municipalities for the financial year are aligned with their strategic planning tool, the Integrated Development Plan (IDP). The SDBIP is a contract between Council, administration, and the community. It gives effect to the IDP and budget of the municipality.

The municipal budget shall give effect to the Strategic Focus Areas as contained in the IDP. The Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) shall contain details on the execution of the budget and information on programmes and projects. Quarterly, half-yearly and annual performance reports must also be submitted to the Council as a means to monitor the implementation of the predetermined objectives as contained in the IDP.

The SDBIP is a one–year detailed implementation plan which gives effect to the IDP and Budget of the municipality. It is a contract between the administration, Council and community expressing the goals and objectives set by the Council as quantifiable outcomes that can be implemented by the administration over the next twelve months. This provides the basis of measuring the performance in service delivery against end year targets and implementing budget.

Indicators developed for the Stellenbosch Municipality addresses the Strategic Focus Areas of the municipality. The municipality utilises the one-year TL SDBIP to ensure that it delivers of its service delivery mandate by indicating clear indicators and targets. These indicators also form the basis of the performance plans of the Directors, hence, the Directors are being evaluated on the approved TL SDBIP indicators.

The **five** necessary components are:

- Monthly projections of revenue to be collected for each month;
- Monthly projections of expenditure (operating and capital) and revenue for each vote;
- Quarterly projections of service delivery targets and performance indicators;
- Ward information for expenditure and service delivery; and
- Detailed capital works plan broken down by ward over three years.

***Note**: This chapter, the one-year Municipal Scorecard, will be updated in accordance with the approved Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2024/25 during June 2024 and, therefore, **is subject to change**. The TL SDBIP 2024/25 must be approved by the Executive Mayor within 28 days after the adoption of the Municipal Budget to be tabled in the Council in May 2024.*

12.1 SFA 1 – Valley of Possibility

SFA 1 – Valley of Possibility													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI002	Planning and Economic Development	Review the Economic Development Strategy	Number of Economic Development Strategies reviewed by 31 March	Programme	All	1 per annum	New KPI	1 Economic Development Strategy reviewed by 31 March	n/a	n/a	1	n/a	Output
KPI003	Planning and Economic Development	The number of jobs created through the municipality's local economic development initiatives including capital projects (NKPI Proxy - MSA, Reg. S10(d))	Number of job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	Programme	ALL	1 100 per annum	1 449	1 100 job opportunities created through the municipality's local economic development initiatives including capital projects by 30 June	330 (330)	660 (660)	990 (990)	1 100 (1 100)	Output
KPI004	Planning and Economic Development	Submission of Land-use applications to the Municipal Planning Tribunal (MPT) within 120 days from the conclusion of the administrative processing of the application	Percentage of Land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	Programme	ALL	75% per annum	100%	75% of land-use applications submitted to the MPT within 120 days from the conclusion of the administrative processing of the application	75%	75%	75%	75%	Output
KPI005	Planning and Economic Development	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	Programme	All	4 per annum	22	4 quarterly training opportunities provided to entrepreneurs and SMMEs	1 (1)	1 (2)	1 (3)	1 (4)	Output
KPI007	Planning and Economic Development	Submission of the revised Housing Pipeline (document) to the MayCo	Number of revised Housing Pipelines (document) submitted to the MayCo by 31 May	Programme	ALL	1 per annum	1	1 revised Housing Pipeline (document) submitted to the MayCo by 31 May	n/a	n/a	n/a	1	Output

12.2 SFA 2 – Green and Sustainable Valley

SFA 2 – Green and Sustainable Valley													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI013	Community and Protection Services	Submission of a revised Friends Group Memorandum of Understanding (MOU) to the Municipal Manager	Number of revised Friends Group MOUs submitted to the Municipal Manager by 30 June	Programme	All	1 per annum	New KPI	1 revised Friends Group MOU submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	Output
KPI014	Planning and Economic Development	Process building plan applications of <500sqm within 30 days after the date of receipt	Percentage of building plan applications of <500sqm processed within 30 days after the date of receipt	Programme	All	60% per annum	42.91%	60% of building plan applications of <500sqm processed within 30 days after the date of receipt	60%	60%	60%	60%	Outcome
KPI016	Infrastructure Services	Reduce organic waste	Percentage of organic waste reduced by 30 June	Programme	All	20% per annum	51.30%	20% of organic waste reduced by 30 June	n/a	n/a	n/a	20%	Output
KPI018	Infrastructure Services	Submission of a Waste Reclaimers Strategy to the Municipal Manager	Number of Waste Reclaimers Strategies submitted to the Municipal Manager by 30 June	Key Initiative	All	1 per annum	New KPI	1 Waste Reclaimers Strategy submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	Output
KPI020	Infrastructure Services	Conduct an external audit of the Stellenbosch Municipal Waste Disposal Facilities	Number of external audits of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	Programme	All	1 per annum	1	1 external audit of the Stellenbosch Municipal Waste Disposal Facilities conducted by 30 June	n/a	n/a	n/a	1	Output
KPI021	Infrastructure Services	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	Programme	All	2 per annum	2	2 identified waste minimisation projects implemented by 30 June	n/a	n/a	1 (1)	1 (2)	Output

SFA 2 – Green and Sustainable Valley													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI022	Infrastructure Services	Wastewater quality measured ito the Department of Water and Sanitation's License Conditions for physical and micro parameters	Percentage of wastewater quality compliance as per the analysis certificate, measured quarterly	Programme	All	70% per annum	46.04%	70% of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	70%	Outcome

12.3 SFA 3 – Safe Valley

SFA 3 – Safe Valley													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2022/23	Annual Target 2024/24	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI024	Community and Protection Services	Submission of the revised Disaster Management Plan to the Municipal Manager	Number of revised Disaster Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1 per annum	1	1 revised Disaster Management Plan submitted to the Municipal Manager by 31 March	n/a	n/a	1	n/a	Output
KPI025	Community and Protection Services	Submission of the revised Safety and Security Strategy to the Municipal Manager	Number of revised Safety and Security Strategies submitted to the Municipal Manager by 30 April	Programme	All	1 per annum	1	1 revised Safety and Security Strategy submitted to the Municipal Manager by 30 April	n/a	n/a	n/a	1	Output
KPI026	Community and Protection Services	Submission of the revised Traffic Management Plan to the Municipal Manager	Number of revised Traffic Management Plans submitted to the Municipal Manager by 31 March	Programme	All	1 per annum	1	1 revised Traffic Management Plan submitted to the Municipal Manager by 31 March	n/a	n/a	1	n/a	Output

12.4 SFA 4 – Dignified Living

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI028	Infrastructure Services	Provision of waterborne toilet facilities in informal settlements as identified by the Department: Integrated Human Settlements	Number of waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	Programme	All	20 per annum	56	20 waterborne toilet facilities provided in Informal settlements as identified by the Department: Integrated Human Settlements by 30 June	n/a	n/a	n/a	25	Output
KPI029	Infrastructure Services	Limit unaccounted electricity to less than 9% annually {(Number of Electricity Units Purchased and / or Generated - Number of Electricity Units Sold (incl. Free basic electricity)) / Number of Electricity Units Purchased and/or Generated) x 100}	Percentage of average electricity losses, measured by 30 June	Programme	All	<9% per annum	4.24%	<9% of average electricity losses, measured by 30 June	n/a	n/a	n/a	<9%	Outcome
KPI030	Infrastructure Services	Water quality measured quarterly ito the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	Programme	All	90% per annum	94.81%	90% of water quality level as per the analysis certificate, measured quarterly	90%	90%	90%	90%	Outcome
KPI031	Infrastructure Services	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	Programme	All	<25% per annum	27.42%	<25% of average unaccounted water, measured by 30 June	n/a	n/a	n/a	<25%	Outcome
KPI032	Financial Services	Registered indigent formal households with access to free basic water (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic water, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic water, measured quarterly	100%	100%	100%	100%	Outcome

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI033	Financial Services	Registered indigent formal households with access to free basic electricity provided by the municipality (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic electricity provided by the municipality, measured quarterly	100%	100%	100%	100%	Outcome
KPI034	Financial Services	Registered indigent formal households with access to free basic refuse removal (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic refuse removal, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic refuse removal, measured quarterly	100%	100%	100%	100%	Outcome
KPI035	Financial Services	Registered indigent formal households with access to free basic sanitation (NKPI Proxy - MSA, Reg. S10(a), (b)	Percentage of registered indigent formal households with access to free basic sanitation, measured quarterly	Programme	All	100% per annum	100%	100% of registered indigent formal households with access to free basic sanitation, measured quarterly	100%	100%	100%	100%	Outcome
KPI036	Financial Services	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	Programme	All	27 000 per annum	26 895	27 000 formal households with access to water, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome
KPI037	Financial Services	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	Programme	All	27 000 per annum	26 895	27 000 formal households with access to electricity, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome
KPI038	Financial Services	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	Programme	All	27 000 per annum	26 895	27 000 formal households with access to refuse removal, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome

SFA 4 – Dignified Living													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI039	Financial Services	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	Programme	All	27 000 per annum	26 895	27 000 formal households with access to sanitation, measured quarterly	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	27 000 (27 000)	Outcome

12.5 SFA 5 – Good Governance and Compliance

SFA 5 – Good Governance and Compliance													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI040	Financial Services	Actual expenditure of the approved Capital Budget for the municipality by 30 June (NKPI - MSA, Reg. S10(c))	Percentage of the approved Capital Budget for the municipality actually spent by 30 June	Programme	All	90% per annum	84.79%	90% of the approved Capital Budget for the municipality actually spent by 30 June	10%	30%	60%	90%	Input
KPI042	Financial Services	Financial viability measured in terms of the available cash to cover fixed operating expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)	Programme	All	2 per annum	4.04	2	n/a	n/a	n/a	2 (months)	Input
KPI043	Financial Services	Achieve an average payment percentage of 96% by 30 June (Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	(Gross Debtors Opening Balance + Billed Revenue - Gross Debtors Closing Balance - Bad Debts Written Off) / Billed Revenue x 100	Programme	All	96% per annum	95.06%	96%	n/a	n/a	n/a	96%	Input
KPI044	Office of the Municipal Manager	Employment equity appointments made within the financial year in the three highest levels of management	Percentage of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	Programme	All	50% per annum	37.50%	50% of employment equity appointments made within the financial year in the three highest levels of management, measured by 30 June	n/a	n/a	n/a	50%	Output

SFA 5 – Good Governance and Compliance													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI045	Corporate Services	The percentage of the payroll budget spent on implementing the Municipal Workplace Skills Plan (NKPI Proxy- MSA, Reg. S10(f))	Percentage of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	Programme	All	0.20% per annum	0.89%	0.20% of the municipality's payroll budget actually spent on implementing its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	n/a	n/a	n/a	0.20%	Input
KPI046	Financial Services	Financial viability measured in terms of the municipality's ability to meet its service debt obligations (NKPI Proxy - MSA, Reg. S10(g)(i))	Debt coverage ratio ((Total operating revenue - operating grants received) / (Debt service payments due within the year)) measured by 30 June	Programme	All	15% per annum	33.22%	15%	n/a	n/a	n/a	15%	Input
KPI047	Financial Services	Financial viability measured in terms of the outstanding service debtors (NKPI Proxy - MSA, Reg. S10(g)(ii))	Service debtors to revenue ratio – (Total outstanding service debtors / revenue received for services) measured by 30 June	Programme	All	27% per annum	30%	27%	n/a	n/a	n/a	27%	Input
KPI048	Office of the Municipal Manager	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performance Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	Programme	All	1 per annum	1	1 revised RBAP submitted to the APAC by 30 June	n/a	n/a	n/a	1	Output
KPI049	Office of the Municipal Manager	Submission of the Auditor General of South Africa (AGSA) Audit Action Plan (AAP) to the APAC	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	Programme	All	1 per annum	1	1 AGSA Audit Action Plan submitted to the APAC by 31 March	n/a	n/a	1	n/a	Output
KPI050	Office of the Municipal Manager	Submission of the revised Strategic Risk Register (SRR) to the Risk Management Committee	Number of revised SRRs submitted to the Risk Management Committee by 30 June	Programme	All	1 per annum	1	1 revised SRR submitted to the Risk Management Committee by 30 June	n/a	n/a	n/a	1	Output

SFA 5 – Good Governance and Compliance													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI051	Corporate Services	Submission of the revised Information and Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 revised ICT Backup Disaster Recovery Plan submitted to the ICT Steering Committee by 31 March	n/a	n/a	1	n/a	Output
KPI052	Corporate Services	Submission of the revised Strategic ICT Plan to the ICT Steering Committee	Number of revised Strategic ICT Plans submitted to the ICT Steering Committee by 31 March	Programme	All	1 per annum	1	1 revised Strategic ICT Plan submitted to the ICT Steering Committee by 31 March	n/a	n/a	1	n/a	Output
KPI053	Office of the Municipal Manager	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	Programme	All	1 per annum	1	1 draft IDP submitted to the Council by 31 March	n/a	n/a	1	n/a	Output
KPI054	Office of the Municipal Manager	Submission of the IDP / Budget / SDF time schedule (process plan) to the Council	Number of IDP / Budget / SDF time schedules (process plan) submitted to the Council by 31 August	Programme	All	1 per annum	1	1 IDP / Budget / SDF time schedule (process plan) submitted to the Council by 31 August	1	n/a	n/a	n/a	Output
KPI055	Infrastructure Services	Submission of the revised Wastewater Master Plan to the Municipal Manager	Number of revised Wastewater Master Plans submitted to the Municipal Manager by 30 June	Programme	All	1 per annum	0	1 revised Wastewater Master Plan submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	Output
KPI056	Infrastructure Services	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council by 30 June	Key Initiative	All	1 per annum	New KPI	1 revised Electrical Master Plan submitted to the Council by 30 June	n/a	n/a	n/a	1	Output
KPI057	Corporate Services	Submission of the draft Smart City Framework to the Municipal Manager	Number of draft Smart City Frameworks submitted to the Municipal Manager by 31 May	Key Initiative	All	1 per annum	New KPI	1 draft Smart City Framework submitted to the Municipal Manager by 31 May	n/a	n/a	1	n/a	Output

SFA 5 – Good Governance and Compliance													
IDP Ref No	Directorate	Indicator (Activity / Project / Programme / Key Initiative)	Unit of Measurement	Indicator Type	Wards	5-year target	Baseline (Actual result 2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI059	Office of the Municipal Manager	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	Programme	All	1 per annum	New KPI	1 revised Communication Policy submitted to the MayCo by 31 May	n/a	n/a	n/a	1	Output
KPI060	Infrastructure Services	Submission of the updated Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the MayCo	Number of updated CITPs 2023 - 2028 submitted to the MayCo by 30 June	Programme	All	1 per annum	1	1 updated CITP 2023 - 2028 submitted to the MayCo by 30 June	n/a	n/a	n/a	1	Output

ANNEXURE B

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

IDP AND BUDGET PUBLIC PARTICIPATION OPEN DAYS SCHEDULE: APRIL 2024

In accordance with the approved Spatial Development Framework (SDF) / Integrated Development Plan (IDP) / Budget Time Schedule / Process Plan 2024/25, the Stellenbosch Municipality plans to embark on an IDP public participation process, which entails several area–based engagements in the form of IDP and Budget Public Participation Open Days. The Stellenbosch Municipality encourages participatory democracy and invites all members of the public to attend our IDP and Budget Public Participation Open Days for their ward/area, as scheduled below.

In addition to the IDP and Budget Public Participation Open Days, alternative platforms will be available to community members and stakeholders to submit their comments on the **draft IDP and Budget** by using the following platforms:

- Municipal Website: www.stellenbosch.gov.za;
- WhatsApp: 067 427 1556;
- Email: idp@stellenbosch.gov.za; and
- "Have your Say" forms will also be available at all libraries and ward offices during normal office hours.

The public participation period commences on **Tuesday, 2 April 2024** and the closing date for input is **Tuesday, 23 April 2024** at **16:30**.

Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan	
					Pick–Up Point	Pick–Up Time
Tuesday, 9 April 2024	18:30 – 20:30	1 and 2	Cllr Reginald Pheiffer Cllr Wilhelmina Petersen	Franschhoek Town Hall (Franschhoek)	Bo-Hoek Farm Gate (Minibus)	18:00
					Groendal Community Hall	18:15
					Bosbou (La Motte Hall)	18:15
					Groendal Primary	18:00
					Langrug	18:00
	18:00 – 20:00	3 and 4	Cllr Charles Manuel Cllr Ralphton Adams	Kylemore Community Hall (Kylemore)	Lanquedoc Klip Church	17:00
					Meerlust Community Hall	17:15
					Wemmershoek Community Hall	17:20
					Maasdorp Entrance	17:30
					Pniël Municipal Office	17:45
Wednesday, 10 April 2024	17:00 – 19:00	5 and 6	Cllr Roy Van Rooyen Cllr Nateshia Mcombring	St Ida's Primary School Hall (Ida's Valley)	Jonkershoek (Bosdorp and Cape Nature)	16:00
					Rustenburg Farm Gate	16:30
					Hydro - Gate	16:45
					Bruckner De Villiers Primary School	16:50
	18:00 – 20:00	18 and 19	Cllr JC Anthony Cllr James Williams	Klapmuts Multipurpose Centre (Klapmuts)	Fisher Road / Groenland	16:50
					De Waalshof (Tennis Court)	17:00
					Bellevue Entrance	17:10
					Cabrico / Corobrick Entrance	17:20
					Koelenhof Railway Station	17:50
					De Hoop Entrance	17:00
					Kromme Rhee and Koelenhof Farm (Clubhouse)	17:10
					Slayley Farm Entrance	17:15
					De Clapmuts Entrance	17:20
					Elsenburg (JJ Rhode School)	17:25
					Muldersvlei Station (by the shop)	17:30
					Nooitgedacht Entrance	16:50
					Simonsig Entrance	17:00

Date	Time	Wards	Ward Councillor/s	Venue	Transport Plan	
					Pick–Up Point	Pick–Up Time
					Beyerskloof Entrance	17:10
					Chickwick / De Trekka Entrance	17:20
					De Novo Community Hall	17:30
Thursday, 11 April 2024	18:00 – 20:00	12, 13, 14 and 15	Cllr Ayanda Tomose Cllr Mary Nkopane Cllr Maxwell Danana Cllr Elliot Masimini	Kayamandi High School (Kayamandi)	Kayamandi Taxi Rank	17:10
					Trust Centre	17:15
					Makuphula High School Gate	17:20
					Kayamandi Clinic	17:30
					Legacy Centre / Hall	17:35
					Luyolo Street (next to Majola Panel Beaters)	17:10
					Siyanqoba Creché	17:15
					Luyolo Playpark	17:25
					Kayamandi Primary School	17:30
	16:00 – 18:00	10, 16, 17 and 19 (Smartietown and Weltevrede 1 and 2)	Cllr Rozette Du Toit Cllr Elsabe Vermeulen Cllr Peter Johnson Cllr James Williams	Eike Hall (Cloetesville)	Curry Street (before the North-End Street Stop Sign)	15:30
					Corner of Last Street and Bergstedt Street	15:40
					Corner of Bergstedt Street and Chipptendale Street	15:50
					Stellita Park Stairs	15:30
					Rhode Road Flats	15:40
					Kloof / Long Street Flats	15:45
					Smartie Town Bus Stop	15:30
					Weltevrede 1 (Entrance in Long Street)	15:40
					Weltevrede 2 Entrance	15:45
					Ward 10 Office (Lap flats)	15:30
					AF Louw Primary School	15:40
					Tennantville - Noble Street (Noble Park)	15:45
					Baksteenhuis Long Street (South, Tennantville)	15:50
Monday, 15 April 2024	18:00 – 20:00	7, 8, 9, 11, 22 and 23	Cllr Annemarie Ferns Cllr Carli Van Wyk Cllr Zelda Dalling Cllr Johannie Serdyn Cllr Esther Groenewald Cllr Lwando Nkamisa	Stellenbosch Town Hall (Plein Street)	No Transport	
	17:00 – 19:00	20 and 21	Cllr Joseph Joon Cllr Mynard Slabbert	Webergedenk Primary School Hall (Jamestown)	Vlottenburg Primary School	16:00
					Vlaeberg Tennis Court	16:10
					Meerlust Farm (De Wijnlanden Traffic Light)	16:15
					Lynedoch Garage	16:30
					Raithby Methodist Church	16:00
					Eikendal Farm Gate	16:15
					Mooiberge Farm Stall	16:30

Geraldine Mettler
Municipal Manager

8.4	MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2024/2025-2026/2027

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK 2024/2025-2026/2027

2. PURPOSE

The purpose of this report is as follows:

a) The Executive Mayor to table the Medium-Term Revenue and Expenditure Framework (inclusive of property rates charges and taxes, tariffs and service charges), annexures and proposed amendments to the budget related policies and other policies to Council for approval in terms of Section 16(2) of the Municipal Finance Management Act, (Act 56 of 2003).

b) That Council specifically note and consider the need to take up external loans to fund critically needed refurbishment of infrastructure to the amount of R600 million of which over the MTREF R200 million will be required in year one, R200 million in year two and R200 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirms draft approval of same in order for the Chief Financial Officer to attend to the necessary legislative requirements.

3. DELEGATED AUTHORITY

FOR APPROVAL BY MUNICIPAL COUNCIL

4. EXECUTIVE SUMMARY

BUDGET

Attached as **APPENDIX 1** is an executive summary by the Accounting Officer.

5. RECOMMENDATIONS

(a) that the Draft High Level Budget Summary, as set out in APPENDIX 1 – PART 1 – SECTION C; be approved for public release;

(b) that the Draft Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX 1 – PART 1 – SECTION D, be approved for public release;

(c) that the proposed Grants-In-Aid allocations as set out in **APPENDIX 1** – PART 2 – SECTION J, be approved for public release;

(d) that the three-year Capital Budget for 2024/2025, 2025/2026 and 2026/2027, as set out in **APPENDIX 1** – PART 2 – SECTION N, be approved for public release;

(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 for public release;

(f) that the proposed amendments to existing budget related policies and other policies as set out in **APPENDICES 4 - 35**, be approved for public release;

(g) 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 R600 million of which R200 million will be required in year one, R200 million in year two and R200 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;

(h) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and

(i) that Council takes note of MFMA circulars 126 and 128 that was published to guide the MTREF for 2024/2025 to 2026/2027 as set out in APPENDICES 36 – 37.

6. DISCUSSION / CONTENTS

6.1 Background/ Legislative Framework

Section 16 of the MFMA states that:

(1) The council of a municipality must for each financial year approve an annual budget for the municipality before the start of that financial year.

(2) In order for a municipality to comply with subsection (1), 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.

Furthermore, section 17 of the MFMA states that:

(1) An annual budget of a municipality must be a schedule in the prescribed format-
   a) setting out realistically anticipated revenue for the budget year from each revenue source;
   b) appropriating expenditure for the budget year under the different votes of the municipality;
   c) setting out indicative revenue per revenue source and projected expenditure by vote for the two financial years following the budget year;
   d) setting out-
      i. estimated revenue and expenditure by vote for the current year;
      ii. actual revenue and expenditure by vote for the financial year preceding the current year.

6.2 Discussion

This MTREF budget is being tabled during a time of weaker global growth and global economic environment. Domestically, loadshedding is still persistent, however there are major progress in this regard due to establishment of various initiatives to address the energy crisis and create alternative energy sources. This issue still impacts service delivery and threaten the survival of many businesses. Households are under pressure from the rising cost of living, and unemployment remains stubbornly high.

In the context of persistent low economic growth government is working to position the economy for sustained growth through a stable macroeconomic framework, rapid implementation of economic and structural reforms, and improvement in the government's capability to remain central to achieving higher growth, employment, and competitiveness.

The Finance Minister, in the *Medium Term Budget Policy Statement* (MTBPS), indicated in the context of persistently low economic growth, government will protect critical services, support and promote economic growth through reforms and public investment, and stabilise public debt. Although South Africa continues to confront difficult economic conditions, a moderate recovery is forecast in the economic outlook. In order to accelerate economic growth, spur job creation and promote a broad improvement in livelihoods, structural reforms are needed to reduce binding constraints to growth. Such reforms remain central to government's medium-term plans, with the focus on creating a competitive electricity market and efficient port and rail logistics systems.

The Policy statement enhances the government's resolve to:

- Stabilise public finances while maintaining support for the most vulnerable and protecting front line services;
- Fast track growth-enhancing reforms. This includes a new financing mechanism for large infrastructure projects; and
- Reconfiguring the structure and size of the state, while strengthening its capacity to deliver quality public services.

The 2024 Budget Review outlines the three elements of fiscal policy

- Firstly, to **achieve fiscal sustainability** through a balanced approach. The government remains committed to a fiscal consolidation that balances the needs of the most vulnerable in society and protects the public finances for future generations. The 2024 Budget strikes a careful balance between fiscal consolidation and development.
- Secondly, **support economic growth** through structural reforms. The economic growth strategy is premised on clear and stable macroeconomic policies, structural reforms and restoring the capability of the government. Progress is being made on a range of economic reforms to support investment and job creation. Energy supply and logistics failures are being addressed through measures to accelerate private investment in infrastructure.
- And thirdly, **reduce fiscal and economic risks** through improving public finance management and supporting public infrastructure investment.

Fiscal Strategy

The 2024 Budget Review sets the course for a fiscal consolidation strategy consisting of the following measures:

- Lower the risk premium, bolster investor confidence and increase the appetite for domestic assets, which will also support the rand.
- 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 estimated consolidated budget deficit for 2023/24 grew from 4 per cent to 4.9 per cent of GDP between the 2023 Budget and the 2024 Budget. The deficit is projected to decline to 3.3 per cent of GDP in 2026/27 as the main budget deficit narrows and social security funds, provinces and public entities move into a combined cash surplus in 2025/26.
- Compared to 2023 MTBPS estimates, the debt-to-GDP trajectory improves. The Eskom debt-relief arrangement remains on schedule to conclude in 2025/26, subject to strict conditions. It will support the utility's ability to restructure operations and conduct critical maintenance.

- Government has decided to further mitigate fiscal risks by reducing borrowing over the medium term using a portion of valuation gains in the Gold and Foreign Exchange Contingency Reserve Account (GFECRA). As a result, debt-service costs will decline by R30.2 billion over the 2024 MTREF period compared with the 2023 MTBPS estimate.
- The consolidated budget deficit is projected to continue declining over the MTREF period, narrowing to 3.3 per cent of GDP in 2026/27. This will be driven by lower debt-service cost projections and rising primary budget surpluses.
- Gross loan debt will stabilise at 75.3 per cent of GDP in 2025/26. Debt-service costs will rise from R356.1 billion in 2023/24 to R440.2 billion in 2026/27. As a result of the fiscal strategy, debt-service costs will peak at 21.3 per cent of revenue in 2025/26 and decline thereafter.
- Gross government debt is projected to reach 73.9 per cent (R5.2 trillion) of GDP, in 2023/24. Gross loan debt is expected to stabilise at 75.3 per cent of GDP in 2025/26, slightly lower than the 77.7 per cent projected in the 2023 MTBPS. Debt-service costs are expected to stabilise in the same year.
- The balanced approach to fiscal consolidation includes expenditure restraint and moderate revenue increases, while continuing to support the social wage and ensuring additional funding for critical services.

The risks, which are largely unchanged since the 2023 MTBPS, to the fiscal outlook include a weaker than expected economic growth, 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.

Government remains committed to a fiscal consolidation that balances the needs of the most vulnerable in society and protects the public finances for future generations. To turn the tide and raise economic growth sustainably, government is prioritising energy and logistics reforms, along with measures to arrest the decline in state capacity. Successful efforts to improve the fiscal position, complete structural reforms and bolster the capacity of the state will, in combination, reduce borrowing costs, raise confidence, increase investment and employment, and accelerate economic growth. The 2024 Budget will yield a primary budget surplus, leading to the stabilisation of debt by 2025/26. Over the medium term, a binding fiscal rule will be introduced to anchor sustainable public finances.

Economic Growth & Domestic Outlook

The economic outlook over the medium term remains weak, reflecting the cumulative effect of power cuts, the poor performance of the logistics sector, high inflation, rising borrowing costs, and a weaker global environment. Global growth is forecast to increase, from 3.1 per cent this year to 3.2 per cent in 2025.

The International Monetary Fund forecasts global growth to slow from 3.5 per cent in 2022 to 3 per cent in 2023 and 2.9 per cent in 2024. South Africa's 2023 GDP growth estimate has been revised down to 0.6 per cent due to widespread power cuts, operational and maintenance failures in freight rail and at ports, and high living costs.

The medium-term outlook has improved marginally, with average growth of 1.6 per cent forecast, compared with 1.4 per cent at the time of the 2023 Medium Term Budget Policy Statement (MTBPS). GDP growth has averaged only 0.8 per cent since 2012, a rate of economic growth that is insufficient to address high levels of unemployment and poverty. Long-term growth is highly dependent on improving capacity in energy, freight rail and ports, and on continuing to reduce structural barriers to economic activity. The economic growth strategy prioritises macroeconomic stability, structural reforms and improvements in state capability to raise growth rates in a sustainable manner.

Over the next three years, South Africa's economy is forecast to grow at an average of 1.6 per cent, a moderate improvement on the 1.4 per cent average expected at the time of the 2023 MTBPS. The outlook is supported by an expected recovery in household spending as inflation declines, and an increase in energy-related fixed investments. Despite the improved global outlook for 2024, South Africa's near-term growth remains hamstrung by lower commodity prices and structural constraints.

The economy is estimated to have grown by 0.6 per cent in real terms in 2023. The negative impact of power cuts, the poor state of ports and freight rail, and inflation have taken a toll. The outlook, however, shows moderate improvement. Global inflationary pressures are receding, and interest rates are expected to start declining. Power cuts should become more infrequent as additional generating capacity comes online.

Economic growth is projected to average 1.6 per cent per year from 2024 to 2026. The growth outlook is supported by the expected easing of power cuts as new energy projects begin production, and as lower inflation supports household consumption and credit extension.

Domestically, we forecast a 0.8 per cent growth in real GDP in 2023. This is 0.1 percentage points lower than the growth projection at the time of the 2023 Budget. Growth is projected to average 1.4 per cent from 2024 to 2026. These growth rates are not sufficient to achieve our desired levels of development.

Risks to the global outlook includes:

- Subdued prices for key export commodities and domestic supplyside constraints; and
- Further potential increases in the global oil prices due to conflict in the middle east and poor growth in China due to continuing real estate crisis.

The domestic outlook faces a range of risks, and include primary risk such as:

- Continued operational and maintenance failures in electricity, freight rail and ports remain a persistent and binding constraint on output in the near term.
- A longer-than-expected period of high sovereign credit risks could increase borrowing costs further, weighing on investment and growth.
- Domestic interest rates could further erode consumption spending, alongside the risk of continued food inflation.
- On the other hand, the domestic growth outlook may improve if there is less load-shedding than expected in the near term, coupled with a faster-than-expected resolution of the rail and port infrastructure constraints.

The key focus areas outlined in the 2024 Budget Review to enhance economic growth are as follows:

- Establishing a sound macroeconomic framework that promotes lower interest rates and more predictable exchange rates movements, whilst also proactively managing the risks of macroeconomic imbalances such as high budget deficits and it is resilient to external shocks. This stability and resilience supports savings, investment decision-making and job creation.
- Stable macroeconomic framework, complemented by rapid implementation of economic reforms and improved state capability.
- Numerous reforms under way through Operation Vulindlela and the economic recovery plan. The most noteworthy reforms includes freight logistics, ports, energy sector reforms, generation capacity (electricity), water and telecommunications.

- Boosting growth through a capable state who crafts and enforces regulations to improve the business climate. Initiatives like the National Logistics Crisis Committee and partnerships with the private sector to improve procurement help to bolster state capability.
- Government is committed to professionalising public administration, improving the governance of state-owned enterprises and fostering a more stable and attractive environment for investment.
- Embarking on a broad structural reform agenda aimed to address challenges that hinder economic growth in areas such as electricity, logistics, water, telecommunications and visa reforms.

In summary, the Medium-Term Budget Policy Statement commits government to continue to support the economy, stabilise public finances and protect the social wage by

- Fast tracking the implementation of structural reforms, key being in the electricity and logistics sectors, to lift our growth prospects.
- Adopting a prudent fiscal stance that supports growth, promotes investment and prevents the build-up of systemic risks to the economy.
- Directing scarce fiscal resources towards key priority areas including frontline services and social protection while reducing inefficiencies and wastage.

The President of South Africa, in his State of the Nation Address (SONA), on the 8th February 2024 highlighted/ looked back on the achievements and progress that were made over the past 3 decades of democracy in South Africa, corruptions due to state capture and the covid pandemic and issues, challenges and devastation that it caused.

The pandemic worsened a situation of deep unemployment and negatively affected livelihoods and increased poverty. Till this day households are still struggling to recover from the pandemic and now they are also facing the rising cost of living that are currently in effect. Even though progress is evident in reducing loadshedding, this issue is still impeding our recovery from the effects of these events.

One of the immediate tasks on the agenda for the year ahead is to drastically reduce the severity of loadshedding in the coming months, and ultimately end loadshedding altogether. Many innovative developments are currently driving the restructuring of the electricity sector, which will lead to the end of loadshedding.

The President placed emphasis on the issues concerning South Africa such as,

- Unemployment;
- Poverty and rising cost of living;
- Housing;
- Safety and Security;
- Reducing and eliminating load-shedding and
- State capture, crime and corruption.

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

- Stabilising energy supply and fixing the country’s logistics system;
- Clear plan to end load-shedding through the National Energy Crisis Committee;
- Major investments and developments in renewable green energy which will create jobs and stimulate local economies;
- Implementation of regulatory reforms to enable private investment in electricity generation;

- Increased financing pledges for the Just Energy Transition Investment Plan from R170 billion to almost R240 billion;
- Climate change: Implementation of just energy transition, to reduce carbon emissions and fight climate change;
- Establising the Climate Change Response Fund to address the effects of global warming, that are manifested through persistent floods, wild fires and droughts;
- The current conflict in Middle East has resulted in South Africa offering bunkering services for ships that will be re-routed to our shores;
- Modernisation of mining rights licensing system to support growth in the mining sector;
- Utilisation of new and innovative funding mechanisms to increase construction of infrastructure.Reliable water supply (Department of Water and Sanitation is in the process of investing in major infrastructure projects);
- Implement reforms in key areas such as energy, transport and logistics, water security, employment creation and skills development, investment, social protection, crime and corruption;
- Improvement in access to education for all through various initiatives;
- Government plans to incrementally implement the National Health Insurance (NHI) to improve both the quality of healthcare and the equality of access;
- Provision of housing and access to basic services;
- To address the service delivery challenges in communities the District Development Model were established. This is a effective instrument to enhance cooperative governance and collaboration between the 3 spheres of government;
- Develop master plans in sectors such as automotive, clothing and textiles, poultry, sugar, agriculture and global business services;
- Efficient transport and road infrastructure system;
- Rising cost of living that is deepening poverty and inequality;
- Extension of the Social Relief of Distress (SRD) Grant;
- Promotion and encouragement of black economic empowerment, especially in ownership of farmlands;
- Building of an inclusive economy, focusing on women and black empowerment, advancement of workers rights, intensifying land reform and pursuing a just energy transition that leaves no one behind;
- Strengthening the SAPS, through launching of Operation Shanela, to target crime hotspot;
- Establishment of the Economic Infrastructure Task Teams in combating cable theft, damage to critical infrastructure and illegal mining in all provinces;
- Border Management Authority were launched to improve border security;
- Development of the National Strategic Plan on Gender-based Violence;
- Use of foreign policy to pursue the government's development goals; and
- Further improvement and progress in establishing the African Continental Free Trade Area, to transform South Africa's economy by creating new jobs and increasing economic participation.

The President focused on the achievements of the last 5 year, which signified a time of recovery, rebuilding and renewal, where government has worked with social partners to address challenges during COVID 19- pandemic, and mobilizing a society wide response to gender-based violence, amongst others. In the past year government has worked together with social partners to end loadshedding, address challenges in the logistics sector, tackle crime and corruption, and accelerate job creation. The President also highlighted the various accomplishments and improvements that the 6th democratic administration has achieved over their term in office, including but not limited to, overcoming/ reducing the electricity crisis, fighting crime and corruption, implementation of measures to improve economic growth and job creation, supporting small businesses, improvement in education and tackling crime and corruption.

Notwithstanding all these aforementioned achievements the President placed emphasis on the continued resolve of government to keep building, strengthening and improving on the process of renewal and reform.

Local government plays a very crucial role in service delivery, and in order to provide effective and efficient services to the people local government has to work. The President stated that too many of the municipalities are failing on good governance, financial and service delivery measures. These constraints affect the daily lives of normal citizens.

The government has started to implement a number of measures to address the aforementioned problems by providing support to local government, by professionalizing the civil service and by ensuring that the officials with the right skills are appointed in crucial and key positions. The Presidency, together with National Treasury and COGTA are working together to enhance technical capacity of local government and to improve planning, coordination and fiscal oversight.

The Minister of Finance, in his Budget speech on 24th February 2024, highlighted the following areas of importance for the 2024 Budget:

- Supporting economic growth through electricity and logistics or transport system reforms;
- Supporting public infrastructure investment, to optimize the infrastructure value chain to be effective and efficient;
- Mainstreaming climate financing through development of a multi-layered risk-based approach is being developed to manage the associated fiscal risks;
- Supporting the production of new energy vehicles;
- Leveraging Procurement for Transformation through the establishment of the Public Procurement Bill;
- Two-pot retiring system which ensures that a balance is striked between preserving contributions to safeguard a better retirement for members, while addressing the plight of the people to access some of their retirement funds to help ease their financial burdens in times of distress;

- The allocation for the National Health Insurance (NHI) is a demonstration of the government's commitment to this policy. There remain a range of system-strengthening activities, that are key enablers of an improved public health care system that must be undertaken. Such activities include:
    - Building a national health information system and digital patient records;
    - Upgrading health facilities and improving quality of care to ensure that they meet the minimum criteria to be certified and accredited for contracting under NHI;
    - Strengthening facility and district management in preparation for contracting;
    - Granting semi-autonomous status for central (and potentially other) hospitals; and
    - Developing reference prices and provider payment methods for hospitals.
- Significant progress were made in improving access to public transport services for low-income commuters;
- Increasing permanent social grants;
- Improving the COVID 19 Social Relief of Distress Grant through extension of the grant beyond March 2025, the social security policy reforms, together with the funding source, will be finalized.

During his Budget speech the Finance Minister wanted to remind the South African people that the government is making the most of its very limited resources and will continue to:

- Support economic growth;
- Reduce the growth of government debt and the cost of debt; and
- Allocate more funds for core services, provide for the social wage and preserve infrastructure budgets.

The 2024 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 Western Cape Premier in his State of the Province address, on 19th February 2024, stated that his main focus is to ensure that regardless of whatever else is happening in the world, here in the Western Cape, the government will create the space for diverse views to be shared and expressed and that the rule of law is adhered to. He encouraged citizens to speak up wherever there is injustice and to simultaneously focus on residents' critical needs such as safety, growing the economy, enabling jobs, and ending load shedding.

The Premier, reiterated the following sentiments highlighted during the State of the Nation Address, including but not limited to, the president to address the energy crises and reduction and elimination of load shedding permanently, 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 State of the Province address focused, amongst others, on the following areas:

- Devolution of critical services through the Western Cape Provincial Powers Bill. This Bill is about being able to better manage critical functions and maintain the high standard of services that the residents receive;
- Protection of most vulnerable citizens with a 365-day approach to gender-based violence through various campaigns and programmes;
- Feeding those in need through establishment of various initiatives such as 102 community nutritional and development centres across the province and the School Nutrition Programme (at schools);
- Creation of employment through the Growth for Jobs (G4) Strategy. Between the second quarter of 2022 and the second quarter of 2023, the Western Cape's official unemployment rate decreased by 6.6% to 20.9%. This is the lowest unemployment rate in the country and substantially lower than any other provinces;
- Providing support to small businesses through the SMME Booster Fund where small businesses are able to grow and create new employment opportunities;
- Continuous building on the province's tourism successes, through introduction of the G4J Tourism Challenge Fund, which invests in the development of new tourism infrastructure and experiences to stimulate private sector investment;
- Infrastructure- led economic growth;
- Investing vast sums of resources into providing dignified, safe places of teaching and learning for our children
- Keeping up with the ever growing education population through the Rapid School Build Programme (Education Infrastructure)
- Agriculture;
- Safety and Security;
- Youth Interventions;
- Establishment of the Mobility Department which drives the efforts of the province to make the roads and public transport nodes safe and efficient for the residents;
- Devolution of rail responsibility to the provincial government;

- Provision for emergencies by being committed to topping up the Asset Finance Reserve and Budget Facility for Infrastructure. This prudent financial management served the province well during COVID-19 and recent disasters;
- Becoming the first loadshedding free province by making the Western Cape energy resilient by embarking on various initivatives and partnerships, which inlcudes building an energy ecosystem to bring more private sector role players into the fold to help overcome the power crisis. Phelan Energy is one such company that is tapping into the green hydrogen (GH2) sector.
- Load shedding emergency relief grant that makes provision for generators to protect critical services (provision of clean water, etc);
- Ensuring the citizens basic needs are protected;
- Responding to climate crisis through various partnerships with citizens and NGO's with support from the Provincial Disaster Management Centre, establishment of the 15-year Integrated Drought and Water Response Plan;
- Promoting and encouraging good clean ethical governance which is a building block for economic growth and job creation;
- Coalitions of corruption
- Improved service delivery capabilities through various innovative advancements, proofing that a data-based, evidence-led approach taken by policing, healthcare, education (proof that reliance on data, evidence and technology) are working, streamlining services and better utilisation of resources to the benefit of the people.

The Premier reaffirmed the Western Cape government's aim to create certainty, build hope, bolster collective resilience and effect change for the residents.

Provincial treasury reiterated most of the challenges and focus areas highlighted in the Premier's State of the Province address, the SONA and the 2024 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 it 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 2024/2025 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 taking into account during the compilation of the municipality's budget.

The application of sound financial management principles for the compilation of the Stellenbosch municipality's long term 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 2024/2025 MTREF can be summarized as follows:

- The on-going difficulties in the national and local economy;
- 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 2024/2025 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. 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 2024/2025 of 4.9% 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 4.9% to 4.6% 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.

The total budget quantum for the 2024/2025 year is R3 130 409 217 of which R2 510 063 914 (80%), is allocated to the operating budget and R620 345 303 (20%) to capital investment.

Budget documentation in line with the budget and reporting regulations is attached as **APPENDIX 1 – PART 1**. The report serves as an overview of the budget as a whole, budget assumptions used to compile the budget, funding sources used to fund the capital budget, different income categories to fund priorities of the municipalities, as well as the different expenditure items, including non-cash items.

DRAFT CAPITAL BUDGET 2024/2025 – 2026/2027

The draft capital budget is infrastructure orientated and addresses the huge backlog and urgent need to upgrade/refurbish Council's infrastructure as addressed by the different master plans. It is directed by 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. Council's attention is however drawn to the fact that not all needs identified by the community can realistically be funded by the municipality. Critical and committed programmes/projects were the focal point for the capital budget.

The main capital projects that the municipality will be investing in, include:

- Alternative Energy
- STB Switchgear (11kV) SF6
- Upgrade of WWTW Wemmershoek
- Bien don 66/11kV substation new
- Calcatta Memorial Park
- Jamestown: Housing
- Bulk Water Supply Pipe and Reservoir: Stellenbosch
- Upgrade of WWTW: Klapmuts
- Structural Maintenance/Upgrade: Beltana
- Uniepark & Helshoogte Storage and Supply scheme
- Extention Of WWTW: Stellenbosch
- Bulk Water Supply Pipe and Reservoir: Stellenbosch
- Lanquedoc Access road and Bridge
- Upgrade transformers at Main substation 7.5MVA to 20MVA
- Landfill Gas To Energy
- Adam Tas Corridor Precinct 10
- Cable replacement 66kV
- Expansion of the landfill site (New cells)
- Kayamandi new substation 11 kV switching station
- Third transformer and associated works 20MVA Cloetesville
- Klapmuts La Rochelle (100)
- Main Road Intersection Improvements: Strand / Adam Tas / Alexander
- Bulk Water Upgrades Franschoek
- Bird Street Dualling - Adam Tas to Kayamandi
- Electrification Project
- Replace Switchgear – Franschhoek
- Waterpipe Replacement
- Sewerpipe Replacement
- Transfer Station: Stellenbosch Planning and Design
- Bulk Water Supply Pipe: Cloetesville/ Idas Valley
- Bulk Water Supply Pipe and Reservoir: Stellenbosch
- New Reservoir & Pipeline: Vlottenburg
- Sewerpipe Replacement: Alexander Street

The detailed draft capital budgets for 2024/2025, 2025/2026 and 2026/2027 are attached as **APPENDIX 1.**

DRAFT OPERATING BUDGET 2024/2025 – 2026/2027

The basis of the operating budget is aligned to the principle of total potential income from all our services as well as a projection of total direct income. The extent, to which tariffs and levies are proposed to increase, is in the main influenced by:

- The increase in bulk purchases (electricity)

- Employee related costs, as per SALGBC wage agreement

- Councillor remuneration, as per SALGA upper limits

- Service delivery challenges

- Repairs and maintenance

- Operational projects impacting job creation and economic development

- Contractual commitments

- Day to day operational costs (fuel & oil, telephones, bank costs, etc)

- Finance costs, influenced by level of borrowing

Taking all of these issues into consideration and to ensure the sustainability of our operations from realistically anticipated income flows, the following tariff and property tax increases are proposed for 2024/2025:

Electricity	**11%**
Sanitation	**8.00%**
Refuse removal	**6.90%**
Water	**6.20%**
Rates	**6.40%**

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 impact of the proposed tariff increases on the monthly services account for the various consumer categories is summarized in **APPENDIX 2.**

HIGH LEVEL CAPITAL AND OPERATING BUDGET FOR 2024/2025 – 2026/2027

The draft high level budget depicting the total budget is attached as **APPENDIX 1 – PART 1 – SECTION C.**

TARIFFS

Council's attention is further drawn to the fact that the Tariff List attached as **APPENDIX 3** includes Sundry Tariffs as a basket of services and charges, i.e. Land Use Management Fees, Development contributions, Technical Charges, etc. In this regard, the proposed tariff list must be consulted for the detail.

BUDGET RELATED POLICIES & BY-LAWS

A summary of changes to budget related policies is attached as **APPENDIX 4**

The following budget related policies and by-laws were revised:

Rates Policy **(Appendix 5)**
Indigent Policy **(Appendix 6)**
Credit Control and Debt Collection Policy **(Appendix 7)**
Irrecoverable Debt Policy **(Appendix 8)**
Tariff Policy **(Appendix 9)**
Special Ratings Area Policy **(Appendix 10)**
Travel and Subsistency Policy **(Appendix 11)**
Cash Management and Investment Policy **(Appendix 12)**
Development Charges Policy **(Appendix 13)**
Accounting Policy **(Appendix 14)**
Financing of External Bodies performing municipal functions Policy **(Appendix 15)**
Ward Allocation Policy **(Appendix 16)**
Wayleave Policy **(Appendix 17)**
Ward Committee Policy **(Appendix 18)**
Unchanged Policies
Grants-In-Aid Policy **(Appendix 19)**
Infrastructure Unbundling of Assets **(Appendix 20)**
Asset Management Policy **(Appendix 21)**
Borrowing, Funds and Reserves Policy **(Appendix 22)**
Budget Implementation and Monitoring Policy **(Appendix 23)**
Pool Vehicle Policy **(Appendix 24)**
Cost Containment Policy **(Appendix 25)**
Liquidity Policy **(Appendix 26)**
Virementation Policy **(Appendix 27)**
Petty Cash Policy **(Appendix 28)**
Supply Chain Management Policy **(Appendix 29)**
Preferential Procurement Policy **(Appendix 30)**
Inventory Management Policy **(Appendix 31)**
Credit Control and Debt Collection By-law **(Appendix 32)**
Special Ratings Area By-law **(Appendix 33)**
Rates By-law **(Appendix 34)**
Tariff By-law **(Appendix 35)**

OTHER SUPPORTING DOCUMENTATION

The additional information as prescribed by the budget and reporting regulations are attached as **APPENDIX 1 – PART 2 – SECTION P.**

6.3. Financial Implications

Financial impact already discussed above.

6.4. External Loan for 2024/2025

That Council specifically note and consider the need to take up external loans to fund critically needed refurbishment of infrastructure to the amount of R600 million of which over the MTREF R200 million will be required in year one, R200 million in year two and R200 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary).

6.4 Legal Implications

The item at my disposal is compliant with the relevant legislative framework.

6.5 Staff Implications

None

6.6 Previous / Relevant Council Resolutions

6.7 Risk Implications

None

6.8 Comments from Senior Management:

6.8.1 Director: Infrastructure Services

Noted

6.8.2 *Director: Planning and Development Services*

Noted

6.8.3 Director: Community and Protection Services

Noted

6.8.4 Director: Corporate Services

Noted

6.8.5 Chief Financial Officer

Noted

6.8.6 *Municipal Manager*

Noted

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-03-20: ITEM 6.3

(a) that the Draft High Level Budget Summary, as set out in APPENDIX 1 – PART 1 – SECTION C; be approved for public release;

(b) that the Draft Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX 1 – PART 1 – SECTION D, be approved for public release;

(c) that the proposed Grants-In-Aid allocations as set out in **APPENDIX 1** – PART 2 – SECTION J, be approved for public release;

(d) that the three-year Capital Budget for 2024/2025, 2025/2026 and 2026/2027, as set out in **APPENDIX 1** – PART 2 – SECTION N, be approved for public release;

(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 for public release;

(f) that the proposed amendments to existing budget related policies and other policies as set out in **APPENDICES 4 - 35**, be approved for public release;

(g) 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 R600 million of which R200 million will be required in year one, R200 million in year two and R200 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;

(h) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and

(i) that Council takes note of MFMA circulars 126 and 128 that was published to guide the MTREF for 2024/2025 to 2026/2027 as set out in APPENDICES 36 – 37.

FOR FURTHER DETAILS CONTACT:

NAME	**KEVIN CAROLUS**
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DIRECTORATE	***FINANCIAL SERVICES***
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REPORT DATE	***27 March 2024***

APPENDIX 1

STELLENBOSCH MUNICIPALITY

MEDIUM TERM REVENUE AND EXPENDITURE FRAMEWORK FOR THE FINANCIAL PERIOD 2024/2025 TO 2026/2027

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.

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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 for public release and comment;

b) that the Draft Annual Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in APPENDIX 1 – PART 1 – SECTION D, be approved for public release and comment;

c) that the proposed Grants-In-Aid allocations as set out in APPENDIX 1 – PART 2 – SECTION J, be approved for public release and comment;

d) that the three-year Capital Budget for 2024/2025, 2025/2026 and 2026/2027, as set out in APPENDIX 1 – PART 2 – SECTION N, be approved for public release and comment;

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 for public release and comment;

f) that the proposed amendments to existing budget related policies and other policies as set out in APPENDICES 4 - 35, be approved for public release and comment.

g) 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 R600 millions of which R200 million will be required in year one, R200 million in year two and R200 million in year three (refer to Section G: High Level Budget Overview and Table A1 Budget Summary) and confirm approval of same;

h) that Council specifically take note of the fact that the proposed electricity charges and tariff structure is subject to NERSA approval that could change materially; and

i) that Council takes note of MFMA circulars 126 and 128 that was published to guide the MTREF for 2024/2025 to 2026/2027 as set out in APPENDICES 36 – 37.

B: EXECUTIVE SUMMARY

This MTREF budget is being tabled during a time of weaker global growth and global economic environment. Domestically, loadshedding is still persistent, however there are major progress in this regard due to establishment of various initiatives to address the energy crisis and create alternative energy sources. This issue still impacts service delivery and threaten the survival of many businesses. Households are under pressure from the rising cost of living, and unemployment remains stubbornly high.

In the context of persistent low economic growth government is working to position the economy for sustained growth through a stable macroeconomic framework, rapid implementation of economic and structural reforms, and improvement in the government's capability to remain central to achieving higher growth, employment, and competitiveness.

The Finance Minister, in the *Medium Term Budget Policy Statement* (MTBPS), indicated in the context of persistently low economic growth, government will protect critical services, support and promote economic growth through reforms and public investment, and stabilise public debt. Although South Africa continues to confront difficult economic conditions, a moderate recovery is forecast in the economic outlook. In order to accelerate economic growth, spur job creation and promote a broad improvement in livelihoods, structural reforms are needed to reduce binding constraints to growth. Such reforms remain central to government's medium-term plans, with the focus on creating a competitive electricity market and efficient port and rail logistics systems.

The Policy statement enhances the government's resolve to:

- Stabilise public finances while maintaining support for the most vulnerable and protecting front line services;
- Fast track growth-enhancing reforms. This includes a new financing mechanism for large infrastructure projects; and
- Reconfiguring the structure and size of the state, while strengthening its capacity to deliver quality public services.

The 2024 Budget Review outlines the three elements of fiscal policy

- Firstly, to **achieve fiscal sustainability** through a balanced approach. The government remains committed to a fiscal consolidation that balances the needs of the most vulnerable in society and protects the public finances for future generations. The 2024 Budget strikes a careful balance between fiscal consolidation and development.
- Secondly, **support economic growth** through structural reforms. The economic growth strategy is premised on clear and stable macroeconomic policies, structural reforms and

restoring the capability of the government. Progress is being made on a range of economic reforms to support investment and job creation. Energy supply and logistics failures are being addressed through measures to accelerate private investment in infrastructure

- And thirdly, **reduce fiscal and economic risks** through improving public finance management and supporting public infrastructure investment.

Fiscal Strategy

The 2024 Budget Review sets the course for a fiscal consolidation strategy consisting of the following measures:

- Lower the risk premium, bolster investor confidence and increase the appetite for domestic assets, which will also support the rand.
- 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 estimated consolidated budget deficit for 2023/24 grew from 4 per cent to 4.9 per cent of GDP between the 2023 Budget and the 2024 Budget. The deficit is projected to decline to 3.3 per cent of GDP in 2026/27 as the main budget deficit narrows and social security funds, provinces and public entities move into a combined cash surplus in 2025/26.
- Compared to 2023 MTBPS estimates, the debt-to-GDP trajectory improves. The Eskom debt-relief arrangement remains on schedule to conclude in 2025/26, subject to strict conditions. It will support the utility's ability to restructure operations and conduct critical maintenance.
- Government has decided to further mitigate fiscal risks by reducing borrowing over the medium term using a portion of valuation gains in the Gold and Foreign Exchange Contingency Reserve Account (GFECRA). As a result, debt-service costs will decline by R30.2 billion over the 2024 MTREF period compared with the 2023 MTBPS estimate.
- The consolidated budget deficit is projected to continue declining over the MTREF period, narrowing to 3.3 per cent of GDP in 2026/27. This will be driven by lower debt-service cost projections and rising primary budget surpluses.
- Gross loan debt will stabilise at 75.3 per cent of GDP in 2025/26. Debt-service costs will rise from R356.1 billion in 2023/24 to R440.2 billion in 2026/27. As a result of the fiscal strategy, debt-service costs will peak at 21.3 per cent of revenue in 2025/26 and decline thereafter.

- Gross government debt is projected to reach 73.9 per cent (R5.2 trillion) of GDP, in 2023/24. Gross loan debt is expected to stabilise at 75.3 per cent of GDP in 2025/26, slightly lower than the 77.7 per cent projected in the 2023 MTBPS. Debt-service costs are expected to stabilise in the same year.
- The balanced approach to fiscal consolidation includes expenditure restraint and moderate revenue increases, while continuing to support the social wage and ensuring additional funding for critical services.

The risks, which are largely unchanged since the 2023 MTBPS, to the fiscal outlook include a weaker than expected economic growth, 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.

Government remains committed to a fiscal consolidation that balances the needs of the most vulnerable in society and protects the public finances for future generations. To turn the tide and raise economic growth sustainably, government is prioritising energy and logistics reforms, along with measures to arrest the decline in state capacity. Successful efforts to improve the fiscal position, complete structural reforms and bolster the capacity of the state will, in combination, reduce borrowing costs, raise confidence, increase investment and employment, and accelerate economic growth. The 2024 Budget will yield a primary budget surplus, leading to the stabilisation of debt by 2025/26. Over the medium term, a binding fiscal rule will be introduced to anchor sustainable public finances.

Economic Growth & Domestic Outlook

The economic outlook over the medium term remains weak, reflecting the cumulative effect of power cuts, the poor performance of the logistics sector, high inflation, rising borrowing costs, and a weaker global environment. Global growth is forecast to increase, from 3.1 per cent this year to 3.2 per cent in 2025.

The International Monetary Fund forecasts global growth to slow from 3.5 per cent in 2022 to 3 per cent in 2023 and 2.9 per cent in 2024. South Africa’s 2023 GDP growth estimate has been revised down to 0.6 per cent due to widespread power cuts, operational and maintenance failures in freight rail and at ports, and high living costs.

The medium-term outlook has improved marginally, with average growth of 1.6 per cent forecast, compared with 1.4 per cent at the time of the 2023 Medium Term Budget Policy Statement (MTBPS). GDP growth has averaged only 0.8 per cent since 2012, a rate of economic growth that is insufficient to address high levels of unemployment and poverty. Long-

term growth is highly dependent on improving capacity in energy, freight rail and ports, and on continuing to reduce structural barriers to economic activity. The economic growth strategy prioritises macroeconomic stability, structural reforms and improvements in state capability to raise growth rates in a sustainable manner.

Over the next three years, South Africa's economy is forecast to grow at an average of 1.6 per cent, a moderate improvement on the 1.4 per cent average expected at the time of the 2023 MTBPS. The outlook is supported by an expected recovery in household spending as inflation declines, and an increase in energy-related fixed investments. Despite the improved global outlook for 2024, South Africa's near-term growth remains hamstrung by lower commodity prices and structural constraints.

The economy is estimated to have grown by 0.6 per cent in real terms in 2023. The negative impact of power cuts, the poor state of ports and freight rail, and inflation have taken a toll. The outlook, however, shows moderate improvement. Global inflationary pressures are receding, and interest rates are expected to start declining. Power cuts should become more infrequent as additional generating capacity comes online.

Economic growth is projected to average 1.6 per cent per year from 2024 to 2026. The growth outlook is supported by the expected easing of power cuts as new energy projects begin production, and as lower inflation supports household consumption and credit extension.

Domestically, we forecast a 0.8 per cent growth in real GDP in 2023. This is 0.1 percentage points lower than the growth projection at the time of the 2023 Budget. Growth is projected to average 1.4 per cent from 2024 to 2026. These growth rates are not sufficient to achieve our desired levels of development.

Risks to the global outlook includes:

- Subdued prices for key export commodities and domestic supply side constraints; and
- Further potential increases in the global oil prices due to conflict in the middle east and poor growth in China due to continuing real estate crisis.

The domestic outlook faces a range of risks, and include primary risk such as:

- Continued operational and maintenance failures in electricity, freight rail and ports remain a persistent and binding constraint on output in the near term.
- A longer-than-expected period of high sovereign credit risks could increase borrowing costs further, weighing on investment and growth.

- Domestic interest rates could further erode consumption spending, alongside the risk of continued food inflation.
- On the other hand, the domestic growth outlook may improve if there is less load-shedding than expected in the near term, coupled with a faster-than-expected resolution of the rail and port infrastructure constraints.

The key focus areas outlined in the 2024 Budget Review to enhance economic growth are as follows:

- Establishing a sound macroeconomic framework that promotes lower interest rates and more predictable exchange rates movements, whilst also proactively managing the risks of macroeconomic imbalances such as high budget deficits and it is resilient to external shocks. This stability and resilience support savings, investment decision-making and job creation.
- Stable macroeconomic framework, complemented by rapid implementation of economic reforms and improved state capability.
- Numerous reforms under way through Operation Vulindlela and the economic recovery plan. The most noteworthy reforms include freight logistics, ports, energy sector reforms, generation capacity (electricity), water and telecommunications.
- Boosting growth through a capable state who crafts and enforces regulations to improve the business climate. Initiatives like the National Logistics Crisis Committee and partnerships with the private sector to improve procurement help to bolster state capability.
- Government is committed to professionalising public administration, improving the governance of state-owned enterprises and fostering a more stable and attractive environment for investment.
- Embarking on a broad structural reform agenda aimed to address challenges that hinder economic growth in areas such as electricity, logistics, water, telecommunications and visa reforms.

In summary, the Medium-Term Budget Policy Statement commits government to continue to support the economy, stabilise public finances and protect the social wage by

- Fast tracking the implementation of structural reforms, key being in the electricity and logistics sectors, to lift our growth prospects.
- Adopting a prudent fiscal stance that supports growth, promotes investment and prevents the build-up of systemic risks to the economy.
- Directing scarce fiscal resources towards key priority areas including frontline services and social protection while reducing inefficiencies and wastage.

The President of South Africa, in his State of the Nation Address (SONA), on the 8th February 2024 highlighted/ looked back on the achievements and progress that were made over the past 3 decades of democracy in South Africa, corruptions due to state capture and the covid pandemic and issues, challenges and devastation that it caused.

The pandemic worsened a situation of deep unemployment and negatively affected livelihoods and increased poverty. Till this day households are still struggling to recover from the pandemic and now they are also facing the rising cost of living that are currently in effect. Even though progress is evident in reducing loadshedding, this issue are still impeding our recovery from the effects of these events.

One of the immediate tasks on the agenda for the year ahead is to drastically reduce the severity of loadshedding in the coming months, and ultimately end loadshedding altogether. Many innovative developments are currently driving the restructuring of the electricity sector, which will lead to the end of loadshedding.

The President placed emphasis on the issues concerning South Africa such as,

- Unemployment;
- Poverty and rising cost of living;
- Housing;
- Safety and Security;
- Reducing and eliminating load-shedding and
- State capture, crime and corruption.

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

- Stabilizing energy supply and fixing the country’s logistics system;
- Clear plan to end load-shedding through the National Energy Crisis Committee;
- Major investments and developments in renewable green energy which will create jobs and stimulate local economies;
- Implementation of regulatory reforms to enable private investment in electricity generation;
- Increased financing pledges for the Just Energy Transition Investment Plan from R170 billion to almost R240 billion;
- Climate change: Implementation of just energy transition, to reduce carbon emissions and fight climate change;

- Establishing the Climate Change Response Fund to address the effects of global warming, that are manifested through persistent floods, wildfires and droughts;
- The current conflict in Middle East has resulted in South Africa offering bunkering services for ships that will be re-routed to our shores;
- Modernization of mining rights licensing system to support growth in the mining sector;
- Utilization of new and innovative funding mechanisms to increase construction of infrastructure. Reliable water supply (Department of Water and Sanitation is in the process of investing in major infrastructure projects);
- Implement reforms in key areas such as energy, transport and logistics, water security, employment creation and skills development, investment, social protection, crime and corruption;
- Improvement in access to education for all through various initiatives;
- Government plans to incrementally implement the National Health Insurance (NHI) to improve both the quality of healthcare and the equality of access;
- Provision of housing and access to basic services;
- To address the service delivery challenges in communities the District Development Model were established. This is an effective instrument to enhance cooperative governance and collaboration between the 3 spheres of government;
- Develop master plans in sectors such as automotive, clothing and textiles, poultry, sugar, agriculture and global business services;
- Efficient transport and road infrastructure system;
- Rising cost of living that is deepening poverty and inequality;
- Extension of the Social Relief of Distress (SRD) Grant;
- Promotion and encouragement of black economic empowerment, especially in ownership of farmlands;
- Building of an inclusive economy, focusing on women and black empowerment, advancement of workers' rights, intensifying land reform and pursuing a just energy transition that leaves no one behind;
- Strengthening the SAPS, through launching of Operation Shanela, to target crime hotspot;
- Establishment of the Economic Infrastructure Task Teams in combating cable theft, damage to critical infrastructure and illegal mining in all provinces;
- Border Management Authority were launched to improve border security;
- Development of the National Strategic Plan on Gender-based Violence;
- Use of foreign policy to pursue the government's development goals; and

- Further improvement and progress in establishing the African Continental Free Trade Area, to transform South Africa's economy by creating new jobs and increasing economic participation.

The President focused on the achievements of the last 5 year, which signified a time of recovery, rebuilding and renewal, where government has worked with social partners to address challenges during COVID 19- pandemic and mobilizing a society wide response to gender-based violence, amongst others. In the past year government has worked together with social partners to end loadshedding, address challenges in the logistics sector, tackle crime and corruption, and accelerate job creation.

The President also highlighted the various accomplishments and improvements that the 6th democratic administration has achieved over their term in office, including but not limited to, overcoming/ reducing the electricity crisis, fighting crime and corruption, implementation of measures to improve economic growth and job creation, supporting small businesses, improvement in education and tackling crime and corruption. Notwithstanding all these aforementioned achievements the President placed emphasis on the continued resolve of government to keep building, strengthening and improving on the process of renewal and reform.

Local government plays a very crucial role in service delivery, and in order to provide effective and efficient services to the people local government has to work. The President stated that too many of the municipalities are failing on good governance, financial and service delivery measures. These constraints affect the daily lives of normal citizens.

The government has started to implement a number of measures to address the aforementioned problems by providing support to local government, by professionalizing the civil service and by ensuring that the officials with the right skills are appointed in crucial and key positions. The Presidency, together with National Treasury and COGTA are working together to enhance technical capacity of local government and to improve planning, coordination and fiscal oversight.

The Minister of Finance, in his Budget speech on 24th February 2024, highlighted the following areas of importance for the 2024 Budget:

- Supporting economic growth through electricity and logistics or transport system reforms;
- Supporting public infrastructure investment, to optimize the infrastructure value chain to be effective and efficient;

- Mainstreaming climate financing through development of a multi-layered risk-based approach is being developed to manage the associated fiscal risks;
- Supporting the production of new energy vehicles;
- Leveraging Procurement for Transformation through the establishment of the Public Procurement Bill;
- Two-pot retiring system which ensures a balance between preserving contributions to safeguard a better retirement for members, while addressing the plight of the people to access some of their retirement funds to help ease their financial burdens in times of distress;
- The allocation for the National Health Insurance (NHI) is a demonstration of the government's commitment to this policy. There remain a range of system-strengthening activities, that are key enablers of an improved public health care system that must be undertaken. Such activities include:
    - Building a national health information system and digital patient records;
    - Upgrading health facilities and improving quality of care to ensure that they meet the minimum criteria to be certified and accredited for contracting under NHI;
    - Strengthening facility and district management in preparation for contracting;
    - Granting semi-autonomous status for central (and potentially other) hospitals; and
    - Developing reference prices and provider payment methods for hospitals.
- Significant progress were made in improving access to public transport services for low-income commuters;
- Increasing permanent social grants;
- Improving the COVID 19 Social Relief of Distress Grant through extension of the grant beyond March 2025, the social security policy reforms, together with the funding source, will be finalized.

During his Budget speech the Finance Minister wanted to remind the South African people that the government is making the most of its very limited resources and will continue to:

- Support economic growth;
- Reduce the growth of government debt and the cost of debt; and
- Allocate more funds for core services, provide for the social wage and preserve infrastructure budgets.

The 2024 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 Western Cape Premier in his State of the Province address, on 19th February 2024, stated that his main focus is to ensure that regardless of whatever else is happening in the world, here in the Western Cape, the government will create the space for diverse views to be shared and expressed and that the rule of law is adhered to. He encouraged citizens to speak up wherever there is injustice and to simultaneously focus on residents' critical needs such as safety, growing the economy, enabling jobs, and ending load shedding.

The Premier, reiterated the following sentiments highlighted during the State of the Nation Address, including but not limited to, the president to address the energy crises and reduction and elimination of load shedding permanently, 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 State of the Province address focused, amongst others, on the following areas:

- Devolution of critical services through the Western Cape Provincial Powers Bill. This Bill is about being able to better manage critical functions and maintain the high standard of services that the residents receive;
- Protection of most vulnerable citizens with a 365-day approach to gender-based violence through various campaigns and programmes;
- Feeding those in need through establishment of various initiatives such as 102 community nutritional and development centres across the province and the School Nutrition Programme (at schools);
- Creation of employment through the Growth for Jobs (G4) Strategy. Between the second quarter of 2022 and the second quarter of 2023, the Western Cape's official unemployment rate decreased by 6.6% to 20.9%. This is the lowest unemployment rate in the country and substantially lower than any other provinces;
- Providing support to small businesses through the SMME Booster Fund where small businesses are able to grow and create new employment opportunities;
- Continuous building on the province's tourism successes, through introduction of the G4J Tourism Challenge Fund, which invests in the development of new tourism infrastructure and experiences to stimulate private sector investment;
- Infrastructure- led economic growth;
- Investing vast sums of resources into providing dignified, safe places of teaching and learning for our children;

- Keeping up with the ever growing education population through the Rapid School Build Programme (Education Infrastructure)
- Agriculture;
- Safety and Security;
- Youth Interventions;
- Establishment of the Mobility Department which drives the efforts of the province to make the roads and public transport nodes safe and efficient for the residents;
- Devolution of rail responsibility to the provincial government;
- Provision for emergencies by being committed to topping up the Asset Finance Reserve and Budget Facility for Infrastructure. This prudent financial management served the province well during COVID-19 and recent disasters;
- Becoming the first loadshedding free province by making the Western Cape energy resilient by embarking on various initiatives and partnerships, which includes building an energy ecosystem to bring more private sector role players into the fold to help overcome the power crisis. Phelan Energy is one such company that is tapping into the green hydrogen (GH2) sector.
- Load shedding emergency relief grant that makes provision for generators to protect critical services (provision of clean water, etc);
- Ensuring the citizens basic needs are protected;
- Responding to climate crisis through various partnerships with citizens and NGO's with support from the Provincial Disaster Management Centre, establishment of the 15-year Integrated Drought and Water Response Plan;
- Promoting and encouraging good clean ethical governance which is a building block for economic growth and job creation;
- Coalitions of corruption
- Improved service delivery capabilities through various innovative advancements, proofing that a data-based, evidence-led approach taken by policing, healthcare, education (proof that reliance on data, evidence and technology) are working, streamlining services and better utilisation of resources to the benefit of the people.

The Premier reaffirmed the Western Cape government's aim to create certainty, build hope, bolster collective resilience and effect change for the residents.

Provincial treasury reiterated most of the challenges and focus areas highlighted in the Premier's State of the Province address, the SONA and the 2024 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 it 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 2024/2025 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;
- Prioritize 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 taking into account during the compilation of the municipality's budget.

The application of sound financial management principles for the compilation of the Stellenbosch municipality's long term 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 2024/2025 MTREF can be summarized as follows:

- The on-going difficulties in the national and local economy;
- 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 2024/2025 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. 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 2024/2025 of 4.9% 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 4.9% to 4.6% 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.

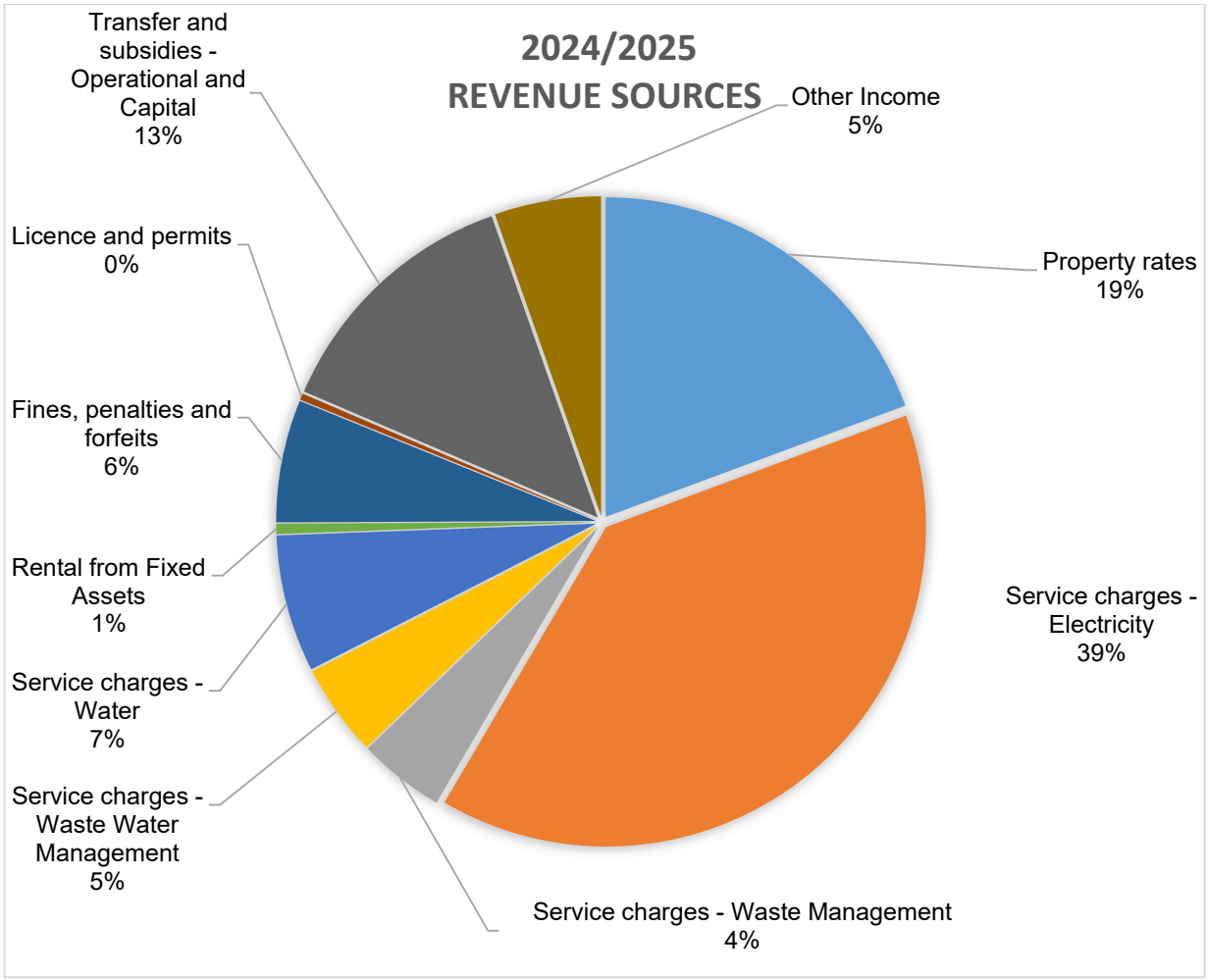
The total budget quantum for the 2024/2025 year is R3 130 409 217 of which R2 510 063 914 (80%), is allocated to the operating budget and R620 345 303 (20%) to capital investment.

OPERATING BUDGET – REVENUE

Overall revenue budget increase was limited to 6.72% resulting in annual operating revenue increasing from R2 456 088 829 in 2023/2024 to R2 633 079 396 in 2024/2025. 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 SOURCES	2023/2024	2024/2025	% INCR
Property rates	473 588 918	509 116 169	6.98%
Service charges - Electricity	913 669 187	1 029 705 173	11.27%
Service charges - Waste Management	107 653 574	115 081 671	6.45%
Service charges - Waste Water Management	113 677 435	122 771 630	7.41%
Service charges - Water	171 866 497	182 522 220	5.84%
Rental from Fixed Assets	13 013 749	13 648 887	4.65%
Fines, penalties and forfeits	155 565 187	163 379 995	4.78%
Licence and permits	7 993 809	8 385 504	4.67%
Transfer and subsidies - Operational and Capital	360 991 337	346 563 999	-4.16%
Other Income	138 069 136	141 904 148	2.70%
Total Operating Revenue	**2 456 088 829**	**2 633 079 396**	**6.72%**



- Average tariff increases:

Property Rates	6.40%
Electricity	11%
Water	6.20%
Sanitation	8.00%
Refuse removal	6.90%

- 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 2024/25 financial year is R 2 021 000.

Rates

In the 2024/2025 financial year, the Property Rates Tariff paid by owners will increase with 6.40%, whilst total rates also increased with 7.50%. 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 11% whereas the increase in electricity bulk purchases for the 2024/2025 financial year is 12.70% as approved by NERSA (National Electricity Regulator of South Africa) for implementation by all municipalities. Although the proposed tariffs increase with 11%, 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 6.20%. 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 2024/2025 and not based on the approved budget for the same year.**

Sewerage (Sanitation)

The proposed increase in this tariff is 8.00%. 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 2024/2025 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 6.90% 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 2024/2025 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.

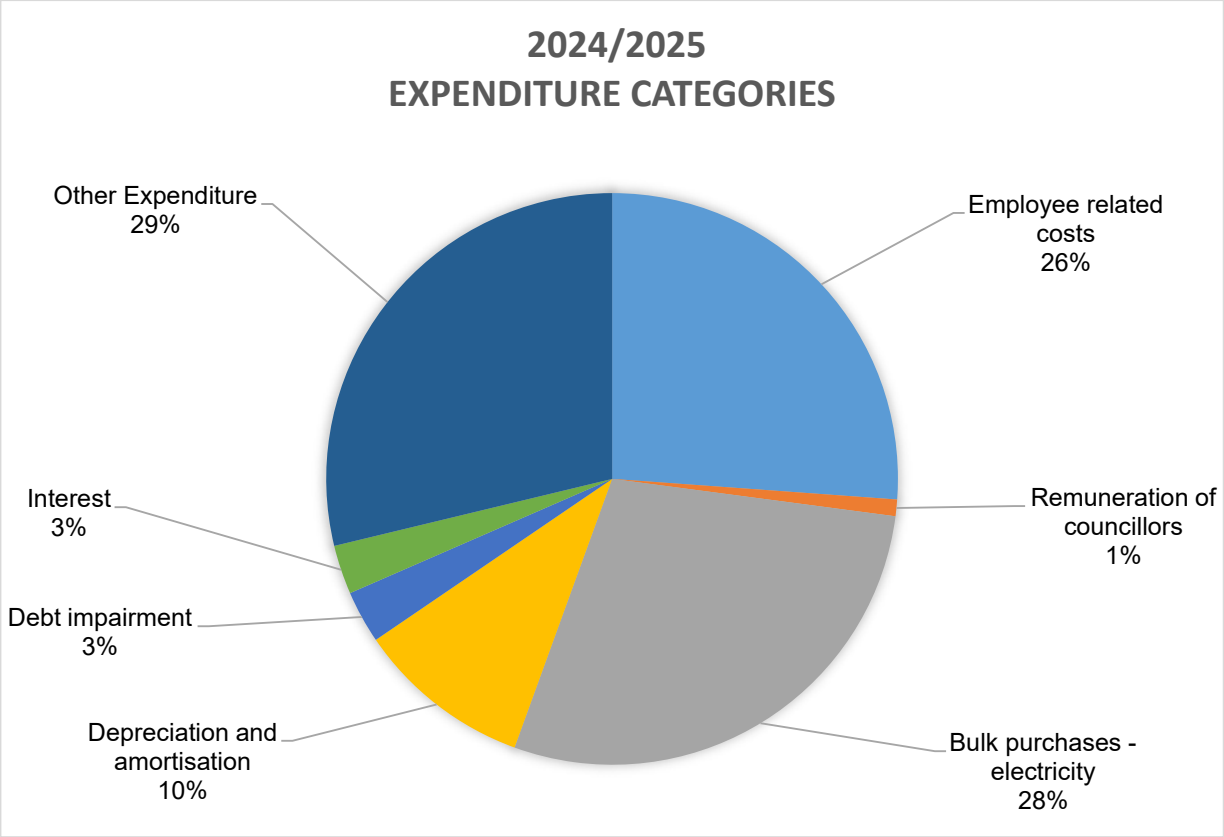
A zero-tolerance approach will be followed where consumers are able to pay for services, as this indirectly denies paying consumers the level and standard of service that they are entitled to.

OPERATING BUDGET - EXPENDITURE

The budget sees an increase in annual operating expenditure from R2 360 377 430 in 2023/2024 to R2 510 063 914 in 2024/2025. This 5.96% increase is primarily due to increases in several expenditure categories, examples which are included in the table below:

EXPENDITURE CATEGORIES	2023/2024	2024/2025	% INCR.
Employee related costs	623 835 797	656 454 675	4.97%
Remuneration of councillors	22 096 514	23 422 305	5.66%
Bulk purchases - electricity	636 392 814	714 397 202	10.92%
Depreciation and amortisation	239 798 581	249 407 798	3.85%
Debt impairment	71 053 115	74 711 467	4.90%
Interest	68 934 733	69 588 858	0.94%
Other Expenditure	698 265 876	722 081 609	3.30%
Total Expenditure	**2 360 377 430**	**2 510 063 914**	**5.96%**

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 2024/2025 financial year has been calculated on the maximum amount of possible borrowings drawn down up to the end of the 2024/2025 financial year.

Bulk Purchases

The municipal tariff guideline increase issued by NERSA setting the bulk purchase increase at 12.70%.

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 R491 726 021 in 2023/2024 to R620 345 303 in 2024/2025.

DIRECTORATE	2023/2024	2024/2025	% INCR.
Municipal Manager	40 000	40 000	0.00%
Planning and Development Services	4 619 500	28 244 000	511.41%
Infrastructure Services	413 449 960	463 483 974	12.10%
Corporate Services	34 583 166	56 420 000	63.14%
Community and Protection Services	37 114 547	70 757 329	90.65%
Financial Services	1 918 848	1 400 000	-27.04%
Total Expenditure	**491 726 021**	**620 345 303**	**26.16%**

FUNDING SOURCE	2023/2024	2024/2025	% INCR
Capital Replacement Reserve	189 255 625	274 794 767	45.20%
Development Contribution	19 758 421	38 427 536	94.49%
External Loan	146 883 903	200 000 000	36.16%
National Government	106 571 500	72 056 000	-32.39%
Provincial Government	29 256 572	35 067 000	19.86%
	491 726 021	**620 345 303**	**26.16%**

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	2024/2025	2025/2026	2026/20267	MTREF Total
Alternative Energy	20 000 000	24 500 000	26 994 517	71 494 517
Bien don 66/11kV substation new	8 347 227	20 000 000	44 920 700	73 267 927
Bulk Water Supply Pipe and Reservoir: Stellenbosch	75 000 000	50 000 000	3 000 000	128 000 000
Uniepark & Helshoogte Storage and Supply scheme	5 000 000	6 000 000	40 000 000	51 000 000
Upgrade of WWTW Wemmershoek	30 000 000	30 000 000	20 000 000	80 000 000
Upgrade of WWTW: Klapmuts	5 000 000	6 000 000	50 000 020	61 000 020
	143 347 227	**136 500 000**	**184 915 237**	**464 762 464**

Major capital expenditure is planned in the following areas during the 2024/2025 financial year:

- Alternative Energy
- STB Switchgear (11kV) SF6
- Upgrade of WWTW Wemmershoek
- Bien don 66/11kV substation new
- Calcatta Memorial Park
- Jamestown: Housing
- Bulk Water Supply Pipe and Reservoir: Stellenbosch
- Upgrade of WWTW: Klapmuts
- Structural Maintenance/Upgrade: Beltana
- Uniepark & Helshoogte Storage and Supply scheme
- Extention Of WWTW: Stellenbosch
- Bulk Water Supply Pipe and Reservoir: Stellenbosch
- Lanquedoc Access road and Bridge
- Upgrade transformers at Main substation 7.5MVA to 20MVA
- Landfill Gas To Energy
- Adam Tas Corridor Precinct 10
- Cable replacement 66kV
- Expansion of the landfill site (New cells)
- Kayamandi new substation 11 kV switching station
- Third transformer and associated works 20MVA Cloetesville
- Klapmuts La Rochelle (100)
- Main Road Intersection Improvements: Strand / Adam Tas / Alexander
- Bulk Water Upgrades Franschoek
- Bird Street Dualling - Adam Tas to Kayamandi
- Electrification INEP
- Replace Switchgear - Franschhoek
- Waterpipe Replacement
- Sewerpipe Replacement
- Transfer Station: Stellenbosch Planning and Design
- Bulk Water Supply Pipe: Cloetesville/ Idas Valley
- Bulk Water Supply Pipe and Reservoir: Stellenbosch
- New Reservoir & Pipeline: Vlottenburg
- Sewerpipe Replacement: Alexander Street

C: HIGH LEVEL BUDGET SUMMARY

	Operating Income R	Operating Expenditure R	Capital Expenditure R	Total Budget R
Municipal Manager	-	17 202 891	40 000	17 242 891
Planning and Development Services	35 843 441	98 228 257	28 244 000	126 472 257
Infrastructure Services	1 747 957 087	1 539 980 340	463 483 974	2 003 464 314
Corporate Services	12 636 977	216 618 258	56 420 000	273 038 258
Community and Protection Services	199 917 110	510 981 472	70 757 329	581 738 801
Financial Services	636 724 781	127 052 696	1 400 000	128 452 696
Total	**2 633 079 396**	**2 510 063 914**	**620 345 303**	**3 130 409 217**

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	Table A5
and funding	
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 2023/2024 financial year includes all changes approved by Council in the Adjustments Budgets during the current financial year.

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 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 several rural hamlets such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesdal, Lanquedoc, Groot Drakenstein, Muldersvlei, Klapmuts, 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 several 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, ranging 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 sports facilities are available. Coetzenburg, with its athletics and rugby stadiums, has delivered star performances over

many generations. The municipal area has a variety of theatres, which include 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 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 Leopards 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
7	Mostertsdrift, Karindal, Rozendal, Uniepark, Simonswyk and Universiteitsoord
8	Stellenbosch University campus and university residence area; Coetzenburg, (partially:) Koloniesland
9	Stellenbosch CBD, Part of the US campus (residential areas within both these areas), the Southern border is the Eerste River, the Northern border is Merriman Street, the Eastern border is Die Laan and the Western border is Bird Street
10	Tennantville, 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, 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, Olienhout Street, Banghoek Road, Academia, Bosman Street, Smuts Road, Joubert Street, De Beer Road, De Villiers Road from Ryneveld Street to Cluver Road on the left-hand side
11	Boundaries of the ward are: Kridge Road, Herte Street, Skone Uitsig Road onto Alexander Street onto Du Toit Street toward Merriman Avenue towards Adam Tas Road onto George Blake Street, Mark Street, Distillery Road, Santhagen Road, Swawel Avenue, Kanarie Road, Tarentaal Road, Bokmakierie Road, Fisant Road, Devon Valley Road, Kiewiet Road, Dagbreek Road, Pelikaan Street, Patrys Road, Hammerkop Road, Loerie Road, 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

Ward	Areas
13	Kayamandi: Zone J, Red Bricks, Zone K and L, Hostels, Dairy and University Hostels, Old Bricks Houses Red Roofs, Zwelitsha, Costaland
14	Kayamandi: Zone P, I, F, D and O, Costaland, Marikana, Watergang, Smarties (Mgabadeli Street), Monde Crescent
15	Kayamandi: Zone M, N, O, 4th and 5th Avenue, 10th, 12th and 14th Street, Long Street, Retreat Street, Forest Drive
16	The borders are Tenant Road, Long Street, Crombi Road to the end of Gabriels Road. Asalea Road, 2nd Road, Noble Road, Bailey Road, Eike Street, Curry Street, Hoop Road, Pansy Road, West Road, Laai Road, Anthony Road, Carriem Road, Archilles Road, Bergstedt Road, Davidse Road, Cupido Road, Pearce Road, Robyn Road, Gonzalves Road, Hercules Road, Chippendale Road, Afrika Road, Arnolds Road, September Road, Jakaranda Street, Short Road, Quarry Road, Middle Road, Primrose Street, Pine (Bo en Onder), North End, Vredelust, Gemsbok, Daffodil Single, Steps, Sylvia Street, Eiland Street, Last Street (White City), Frikkadel Dorp, September Street
17	A part of Cloetesville (Lakay Road towards Langstraat – Suid Road, Kloof Street, Fir Street, Fontein Road, Williams R towards Gabriels Road towards February Road, Valentyn Road, Pool Road, Raziet Road, Ortell Road, Rhode Road, King Road, Hine Road, Hendrikse Road, Rhode Road), as well as Welgevonden, Green Oaks, Stellita Park, Weltevrede, Welgevonden Estate (Red Oak Road, Belladonna Street, Wildeklawer Welgevonden Boulevard, Olive Road, Sonnedou Road, Mountain Silver Road, Silver Oak Road, Froetang Road, Katbos Road, 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 Street.
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 Spirits 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, Poultrey / Mariendahl, De Hoop, Nooitgedacht Village, Bottelary and Surrounding Farms, De Waalshof, Weltevrede 1, Weltevrede 2, Smartie Town.

Ward	Areas
20	Vlottenberg, Raithby, Mooiberge, Lynedoch
21	Brandwacht Aan Rivier, Paradyskloof, 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 Street, Schroder Road, Die Braak, Bird Street from Dorp Street, Dennesig area, Muller Road, Banghoek Road, Ryneveld Street, Plankenburg Industrial area and Kayamandi Corridor.

Below is a map of the Cape Winelands District concerning the provincial district boundaries:

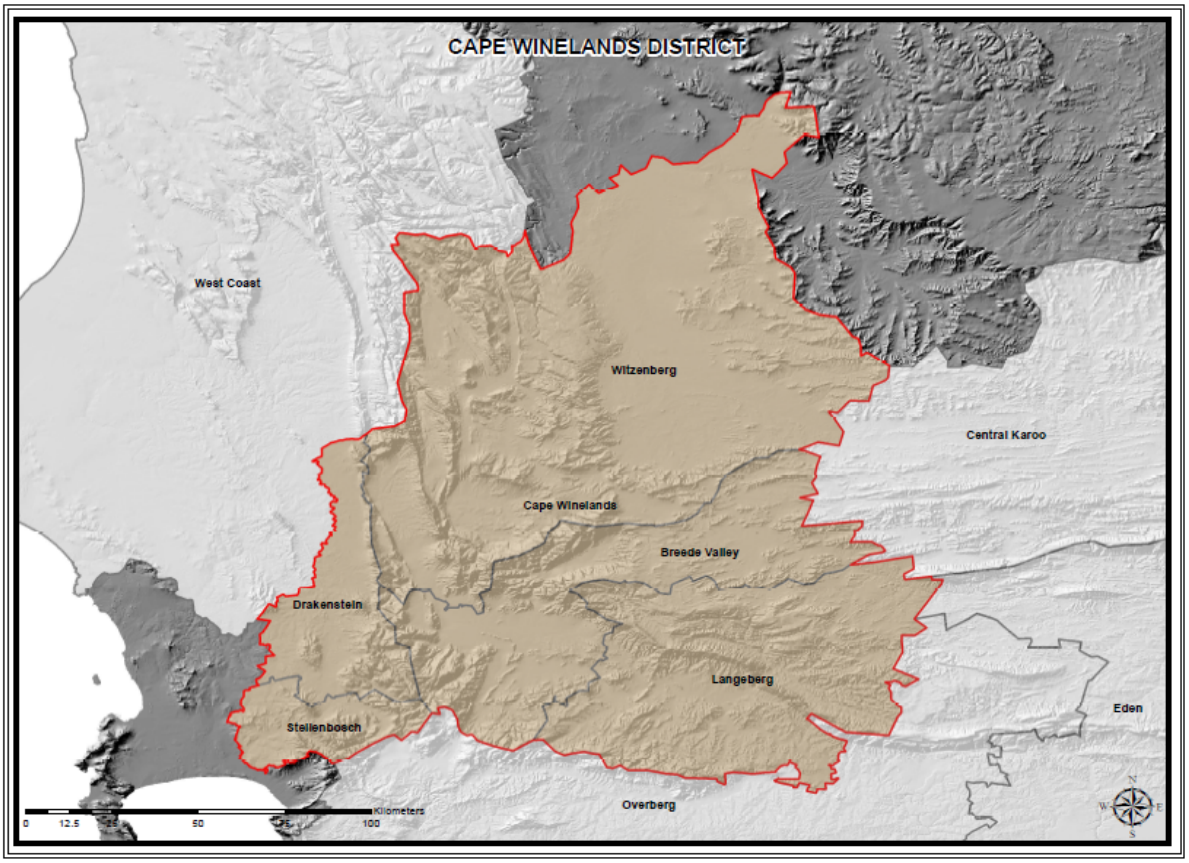
Map 1: Locality of Cape Winelands concerning Provincial Boundaries



The Western Cape Province makes up 10.6% of the country's land surface and encompasses an area of 129 462 km2. The province's 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 concerning the Cape Winelands District:

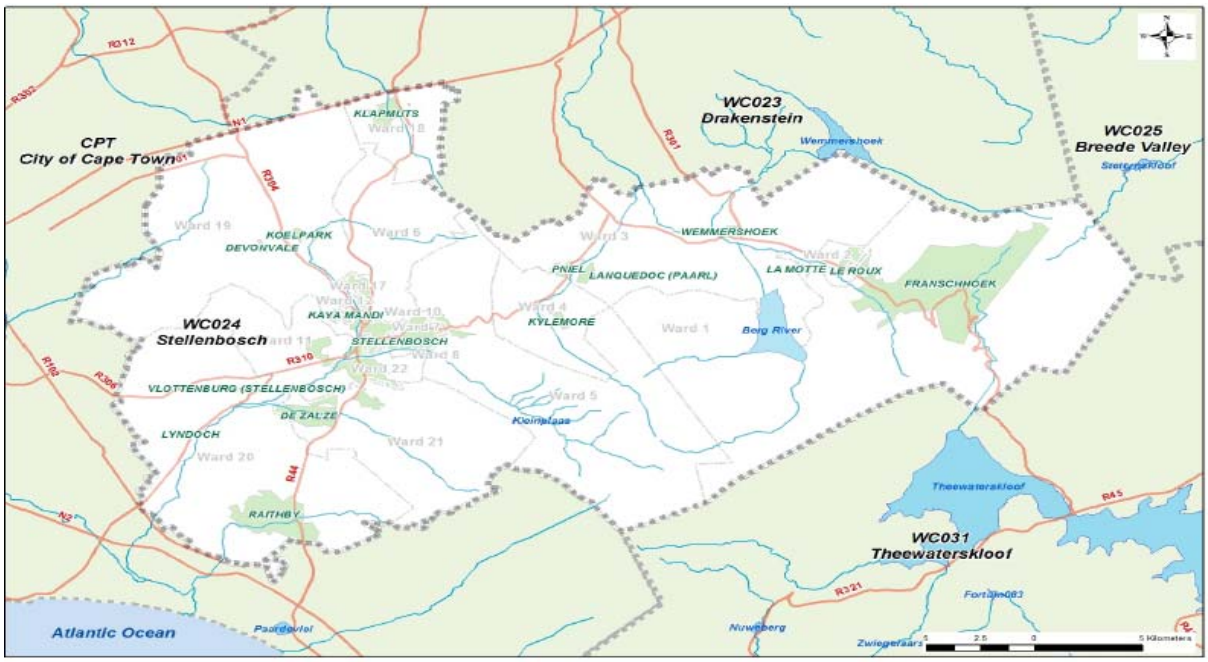
Map 2: Locality map of Stellenbosch Municipality concerning Cape Winelands District Boundaries



The Cape Winelands District Municipality is located within 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 makes 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. Stellenbosch Municipality, as a local authority, governs the towns of Stellenbosch, Pniël, Klapmuts, Kylemore, Jamestown, Raithby, Ida's Valley, Cloetesville, Kayamandi, and Vlottenburg, as well as 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, 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 Vlottenburg. Stellenbosch is a sought-after space, offering opportunity and quality of living while being near city life. This has placed the municipal area under constant development pressure.

1.3 Stellenbosch Municipality at a Glance

Table 2: Stellenbosch Municipality - Summarised Statistics

Population Estimates, 2022		Actual households, 2022	
Population	175 411	Households	59 626

Education	2022	Poverty	2022
Matric Pass Rate	84.7%	Gini-Coefficient	0.61
Learner Retention Rate	82.0%	Poverty Head Count Ratio (UBPL)	66.68%
Learner-Teacher Ratio	26.7		

Health				2022/23
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)	64.5%	60.2	12.5%	

Safety and Security				The annual number of reported cases in 2022/23
Residential Burglaries	DUI	Drug-related Crimes	Murder	Sexual Offences
869	251	1463	77	207

Access to Basic Service Delivery	Percentage of households with access to basic services, 2022/23			
Water	Refuse Removal	Electricity	Sanitation	Housing
86.4%	87.3%	96.9%	96.8%	87.3%

Road Safety 2021/22		Labour, 2023	Socio-economic Risks	
Fatal Crashes	31	Unemployment Rate (narrow definition)	Risk 1	Job Losses
Road User Fatalities	39	15.2%	Risk 2	Low Learner retention
			Risk 3	Low skills base (Labour)

Largest 3 sectors			Contribution to GDP, 2021
Finance, insurance, real estate and business services	Wholesale and retail trade, catering and accommodation	Manufacturing	
25.7%	18.1%	17.2%	

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

1.4 Socio – Economic Context

All socio-economic information is sourced from the Local Government Socio-Economic Profile 2022 and 2023. 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. The GDPR performance, risk, and vulnerability factors can be read in detail within the Local Government Socio-economic Profile 2023 for the Stellenbosch municipal area.

1.4.1 Population Growth

In 2022, the Stellenbosch municipal area, a prominent region within the Cape Winelands, accommodated 21 per cent of the area's population, totalling **175 411** individuals. Projections indicate a steady rise, estimating a population of **192 951** residents by 2027, marking an average annual population growth rate of 2.0 per cent during this period. This growth rate surpasses the Cape Winelands District's average annual population growth rate of 1.7 per cent by 0.3 percentage points. The socio-economic implications of this demographic shift are multifaceted, impacting various sectors including housing, employment, and education within the region.

The table below depicts the population growth from 2022 to 2027:

Table 3: Estimated Population Growth

Area	2022	2023	2024	2025	2026	2027
		%				
Stellenbosch	**3.3**	**2.0**	**2.1**	**1.8**	**2.0**	**1.6**
Cape Winelands	2.7	1.6	1.6	1.7	1.7	1.6
Western Cape	2.9	1.6	1.6	1.6	1.7	1.6

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

1.4.2 Racial Split

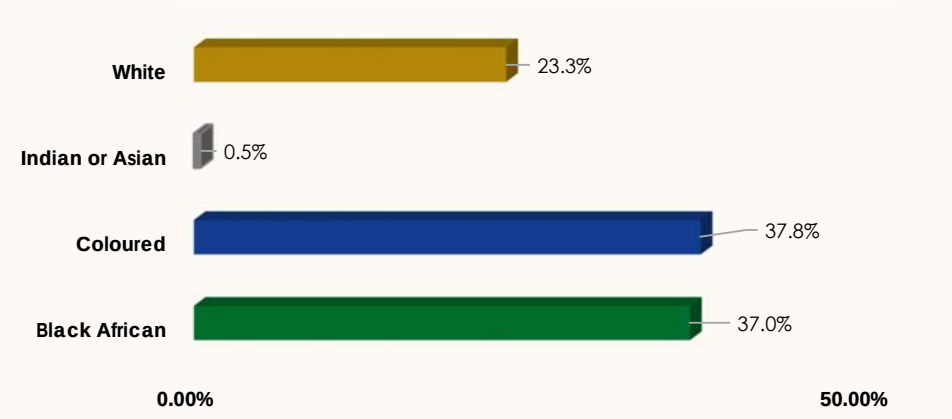
The race dynamics in the Stellenbosch municipal area present a diverse demographic landscape. Much of the population comprises Black African individuals, accounting for 37.0 per cent of the total, followed closely by the Coloured community, constituting 37.8 per cent. White residents make up 23.3 per cent of the population, while individuals categorised as Indian / Asian represent a smaller proportion at 0.5 per cent. This cross-analysis highlights the intricate racial composition within the Stellenbosch community, underscoring the significance of cultural diversity and its potential impact on economic and social interactions.

The table and graph below indicate the ratio split within the Cape Winelands District

Table 4: Racial Split

Race	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
Black African	28.2%	30.1%	27.6%	**37.0%**	29.1%	19.4%
Coloured	61.8%	64.1%	61.8%	**37.8%**	62.3%	70.6%
Indian or Asian	0.4%	0.2%	0.4%	**0.5%**	0.5%	0.3%
White	9.6%	5.7%	10.2%	**23.3%**	8.1%	9.6%

Figure 1: Racial Split for the WCO24



Source: Western Cape Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

1.4.3 Gender Ratio

According to Stats SA, the Stellenbosch municipal area presented a gender ratio of 94.2, indicating that there are 94.2 men for every 100 women in the population. This ratio translates to 48.5 per cent males and 51.5 per cent females. The slight increase in the ratio observed towards 2023 suggests a potential influx of working males to the area or a rise in female mortality rates. This demographic shift carries significant socio-economic implications, as it impacts workforce dynamics and social structures within the municipal area.

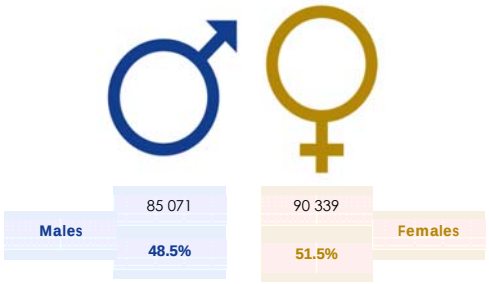
The table below depicts the gender ratio within the Stellenbosch municipal area.

Table 5: Gender Ratio

Year	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2022	94.1	97.7	98.8	**94.2**	93.3	92.7
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 2023 and StatsSA 2022

Figure 2: Ratio of % females and males



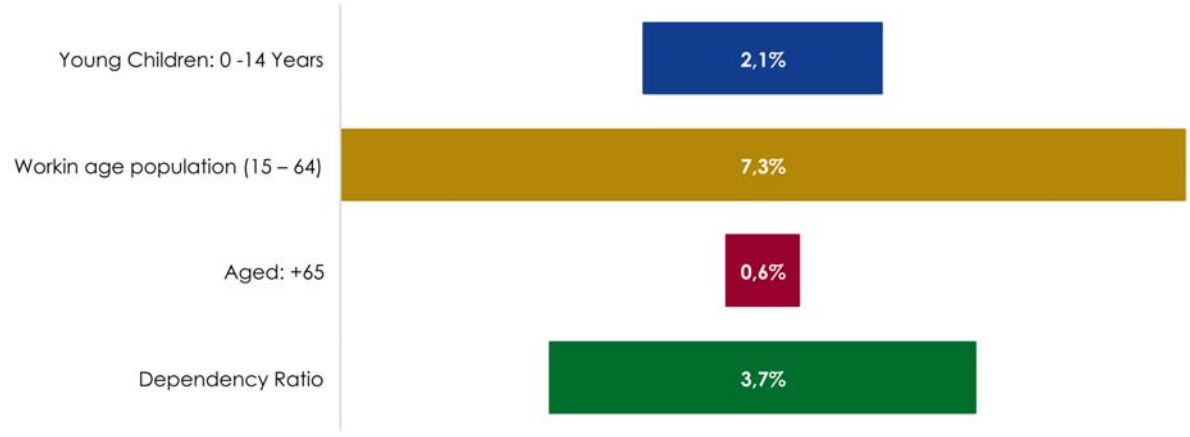
Source: Western Cape, Social–Economic Profile 2023 and StatsSA 2022

1.4.4 Age Cohorts

Within the Stellenbosch municipal area, a distinct age composition was apparent in 2022. The youth population was the largest, accounting for a substantial 73.1 per cent of residents. Following closely behind were those between the ages of 35 and 64, who constituted 31.5 per cent of the population. This composition is primarily attributed to the presence of the acclaimed Stellenbosch University, which attracts students from across South Africa and around the world.

Additionally, the age composition of the population is analysed through dependency ratios, which highlight the proportion of individuals within the working age group (15 – 64) supporting dependents, including children and senior citizens. The higher dependency ratio in the graph below places increased strain on social systems and essential service delivery.

Graph 1: Age Cohorts for 2022



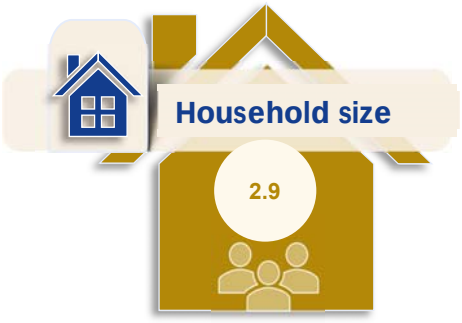
Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA

1.4.5 Household Size

Household size refers to the number of people per household. The average size of households is expected to remain an average of 2.9 individuals from 2022 to 2026. The trend of the average household size could be attributed to a wide range of factors, including but not limited to underlying socio-economic factors like patterns in employment opportunities, educational access, and housing market dynamics that shape this trend.

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

Figure 3: Household size



Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

1.4.6 Population Density

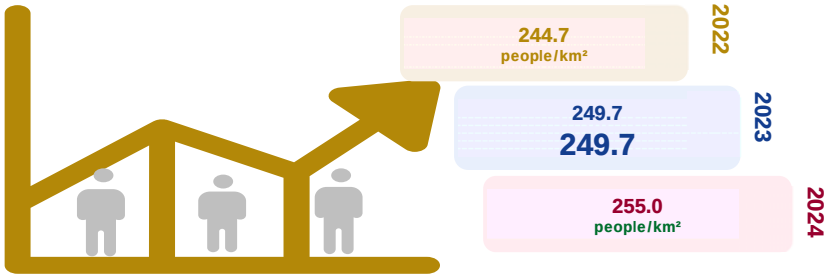
Amidst rapid urbanisation across the Western Cape, population density figures will aid public sector decision-makers in mitigating environmental, health, and service delivery risks. In 2022, the population density of the Cape Winelands District was 45 persons per square kilometer. In order of highest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

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

- Stellenbosch 245 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 (*m*SDF) says that urban development should stay within the limits of the urban edge.

Graph 2: Level of Urbanisation



Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality) and StatsSA 2022

1.5 Education

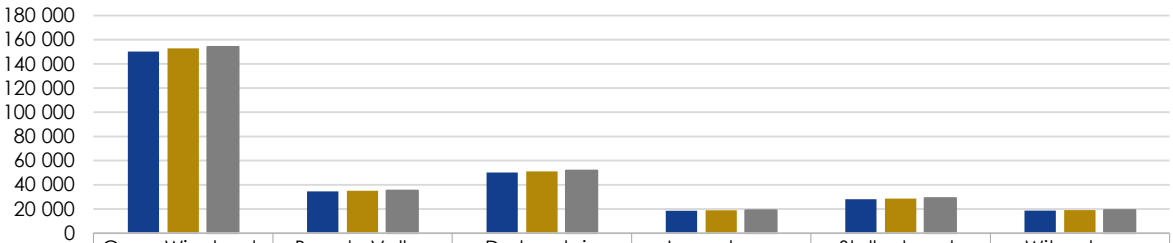
The socio-economic impact of education within municipalities is profound and complex, touching on various aspects of community development and individual well-being. Quality education equips individuals with essential skills, knowledge, and critical thinking abilities, empowering them to participate meaningfully in the local economy. As the educational attainment level rises within a municipality, there is a corresponding increase in employment opportunities and higher earning potential for residents. Additionally, an educated workforce attracts investments and industries, fostering economic growth and stability. Education also plays a pivotal role in reducing poverty and promoting social equity by breaking the cycle of intergenerational poverty.

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

Learner enrolment in Stellenbosch experienced a notable surge from 28 033 enrolments in 2020 to 29 092 in 2022, which reflects an increase of 1 059 learners. It is evident that the educational growth depicts a positive socio-economic trend within the region, presenting an enhanced emphasis on education and potentially indicating improved access to educational facilities.

The graphs below depict learner enrollments, learner-teacher ratios, and learner retention from 2020 to 2022.

Graph 3: Learner Enrolment



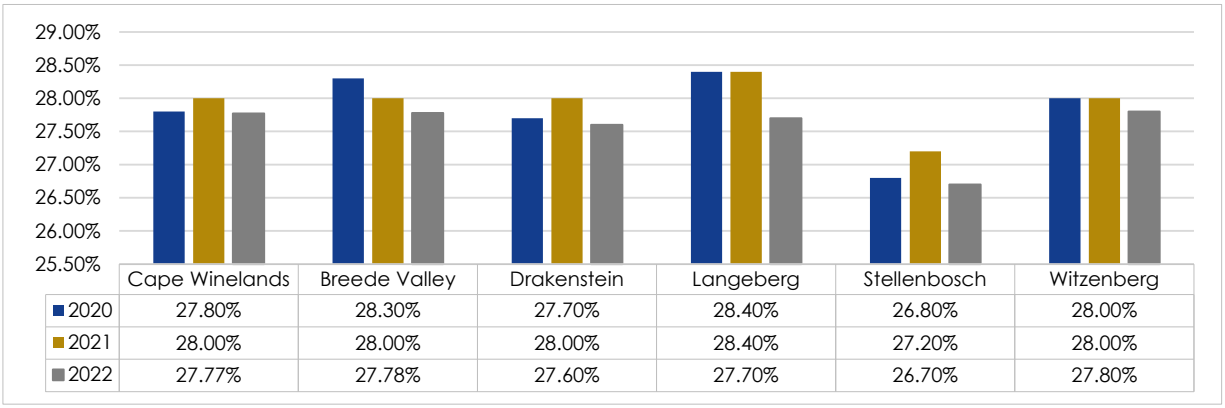
	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	150 125	34 542	50 186	18 659	28 033	18 705
2021	152 914	35 092	51 128	18 988	28 594	19 112
2022	154 061	35 112	51 730	18 989	29 092	19 138

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

It is crucial to establish healthy learner-teacher ratios to determine the schools' capacity to accommodate the students. Lower learner-teacher ratios are associated with enhanced teacher-student interaction, fostering better-quality education. The 2022 Schools Realities Publications emphasise that government-paid teachers face high learner-teacher ratios, indicating larger class sizes. Despite a minor decrease from 26.8 students per teacher in 2020 to 26.6 in 2022, the ratio remains within the recommended range of 35:1 to 40:1.

This suggests relatively uncrowded classrooms, aligning with established standards and ensuring a conducive learning environment, ultimately impacting the socio-economic landscape positively.

Graph 4: Learner–Teacher Ratio



	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	27.80%	28.30%	27.70%	28.40%	26.80%	28.00%
2021	28.00%	28.00%	28.00%	28.40%	27.20%	28.00%
2022	27.77%	27.78%	27.60%	27.70%	26.70%	27.80%

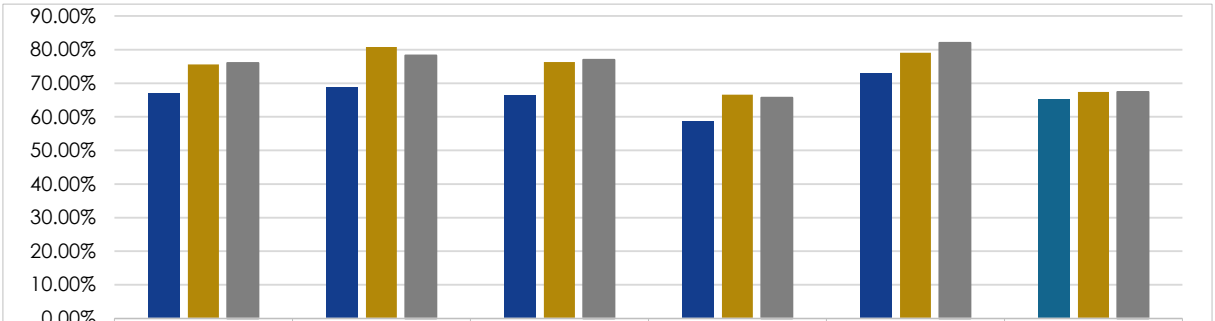
Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

The learner retention rate measures the proportion of learners in Grade 12 who were in Grade 10 two years prior. This can reflect essential socio-economic factors and personal circumstances that have a significant impact on education.

The inverse of the learner-retention rate is commonly referred to as the drop-out rate. 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 that can make it difficult for the learner to focus on education.

Despite the learner retention rate progressing in the Stellenbosch municipal area, improving from 79.1 per cent in 2021 to 82 per cent in 2022, 18 per cent of the learners did not complete their studies. Addressing these factors is necessary for encouraging a more conducive learning environment, ensuring higher retention rates, and ultimately enhancing the region's overall socio-economic landscape.

Graph 5: Learner retention



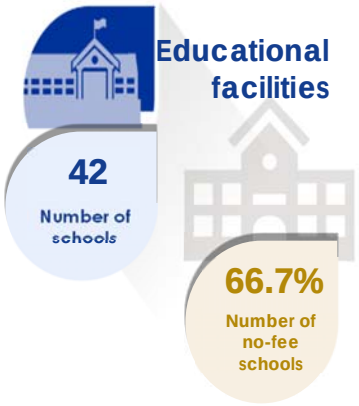
	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	67.20%	68.90%	66.40%	58.80%	73.10%	65.40%
2021	75.60%	80.80%	76.30%	66.60%	79.10%	67.40%
2022	76.00%	78.30%	77.00%	65.70%	82.00%	67.40%

Source: Western Cape, Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

1.5.2 Number of schools and no-fee schools

Figure 4: Number of schools and no-fee schools

The number of schools within the Stellenbosch municipal area was recorded at 42 in 2022. Over the Medium-Term Expenditure Framework (MTEF), a substantial budget has been allocated for vital upgrades, additions, and the construction of new facilities in specific schools. This allocation is slated for use in enhancing the infrastructure of key educational institutions, including Aviation, Elsenburg Agri School, New Klapmuts Primary and High Schools, and New Stellenbosch Primary School. Such investments signify a proactive approach to bolstering the educational landscape, fostering an environment conducive to quality learning.



The proportion of no-fee schools in the Stellenbosch municipal area remains at 66.7 per cent in 2022, whereby 71.4 per cent are equipped with libraries.

Source: Western Cape, Social–Economic Profile 2023

1.5.3 Schools with libraries / media centres

The Stellenbosch municipal area consists of 42 schools in 2022, of which 30 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.

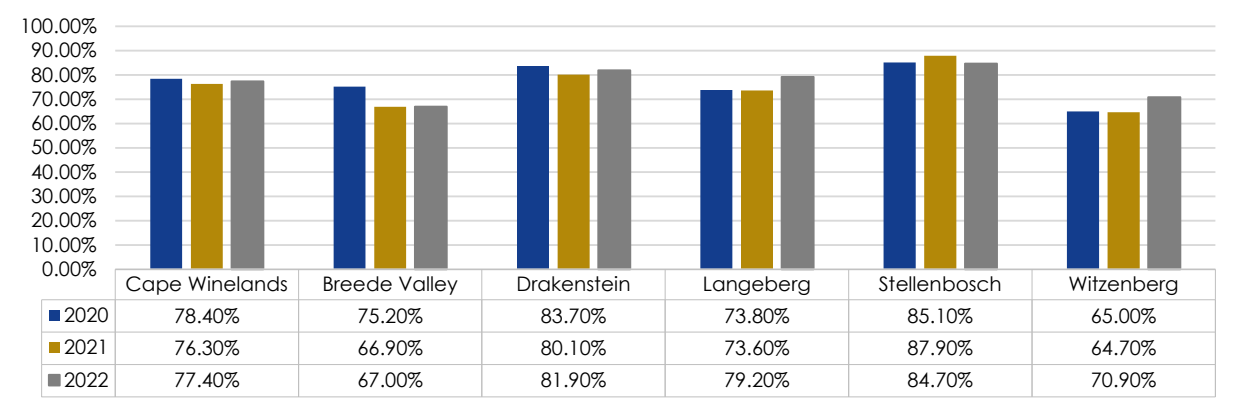


1.5.4 Education outcomes (matric pass rate)

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.

The graph below depicts the Matric pass rates from 2020 to 2022.

Graph 6: Education outcomes (matric pass rate)



	Cape Winelands	Breede Valley	Drakenstein	Langeberg	Stellenbosch	Witzenberg
2020	78.40%	75.20%	83.70%	73.80%	85.10%	65.00%
2021	76.30%	66.90%	80.10%	73.60%	87.90%	64.70%
2022	77.40%	67.00%	81.90%	79.20%	84.70%	70.90%

Source: Western Cape, Social–Economic Profile 2023

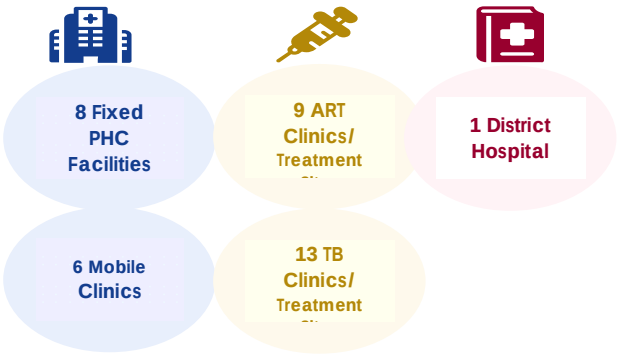
1.6 Health

1.6.1 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, nine ART treatment sites, and 13 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 6: Health facilities

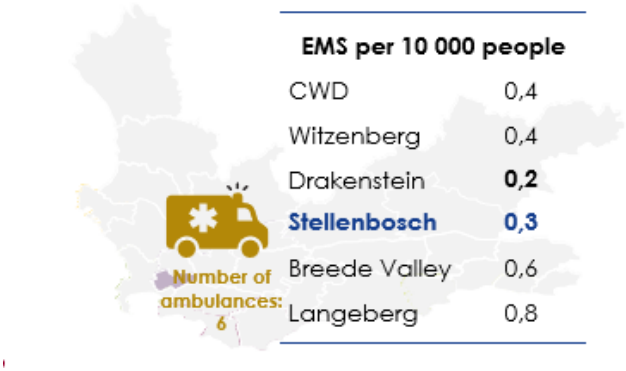


Source: Western Cape, Social–Economic Profile 2023

1.6.2 Emergency Medical Services

The provision of more operational ambulances can provide greater coverage for emergency medical services. This number below only refers to provincial ambulances and excludes all private service providers, and it remained unchanged between 2021/22 and 2022/23.

Figure 5: Emergency Medical Services



1.6.3 HIV / AIDS and Tuberculosis

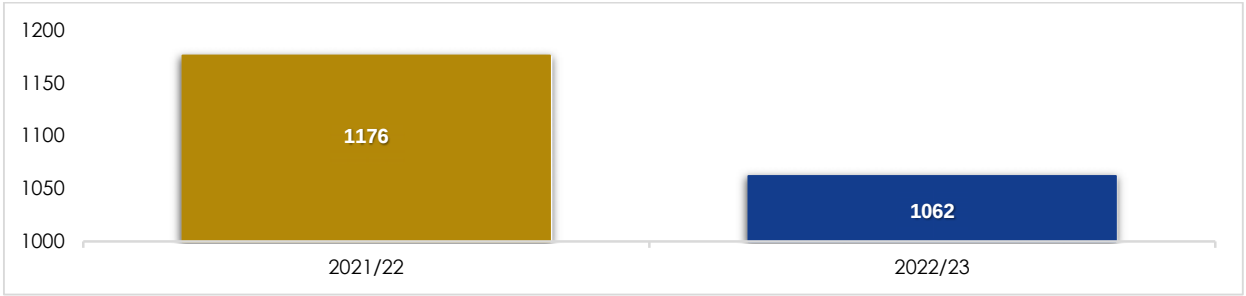
The number of clients (patients) that remain committed to their antiretroviral treatment (ART) plan in the Stellenbosch municipal area increased from 6 915 registered patients in 2021/22 to 7 062 in 2022/23, while the number of new patients receiving ART declined from 481 to 429 during the same period. Similarly, the number of registered patients receiving TB treatment exhibited an average annual decrease of 9.7 per cent between 2021/22 and 2022/23.

Table 7: HIV/AIDS Management

Area	Registered patients receiving ART		Number of new ART patients	
	2021/22	2022/23	2021/22	2022/23
Stellenbosch	6915	7062	481	429

Source: Western Cape, Social–Economic Profile 2023

Graph 7: Number of TB patients registered on treatment



Source: Western Cape, Social–Economic Profile 2023

1.6.4 Child Health

The immunisation coverage rate for children under the age of one in the municipal area worsened from 73.3 per cent to 64.5 per cent between 2021/22 and 2022/23. The overall Child Welfare and Development (CWD) rate also showed improvement, rising from 60.6 per cent to 62.2 per cent. However, there was a notable increase in malnourished children under the age of five, with severe acute malnutrition rising from 1.5 to 1.6 per 100 000 people between 2021/22 and 2022/23.

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 8: Child Health

Area	Low Birth Weight		Neonatal Mortality Rate per 1000		Acute Malnutrition Rate (Under 5) per 100 000		Immunisation Rate (Under 1)	
	2022	2023	2022	2023	2022	2023	2022	2023
Stellenbosch	9.8	9,8	3.1	4.8	1.5	1.6	73.3	64.5
Cape Winelands District	**16.0**	**16.7**	**8.0**	**8.6**	**2.2**	**2.5**	**77.0**	**76.4**

Source: Western Cape, Social–Economic Profile 2023

1.6.5 Maternal Health

In 2021/22, the Stellenbosch municipal area recorded the second lowest number of maternal deaths (61.1 per cent) and the lowest teenage pregnancies (13.2 per cent) in the CWD; however, these numbers decreased to 60.2 per cent (maternal deaths) and 12.5 per cent (teenage pregnancies) in 2022/23. However, the termination of pregnancy rate (0.7 per cent) remained unchanged across this period.

Table 9: Maternal Health

Area	Maternal Mortality Rate		The delivery rate of women 10- 19 years		Termination of pregnancy rate	
	2022	2023	2022	2023	2022	2023
Stellenbosch	61.1	60.2	13.2	12.5	0.6	0.7
Cape Winelands District	**120.1**	**54.7**	**14.0**	**13.3**	**0.7**	**0.8**

Source: Western Cape, Social–Economic Profile 2023

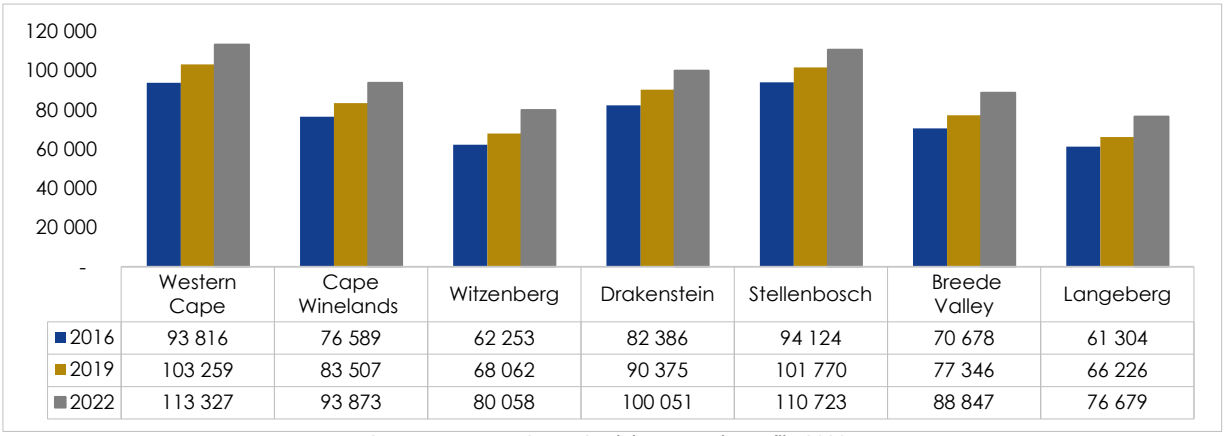
1.7 Poverty

1.7.1 GDPR Per Capita

In terms of Gross Domestic Product per capita (GDPR), an increase is only witnessed when economic growth surpasses population growth. According to the LGSEP 2023, the real GDPR per capita was R93 873 whereby the Stellenbosch municipal area has grown significantly with a per capita income of R110 7, marking the highest figure in the Cape Winelands District for 2022. All the data below are sourced from the Local Government Socio-economic Profile 2023 for the Stellenbosch Municipal area.

Despite a moderate regression in the period between 2016 and 2022, this highlights the municipality's robust economic potential, particularly noteworthy considering the recent economic challenges posed by the recession and the global COVID-19 pandemic, which impacted economic activities regionally and globally.

Graph 8: GDP Per Capita



	Western Cape	Cape Winelands	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2016	93 816	76 589	62 253	82 386	94 124	70 678	61 304
2019	103 259	83 507	68 062	90 375	101 770	77 346	66 226
2022	113 327	93 873	80 058	100 051	110 723	88 847	76 679

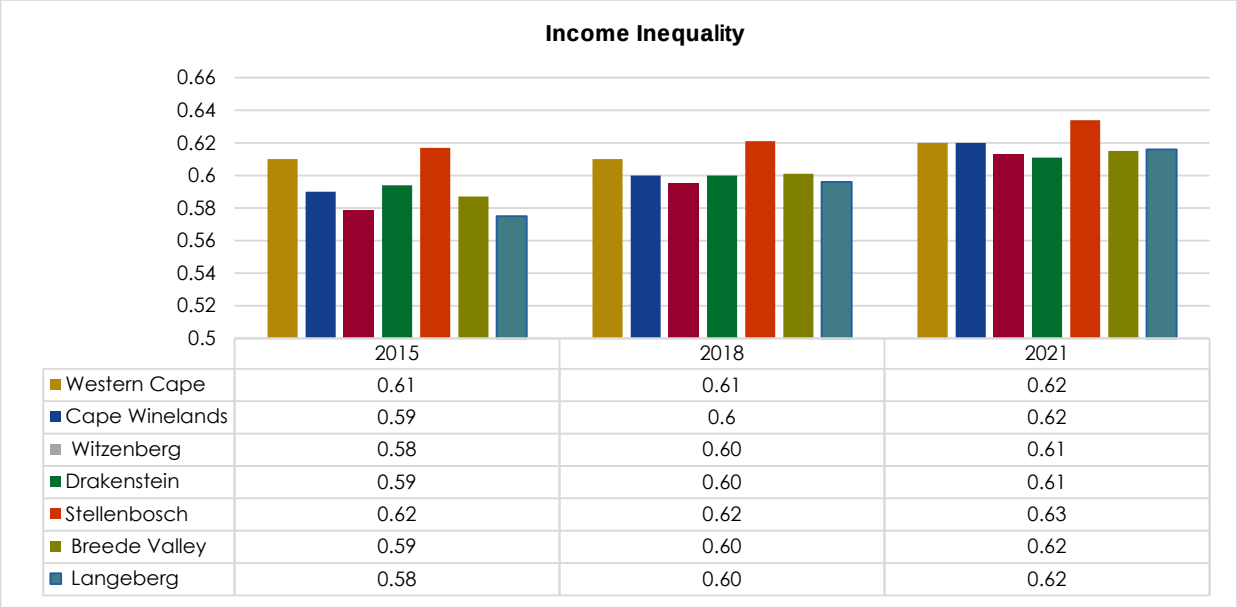
Source: Western Cape, Social–Economic Profile 2022

1.7.2 Income Inequality

According to the widely used Gini index, South Africa has one of the highest levels of inequality globally. Inequality is seen through a distorted distribution of income, unequal opportunities, and regional discrepancies.

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. In the Cape Winelands District, income inequality worsened to 0.69 in 2022, a trend expected to exacerbate due to the potential aftermath of the COVID-19 pandemic. Stellenbosch improved its income inequality, with inequality levels declining from 0.63 in 2021 to 0.61 in 2022, aligning below the district's trajectory.

Graph 9: Income Inequality



	2015	2018	2021
Western Cape	0.61	0.61	0.62
Cape Winelands	0.59	0.6	0.62
Witzenberg	0.58	0.60	0.61
Drakenstein	0.59	0.60	0.61
Stellenbosch	0.62	0.62	0.63
Breede Valley	0.59	0.60	0.62
Langeberg	0.58	0.60	0.62

Source: Western Cape, Social–Economic Profile 2022

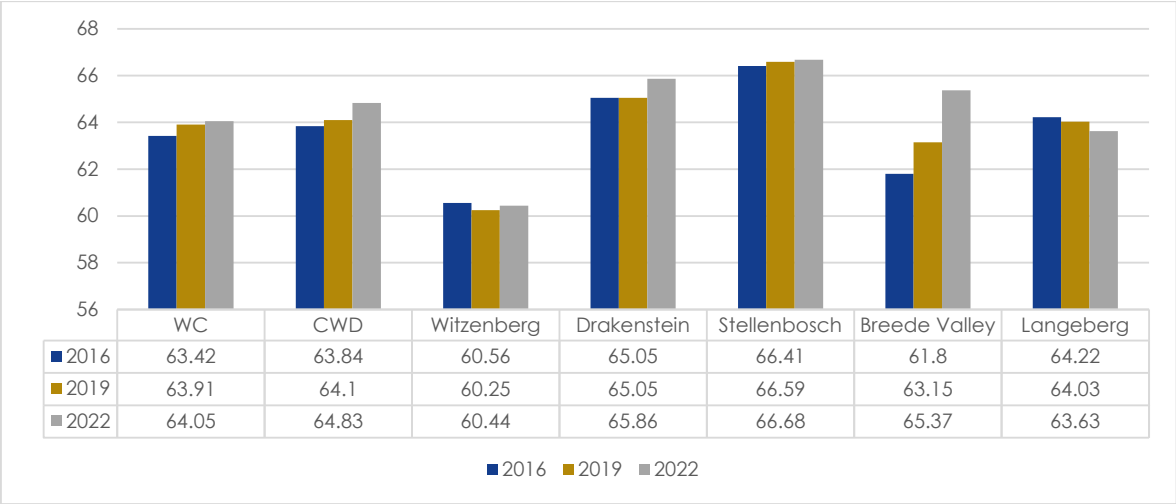
1.7.3 Poverty Line

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.

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.

In 2022, 66.7 per cent of Stellenbosch's population fell below the UBPL. In 2022, 66.7 per cent of Stellenbosch's population fell below the UBPL, a slight improvement from 2016 and 2019. Stellenbosch and Drakenstein had the highest poverty rates in the Cape Winelands District, with Stellenbosch's 66.7 per cent slightly below the district's 64.8 per cent in 2022. Addressing these socio-economic challenges is essential for ensuring sustainable growth and development within the municipality.

Table 10: Poverty Line



	WC	CWD	Witzenberg	Drakenstein	Stellenbosch	Breede Valley	Langeberg
2016	63.42	63.84	60.56	65.05	66.41	61.8	64.22
2019	63.91	64.1	60.25	65.05	66.59	63.15	64.03
2022	64.05	64.83	60.44	65.86	66.68	65.37	63.63

Source: Western Cape, Social–Economic Profile 2023

1.8 Basic Service Delivery

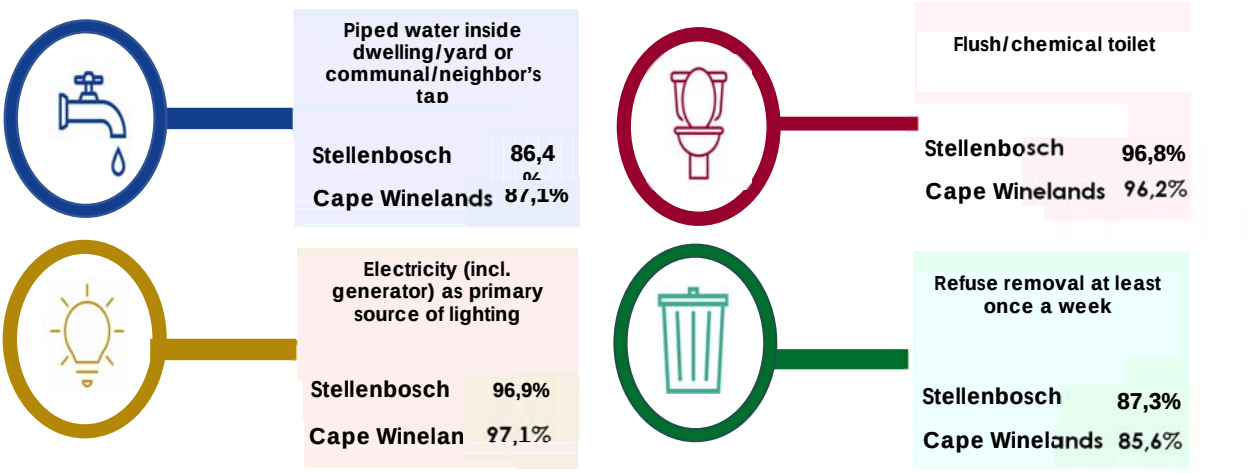
The Constitution stipulates that every citizen has the right to adequate housing access and that the state must take reasonable legislative and other measures within its available resources to achieve the progressive realisation of this right. Access to housing also includes access to basic services 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.

1.8.1 Housing and household services

During 2023, the Stellenbosch municipal area, which comprises 59 626 households, 87.3 per cent had access to formal housing, lower than the Cape Winelands District average of 88.8 per cent. The area also recorded a significantly higher proportion of informal dwellings, totaling 11.8 per cent, in contrast to the District's 10.3 per cent. Service delivery access levels within the municipal area were considerably higher than the access to formal housing, with access to piped water access (86.4 per cent), flush or chemical toilet access (96.8 per cent), electricity access (including generators) for lighting (96.9 per cent), for lighting at 96.9 per cent and the removal of refuse at least weekly by the local authority at 87.3 per cent of households. These access levels were above the District figures for electricity and refuse removal services.

Figure 6: Service delivery access levels (HH)



Source: Western Cape: Socio-Economic Profile 2023

1.8.2 Free Basic Services

The following table indicates the percentage of average registered indigent households that have access to free basic municipal services. The total number of indigent households excludes all informal households and includes formal households that have been registered as indigent households. The total i.t.o. of free basic electricity includes only indigent households claiming 100 kWh from the Stellenbosch Municipality. Additionally, it excludes the totals for areas where ESKOM manages the electricity distribution. Per the approved Indigent Policy of the municipality, all households earning less than R6 500 per month will receive free basic services as prescribed by national policy and in terms of Stellenbosch Municipality's Indigent Policy.

The table below indicates the number of households receiving free basic services.

Table 11: Access to Free Basic Services

Year	Number of Households								
	Total no. of HH	Free Basic Water		Free Basic Sanitation		Free Basic Electricity		Free Basic Refuse Removal	
		Access	%	Access	%	Access	%	Access	%
2018/19	52 374	6 813	13.01	6 813	13.01	4 833	9.23	6 813	13.01
2019/20	52 374	6 666	100%	6 666	100%	4 932	100%	6 666	100%
2020/21	50 328	7 283	100%	7 283	100%	5 189	100%	7 283	100%
2021/22	50 328	4 681	100%	4 681	100%	4 982	84.25%	4 681	100%
2022/23	59 626	5 744	100%	5 744	100%	5 744	100%	5 744	100%

Source: Western Cape Local Government Social–Economic Profile 2023 and Statistics South Africa 2022

Municipalities offer free basic services to financially vulnerable households, and the number of households receiving these services in the Stellenbosch municipal area sharply declined in 2020. The strained economic conditions are anticipated to increase demand for these services, leading to a rise in the number of indigent households. However, this trend is area-specific and contingent on the qualifying criteria applied. These findings underscore the persistent challenges and socio-economic factors influencing housing and essential service access within the Stellenbosch municipal area, emphasising the need for targeted interventions to uphold citizens' constitutional rights and enhance overall living standards.

1.9 Safety and Security

All the data below are sourced from the Local Government Socio–Economic Profile for 2023 for Stellenbosch Municipal area.

1.9.1 Murder

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

Within the Stellenbosch area, the number of murders de-escalated from 90 cases in 2021/22, reaching 77 cases in 2022/23. The Stellenbosch municipal area's murder rate (per 100 000 people) decreased from 46 in 2021/22 to 38 in 2022/23, reflecting a similar trend in the Cape Winelands District, where the rate increased from 45 to 41 for the same period.

1.9.2 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 2022/23, there were 207 sexual offences in the Stellenbosch area, compared to 989 reported cases in the Cape Winelands District. The incidence of sexual offences (per 100 000 people) in the Stellenbosch municipal area (104) was higher than that of the district (102) in 2022/23.

1.9.3 Common Assault

In Stellenbosch, the crime rate per 100 000 people for common assault showed a concerning upward trend, with 510 reported incidents per 100 000 people, which increased from 527 in 2021/22 to 557 in 2022/23. This escalation in common assault cases per capita suggests a challenging security environment, which could potentially have socio-economic implications. Addressing this rising trend is vital to ensuring the safety and well-being of the community and fostering a secure environment for residents, businesses, and investors. Implementing effective crime prevention measures and

community outreach initiatives may be essential to reversing this trend and creating a safer atmosphere conducive to economic growth and development.

1.9.4 Commercial Crime

In Stellenbosch, the crime rate per 100 000 people for commercial crime showed a steady upward trend over the analysed period. In 2020/21, there were 340 reported incidents per 100 000 people, which increased slightly to 443 in 2021/22 but then increased significantly to 528 in 2022/23. This fluctuation in commercial crime rates could indicate varying challenges faced by local businesses and law enforcement in combating economic offences. Addressing this issue is crucial as it directly impacts the business environment, investor confidence, and the overall economic stability of the municipality. Implementing robust measures to combat commercial crimes, such as fraud and embezzlement, is essential for fostering a secure and trustworthy business environment, supporting economic growth, and attracting investments in the Stellenbosch municipal area.

1.9.5 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 increased from 1 224 cases in 2021/22 to 1 463 cases in 2022/23. The Cape Winelands District's drug-related offences surged from 6 047 in 2021/22 to 6 783 in 2022/23. When considering the rate per 100 000 people, with 734 drug-related offences per 100 000 people in 2022/23, the Stellenbosch area's rate is above the district's rate of 700 per 100 000 population.

1.9.6 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 declined from 262 in 2021/22 to 251 in 2022/23. This translates into a rate of 126 per 100 000 people in 2022/23, which is above the district's 79 per 100 000 people.

1.9.7 Residential Burglaries

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

Stellenbosch's rate of 436 residential burglaries per 100 000 people, which is well below the district's rate of 453 for 2022/23, indicates that the targeted strategies that were implicated to address these crime rates improved the safety and security in the community.

1.10. Economy and Labour Market Performance

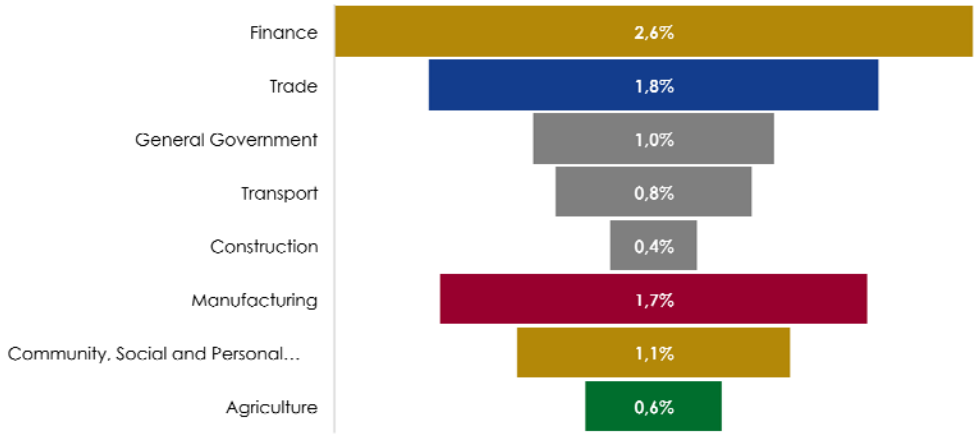
1.10.1 Sectoral Overview

In 2021, the economic landscape of the Stellenbosch municipal area boasted a Gross Domestic Product at regional level (GDPR) totaling R20.6 billion and provided gainful employment to 69 012 individuals. The municipality's economy thrives on a robust agriculture sector, primarily specialising in grape cultivation for its globally acclaimed wineries, which serves as a pivotal driver for trade and tourism. Notably, the finance sector emerged as the primary contributor to the local economy, generating R5.3 billion in 2021 and constituting 25.7 per cent of the total GDPR, further solidifying the area's economic significance. The sectors that contributed to GDPR growth in 2022 were finance and transport, both accounting for 1.0 percentage point, followed by trade, which contributed a 0.6 percentage point.

Moreover, the potential for overall Gross Domestic Product at the regional level (GDPR) growth was impeded by declines in the primary and secondary sectors. Apart from agriculture, which experienced growth rates of 20.3 per cent in 2020 and 5.0 per cent in 2021, these sectors have yet to recover to their 2019 levels. The occurrence of load-shedding in 2022 had adverse effects on both farmers and manufacturers, diminishing their production capacities significantly.

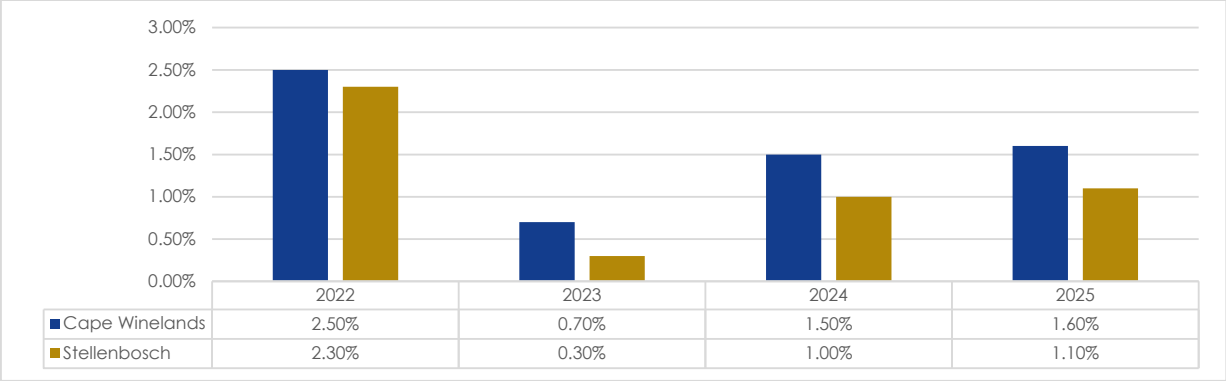
In the current economic landscape of South Africa, marked by challenges such as load-shedding, constrained consumer spending, and diminished business confidence, the Stellenbosch municipal area is predicted to experience near-stagnant Gross Domestic Product at regional level (GDPR) growth of 0.3 per cent in 2023, as indicated on the graph below. Several sectors, including agriculture, manufacturing, construction, general government, and personal services, are expected to underperform due to the macroeconomic pressures dampening overall business activities. However, there is a more optimistic outlook for GDPR growth in 2024, projected at 1.0 per cent. This optimism is rooted in the anticipation of increased tourist activities and robust growth in the finance sector, which are poised to bolster the local economy.

Figure 7: Sectoral contribution to GDPR 2021



Source: Western Cape, Social–Economic Profile 2023

Graph 10: GDPR Forecast

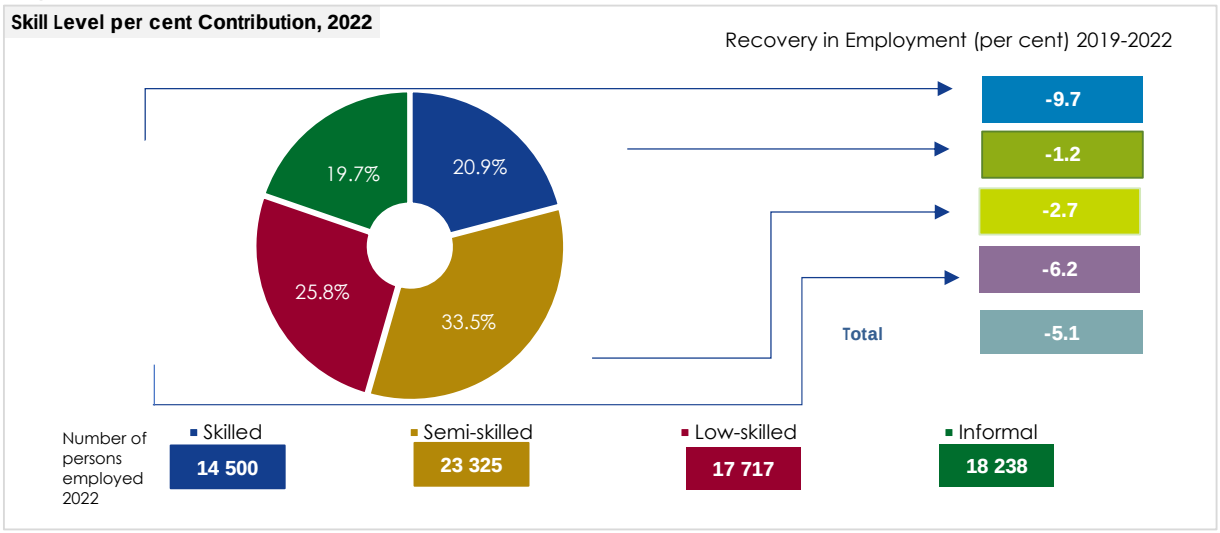


Source: Western Cape, Social–Economic Profile 2023

1.10.2 Formal and Informal Employment

The presence of Stellenbosch University and the diverse industries in the area have led to a significant workforce composition, with 20.9 per cent classified as skilled workers and 33.5 per cent as semi-skilled workers. Informal sector activities, particularly in trade, agriculture, and personal services, contribute significantly to employment, accounting for 19.7 per cent of the workforce in 2021. However, a notable challenge exists for low-skilled workers, constituting 25.8 per cent of the workforce, as recent job creation trends have favoured semi-skilled and skilled workers, limiting opportunities for this demographic.

Graph 11: Skills Level Contribution, 2022

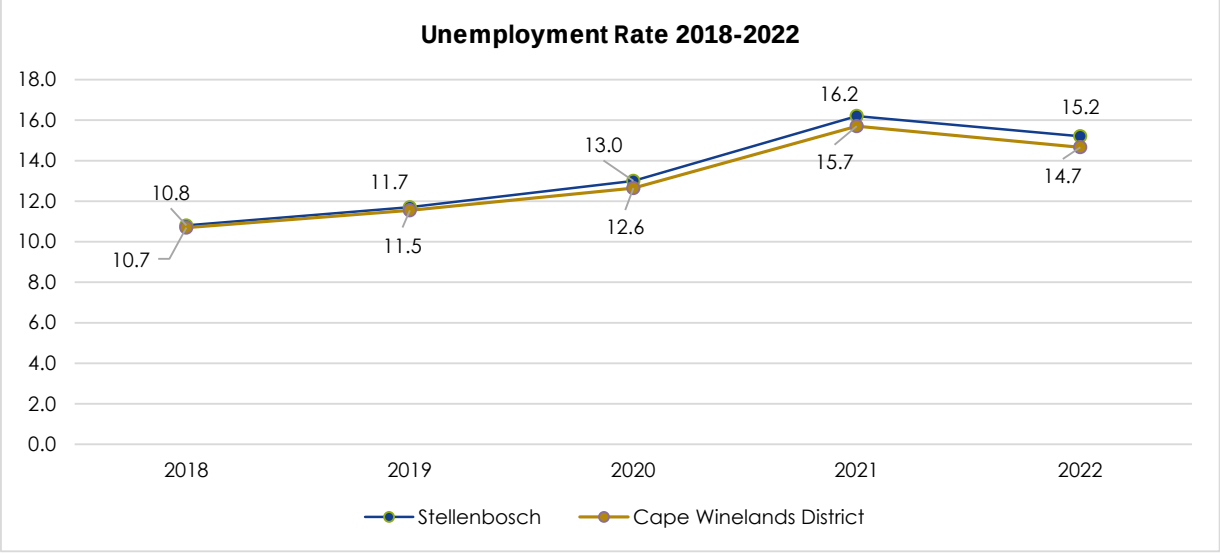


Source: Western Cape, Social–Economic Profile 2023

1.10.3 Unemployment

It is crucial to facilitate access to education and skills development initiatives in communities where high unemployment rates occur. Social transformation needs to be promoted and provide enough relevant opportunities and resources for affected demographic areas. Not only does this initiative enhance the socio-economic landscape, but it also has implications for municipal revenue. A skilled and educated workforce can contribute to a more vibrant local economy, generating higher tax revenues to support municipal projects and services.

Graph 12: Unemployment Rate



Source: Western Cape Local Government Social–Economic Profile 2022 and 2023 (Stellenbosch Municipality)

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
- MFMA Circular No.123 Municipal Budget Circular for 2023/2024 MTREF – 7 December 2023
- MFMA Circular No.123 Municipal Budget Circular for 2023/2024 MTREF – 8 March 2024

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
- Cost Reflective Tariffs
- 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 2024/2025 MTREF
- Budget process and submissions for the 2024/25 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 **23 August 2023**. The budget process for the 2024/2025 MTREF period proceeded/will proceed according to the following timeline

Activity	**Time frame**
Formulation of budget assumptions	September 2023
Detailed programmes and projects to further define budget	November 2023 – March 2024
IDP and Budget considered by Council	27 March 2024
IDP and Budget - public participation	April 2024
Final approval of IDP and the Budget	22 May 2024

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 12: 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
	Ensuring vibrant, equitable and sustainable rural communities with food security for all (7) Promoting sustainable human settlements and improved quality of household life (8)	Transitioning to a low carbon economy (3) Transforming urban and rural spaces (4)	Increase wellness, safety and tackle social ills (3) Enable resilient, sustainable, quality and inclusive living environment (4)	Environmental and social infrastructure investment.
Safe Valley	Ensuring all people in South Africa are and feel safe (3)		Increase wellness, safety and tackle social ills (3).	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.
Dignified Living	Providing improved quality of basic education (1) Enabling a long, healthy life for all South Africans (2)	Providing quality health care (6)	Improve education outcomes and opportunities for growth and jobs (2) Increase wellness, safety and tackle social ills (3)	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.

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 existing policies were reviewed and amended

Rates Policy

The revised Rates Policy as required by the Municipal Property Rates Act (Act no 6 of 2004) is attached as Appendix 5.

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 6.

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 7.

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 8.

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 9.

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 10.

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 11.

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 12.

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 13.

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 14.

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 15.

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 16.

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 17.

Ward Committee Policy

This policy is compiled in terms of the Local Government: Municipal Structures Act, 117 of 1998; Local Government: Municipal Systems Act, 32 of 2000 and 2005 DPLG Guidelines.

Preamble of Policy:

WHEREAS the Municipality is committed to encouraging the involvement of communities and community organisations in its affairs.

WHEREAS the Municipality is a municipality with an executive mayoral system combined with a ward participatory system as set out in section 9(d) of the Act.

WHEREAS the Council has resolved in terms of section 72(2) of the Act to adopt the ward participatory system.

IT IS THEREFORE RESOLVED by the Council as follows. Refer to Appendix 18.

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

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 19.

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 20.

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 21.

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 22.

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 23.

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 24.

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 25.

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 26.

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 27.

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 28.

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 29.

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 30.

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 31.

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 32.

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 33.

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 34.

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 35.

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

	2024/2025	2025/2026	2026/2027
Percentage Increase:			
Water	6.20%	4.60%	4.60%
Electricity	12.70%	12.70%	12.70%
Sanitation	8.00%	8.00%	8.00%
Refuse	6.90%	4.60%	4.60%
Property Rates	6.40%	4.60%	4.60%
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	4.90%	4.60%	4.60%
Notch Increment	1.50%	1.50%	1.50%
Other Assumptions			
Bulk Purchases - Electricity	12.70%	12.70%	12.70%

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 2024/2025, 2025/2026 and 2026/2027

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:

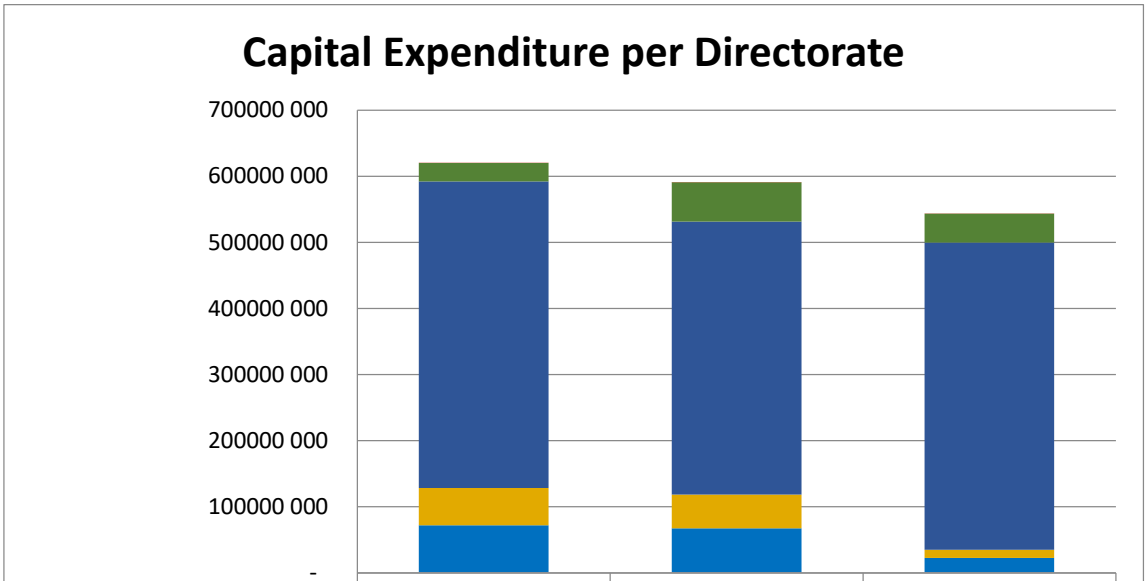
2024/2025	2025/2026	2026/2027
R	R	R
620 345 303	591 141 525	543 780 146

Compilation of the Capital Budget

The capital budgets depicted per Directorate are as follows:

	2024/2025		2025/2026		2026/2027	
	R	%	R	%	R	%
Municipal Manager	40 000	0.01%	40 000	0.01%	50 000	0.01%
Planning and Development Services	28 244 000	4.55%	59 470 000	10.06%	44 045 000	8.10%
Infrastructure Services	463 483 974	74.71%	413 130 975	69.89%	464 435 146	85.41%
Corporate Services	56 420 000	9.09%	50 970 000	8.62%	12 550 000	2.31%
Community and Protection Services	70 757 329	11.41%	66 130 550	11.19%	21 300 000	3.92%
Financial Services	1 400 000	0.23%	1 400 000	0.24%	1 400 000	0.26%
	620 345 303	**100.00%**	**591 141 525**	**100.0%**	**543 780 146**	**100.0%**

Investment in infrastructure for the next three years' equals:

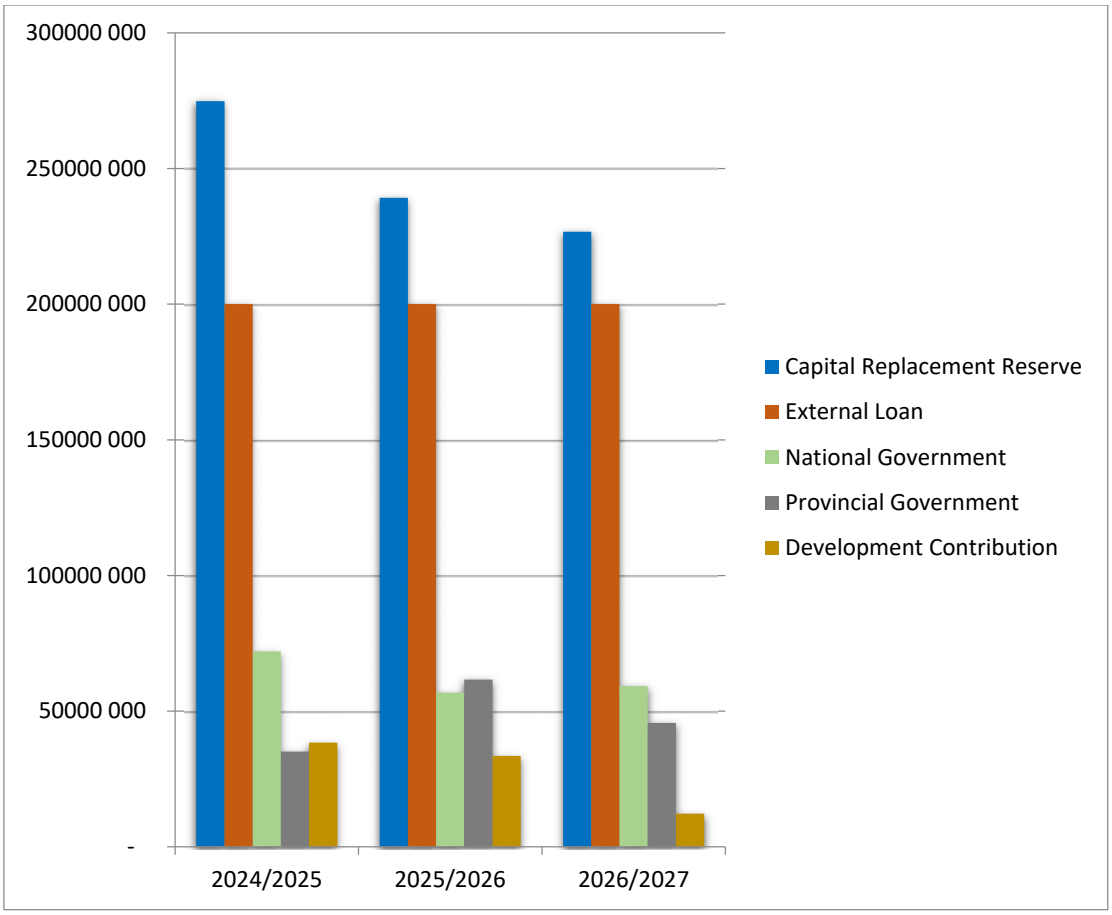


	2024/2025	2025/2026	2026/2027
Municipal Manager	40 000	40 000	50 000
Planning and Development Services	28244 000	59470 000	44045 000
Infrastructure Services	463483 974	413130 975	464435 146
Corporate Services	56420 000	50970 000	12550 000
Community and Protection Services	70757 329	66130 550	21300 000
Financial Services	1400 000	1400 000	1400 000

Financing of the Capital Budget

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

	2024/2025		**2025/2026**		**2026/2027**	
	R		R		R	
Own Funding						
Capital Replacement Reserve	274 794 767	44.30%	239 164 975	40.46%	226 708 296	41.69%
Development Contribution	38 427 536	6.19%	33 500 000	5.67%	12 200 000	2.24%
External Funding						
Grants National Government	72 056 000	11.62%	56 820 550	9.61%	59 215 850	10.89%
Grants Provincial Government	35 067 000	5.65%	61 656 000	10.43%	45 656 000	8.40%
External Loans	200 000 000	32.24%	200 000 000	33.83%	200 000 000	36.78%
	620 345 303	**100.00%**	**591 141 525**	**100.00%**	**543 780 146**	**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 2024/2025, 2025/2026 and 2026/2027

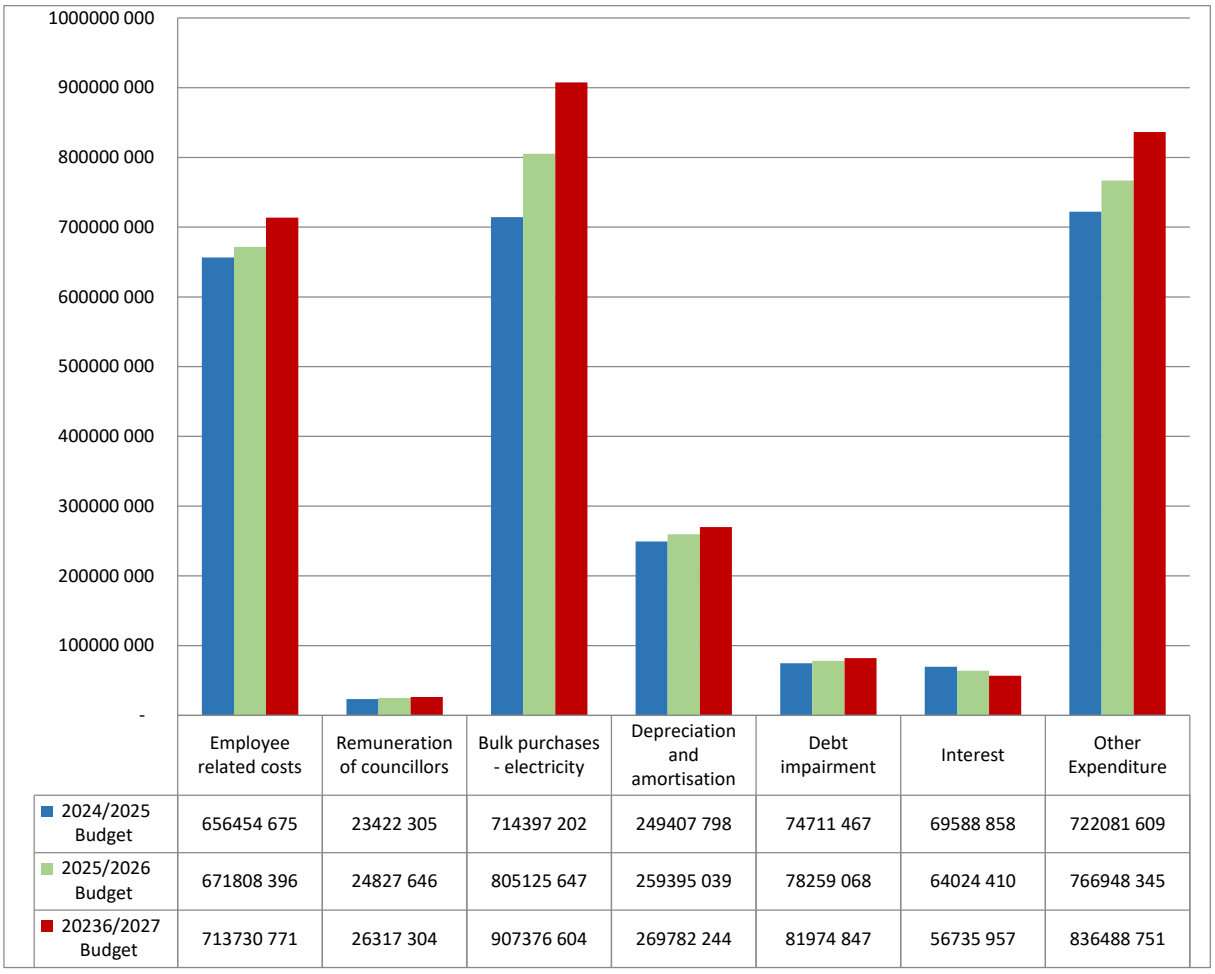
Expenditure

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

	2024/2025 R	2025/2026 R	2026/2027 R
Municipal Manager	17 202 891	18 017 771	19 029 018
Planning and Development Services	98 228 257	103 224 537	116 856 319
Infrastructure Services	1 539 980 340	1 674 260 233	1 844 905 743
Corporate Services	216 618 258	226 265 059	236 773 030
Community and Protection Services	510 981 472	517 885 166	537 233 395
Financial Services	127 052 696	130 735 785	137 608 973
Total Expenditure	**2 510 063 914**	**2 670 388 551**	**2 892 406 478**

The operating expenditure budget per category is as follows:

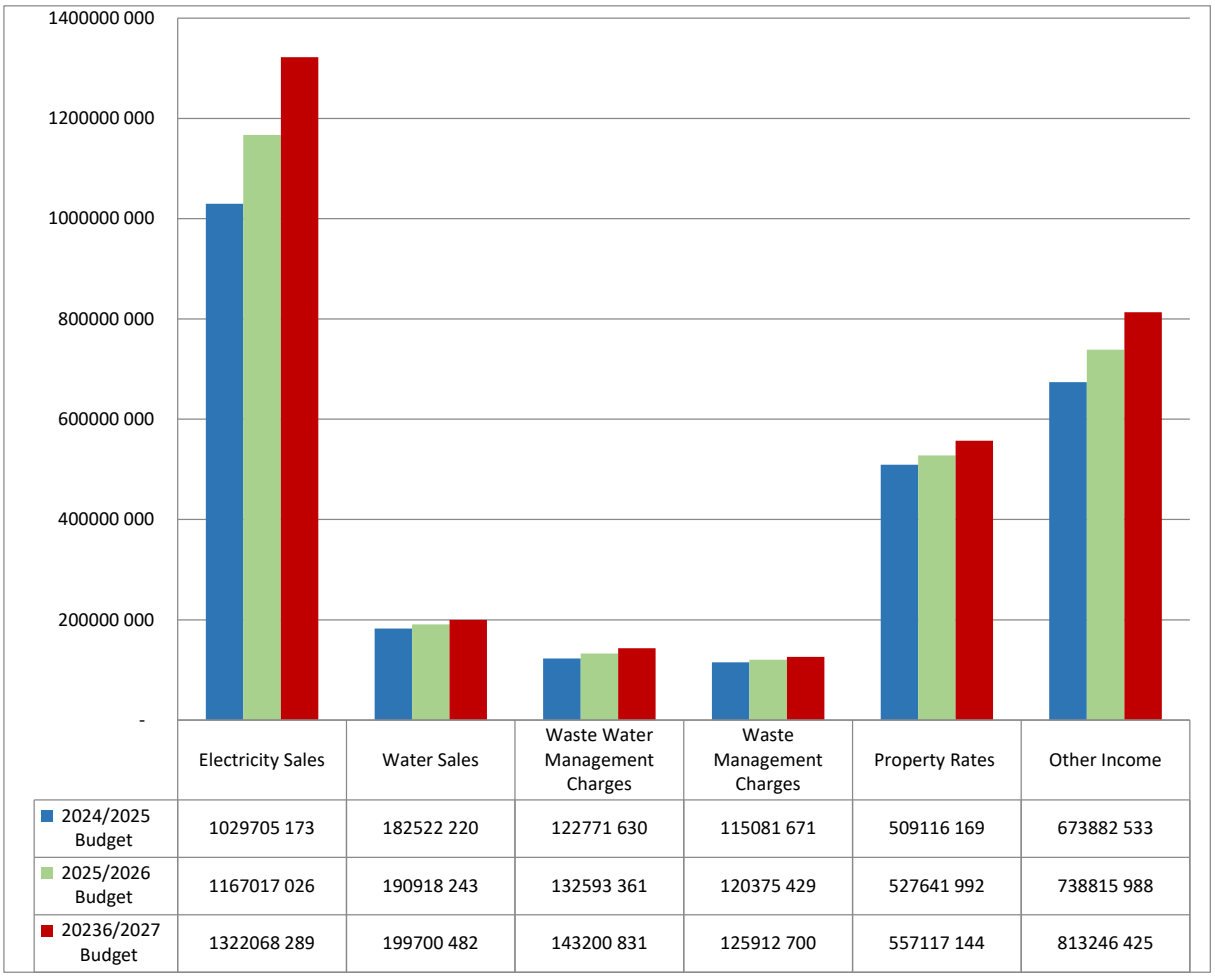
	2024/2025 R	2025/2026 R	2026/2027 R
Employee related costs	656 454 675	671 808 396	713 730 771
Remuneration of councillors	23 422 305	24 827 646	26 317 304
Bulk purchases - electricity	714 397 202	805 125 647	907 376 604
Depreciation and amortisation	249 407 798	259 395 039	269 782 244
Debt impairment	74 711 467	78 259 068	81 974 847
Interest	69 588 858	64 024 410	56 735 957
Other Expenditure	722 081 609	766 948 345	836 488 751
Total Expenditure	**2 510 063 914**	**2 670 388 551**	**2 892 406 478**



	Employee related costs	Remuneration of councillors	Bulk purchases - electricity	Depreciation and amortisation	Debt impairment	Interest	Other Expenditure
2024/2025 Budget	656454 675	23422 305	714397 202	249407 798	74711 467	69588 858	722081 609
2025/2026 Budget	671808 396	24827 646	805125 647	259395 039	78259 068	64024 410	766948 345
20236/2027 Budget	713730 771	26317 304	907376 604	269782 244	81974 847	56735 957	836488 751

The operational budget will be funded as follows:

	2024/2025 **R**	**2025/2026** **R**	**2026/2027** **R**
Electricity Sales	1 029 705 173	1 167 017 026	1 322 068 289
Water Sales	182 522 220	190 918 243	199 700 482
Wastewater Management Charges	122 771 630	132 593 361	143 200 831
Waste Management Charges	115 081 671	120 375 429	125 912 700
Property Rates	509 116 169	527 641 992	557 117 144
Other Income	673 882 533	738 815 988	813 246 425
Total Income	**2 633 079 396**	**2 877 362 039**	**3 161 245 871**



	Electricity Sales	Water Sales	Waste Water Management Charges	Waste Management Charges	Property Rates	Other Income
2024/2025 Budget	1029705 173	182522 220	122771 630	115081 671	509116 169	673882 533
2025/2026 Budget	1167017 026	190918 243	132593 361	120375 429	527641 992	738815 988
20236/2027 Budget	1322068 289	199700 482	143200 831	125912 700	557117 144	813246 425

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:

	2024/2025	2025/2026	2026/2027
	R	R	R
Capital Replacement Reserve	274 794 767	239 164 975	226 708 296
Grants National Government	72 056 000	56 820 550	59 215 850
Grants Provincial Government	35 067 000	61 656 000	45 656 000
External Loans	200 000 000	200 000 000	200 000 000
Development Contribution	38 427 536	33 500 000	12 200 000
	620 345 303	**591 141 525**	**543 780 146**

Grant funding from National Government includes the following:

- Integrated National Electrification Programme (Municipal) Grant
- Integrated Urban Development Grant
- Electricity Demand Side Management (Municipal) Grant (Schedule 6)

Grant funding from Provincial Government includes the following:

- Human Settlement Development Grant
- Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)
- Integrated Transport Planning
- 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

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		
R thousand		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:	1									
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

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		
R thousand		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	12 981	12 981	10 947	7 937	8 095	8 257
Capital		–	–	–	–	–	–	–	–	–	–
Total Cash Transfers To Organisations		10 475	10 514	12 556	12 981	12 981	12 981	10 947	7 937	8 095	8 257
Cash Transfers to Groups of Individuals											
Operational		380	495	808	1 374	1 694	1 694	591	8 402	8 570	8 741
Capital		–	–	–	–	–	–	–	–	–	–
Total Cash Transfers To Groups Of Individuals:		380	495	808	1 374	1 694	1 694	591	8 402	8 570	8 741
TOTAL CASH TRANSFERS AND GRANTS	6	10 855	11 010	13 364	14 355	14 675	14 675	11 538	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	–	–	–	–	4 213	4 213	3 266	4 297	4 383	4 471
Capital		–	–	–	–	–	–	–	–	–	–
Total Non-Cash Grants To Groups Of Individuals:		–	–	–	–	4 213	4 213	3 266	4 297	4 383	4 471
TOTAL NON-CASH TRANSFERS AND GRANTS		–	–	–	–	4 213	4 213	3 266	4 297	4 383	4 471
TOTAL TRANSFERS AND GRANTS	6	10 855	11 010	13 364	14 355	18 888	18 888	14 804	20 636	21 048	21 469

REPORT RECEIVED FROM COMMUNITY DEVELOPMENT: 2024/2025 GRANT-IN-AID ALLOCATIONS AND DONATIONS

1. SUBJECT

GRANT IN AID APPLICATIONS AND DONATIONS 2024/2025

2. PURPOSE

To obtain Council's approval for Grant-in-Aid (GiA) applications and recommended donations for the financial year 2024-2025.

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

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 the Grant in Aid Policy approved at the Council Meeting in May 2023.

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 12 October 2023 (Eikestad Nuus) and on the municipal website and Facebook page.

The advertisement included an invitation to attend one of three compulsory workshops on either 25, 26 or 27 October 2023 to assist and give guidance on the policy and application procedure. One hundred and fifty seven (157) persons attended the workshops.

A workshop to assist with capacity building of small, emerging organisations was conducted on 3 November 2023 focussing on financial management. This workshop was also advertised in the local newspaper and is not compulsory. The workshop was attended by seventeen (17) persons.

By the closing date (1 December 2023), 97 applications were received.

6.2 Discussion

The Department Community Development and the Sport and Recreation Department scrutinized and evaluated ninety-seven (97) 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	5	4	1,2, 6-11, 16, 19, 22	160 000.00
	Partial Care	46	12	ALL	470 000.00
	Disability	4	3	All	120 000.00
	Elderly	5	0	NA	0.00
	Youth	5	2	4, 12-15	80 000.00
	Substance Abuse	4	1	4, 5, 7, 9, 10, 12, 16, 20	40 000.00
	Gender	3	0	NA	0.00
	Food Security	2	1	3-5, 12-16, 18-20	2 979 890.40
	People Living on the Street	3	2	All	2 568 331.78
	Safety	1	0	NA	0.00
	Skills Development	2	1	ALL	40 000.00
Health	Physical and Psychological	3	2	ALL	80 000.00
Sport, Art and Culture	Sport Clubs	8	1	6, 17	40 000.00
	Art and Culture	6	2	4, 5-10	80 000.00
	Total	**97**	**31**		**6 698 222.18**

Table 1: Applications and draft 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 said list.

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.

Declarations of Interest:

Where officials were indicated as linked to an applicant, either directly or indirectly through a family member, and said official formed part of the Grant in Aid assessment team, the official was excused from any assessment or discussions relating to the application in question. The following declarations relating to municipal officials and councillors are noted:

Applicant	Person	Organisation Capacity	Municipal Capacity	Declaration Received
Abba Stellenbosch	Portia Jansen	Vice Chairperson	Community Development Coordinator (Daughter of Chairperson)	Y
	Wilfred Frederick Pietersen	Chairperson	PR Councillor	Y
Cape Winelands Farm Workers Sport and Recreation Association	Tanya Carstens	Vice President	Snr Clerk: Administration Infrastructure Services	Y
	Adele Wagner	Vice Secretary	Administrative Officer, Financial Services	Y
Caring and Learning Development	Donray Beerwinkel	Treasurer	Snr Accountant, Financial Services	Y
Celtic United FC	Adele Wagenaar	Member	Administrative Officer, Financial Services	Y
Christian Dependency Ministry	Wilfred Frederick Pietersen	Chairperson	PR Councillor	Y
Hospice NPC	Wilfred Frederick Pietersen	Director	PR Councillor	Y
Isibane Sempumelelo	Mary Nkopane	Chairperson	Ward 13 Councillor	Y
Jessie Keet ECD	Wilfred Frederick Pietersen	Director	PR Councillor	Y
Kylemore ECD	Wilfred Frederick Pietersen	Director	PR Councillor	Y
Lithalethu Educare Centre	Nokuzola Kakaza	Chairperson	Traffic Warden, Community and Protection Services	Y
Kylemore Secondary School	Gerrit Africa	Additional Member	General Worker, Community and Protection Services	Y
Nomzamo Seniors	Funeka Mayembana	Daughter to Member	Community Development Coordinator, Community and Protection Services	Y
	Tulani Hani	Niece to Secretary	Clerk, Financial Services	Y
Nora Tyres ECD	Wilfred Frederick Pietersen	Member	PR Councillor	Y

Sizamile ECD	Wilfred Frederick Pietersen	Member	PR Councillor	Y
StellCare	Wilfred Frederick Pietersen	Member	PR Councillor	Y
Stellenbosch Work Centre for Adult Persons with Disabilities	Portia Jansen	Manager	Community Development Coordinator (Niece of Manager)	Y
Stellemploy	Portia Jansen	Director	Community Development Coordinator (Daughter of Director)	Y
Umnyama	Wilhelmina Petersen	Unspecified	Ward 2 Councillor	Y
Youth Empowerment Action	Wilhelmina Petersen	Member	Ward 2 Councillor	Y

6.3 Financial Implications

This report has the following financial implications:

2024-2025 (Cat A)
1 150 000.00

2024-2025 (Cat B)	2025-2026 (Cat B)	2026-2027 (Cat B)
5 548 222.18	5 365 701.12	3 118 780.11

DRAFT BUDGET TOTAL 2024-2025	6 698 222.18

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 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 2024-2025 Register of applications and donation recommendations

FOR FURTHER DETAILS, CONTACT:

NAME	*Michelle Aalbers*
POSITION	*Manager: Community Development*
DIRECTORATE	*Community and Protection Services*
CONTACT NUMBERS	*8408*
E-MAIL ADDRESS	*Michelle.aalbers@stellenbosch.gov.za*
REPORT DATE	31-01-2024

DIRECTOR: COMMUNITY AND PROTECTION SERVICES

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

2024/2025 GRANT-IN-AID APPLICATIONS

2024/25 GRANT-IN-AID APPLICATIONS

				Category A		Category B	
No	**Applicant Name**	**Notes**	**Recommendation**	**Funds proposed**	**Funds proposed YEAR 1 (2024-2025)**	**Funds proposed YEAR 2 (2025-2026)**	**Funds proposed YEAR 3 (2026-2027)**
SOCIAL DEVELOPMENT							
GENERAL							
1	ACVV Franschhoek	COMMIT TO PROVIDE FEEDBACK BY APRIL 2024.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00
2	ACVV Stellenbosch		RECOMMENDED	40 000.00	0.00	0.00	0.00
3	FRANCO		RECOMMENDED	40 000.00	0.00	0.00	0.00
4	StellCare Stellenbosch	FUNDING RECEIVED IN 2022 NOT YET SPENT DUE TO SHORTAGE TO COMPLETE PROJECT. COMMIT TO PROVIDE FEEDBACK BY APRIL 2024.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00
5	Transform Cloetesville Together (TCT)	NO AFS	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				160 000.00	**0.00**	**0.00**	**0.00**

PARTIAL CARE							
6	ABC 99 Educare Centre	FIRST YEAR APPLICATION WITHOUT C REG.	RECOMMENDED	40 000.00	0.00	0.00	0.00
7	Anganathi Educare	REMAIN ON YEAR 1 OF APPLICATION WITHOUT C REG. ESTABLISHED IN 2013. AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
8	Busy Kids Daycare	YEAR 1 OF APPLICATION WITHOUT C REGISTRATION. AFS FOR INCORRECT FIN PERIOD.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
9	Caring and Learning Development	REMAIN ON YEAR 1 OF APPLICATION WITHOUT C REG.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
10	Early Education Centre, The	C REGISTRATION NOT REQUIRED. PARTIAL FEEDBACK, COMMIT TO PROVIDE FULL FEEDBACK BY APRIL 2024.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00
11	Froggies Aftercare	YEAR 2 OF APPLICATION WITHOUTH C REG.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00
12	Funda Early Educare	YEAR 1 OF APPLICATION WITHOUT C REGISTRATION. CONSTITUTION NOT SIGNED. NO PROOF OF REGISTRATION OF ANY KIND. AFS FOR INCORRECT REPORTING PERIOD. BANK FORM NOT SIGNED OR COMPLETED. DID NOT INDICATED AMOUNT REQUESTED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
13	Isibane Sempumelelo	ESTABLISHED IN 1994. NO AUDITED AFS.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

14	Jessie Keet Early Childhood Development	AFS INDICATE ECD AS ECD OF STELLCARE. STELLCARE ALREADY CONDITIONALLY RECOMMENDED FOR GIA DONATION. POLICY ONLY ALLOWS FOR ONE DONATION PER ORGANISATION. BOARD OF ECD IS THAT OF STELLCARE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
15	Junior Akademie Trust	ESTABLISHED IN 2009. NO AUDITED AFS.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
16	Kin Culture NPC	C REGISTRATION NOT REQUIRED FOR FOSTER CARE	RECOMMENDED	40 000.00	0.00	0.00	0.00
17	Kuyasa Playgroup	REGISTRATION IN NAME OF DIFFERENT ORGANISATION. AFS NOT AUDITED, BUT ESTABLISH DATE OF APPLICANT NOT INDICATED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
18	Kylemore Early Childhood Development	AFS INDICATE ECD AS ECD OF STELLCARE. STELLCARE ALREADY CONDITIONALLY RECOMMENDED FOR GIA DONATION. POLICY ONLY ALLOWS FOR ONE DONATION PER ORGANISATION. BOARD OF ECD IS THAT OF STELLCARE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

19	Lethokuhle Educare	REMAIN IN YEAR 1 OF APPLICATION WITHOUT C REG. AFS NOT AUDITED, ESTABLISHED IN 2018 - OLDER THAN 5 YEARS. FEEDBACK PROVIDED FOR ITEMS NOT REQUESTED IN PREVIOUS APPLICATION WITHOUT REQUESTING APPROVAL FOR CHANGE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
20	Lisa Educentre	NO AFS. APPLICATION FORM NOT COMPLETE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
21	Lithalethu Educare Centre	C REGISTRATION EXPIRES DEC 23. BUDGET NOT LINKED TO A PERIOD AND AMOUNT IS DIFFERENT TO WHAT IS REQUESTED. DID NOT DECLARE CHAIRPERSON AS A MUNICIPAL OFFICIAL. NO OVERALL BUDGET FOR GENERAL APPLICATION.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
22	Little Explorers	ESTABLISHED IN 2017. AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
23	Lubabalo Creche Centre	ESTABLISHED 2017, AFS NOT AUDITED. COMMITED TO PROVIDE FEEDBACK BY APRIL 2024.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
24	Luloyiso Educare	NO AFS SUBMITTED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
25	Luthando Educare	AFS INCOMPLETE. AUDITORS REPORT OUTSTANDING.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
26	Masifunde Creche	NO AFS SUBMITTED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

27	Nora Tyres ECD	AFS INDICATE ECD AS ECD OF STELLCARE. STELLCARE ALREADY CONDITIONALLY RECOMMENDED FOR GIA DONATION. POLICY ONLY ALLOWS FOR ONE DONATION PER ORGANISATION. BOARD OF ECD IS THAT OF STELLCARE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
28	Noxolo Educare		RECOMMENDED	40 000.00	0.00	0.00	0.00
29	Okuhle Connie's Educare		RECOMMENDED	40 000.00	0.00	0.00	0.00
30	Phakamani Educare	GENERAL APPLICATION WITHOUT OVERALL BUDGET.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
31	Phumelela Educare	YEAR 1 OF APPLICATION WITHOUT C REG. BANK FORM INCOMPLETE. AFS NOT REQUIRED TO BE AUDITED. ESTABLISHED IN 2020, BUT PROVIDED FOR INCORRECT PERIOD.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
32	Pillars of the Nation	ESTABLISHED IN 2017. AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
33	Prochorus Community Development	AFTERCARES IN LIMBO BETWEEN DSD AND DoE. UNCERTAIN RE TYPE OF REGISTRATION REQUIRED.	RECOMMENDED	40 000.00	0.00	0.00	0.00

34	Samnkies Creche	REMAIN IN YEAR 1 OF APPLICATION WITHOUT C REG. ESTABLISHED IN 2015 - AFS NOT AUDITED. PARTIAL FEEDBACK PROVIDED. COMMITTED TO PROVIDE BY APRIL 2024.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
35	Sibongumusa ECD Centre	COMMIT TO PROVIDE FEEDBACK BY MARCH 2024. DID NOT INIDCATE SPECIFIC OR GENERAL, BUT DID INCLUDE SPECIFIC LIST OF ITEMS REQUESTING FUNDS FOR.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00
36	Simni Educare Centre	PARTIAL FEEDBACK REPORT PROVIDED. COMMIT TO PROVIDE FINAL FEEDBACK BY APRIL 2024.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00
37	Sivuyise Creche	REMAIN IN YEAR 1 OF APPLICATION WITHOUT C REG. ESTABLISHED IN 2018, AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
38	Siyanqoba Creche	ESTABLISHED IN 2013, AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
39	Siyavuya Creche	Registration number is valid till May 2024. CONDITION: MUST INCLUDE SERVICING FIRE EXTINGUISHERS AS PART OF THE REQUESTED MAINTENANCE.	CONDITIONAL RECOMMENDATION	30 000.00	0.00	0.00	0.00
40	Siyazama Creche	FIVE YEAR BUDGET FOR PERIOD ENDING 2024. PARTIAL FEEDBACK, COMMIT TO PROVIDE FINAL FEEDBACK BY APRIL 2024. FEEDBACK INCLUDE ITEMS NOT PART OF APPROVED REQUEST WITHOUT DEVIATION.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

41	Sizamile Child Care Facility	AFS INDICATE ECD AS ECD OF STELLCARE. STELLCARE ALREADY CONDITIONALLY RECOMMENDED FOR GIA DONATION. POLICY ONLY ALLOWS FOR ONE DONATION PER ORGANISATION. BOARD OF ECD IS THAT OF STELLCARE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
42	Steggies Kleuterskool	Registration expires March 24. NOT LATEST AFS. SUBMITTED AFS ENDING DEC 2021. APPLICATION FORM INCOMPLETE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
43	Thanduxolo Daycare	DID NOT INDICATE SPECIFIC BUDGET, BUT DID SUBMIT SPECIFIC LIST OF ITEMS REQUESTING FUNDING FOR. AFS NOT SUBMITTED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
44	Ukusiza Creche	ESTABLISHED IN 2013, AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
45	Umthombo Wemfundo Educare	Registration Certificate expires on 15 August 2024. FEEDBACK REPORT DOES NOT ACCOUNT FOR R7 563,18, WITH NOT EXPLENATION. ESTABLISHED IN 2015, AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
46	Unakho Day Care for Disable	ESTABLISHED 2011, AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
47	Vinyard Houses	COMMIT TO PROVIDE FEEDBACK BY APRIL 2024.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00

48	Vision Africa		RECOMMENDED	40 000.00	0.00	0.00	0.00
49	Wielie Walie Educare	BANK FORM NOT SIGNED	NOT RECOMMENDED	0.00	0.00	0.00	0.00
50	Yolies Creche	REMAIN IN YEAR 1 OF APPLICATION WITHOUT C REG. PARTIAL FEEDBACK AND COMMIT TO PROVIDE FINAL BY FEBR 2024. ESTABLISHED 2016, AFS NOT AUDITED. APPLICATION FORM INCOMPLETE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
51	Zenzele Educare Centre		RECOMMENDED	40 000.00	0.00	0.00	0.00
				510 000.00	**0.00**	**0.00**	**0.00**
DISABILITY							
52	ChangeAbility	PARTIAL FEEDBACK. COMMIT TO PROVIDE FINAL BY 31 MAY 2024. NOTE: CAN ONLY SIGN MOU ONCE FEEDBACK HAS BEEN RECEIVED.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00
53	Huis Horison		RECOMMENDED	40 000.00	0.00	0.00	0.00
54	Stellenbosch Work Centre for adult persons with disabilities	DID NOT DECLARE FAMILY CONNECTION WITH MUNICIPAL OFFICIAL - NOT RECEIVING FINANCIAL BENEFIT. IF APPROVED, REQUIRE DECLERATION.	RECOMMENDED	40 000.00	0.00	0.00	0.00
55	Winelands Parasupport	Did not attend the Compulsory Clarification Meeting. Attended the Financial Management Workshop	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				120 000.00	**0.00**	**0.00**	**0.00**
ELDERLY							

56	Idas Valley Golden Boys and Girls	NO FEEDBACK PROVIDED. AFS NOT SIGNED. APPLICATION NOT COMPLETED (SIGNATURES)	NOT RECOMMENDED	0.00	0.00	0.00	0.00
57	Kylemore Survivors Senior Club	COMMIT TO PROVIDE FEEDBACK BY 31 MARCH 2024. NO AFS SUBMITTED. APPLICATION FORM INCOMPLETE. CONSITUTION REQUIRES 9 BOARD MEMBERS, APPLICATION LIST ONLY 6.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
58	Nomzamo Senior Citizen Centre	ESTABLISHED IN 1980. OLDER THAN 5 YEARS, REQURIE AUDITED AFS	NOT RECOMMENDED	0.00	0.00	0.00	0.00
59	Young Ideas Elderly Club	AFS SUBMITTED FOR CURRENT FIN YEAR THAT IS NOT YET CLOSED. CONSTITUTION REQUIRES 8 BOARD MEMBER, LISTED ONLY 6	NOT RECOMMENDED	0.00	0.00	0.00	0.00
60	Umnyama	AFS ENDING MARCH 2022. NOT LATEST.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
YOUTH							
61	Kylemore Secondary		RECOMMENDED	40 000.00	0.00	0.00	0.00
62	Legacy Community Development		RECOMMENDED	40 000.00	0.00	0.00	0.00
63	Sports for Life	AFS NOT AUDITED AND SIGNED BY GENERAL MANAGER OF ORG. ESTABLISHED 2011.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
64	Training 4 Changes NPC	COMMIT TO PROVIDE FEEDBACK BY 30 MARCH 2024. ESTABLISHED 2013. AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

65	Youth Empowerment Action	ANNUAL OVERALL BUDGET ONLY REFLECTS EXPENDITURE. COMMIT TO PROVIDE FINAL FEEDBACK BY 29 FEBR 2024. ESTABLISHED 2003, AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				80 000.00	**0.00**	**0.00**	**0.00**
SUBSTANCE ABUSE							
66	ABBA Stellenbosch a project of BADISA Stellenbosch		RECOMMENDED	40 000.00	0.00	0.00	0.00
67	Christian Dependancy Ministry	NO FEEDBACK REPORT. AFS NOT INCLUDED. INDICATE AVAILABLE DATE IN DECEMBER, BUT DO NOT CONFIRM TO SUBMIT.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
68	Ithemba Community Development	NO AFS. OVERALL BUDGET FOR INCORRECT REPORTING PERIOD	NOT RECOMMENDED	0.00	0.00	0.00	0.00
69	Salvation Army. The. Hesketh King Treatment Centre	INDICATE BOTH SPECIFIC AND GENERAL APPLICATION. BUDGET ONLY INCLUDE EXPENDITURE. APPLICATION FORM REQUEST SPECIFIC ITEMS, BUT BUSINESS PLAN NOT ALIGNED TO THE SPECIFIC ITEMS. AFS NOT FOR MOST RECENT FIN YEAR (FEBR 2022)	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				40 000.00	**0.00**	**0.00**	**0.00**
GENDER							
70	Gentlemen's Club NPC	AFS SIGNED OFF BEFORE THE END OF THE FINANCIAL YEAR.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

71	Hlathi Clan Economy and Empowerment Institute NPC	GENERAL APPLICATION REQUIRE OVERALL BUDGET - NOT SUBMITTED. COMMIT TO PROVIDE FEEDBACK BY MARCH 2024. NOT OLDER THAN 5 YEARS. SIGNED AFS FOR PERIOD ENDING MARCH 2024? INDICATE LACK OF FIN MANAGEMENT SKILLS.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
72	Kayamandi Women and Children Development	INDICATED GENERAL APPLICATION, BUT PROVIDED SPECIFIC LIST OF ITEMS WITH BUDGET ALLOCATED TOWARDS EACH. CONSTITUTION INDICATE 6 BOARD MEMBERS. APPLICATION LIST 5. OLDER THAN 5 YEARS. NO AUDITED AFS. COMMITTED TO PROVIDE BY 1/12/23, BUT DID NOT PROVIDE SAME.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
FOOD SECURITY							
73	SA Institute for Entrepreneurship	REQUEST IMPLEMENTATION PLAN, CONFIRMATION OF SITES, WATER PAYMENTS AND COSTS ASSOCIATED WITH m&e AND MANAGEMENT.	RECOMMENDED	0.00	2 979 890.40	2 535 300.00	0.00
74	Stellenbosch Feeding In Action	OVERALL BUDGET SUBMITTED FOR INCORRECT PERIOD. PROPOSAL REFERS TO "PROVIDE FOOD DURING COVID-19 THIS YEAR?"	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				0.00	**2 979 890.40**	**2 535 300.00**	**0.00**

PEOPLE LIVING ON THE STREET							
75	Stellenbosch Night Shelter	REQUESTED GENERAL APPLICATION, BUT SUBMITTED SPECIFIC PROJECT DETAILS AND BUDGET. TO MAKE SUPPORT SUSTAINABLE, WE DO NOT RECOMMEND PAYMENT OF ADMINISTRATION FEE AS ORGANISATION HAS SUBSTANTIAL INVESTMENTS.	RECOMMENDED	0.00	1 472 851.78	1 646 121.12	1 840 880.11
76	Ubuntu-Circle of Courage NPC	REGISTERED IN 2014. AFS NOT AUDITED. COVER LETTER INDIATE END FEBR 2023, BUT ACCOUNTING SERVICE INDICATE END FEBR 2020? AGM MINUTES OF 28/02/2023 CONTAIN THAT CHURCHES WILL STILL IN FUTURES START TO OPERATE ONCE LOCKDOWN HAS BEEN LIFTED. (?) AGM DATE ON THE LAST DATE OF FIN YEAR. TIME FOR FINANCIAL REPORT TO BE DEVELOPED? CANNOT CONFIRM APPLICANT IS ABLE TO IMPLEMENT SOUND FINANCIAL PRACTICES.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
77	U Turn Homeless Ministries	APPLICANT COMPLIES WITH ALL POLICY REQUIREMENTS. CONDITION RELATES TO FINALISATION AND PROOF OF ACCESS TO PHYSICAL	CONDITIONAL RECOMMENDATION	0.00	1 095 480.00	1 184 280.00	1 277 900.00

		SPACE IN WCO24 FROM WHERE SERVICES CAN BE RENDERED.					
				0.00	**2 568 331.78**	**2 830 401.12**	**3 118 780.11**
SAFETY							
78	Neighbourhood Safety Initiative	FUNDING FEEDBACK FOR 22/23 FUNDING INCOMPLETE. CONSTITUTION REQUIRES 7 BOARD MEMBERS, LIST ONLY 4. NO AFS. NO BUSINESS PLAN SUBMITTED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
SKILLS DEVELOPMENT							
79	Bergzicht Training		RECOMMENDED	40 000.00	0.00	0.00	0.00
80	Stellemploy	COMMIT TO PROVIDE FEEDBACK REPORT BY FEBRUARY 2024. CONSTITUTION LIST NO LESS THAN 7 DIRECTORS. APPLICATION LIST ONLY 4.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				40 000.00	**0.00**	**0.00**	**0.00**
SUBTOTAL SOCIAL DEVELOPMENT				**R 950 000.00**	**R5 548 222.18**	**R 5 365 701.12**	**R 3 118 780.11**
HEALTH							
81	Stellenbosch Aids Action T/A atHeart	FINAL FEEDBACK BY 31 MARCH 2024 TO INCLUDE ALL PROOF OF PAYMENTS AND NOT JUST INVOICES.	CONDITIONAL RECOMMENDATION	40 000.00	0.00	0.00	0.00

82	Community Keepers	COMMIT TO PROVIDE FINAL FEEDBACK BY FEBR 2024. NEED TO CONFIRM FEEDBACK REPORT SPEAKS TO WHAT WAS REQUESTED. NO OVERALL BUDGET WAS INCLUDED - ONLY EXPENDITURE AND NOT INCOME.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
83	Stellenbosch Hospice NPC		RECOMMENDED	40 000.00	0.00	0.00	0.00
SUBTOTAL HEALTH				**R 80 000.00**	**R 0.00**	**R 0.00**	**R 0.00**
SPORT ARTS AND CULTURE							
SPORT CLUBS							
84	Cape Winelands Farmworkers Sport & Recreation Ass	ESTABLISHED 2008. AFS NOT AUDITED. NOT LATEST AFS (FEBR 2022 - OUTSIDE OF FIN YEAR PERIOD AS PER CONSTITUTION (WHICH INDICATES END OF FIN YEAR AS 31 DEC). BOARD MEMBERS LISTED IN APPLICATION IS NOT ACCORDING TO THE POSITIONS REQUIRED IN CONSTITUTION. GENERAL APPLICATION WITHOUT OVERALL BUDGET. AGM MINUTES NOT SIGNED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
85	Celtic United FC	GENERAL APPLICATION WITHOUT OVERALL BUDGET. PARTIAL FEEDBACK WITHOUT COMMITMENT TO PROVIDE FINAL FEEDBACK. FEEDBACK NOT ON	NOT RECOMMENDED	0.00	0.00	0.00	0.00

		PRESCRIBED FROM. CONSITUTION NOT SIGNED. NO AFS. APPLICATION INCOMPLETE.					
86	Groot Drakenstein Games Club	ESTABLISHED 1895. AFS NOT AUDITED. PARTIAL FEEDBACK, COMMIT TO PROVIDE FINAL BY APRIL 2024.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
87	Kingdom Development Projects	CONSTITUTION: INDICATE MAX 3 OFFICE BEARERS, APPLICATION LIST 5. FIN YEAR END MARCH, INCOME AND EXPENSE STATEMENTS FROM JAN-DEC. ESTABLISHED 2021 - AFS NOT SUBMITTED - ONLY INCOME AND EXPENSE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
88	Nietvoorbij United FC		RECOMMENDED	40 000.00	0.00	0.00	0.00
89	Pniel Villagers RFC	CONSTITUTION LIST 16 BOARD MEMBERS. APPLICATION LISTS 10. INDICATE THAT AFS AND BUSINESS PLAN IS NOT INCLUDED IN APPLICATION, THUS APPLICATION INCOMPLETE.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
90	Stellenbosch Cricket Club	ESTABLISHED 1994. AFS NOT AUDITED. CONSTITUTION NOT SIGNED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

91	Stellenbosch & Distrikte Coronation RFC	APPLICATION DOES NOT INCLUDE ALL THE BOARD MEMBERS PER PORTFOLIO AS INDICATED IN THECONSTITUTION. PROVIDED FEEDBACK PROVIDED FOR 20/21 DONATION INCLUDE PETTY CASH SLIPS/PAYMENTS. CONSTITUTION EXPLICITLY FORBID ANY CASH PAYMENTS. CONSTITUTION INDICATE END AUG AS END OF FIN YEAR. AFS PROVIDED FOR END DEC 2022. UNSURE WHETHER IT IS AUDITED (DOES NOT INDICATE SPECIFICALLY) AS ESTABLISHED 1902.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				40 000.00	**0.00**	**0.00**	**0.00**
ARTS AND CULTURE							
92	Celebration Gospel Choir	ESTABLISHED AROUND 2014. AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
93	eBosch		RECOMMENDED	40 000.00	0.00	0.00	0.00
94	Siphimpendulo Youth Development	NO FEEDBACK. AFS SUBMITTED FOR NOV 2022 WITH REFERENCE TO ANOTHER ORGS NAME? NOV 2023 AFS SIGNED PRIOR TO YEAR END?	NOT RECOMMENDED	0.00	0.00	0.00	0.00
95	Stellenbosch Heemkring	VOLUNTARY ASS. ESTABLISHED 1968, AFS NOT AUDITED.	NOT RECOMMENDED	0.00	0.00	0.00	0.00

96	Stellenbosch United Brothers	NO APPLICATION FORM, CONSTITUTION, REG DOC, AFS OR CONFIRMATION OF BANK DETAILS.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
97	Sunny Sky Projects t/a Imbali Western Cape		RECOMMENDED	40 000.00	0.00	0.00	0.00
				80 000.00	**0.00**	**0.00**	**0.00**
SUTOTAL SPORT ARTS AND CULTURE				**R 120 000.00**	**R 0.00**	**R 0.00**	**R 0.00**
				R 1 150 000.00	**R 5 548 222.18**	**R 5 365 701.12**	**R 3 118 780.11**

R6 698 222.18

SOCIAL DEVELOPMENT							
GENERAL							
					0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
PARTIAL CARE							
					0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
DISABILITY							
				0.00	**0.00**	**0.00**	**0.00**
YOUTH							
					0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
SUBSTANCE ABUSE							
					0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
FOOD SECURITY							

					0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
PEOPLE LIVING ON THE STREETS							
					0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
SKILLS DEVELOPMENT							
80	Stellemploy	FINAL FEEDBACK PROVIDED. CONSTITUTION LIST NO LESS THAN 7 DIRECTORS. APPLICATION LIST ONLY 4.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
SPORT ARTS AND CULTURE							
SPORT CLUBS							
86	Groot Drakenstein Games Club	ESTABLISHED 1895. AFS NOT AUDITED. FINAL FEEDBACK PROVIDED JAN 2024.	NOT RECOMMENDED	0.00	0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**
ARTS AND CULTURE							
					0.00	0.00	0.00
					0.00	0.00	0.00
				0.00	**0.00**	**0.00**	**0.00**

0.00	**0.00**	**R0.00**	**R0.00**
1 150 000.00	**5 548 222.18**	**5 365 701.12**	**3 118 780.11**

6 698 222.18

FEEDBACK NOT PROVIDED BY 25 APRIL 2023							
					0.00	0.00	0.00

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		
R thousand		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
	1	A	B	C	D	E	F	G	H	I
Councillors (Political Office Bearers plus Other)										
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)	–	–	–	–	–	–
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		317 407	334 051	334 504	374 451	353 435	353 435	363 943	360 919	386 470
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	23 847	24 337	21 349	22 817	22 817	22 817	24 096	25 685	27 382
Payments in lieu of leave		(2)	(3)	1 690	–	–	–	–	–	–
Long service awards		6	(53)	52	4 501	2 230	2 230	2 402	2 575	2 761
Post-retirement benefit obligations	6	(21 622)	38 067	22 551	25 707	30 992	30 992	33 378	35 782	38 358
Sub Total - Other Municipal Staff		468 170	557 987	541 102	613 072	579 671	579 671	605 895	619 014	661 809
% increase	4		19.2%	(3.0%)	13.3%	(5.4%)	–	4.5%	2.2%	6.9%
Total Parent Municipality		515 026	577 129	570 534	645 526	611 732	611 732	639 790	654 789	699 571
			12.1%	(1.1%)	13.1%	(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	3	–	–	–	–	–	–	–	–	–
Cellphone Allowance	3	–	–	–	–	–	–	–	–	–
Housing Allowances	3	–	–	–	–	–	–	–	–	–
Other benefits and allowances	3	–	–	–	–	–	–	–	–	–
Board Fees		–	–	–	–	–	–	–	–	–
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	6	–	–	–	–	–	–	–	–	–
Sub Total - Board Members of Entities		–	–	–	–	–	–	–	–	–
% increase	4		–	–	–	–	–	–	–	–
Senior Managers of Entities										
Basic Salaries and Wages		–	–	–	–	–	–	–	–	–
Pension and UIF Contributions		–	–	–	–	–	–	–	–	–
Medical Aid Contributions		–	–	–	–	–	–	–	–	–
Overtime		–	–	–	–	–	–	–	–	–
Performance Bonus		–	–	–	–	–	–	–	–	–
Motor Vehicle Allowance	3	–	–	–	–	–	–	–	–	–
Cellphone Allowance	3	–	–	–	–	–	–	–	–	–
Housing Allowances	3	–	–	–	–	–	–	–	–	–
Other benefits and allowances	3	–	–	–	–	–	–	–	–	–
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	6	–	–	–	–	–	–	–	–	–
Sub Total - Senior Managers of Entities		–	–	–	–	–	–	–	–	–
% increase	4		–	–	–	–	–	–	–	–
Other Staff of Entities										
Basic Salaries and Wages		–	–	–	–	–	–	–	–	–
Pension and UIF Contributions		–	–	–	–	–	–	–	–	–
Medical Aid Contributions		–	–	–	–	–	–	–	–	–
Overtime		–	–	–	–	–	–	–	–	–
Performance Bonus		–	–	–	–	–	–	–	–	–
Motor Vehicle Allowance	3	–	–	–	–	–	–	–	–	–
Cellphone Allowance	3	–	–	–	–	–	–	–	–	–
Housing Allowances	3	–	–	–	–	–	–	–	–	–
Other benefits and allowances	3	–	–	–	–	–	–	–	–	–
Payments in lieu of leave		–	–	–	–	–	–	–	–	–
Long service awards		–	–	–	–	–	–	–	–	–
Post-retirement benefit obligations	6	–	–	–	–	–	–	–	–	–
Sub Total - Other Staff of Entities		–	–	–	–	–	–	–	–	–
% increase	4		–	–	–	–	–	–	–	–
Total Municipal Entities		–	–	–	–	–	–	–	–	–
TOTAL SALARY, ALLOWANCES & BENEFITS		515 026	577 129	570 534	645 526	611 732	611 732	639 790	654 789	699 571
% increase	4		12.1%	(1.1%)	13.1%	(5.2%)	–	4.6%	2.3%	6.8%
TOTAL MANAGERS AND STAFF	5,7	495 905	558 472	550 719	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. Rand per annum	Ref	No.	Salary	Contributions 1.	Allowances	Performance Bonuses	In-kind benefits	Total Package 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
List of each offical with packages >= senior manager								
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
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		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
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								
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
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		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
		–	–	–	–	–	–	–
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

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

M: CONTRACTS HAVING FUTURE AND 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
R thousand	1,3	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
Parent Municipality:														
Revenue Obligation By Contract	2													
Contract 1														–
Contract 2														–
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
Contract 7														–
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													
Contract 1														–
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													
Contract 1														–
Contract 2														–
Total Operating Revenue Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Expenditure Obligation By Contract	2													
Contract 1														–
Contract 2														–
Total Operating Expenditure Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Capital Expenditure Obligation By Contract	2													
Contract 1														–
Contract 2														–
Total Capital Expenditure Implication		–	–	–	–	–	–	–	–	–	–	–	–	–
Total Entity Expenditure Implication		–	–	–	–	–	–	–	–	–	–	–	–	–

N: DETAIL CAPITAL BUDGET 2024-2027

DRAFT CAPITAL BUDGET 2024-2027
MUNICIPAL MANAGER

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Municipal Manager	Municipal Manager	Furniture, Tools & Equipment: MM	Good Governance and Compliance	40 000	40 000	50 000	130 000
				40 000	**40 000**	**50 000**	**130 000**

DRAFT CAPITAL BUDGET 2024-2027
PLANNING AND DEVELOPMENT SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Planning and Development Services	Economic Development & Tourism	Establishment of the Kayamandi Informal Trading Area	Dignified Living	1 500 000	-	-	1 500 000
Planning and Development Services	Economic Development & Tourism	Furniture, Tools & Equipment: LED	Dignified Living	75 000	75 000	80 000	230 000
Planning and Development Services	Economic Development & Tourism	Installation of Agricultural Irrigation infrastructure on Farm 502BH (Emerging Farmers)	Dignified Living	300 000	1 000 000	1 000 000	2 300 000
Planning and Development Services	Housing Development	Erf 64, Kylemore	Dignified Living	1 946 000	-	6 000 000	7 946 000
Planning and Development Services	Housing Development	Erf 7001 Cloetesville (380) FLISP	Dignified Living	300 000	8 000 000	8 000 000	16 300 000
Planning and Development Services	Housing Development	Erven 81/2 and 82/9, Stellenbosch	Dignified Living	250 000	-	-	250 000
Planning and Development Services	Housing Development	Furniture, Tools & Equipment: Housing Development	Good Governance and Compliance	80 000	150 000	150 000	380 000
Planning and Development Services	Housing Development	Housing projects	Dignified Living	300 000	310 000	320 000	930 000
Planning and Development Services	Housing Development	Housing Projects (Social housing planning)	Dignified Living	500 000	500 000	1 000 000	2 000 000
Planning and Development Services	Housing Development	ISSP Kayamandi	Dignified Living	2 000 000	2 000 000	1 000 000	5 000 000
Planning and Development Services	Housing Development	Kayamandi Town Centre	Dignified Living	2 000 000	6 000 000	-	8 000 000
Planning and Development Services	Housing Development	Adam Tas Corridor Precinct 10	Dignified Living	-	16 000 000	16 000 000	32 000 000
Planning and Development Services	Housing Development	Klapmuts La Rochelle (100)	Dignified Living	10 000 000	21 000 000	-	31 000 000
Planning and Development Services	Housing Development	La Motte Old Forest Station (±430 services & ±430 units)	Dignified Living	4 443 000	-	6 000 000	10 443 000
Planning and Development Services	IHS: Informal Settlements	Upgrading of Informal Settlements: General	Dignified Living	1 000 000	1 000 000	1 000 000	3 000 000
Planning and Development Services	IHS: Informal Settlements	Rehabilitation of Langrug Dam and Engineering Services	Dignified Living	500 000	1 000 000	1 000 000	2 500 000
Planning and Development Services	Housing Administration	Flats: Interior Upgrading - Kayamandi	Dignified Living	1 650 000	1 000 000	1 000 000	3 650 000
Planning and Development Services	Housing Administration	Furniture, Tools & Equipment: Housing Administration	Dignified Living	150 000	150 000	170 000	470 000
Planning and Development Services	Housing Administration	Upgrading of Flats: General	Dignified Living	1 000 000	1 000 000	1 000 000	3 000 000
Planning and Development Services	Development Planning	Furniture, Tools and Equipment: Spatial Planning	Dignified Living	75 000	75 000	80 000	230 000
Planning and Development Services	Town Planning	Furniture, Tools & Equipment: Town Planning	Dignified Living	75 000	85 000	95 000	255 000

DRAFT CAPITAL BUDGET 2024-2027
PLANNING AND DEVELOPMENT SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Planning and Development Services	Building Control	Furniture, Tools & Equipment: Building Control	Dignified Living	100 000	125 000	150 000	375 000
				28 244 000	**59 470 000**	**44 045 000**	**131 759 000**

DRAFT CAPITAL BUDGET 2024-2027
INFRASTRUCTURE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Infrastructure Services	Infrastructure Services	Furniture, Tools & Equipment: IS	Good Governance and Compliance	85 000	80 000	65 000	230 000
Infrastructure Services	Waste Management: Solid Waste Management	Area Cleaning Depot: Franschhoek	Dignified Living	2 500 000	-	-	2 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Expansion of the landfill site (New cells)	Green and Sustainable Valley	15 000 000	16 000 000	-	31 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Furniture, Tools & Equipment: Solid Waste	Dignified Living	100 000	50 000	50 000	200 000
Infrastructure Services	Waste Management: Solid Waste Management	Landfill Gas To Energy	Green and Sustainable Valley	16 000 000	500 000	17 000 000	33 500 000
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-Offs: Construction - Franschoek	Green and Sustainable Valley	3 000 000	2 000 000	-	5 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Major Drop-offs: Construction - Klapmuts	Green and Sustainable Valley	2 199 985	3 000 000	4 000 000	9 199 985
Infrastructure Services	Waste Management: Solid Waste Management	Mini Waste drop-off facilities	Green and Sustainable Valley	100 000	200 000	500 000	800 000
Infrastructure Services	Waste Management: Solid Waste Management	Plant and Vehicles: Solid Waste	Dignified Living	2 500 000	3 500 000	4 000 000	10 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade depot and sites	Dignified Living	-	300 000	-	300 000
Infrastructure Services	Waste Management: Solid Waste Management	Upgrade Material Recovery Facility	Dignified Living	2 000 000	-	-	2 000 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste containers	Green and Sustainable Valley	200 000	500 000	200 000	900 000
Infrastructure Services	Waste Management: Solid Waste Management	Waste Minimization Projects	Green and Sustainable Valley	800 000	500 000	-	1 300 000
Infrastructure Services	Electrical Services	Ad-Hoc Provision of Streetlighting	Safe Valley	2 500 000	2 500 000	2 289 800	7 289 800
Infrastructure Services	Electrical Services	Alternative Energy	Safe Valley	20 000 000	24 500 000	26 994 517	71 494 517
Infrastructure Services	Electrical Services	Automatic Meter Reader	Green and Sustainable Valley	400 000	440 000	484 000	1 324 000
Infrastructure Services	Electrical Services	Bien don 66/11kV substation new	Valley of Possibility	8 347 227	20 000 000	44 920 700	73 267 927
Infrastructure Services	Electrical Services	Cable Network: Franschhoek	Dignified Living	-	500 000	5 000 000	5 500 000
Infrastructure Services	Electrical Services	Cable replacement 66kV	Valley of Possibility	-	400 000	-	400 000
Infrastructure Services	Electrical Services	Cloetesville - Add the third transformer and associated works 20MVA transformer	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Electrical Services	Demand Side Management Geyser Control	Green and Sustainable Valley	500 000	1 000 000	1 000 000	2 500 000

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INFRASTRUCTURE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
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	5 056 000	11 000 000	9 943 000	25 999 000
Infrastructure Services	Electrical Services	Energy Balancing - Metering and Mini-Substations	Valley of Possibility	250 000	250 000	250 000	750 000
Infrastructure Services	Electrical Services	Energy Efficiency and Demand Side Management	Green and Sustainable Valley	5 000 000	5 000 000	5 000 000	15 000 000
Infrastructure Services	Electrical Services	Furniture, Tools and Equipment: Electrical Services	Good Governance and Compliance	100 000	333 182	366 501	799 683
Infrastructure Services	Electrical Services	General System Improvements - Franschhoek	Valley of Possibility	3 500 000	3 500 000	3 500 000	10 500 000
Infrastructure Services	Electrical Services	General Systems Improvements - Stellenbosch	Valley of Possibility	5 500 000	5 900 000	6 340 000	17 740 000
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	2 359 587	-	-	2 359 587
Infrastructure Services	Electrical Services	Kayamandi(Costa grounds)new substation 11 kV switching station	Valley of Possibility	7 500 000	15 000 000	7 500 000	30 000 000
Infrastructure Services	Electrical Services	Laterra Substation	Valley of Possibility	225 680	-	-	225 680
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	3 300 000	3 630 000	9 930 000
Infrastructure Services	Electrical Services	Replace Control Panels 66 kV & Circuit breakers	Dignified Living	4 664 498	2 000 000	2 500 000	9 164 498
Infrastructure Services	Electrical Services	Replace Ineffective Meters	Green and Sustainable Valley	250 000	302 500	332 750	885 250
Infrastructure Services	Electrical Services	STB Switchgear (11kV) SF6	Valley of Possibility	1 000 000	9 000 000	27 606 738	37 606 738
Infrastructure Services	Electrical Services	Streetlights R304	Dignified Living	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Electrical Services	Substation 66kV equipment	Good Governance and Compliance	2 295 974	5 301 136	6 361 363	13 958 473
Infrastructure Services	Electrical Services	System Control Centre & Upgrade Telemetry	Dignified Living	3 960 000	4 356 000	4 791 600	13 107 600
Infrastructure Services	Electrical Services	Third transformer and associated works 20MVA Cloetesville	Dignified Living	550 000	450 000	-	1 000 000

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INFRASTRUCTURE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Infrastructure Services	Electrical Services	Uninterupted Power Supply for buildings	Safe Valley	2 000 000	2 000 000	-	4 000 000
Infrastructure Services	Electrical Services	Upgrade transformers at Main substation 7.5MVA to 20MVA	Dignified Living	500 000	7 571 200	27 571 200	35 642 400
Infrastructure Services	Electrical Services	Vehicles: Electrical Services	Dignified Living	3 500 000	-	3 200 000	6 700 000
Infrastructure Services	Project Management Unit (PMU)	Franschhoek Mooiwater 236	Dignified Living	10 800 000	-	-	10 800 000
Infrastructure Services	Project Management Unit (PMU)	Furniture, Tools & Equipment: PMU	Dignified Living	75 000	75 000	110 000	260 000
Infrastructure Services	Project Management Unit (PMU)	Upgrading Ad hoc Housing Projects	Dignified Living	300 000	350 000	400 000	1 050 000
Infrastructure Services	Project Management Unit (PMU)	Kayamandi: Zone O (±711 services)	Dignified Living	1 750 000	8 000 000	8 000 000	17 750 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Kayamandi	Dignified Living	298 093	-	-	298 093
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe and Reservoir: Stellenbosch	Valley of Possibility	75 000 000	50 000 000	3 000 000	128 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe Line & Pumpstations: Franschhoek	Valley of Possibility	10 000 000	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	14 000 000	22 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipe: Idas Valley/Papegaaiberg and Network Upgrades	Valley of Possibility	2 000 000	-	-	2 000 000
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Supply Pipeline & Reservoir - Jamestown	Valley of Possibility	13 716 870	-	-	13 716 870
Infrastructure Services	Water and Wastewater Services: Water	Bulk Water Upgrades Franschoek	Valley of Possibility	-	-	1 000 000	1 000 000
Infrastructure Services	Water and Wastewater Services: Water	Chlorination Installation: Upgrade	Valley of Possibility	500 000	500 000	500 000	1 500 000
Infrastructure Services	Water and Wastewater Services: Water	Dwarsriver Bulk Supply Augmentation and Network Upgrades	Valley of Possibility	7 320 153	750 000	1 500 000	9 570 153
Infrastructure Services	Water and Wastewater Services: Water	Furniture, Tools & Equipment: Water	Dignified Living	150 000	200 000	200 000	550 000
Infrastructure Services	Water and Wastewater Services: Water	New Reservoir & Pipeline: Vlottenburg	Dignified Living	28 946 474	-	-	28 946 474
Infrastructure Services	Water and Wastewater Services: Water	Reservoirs and Dam Safety	Dignified Living	950 000	500 000	1 000 000	2 450 000
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	5 000 000	6 000 000	40 000 000	51 000 000

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INFRASTRUCTURE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Infrastructure Services	Water and Wastewater Services: Water	Update Water Masterplan	Dignified Living	500 000	500 000	750 000	1 750 000
Infrastructure Services	Water and Wastewater Services: Water	Upgrade and Replace Water Meters	Dignified Living	1 000 000	1 000 000	2 000 000	4 000 000
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	2 000 000	6 000 000
Infrastructure Services	Water and Wastewater Services: Water	Water Telemetry Upgrade	Good Governance and Compliance	1 500 000	1 500 000	-	3 000 000
Infrastructure Services	Water and Wastewater Services: Water	Waterpipe Replacement	Dignified Living	6 000 000	6 000 000	8 000 000	20 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Compilation of Water Service Development Plan (tri-annually)	Good Governance and Compliance	300 000	400 000	400 000	1 100 000
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	4 000 000	15 000 000	15 000 000	34 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Furniture, Tools & Equipment: Sanitation	Dignified Living	400 000	400 000	400 000	1 200 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Pond rehabilitation and pond pumping systems construction WWTW	Dignified Living	1 500 000	1 500 000	-	3 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Refurbish Plant & Equipment - Raithby WWTW	Dignified Living	4 500 000	4 000 000	-	8 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewer Pumpstation & Telemetry Upgrade	Dignified Living	1 500 000	1 500 000	1 500 000	4 500 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Sewerpipe Replacement	Dignified Living	5 750 000	6 000 000	6 000 000	17 750 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Specialized Vehicles: Sanitation	Dignified Living	3 000 000	-	-	3 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Update Sewer Masterplan	Good Governance and Compliance	500 000	500 000	600 000	1 600 000
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	30 000 000	30 000 000	20 000 000	80 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Upgrade of WWTW: Klapmuts	Dignified Living	5 000 000	6 000 000	50 000 020	61 000 020
Infrastructure Services	Water and Wastewater Services: Sanitation	Vehicles: Sanitation	Good Governance and Compliance	1 000 000	2 000 000	-	3 000 000
Infrastructure Services	Water and Wastewater Services: Sanitation	Vlottenburg Outfall Sewer: Construction of Digteby Sewerpipe	Dignified Living	19 053 526	-	-	19 053 526

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INFRASTRUCTURE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Infrastructure Services	Roads and Stormwater	Adam Tas Road Intersection Upgrades	Valley of Possibility	300 000	300 000	-	600 000
Infrastructure Services	Roads and Stormwater	Adhoc Minor Upgrading of Roads (WC024)	Dignified Living	300 000	700 000	-	1 000 000
Infrastructure Services	Roads and Stormwater	Adhoc Reconstruction Of Roads (WC024)	Valley of Possibility	5 000 000	5 000 000	5 000 000	15 000 000
Infrastructure Services	Roads and Stormwater	Bridge Assessment and Design	Dignified Living	2 000 000	1 000 000	-	3 000 000
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	800 000	-	1 300 000
Infrastructure Services	Roads and Stormwater	Klapmuts Transport Network	Valley of Possibility	800 000	800 000	800 000	2 400 000
Infrastructure Services	Roads and Stormwater	Lanquedoc Access road and Bridge	Good Governance and Compliance	23 000 000	15 000 000	-	38 000 000
Infrastructure Services	Roads and Stormwater	Parking Area Upgrades - Franschhoek	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Roads and Stormwater	Parking Area Upgrades - Stellenbosch	Valley of Possibility	500 000	2 000 000	-	2 500 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Franschhoek & Surrrounding	Dignified Living	100 000	100 000	2 000 000	2 200 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Klapmuts, Raithby & Surrounding	Dignified Living	1 100 000	100 000	-	1 200 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Kylemore & Surrounding	Dignified Living	100 000	1 500 000	-	1 600 000
Infrastructure Services	Roads and Stormwater	Reseal Roads - Stellenbosch & Surrrounding	Dignified Living	3 000 000	3 000 000	4 000 000	10 000 000
Infrastructure Services	Roads and Stormwater	River Rehabilitation Implementation	Dignified Living	2 100 000	2 100 000	-	4 200 000
Infrastructure Services	Roads and Stormwater	Specialized Vehicles - Digger Loader	Good Governance and Compliance	1 500 000	-	-	1 500 000
Infrastructure Services	Roads and Stormwater	Update Stormwater Masterplan	Valley of Possibility	1 500 000	-	-	1 500 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater Retention Facilities	Dignified Living	500 000	500 000	-	1 000 000
Infrastructure Services	Roads and Stormwater	Upgrade Stormwater System	Dignified Living	50 000	200 000	300 000	550 000
Infrastructure Services	Roads and Stormwater	Vehicles Replacement: Light Vehicles (LDV)	Good Governance and Compliance	200 000	-	-	200 000
Infrastructure Services	Roads and Stormwater	Wilderbosch Extension to Trumali	Valley of Possibility	1 500 000	3 000 000	2 000 000	6 500 000

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INFRASTRUCTURE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Infrastructure Services	Roads and Stormwater	Wilderbosch Extention to Technopark	Valley of Possibility	-	1 000 000	-	1 000 000
Infrastructure Services	Traffic Engineering	Adhoc Intersection Improvements	Safe Valley	-	1 000 000	-	1 000 000
Infrastructure Services	Traffic Engineering	Bird Street Dualling - Adam Tas to Kayamandi	Dignified Living	200 000	10 000 000	15 000 000	25 200 000
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	5 000 000	5 000 000	2 000 000	12 000 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Franschhoek	Dignified Living	2 129 950	3 000 000	-	5 129 950
Infrastructure Services	Traffic Engineering	Main road intersection improvements: Helshoogte rd/La Colline	Dignified Living	400 000	2 000 000	4 000 000	6 400 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: R44 / Merriman Street	Dignified Living	3 000 000	1 500 000	2 000 000	6 500 000
Infrastructure Services	Traffic Engineering	Main Road Intersection Improvements: Strand / Adam Tas / Alexander	Dignified Living	4 000 000	15 000 000	10 000 000	29 000 000
Infrastructure Services	Traffic Engineering	Pedestrian Crossing Implementation	Safe Valley	100 000	100 000	300 000	500 000
Infrastructure Services	Traffic Engineering	Raised Intersection Implementation	Safe Valley	600 000	500 000	500 000	1 600 000
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	-	400 000
Infrastructure Services	Traffic Engineering	Specialized Equipment: Roadmarking Machine + Trailer	Good Governance and Compliance	1 000 000	-	-	1 000 000
Infrastructure Services	Traffic Engineering	Traffic Calming Projects: Implementation	Safe Valley	500 000	500 000	-	1 000 000
Infrastructure Services	Traffic Engineering	Traffic Management Improvement Programme	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Traffic Engineering	Traffic Signal Control: Installation and Upgrading of Traffic Signals and Associated Components	Safe Valley	500 000	500 000	1 700 000	2 700 000
Infrastructure Services	Traffic Engineering	Traffic Signal Management System	Safe Valley	500 000	1 000 000	-	1 500 000
Infrastructure Services	Traffic Engineering	Universal Access Implementation	Safe Valley	200 000	-	300 000	500 000
Infrastructure Services	Transport Planning	Adam Tas - Corridor Transport	Safe Valley	1 000 000	2 000 000	-	3 000 000
Infrastructure Services	Transport Planning	Adam Tas - Technopark Link Road	Safe Valley	2 500 000	5 000 000	5 000 000	12 500 000

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INFRASTRUCTURE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Infrastructure Services	Transport Planning	Bicycle Lockup Facilities	Safe Valley	-	-	500 000	500 000
Infrastructure Services	Transport Planning	Comprehensive Integrated Transport Plan	Good Governance and Compliance	628 000	1 000 000	2 656 000	4 284 000
Infrastructure Services	Transport Planning	Cycle Plan - Design & Implementation	Safe Valley	500 000	1 000 000	500 000	2 000 000
Infrastructure Services	Transport Planning	Freight Strategy for Stellenbosch & Franschhoek	Valley of Possibility	500 000	-	-	500 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Implementation	Safe Valley	2 000 000	3 000 000	3 000 000	8 000 000
Infrastructure Services	Transport Planning	Non-Motorised Transport Plan	Valley of Possibility	1 000 000	-	-	1 000 000
Infrastructure Services	Transport Planning	Park and Ride (Transport Interchange)	Safe Valley	700 000	700 000	-	1 400 000
Infrastructure Services	Transport Planning	Pedestrian Streets in Stellenbosch	Safe Valley	1 000 000	-	500 000	1 500 000
Infrastructure Services	Transport Planning	Provision of Bulk Parking Planning & Development	Safe Valley	3 000 000	-	-	3 000 000
Infrastructure Services	Transport Planning	Public Transport Facilities (Taxi Ranks) Adhoc Upgrades	Safe Valley	1 000 000	-	1 000 000	2 000 000
Infrastructure Services	Transport Planning	Public Transport Infrastructure (Public Transport Shelters & Embayments)	Valley of Possibility	400 000	-	-	400 000
Infrastructure Services	Transport Planning	Public Transport Planning - WC024	Valley of Possibility	1 000 000	1 000 000	1 000 000	3 000 000
Infrastructure Services	Transport Planning	Re-design of Bergzicht Public Transport Facility	Valley of Possibility	1 000 000	500 000	-	1 500 000
Infrastructure Services	Transport Planning	Stellenbosch - Bicycle network	Valley of Possibility	-	-	500 000	500 000
Infrastructure Services	Transport Planning	Technopark Kerb and Channel Upgrade	Safe Valley	500 000	-	-	500 000
				463 483 974	**413 130 975**	**464 435 146**	**1 341 050 095**

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COMMUNITY AND PROTECTION SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Community and Protection Services	Community Development	Furniture, Tools & Equipment: Comm Development	Good Governance and Compliance	60 000	50 000	50 000	160 000
Community and Protection Services	Community Development	SRD Vehicle	Good Governance and Compliance	350 000	500 000	-	850 000
Community and Protection Services	Community Development	Upgrading and Maintenance: Early Childhood Development Centres	Good Governance and Compliance	6 329 003	-	6 000 000	12 329 003
Community and Protection Services	Community Services: Library Services	Furniture, Tools & Equipment: Pniel Library	Good Governance and Compliance	10 000	10 000	-	20 000
Community and Protection Services	Community Services: Library Services	Idas Valley: Furniture, Tools and Equipment	Good Governance and Compliance	500 000	-	-	500 000
Community and Protection Services	Community Services: Library Services	Kayamandi: Furniture, Tools and Equipment	Good Governance and Compliance	20 000	500 000	-	520 000
Community and Protection Services	Community Services: Library Services	Library Books	Good Governance and Compliance	200 000	200 000	200 000	600 000
Community and Protection Services	Community Services: Library Services	Upgrading: Cloetesville Library	Dignified Living	450 000	-	-	450 000
Community and Protection Services	Community Services: Library Services	Vehicles	Good Governance and Compliance	400 000	400 000	-	800 000
Community and Protection Services	Halls	Furniture, Tools & Equipment: Halls	Good Governance and Compliance	200 000	-	-	200 000
Community and Protection Services	Halls	Upgrading of Halls	Dignified Living	50 000	-	-	50 000
Community and Protection Services	Halls	Vehicle Fleet	Good Governance and Compliance	-	500 000	500 000	1 000 000
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: 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	Installation of cricket nets	Dignified Living	150 000	-	250 000	400 000
Community and Protection Services	Sports Grounds and Picnic Sites	Recreational Equipment Sport	Valley of Possibility	200 000	-	-	200 000
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	1 000 000	1 000 000	1 000 000	3 000 000
Community and Protection Services	Sports Grounds and Picnic Sites	Upgrading of Swimming Pool	Dignified Living	300 000	200 000	-	500 000

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COMMUNITY AND PROTECTION SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Community and Protection Services	Environmental Management: Implementation	Air and Noise Control: FTE	Good Governance and Compliance	-	100 000	-	100 000
Community and Protection Services	Environmental Management: Implementation	Furniture, Tools & Equipment: Environmental Management	Good Governance and Compliance	150 000	150 000	200 000	500 000
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	Specialized Equipment: Workshop	Good Governance and Compliance	1 500 000	-	-	1 500 000
Community and Protection Services	Environmental Management: Implementation	Vehicle Fleet: Workshop	Good Governance and Compliance	800 000	-	-	800 000
Community and Protection Services	Environmental Management: Urban Forestry	8 Ton Tipper Truck	Good Governance and Compliance	-	-	1 200 000	1 200 000
Community and Protection Services	Environmental Management: Urban Forestry	Design and implement electronic Urban Forestry management tool	Green and Sustainable Valley	250 000	-	-	250 000
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	Security fencing and gates	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	Environmental Management: Urban Forestry	Urban Forestry: Purchasing of trailer	Good Governance and Compliance	-	-	1 000 000	1 000 000
Community and Protection Services	Cemeteries	Calcatta Memorial Park	Dignified Living	30 000 000	42 320 550	-	72 320 550
Community and Protection Services	Cemeteries	Vehicle fleet Parks and cemeteries	Good Governance and Compliance	500 000	-	1 000 000	1 500 000
Community and Protection Services	Parks and Cemeteries	Beautification of Parks and Cemeteries	Green and Sustainable Valley	1 000 000	1 000 000	1 000 000	3 000 000
Community and Protection Services	Parks and Cemeteries	CBD Beautification	Good Governance and Compliance	-	100 000	-	100 000
Community and Protection Services	Parks and Cemeteries	Fencing :Parks and Gardens	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
Community and Protection Services	Parks and Cemeteries	Furniture, Tools & Equipment: Parks & Cemetries	Good Governance and Compliance	50 000	-	300 000	350 000
Community and Protection Services	Parks and Cemeteries	Purchase of Specialised Vehicles	Good Governance and Compliance	-	-	1 200 000	1 200 000
Community and Protection Services	Parks and Cemeteries	Upgrading of Parks	Green and Sustainable Valley	-	-	200 000	200 000
Community and Protection Services	Parks and Cemeteries	Urban Greening: Beautification: Main Routes and Tourist Routes	Good Governance and Compliance	-	-	200 000	200 000
Community and Protection Services	Parks and Cemeteries	Vehicle Fleet: Parks & Cemeteries	Good Governance and Compliance	1 000 000	1 000 000	-	2 000 000

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COMMUNITY AND PROTECTION SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Community and Protection Services	Disaster Management	Re tarring of the Stellenbosch fire station drill yard	Safe Valley	-	-	1 000 000	1 000 000
Community and Protection Services	Disaster Management	Vehicle fleet: Disaster Management	Safe Valley	-	600 000	-	600 000
Community and Protection Services	Fire and Rescue Services	Fire Station - Jamestown	Safe Valley	1 150 000	8 000 000	-	9 150 000
Community and Protection Services	Fire and Rescue Services	Furniture, Tools & Equipment: Fire	Good Governance and Compliance	50 000	-	500 000	550 000
Community and Protection Services	Fire and Rescue Services	Rescue equipment	Safe Valley	1 000 000	-	1 000 000	2 000 000
Community and Protection Services	Fire and Rescue Services	Specialized Vehicles: Fire	Safe Valley	3 500 000	-	-	3 500 000
Community and Protection Services	Fire and Rescue Services	Vehicle fleet: Fire Services	Safe Valley	-	1 000 000	-	1 000 000
Community and Protection Services	Law Enforcement and Security	Furniture, Tools & Equipment: Law Enforcement	Good Governance and Compliance	200 000	-	-	200 000
Community and Protection Services	Law Enforcement and Security	Install and Upgrade CCTV/ LPR Cameras In WC024	Safe Valley	1 343 326	1 000 000	1 000 000	3 343 326
Community and Protection Services	Law Enforcement and Security	Install Computerized Access Security Systems and CCTV Cameras At Municipal Buildings	Safe Valley	1 000 000	1 000 000	1 000 000	3 000 000
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
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	1 500 000	1 500 000	1 500 000	
Community and Protection Services	Traffic Services	Furniture, Tools & Equipment: Traffic Services	Good Governance and Compliance	45 000	-	-	
Community and Protection Services	Traffic Services	Specialized Equipment: Traffic	Good Governance and Compliance	1 500 000	-	-	
Community and Protection Services	Traffic Services	Specialized Vehicles: Traffic	Good Governance and Compliance	2 750 000	2 000 000	-	
				70 757 329	**66 130 550**	**21 300 000**	**147 392 879**

DRAFT CAPITAL BUDGET 2024-2027
CORPORATE SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Corporate Services	Information and Communications Technology (ICT)	Fibre Optic Implementation	Good Governance and Compliance	4 000 000	4 000 000	2 000 000	10 000 000
Corporate Services	Information and Communications Technology (ICT)	ICT Cable Reticulation and Management	Valley of Possibility	500 000	500 000	1 000 000	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	1 500 000	4 040 000
Corporate Services	Information and Communications Technology (ICT)	Server Storage expansion and upgrades	Good Governance and Compliance	1 000 000	1 000 000	2 000 000	4 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrade and Expansion of IT Infrastructure Platforms	Good Governance and Compliance	1 000 000	2 000 000	2 000 000	5 000 000
Corporate Services	Information and Communications Technology (ICT)	Upgrading Communication Network	Safe Valley	1 500 000	1 500 000	750 000	3 750 000
Corporate Services	Properties and Municipal Building Maintenance	Airconditioners	Dignified Living	700 000	200 000	200 000	1 100 000
Corporate Services	Properties and Municipal Building Maintenance	Furniture, Tools & Equipment: Property Management	Good Governance and Compliance	250 000	-	-	250 000
Corporate Services	Properties and Municipal Building Maintenance	Kayamandi: Upgrading of Makapula Hall	Dignified Living	3 000 000	-	-	3 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Improvement: General	Valley of Possibility	11 000 000	4 000 000	1 500 000	16 500 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Maintenance/Upgrade: Beltana	Valley of Possibility	25 000 000	35 000 000	-	60 000 000
Corporate Services	Properties and Municipal Building Maintenance	Structural Upgrade: Jamestown Ward Office and Library	Valley of Possibility	3 900 000	-	-	3 900 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrade Millenium Hall Pniel	Dignified Living	800 000	-	-	800 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading Fencing	Safe Valley	1 500 000	1 000 000	1 100 000	3 600 000
Corporate Services	Properties and Municipal Building Maintenance	Upgrading of New Office Space: Ryneveld Street	Valley of Possibility	1 000 000	500 000	500 000	2 000 000
				56 420 000	**50 970 000**	**12 550 000**	**119 940 000**

DRAFT CAPITAL BUDGET 2024-2027
FINANCIAL SERVICES

Directorate	Department	Name	Stategic Focus Area	Budget 2024 / 2025	Budget 2025 / 2026	Budget 2026 / 2027	MTREF Total
Financial Services	Financial Management Services	Furniture, Tools & Equipment: FS	Good Governance and Compliance	100 000	100 000	100 000	300 000
Financial Services	Supply Chain Management	Furniture, Tools & Equipment	Good Governance and Compliance	150 000	150 000	150 000	450 000
Financial Services	Revenue and Expenditure	Furniture, Tools & Equipment	Good Governance and Compliance	150 000	150 000	150 000	450 000
Financial Services	Financial Management Services	Vehicle Fleet: FMS	Good Governance and Compliance	1 000 000	1 000 000	1 000 000	3 000 000
				1 400 000	**1 400 000**	**1 400 000**	**4 200 000**

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 (2023/2024)
SA12b- Property rates by category (2024/2025)
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/councilors/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

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 _____

APPENDIX 2

STELLENBOSCH MUNICIPALITY

MONTHLY HOUSEHOLD AND BUSINESS ACCOUNTS SCENARIOS

2024/2025

MONTHLY HOUSEHOLD AND BUSINESS ACCOUNTS SCENARIOS BY MEANS OF RANDOM SAMPLE

SMALL HOUSEHOLD (NON- INDIGENT) 600202000 **Erf 36**

Stand - sq.m	416
Buildings - sq.m	57
Elec. - Kwh/pm	237
Electricity-Basic	Dom 2** Pre-paid
Water - Kl./pm (Normal)	12
Water-Basic	Domestic
Valuation	216 000
Free Water	0
Free Elec.	0

Monthly Account	**Exc Vat 2023/2024**	**2024/2025**
Property Rates	-	-
Electricity - Units	454.84	512.59
Electricity - Basic	-	-
Water	108.48	115.20
Water Basic	82.95	88.09
Sewerage	195.48	211.12
Refuse Removal	270.41	289.07
A/c Excluding VAT	**1 112.16**	**1 216.07**
% Increase		**9.34%**
Effect on Municipal account		**103.91**

SMALL HOUSEHOLD (NON- INDIGENT) 600202000 **Erf 36**

Stand - sq.m	416
Buildings - sq.m	57
Elec. - Kwh/pm	237
Electricity-Basic	Dom 4** Credit meter
Water - Kl./pm (Normal)	18
Water-Basic	Domestic
Valuation	216 000
Free Water	0
Free Elec.	0

Monthly Account	**2023/2024**	**2024/2025**
Property Rates	-	-
Electricity - Units	453.02	510.55
Electricity - Basic	264.37	297.94
Water	219.00	232.56
Water Basic	82.95	88.09
Sewerage	195.48	211.12
Refuse Removal	270.41	289.07
A/c Excluding VAT	**1 485.23**	**1 629.33**
% Increase		**9.70%**
Effect on Municipal account		**144.10**

MEDIUM HOUSEHOLD

	10964150
Stand - sq.m	626
Buildings - sq.m	189
Elec. - Kwh/pm	598
Electricity-Basic	Dom 2 PP - No Basic Fee
Water - Kl./pm (Normal)	25
Water-Basic	Domestic
Valuation	1 105 000
Free Water	0
Free Elec.	0

Erf 7018

Monthly Account	**Exc Vat 2023/2024**	**2024/2025**
Property Rates	361.17	384.18
Electricity - Units	1 425.61	1 606.63
Water	419.59	445.58
Water Basic	82.95	88.09
Sewerage	244.44	264.00
Refuse Removal	270.41	289.07
A/c Excluding VAT	**2 804.17**	**3 077.55**
% Increase		**9.75%**
Effect on Municipal account		**273.38**

LARGE HOUSEHOLD

	70270004
Stand - sq.m	1255
Buildings - sq.m	293
Elec. - Kwh/pm	791
Electricity-Basic	Dom 4**Credit meter
Water - Kl./pm (Normal)	70
Water-Basic	Domestic
Valuation	7 990 000
Free Water	0
Free Elec.	0

Erf 1480

Monthly Account	**Exc Vat 2023/2024**	**2024/2025**
Property Rates	3 368.77	3 583.43
Electricity - Basic	264.37	297.94
Electricity - Units	2 063.83	2 325.94
Electricity Demand Levy	-	-
Water	3 284.29	3 487.88
Water Basic	82.95	88.09
Sewerage	348.26	376.13
Refuse Removal	270.41	289.07
A/c Excluding VAT	**9 682.88**	**10 448.48**
% Increase		**7.91%**
Effect on Municipal account		**765.60**

LARGE HOUSEHOLD

	150540005
Stand - sq.m	520
Buildings - sq.m	186
Elec. - Kwh/pm	791
Electricity-Basic	Dom 4**Credit meter
Water - Kl./pm (Normal)	70
Water-Basic	Domestic
Valuation	4 750 000
Free Water	0
Free Elec.	0

Erf 2401

Monthly Account	**Exc Vat 2023/2024**	**2024/2025**
Property Rates	1 900.88	2 022.00
Electricity - Basic	264.37	297.94
Electricity - Units	2 063.83	2 325.94
Electricity Demand Levy	-	-
Water	3 284.29	3 487.88
Water Basic	82.95	88.09
Sewerage	220.21	237.83
Refuse Removal	270.41	289.07
A/c Excluding VAT	**8 086.94**	**8 748.75**
% Increase		**8.18%**
Effect on Municipal account		**661.81**

SMALL BUSINESS

	441930003
Stand - sq.m	500
Buildings - sq.m	411
Elec. - Kwh/pm	783
Electricity-Basic	Regular PP Com 3
Water - Kl./pm (Normal)	9
Water-Basic	Other
Valuation	2 605 000
Free Water	0
Free Elec.	0

Erf 8721

Monthly Account	**Exc Vat 2023/2024**	**2024/2025**
Property Rates	2 310.42	2 458.25
Electricity - Basic	453.66	511.28
Electricity - Units	2 524.71	2 845.34
Electricity Demand Levy	-	-
Water	235.89	250.56
Water Basic	95.02	100.91
Sewerage (ADD17 ×3)	884.15	954.88
Refuse Removal	959.46	1 025.66
A/c Excluding VAT	**7 463.31**	**8 146.89**
% Increase		**9.16%**
Effect on Municipal account		**683.58**

INDUSTRIAL IND 2 | 341000004/107 | **Erf 6284**

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

Monthly Account	**Exc Vat 2023/2024**	**2024/2025**
Property Rates	199 249.38	211 998.49
Electricity - Basic	5 253.96	5 921.21
Electricity - Units	968 510.67	1 091 542.55
Electricity Demand Levy	1 133 859.11	1 277 904.72
Water	326 393.13	346 691.52
Water Basic	95.02	100.91
Sewerage (A2+A17+A20)	45 302.00	48 926.97
Refuse Removal (5)	4 797.30	5 128.30
A/c Excluding VAT	**2 683 460.57**	**2 988 214.67**
% Increase		**11.36%**
Effect on Municipal account		**304 754.10**

Time of Use (Medium Voltage) | 341000004/107 | **Erf 6284**

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

Monthly Account	**Exc Vat 2023/2024**	**2024/2025**
Property Rates	199 249.38	211 998.49
Electricity Units	427 716.23	482 040.14
Electricity Units	747 963.28	842 977.81
Electricity Units	489 913.16	552 095.80
Electricity Demand Max	218 952.96	246 772.23
Electricity Demand Access	242 830.00	273 665.00
Electricity - Basic	10 023.02	11 295.94
Water	326 393.13	346 691.52
Water Basic	95.02	100.91
Sewerage (A2+A17+A20)	45 302.00	48 926.97
Refuse Removal (5)	4 797.30	5 128.30
A/c Excluding VAT	**2 713 235.48**	**3 021 693.11**
% Increase		**11.37%**
Effect on Municipal account		**308 457.63**

STELLENBOSCH MUNICIPALITY

TARIFFS

2024/2025

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DISCLAIMER
While every attempt has been made to ensure the information contained in Stellenbosch Municipalities Tariff Book is accurate, Stellenbosch Municipality does not accept any claims arising out of inaccuracies caused by human error or electronic fault or in any other form whatsoever. Should a tariff be excluded the prior year approved tariff will be used.

STELLENBOSCH MUNICIPALITY

PROPERTY TAX RATES

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	0.005392
Industrial	R	0.011864
Business and Commercial	R	0.011324
Agricultural	R	0.001348
Mining	R	0.012402
Public Service Purposes	R	0.011324
Public Service Infrastructure	R	0.001348
Public Benefit Organisation	R	0.001348
Heritage	R	0.004315
Vacant Residential	R	0.010785
Vacant Other (not Residential nor Agricultural)	R	0.021570
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	0.0009757	R	0.001122
Technopark	R	0.0017148	R	0.001972
Jonkershoek Extention - Only after approval of SRA	R	0.0008122	R	0.000934

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

ELECTRICITY TARIFFS

	Approved 2023/2024	Application 2024/2025
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	R -	**R -**
Domestic PP Lifeline DOM1 (c/kWh) (<= 50 kWh)	R 156.28	**R 176.13**
Domestic PP Lifeline DOM1 (c/kWh) (51 – 300 kWh)	R 195.57	**R 220.40**
Domestic PP Lifeline DOM1 (c/kWh) (300 – 600 kWh)	R 291.48	**R 328.50**
Domestic PP Lifeline DOM1 (c/kWh) (> 600 kWh)	R 335.32	**R 377.91**
Domestic PP Lifeline DOM1 BSST (Free Basic Units)	100 units	**100 units**
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	R -	**R -**
Energy Rate (c/kWh) (<= 50kWh)	R 156.55	**R 176.43**
Energy Rate (c/kWh) (51 - 300kWh)	R 201.37	**R 226.94**
Energy Rate (c/kWh) (301 - 600kWh)	R 283.19	**R 319.15**
Energy Rate (c/kWh) (> 600kWh)	R 333.01	**R 375.30**
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	R 214.32	**R 241.54**
Energy Rate (c/kWh) (<= 50kWh)	R 156.28	**R 176.13**
Energy Rate (c/kWh) (51 - 300kWh)	R 200.47	**R 225.93**
Energy Rate (c/kWh) (301 - 600kWh)	R 282.81	**R 318.73**
Energy Rate (c/kWh) (> 600kWh)	R 333.03	**R 375.32**
Domestic: Regular (Using Credit Meters 60 Ampere single and three phase maximum and for generation for own use) (DOM4)		
Fixed Charge per month	R 264.37	**R 297.94**
Energy Rate (c/kWh) (<= 50kWh)	R 156.28	**R 176.13**
Energy Rate (c/kWh) (51 - 300kWh)	R 200.47	**R 225.93**
Energy Rate (c/kWh) (301 - 600kWh)	R 282.81	**R 318.73**
Energy Rate (c/kWh) (> 600kWh)	R 333.03	**R 375.32**
Domestic: Renewable Energy (DOM5) Generation for own use and export		
Reading cost R/pm	R 119.65	**R 134.84**
Basic Charge	R 264.37	**R 297.94**
Import		
Energy Rate (c/kWh) (<= 50kWh)	R 156.28	**R 176.13**
Energy Rate (c/kWh) (51 - 300kWh)	R 200.47	**R 225.93**
Energy Rate (c/kWh) (301 - 600kWh)	R 282.81	**R 318.73**
Energy Rate (c/kWh) (> 600kWh)	R 333.03	**R 375.32**
Reactive Energy Rate (c/kVArh)	R -	**R -**
Export		
Low Season		
Peak c/kWh	R 162.18	**R 182.77**
Standard c/kWh	R 111.60	**R 125.78**
Off Peak c/kWh	R 70.81	**R 79.80**
High Season		
Peak c/kWh	R 497.19	**R 560.33**
Standard c/kWh	R 150.63	**R 169.76**
Off Peak c/kWh	R 81.80	**R 92.19**
2. Commercial		
Commercial: Life Line (<20Ampere maximum, Single & three phase Pre Paid Only for micro entrepreneurial businesses) (COM1)		
Fixed Charge per month	-	**R -**
Energy Rate (c/kWh)	R 338.44	**R 381.42**

ELECTRICITY TARIFFS

	Approved 2023/2024	Application 2024/2025
Commercial: Low (40Ampere maximum, Pre Paid single & three phase only and for generation for own use) (COM2)		
Fixed Charge per month	R 264.93	**R 298.57**
Energy Rate (c/kWh)	R 271.76	**R 306.27**
Commercial: Regular PP only (80Ampere, single and three phase and for generation for own use) (COM3)		
Fixed Charge per month	R 453.66	**R 511.28**
Energy Rate (c/kWh)	R 322.44	**R 363.39**
Commercial: Credit meters (80Ampere, single and three phase and for generation for own use) (COM4)		
Fixed Charge per month	R 490.16	**R 552.42**
Energy Rate (c/kWh)	R 299.28	**R 337.29**
Commercial: Renewable Energy (COM 5) Generation for own use and export		
Reading cost R/pm	R 119.65	**R 134.84**
Basic Charge	R 490.16	**R 552.42**
Import		
Energy Rate (c/kWh)	R 299.28	**R 337.29**
Reactive Energy Rate (c/kVArh)	R -	**R -**
Export		
Low Season		
Peak c/kWh	R 162.18	**R 182.77**
Standard c/kWh	R 111.60	**R 125.78**
Off Peak c/kWh	R 70.81	**R 79.80**
High Season		
Peak c/kWh	R 497.19	**R 560.33**
Standard c/kWh	R 150.63	**R 169.76**
Off Peak c/kWh	R 81.80	**R 92.19**
3. Agricultural		
Agricultural: Regular (Prepaid and Credit meters maximum 80Amp 3 phase and for generation for own use) (AGR1)		
Fixed Charge per month	R 537.55	**R 605.81**
Energy Rate (c/kWh)	R 327.14	**R 368.68**
AGRICULTURAL: Renewable Energy (AGRI 1.1) Generation for own use and export		
Tariff similar as AGRI 1		
Reading cost R/pm	R 119.65	**R 134.84**
Fixed Charge per month R/pm	R 537.55	**R 605.81**
Import		
Energy Rate (c/kWh)	R 327.14	**R 368.68**
Reactive Energy Rate (c/kVArh)	R -	**R -**
Export		
Low Season		
Peak c/kWh	R 162.18	**R 182.77**
Standard c/kWh	R 111.60	**R 125.78**
Off Peak c/kWh	R 70.81	**R 79.80**
High Season		
Peak c/kWh	R 497.19	**R 560.33**
Standard c/kWh	R 150.63	**R 169.76**
Off Peak c/kWh	R 81.80	**R 92.19**
4. Industrial		
Large Power: Low Voltage > 80 Amp and for generation for own use (IND1)		
Fixed Charge per month	R 2 770.99	**R 3 122.91**
Energy Rate (c/kWh)	R 147.78	**R 166.54**
Notified Maximum Demand Charge (R/kVA)	R 67.62	**R 76.21**
Maximum Demand Charge (R/kVA)	R 375.54	**R 423.24**

ELECTRICITY TARIFFS

	Approved 2023/2024		Application 2024/2025	
Large Power (IND 1.1): Low Voltage>80 Amp: Renewable Energy- Generation for own use and export				
Fixed Charge per month	R	2 770.99	**R**	**3 122.91**
Reading cost R/pm	R	119.65	**R**	**134.84**
Import				
Energy Rate (c/kWh)	R	147.78	**R**	**166.54**
Notified Maximum Demand Charge (R/kVA)	R	67.62	**R**	**76.21**
Maximum Demand Charge (R/kVA)	R	375.54	**R**	**423.24**
Reactive Energy Rate (c/kVArh)	R	-	**R**	**-**
Export				
Low Season				
Peak c/kWh	R	162.18	**R**	**182.77**
Standard c/kWh	R	111.60	**R**	**125.78**
Off Peak c/kWh	R	70.81	**R**	**79.80**
High Season				
Peak c/kWh	R	497.19	**R**	**560.33**
Standard c/kWh	R	150.63	**R**	**169.76**
Off Peak c/kWh	R	81.80	**R**	**92.19**
Industrial: Medium Voltage and for generation for own use (IND2)				
Fixed Charge per month	R	5 253.96	**R**	**5 921.21**
Energy Rate (c/kWh)	R	145.79	**R**	**164.31**
Notified Maximum Demand Charge (R/kVA)	R	66.55	**R**	**75.01**
Maximum Demand Charge (R/kVA)	R	372.76	**R**	**420.11**
Industrial Medium Voltage (IND 2.1): Renewable Energy - Generation for own use and export				
Tariff similar as IND2				
Fixed Charge per month	R	5 253.96	**R**	**5 921.21**
Reading cost R/pm	R	119.65	**R**	**134.84**
Import				
Energy Rate (c/kWh)	R	145.79	**R**	**164.31**
Notified Maximum Demand Charge (R/kVA)	R	66.55	**R**	**75.01**
Maximum Demand Charge (R/kVA)	R	372.76	**R**	**420.11**
Reactive Energy Rate (c/kVArh)	R	-	**R**	**-**
Export				
Low Season				
Peak c/kWh	R	162.18	**R**	**182.77**
Standard c/kWh	R	111.60	**R**	**125.78**
Off Peak c/kWh	R	70.81	**R**	**79.80**
High Season				
Peak c/kWh	R	497.19	**R**	**560.33**
Standard c/kWh	R	150.63	**R**	**169.76**
Off Peak c/kWh	R	81.80	**R**	**92.19**

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

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.

* Occasion refers to the number of times/events the Access Demand/ Notified Maximum Demand has been exceeded

5. Municipal				
Municipal: Street and Traffic lights (MUN1)				
Fixed Charge per month	R	-	**R**	**-**
Energy Rate (c/kWh)	R	337.52	**R**	**380.38**
Municipal: Low Voltage <80 Amp (MUN2)				
Fixed Charge per month	R	-	**R**	**-**
Energy Rate (c/kWh)	R	306.80	**R**	**345.77**

ELECTRICITY TARIFFS

	Approved 2023/2024		Application 2024/2025	
Municipal: Low Voltage >80 Amp (MUN3)				
Fixed Charge per month	R	-	**R**	**-**
Energy Rate (c/kWh)	R	140.63	**R**	**158.49**
Maximum Demand Charge (R/kVA)	R	416.29	**R**	**469.16**
6. Non Profit Organisations				
Non Profit Organisations : Single Phase 20 Amp Prepaid (NPO1)				
Fixed Charge per month	R	-	**R**	**-**
Energy Rate (c/kWh)	R	338.44	**R**	**381.42**
Non Profit Organisations : Low Voltage Max 60 Amp Prepaid SARS Approved (NPO2)				
Fixed Charge per month	R	-	**R**	**-**
Energy Rate (c/kWh)	R	324.69	**R**	**365.93**
7. Sport				
Sport: Low All Consumers (<80A) and Prepaid (SPO1)				
Fixed Charge per month	R	-	**R**	**-**
Energy Rate (c/kWh)	R	287.66	**R**	**324.19**
Sport: High Consumers (>80A) Maximum Demand (SPO2)				
Fixed Charge per month	R	-	**R**	**-**
Energy Rate (c/kWh)	R	131.64	**R**	**148.36**
Notified Maximum Demand Charge (R/kVA)	R	-	**R**	**-**
Maximum Demand Charge (R/kVA)	R	414.90	**R**	**467.60**
8. Time-of-Use				
Time of Use (Low Voltage>80Amp and for generation for own use) TOU1				
Fixed Charge per month	R	5 295.15	**R**	**5 967.63**
SUMMER: Maximum Demand Charge (R/kVA)	R	71.79	**R**	**80.91**
Access Charge (R/kVA)	R	71.79	**R**	**80.91**
Peak Energy (c/kWh)	R	234.85	**R**	**264.67**
Standard Energy (c/kWh)	R	154.75	**R**	**174.40**
Off-peak Energy (c/kWh)	R	116.06	**R**	**130.80**
Reactive Energy (c/kVArh)	R	-		
WINTER: Maximum Demand Charge (R/kVA)	R	71.79	**R**	**80.91**
Access Charge (R/kVA)	R	71.79	**R**	**80.91**
Peak Energy (c/kWh)	R	736.44	**R**	**829.97**
Standard Energy (c/kWh)	R	221.03	**R**	**249.10**
Off-peak Energy (c/kWh)	R	129.86	**R**	**146.35**
Reactive Energy (c/kVArh)	R	30.71	**R**	**34.61**
Time of Use Low Voltage (TOU 1.1): Renewable Energy - Generation for own use and export				
Reading Cost R/pm	R	119.65	**R**	**134.84**
Fixed Charge per month	R	5 295.15	**R**	**5 967.63**
Import				
SUMMER: Maximum Demand Charge (R/kVA)	R	71.79	**R**	**80.91**
Access Demand Charge (R/kVA)	R	71.79	**R**	**80.91**
Peak Energy (c/kWh)	R	234.85	**R**	**264.67**
Standard Energy (c/kWh)	R	154.75	**R**	**174.40**
Off-peak Energy (c/kWh)	R	116.06	**R**	**130.80**
Reactive Energy (c/kVArh)	R	-	**R**	**-**
WINTER: Maximum Demand Charge (R/kVA)	R	71.79	**R**	**80.91**
Access Demand Charge (R/kVA)	R	71.79	**R**	**80.91**
Peak Energy (c/kWh)	R	736.44	**R**	**829.97**
Standard Energy (c/kWh)	R	221.03	**R**	**249.10**
Off-peak Energy (c/kWh)	R	129.86	**R**	**146.35**
Reactive Energy (c/kVArh)	R	32.97	**R**	**37.16**
Export				
Low Season				
Peak c/kWh	R	162.18	**R**	**182.77**
Standard c/kWh	R	111.60	**R**	**125.78**

ELECTRICITY TARIFFS

	Approved 2023/2024		Application 2024/2025	
Off Peak c/kWh	R	70.81	**R**	**79.80**
High Season				
Peak c/kWh	R	497.19	**R**	**560.33**
Standard c/kWh	R	150.63	**R**	**169.76**
Off Peak c/kWh	R	81.80	**R**	**92.19**
Time of Use (Medium Voltage and for generation for own use) TOU2				
Fixed Charge per month	R	10 023.02	**R**	**11 295.94**
SUMMER: Maximum Demand Charge (R/kVA)	R	72.96	**R**	**82.23**
Access Demand Charge (R/kVA)	R	69.38	**R**	**78.19**
Peak Energy (c/kWh)	R	227.70	**R**	**256.62**
Standard Energy (c/kWh)	R	148.94	**R**	**167.86**
Off-peak Energy (c/kWh)	R	111.64	**R**	**125.81**
Reactive Energy (c/kVArh)	R	-	**R**	**-**
WINTER: Maximum Demand Charge (R/kVA)	R	72.96	**R**	**82.23**
Access Demand Charge (R/kVA)	R	69.38	**R**	**78.19**
Peak Energy (c/kWh)	R	752.19	**R**	**847.71**
Standard Energy (c/kWh)	R	213.67	**R**	**240.81**
Off-peak Energy (c/kWh)	R	125.60	**R**	**141.55**
Reactive Energy (c/kVArh)	R	32.97	**R**	**37.16**
Time of Use Medium Voltage (TOU 2.1): Renewable Energy - Generation for own use and export				
Fixed Charge per month	R	10 023.02	**R**	**11 295.94**
Reading Cost R/pm	R	119.65	**R**	**134.84**
Import				
SUMMER: Maximum Demand Charge (R/kVA)	R	72.96	**R**	**82.23**
Access Charge (R/kVA)	R	69.38	**R**	**78.19**
Peak Energy (c/kWh)	R	227.70	**R**	**256.62**
Standard Energy (c/kWh)	R	148.94	**R**	**167.86**
Off-peak Energy (c/kWh)	R	111.64	**R**	**125.81**
Reactive Energy (c/kVArh)	R	-	**R**	**-**
WINTER: Maximum Demand Charge (R/kVA)	R	72.96	**R**	**82.23**
Access Demand Charge (R/kVA)	R	69.38	**R**	**78.19**
Peak Energy (c/kWh)	R	752.19	**R**	**847.71**
Standard Energy (c/kWh)	R	213.67	**R**	**240.81**
Off-peak Energy (c/kWh)	R	125.60	**R**	**141.55**
Reactive Energy (c/kVArh)	R	30.71	**R**	**34.60**
Export				
Low Season				
Peak c/kWh	R	162.18	**R**	**182.77**
Standard c/kWh	R	111.60	**R**	**125.78**
Off Peak c/kWh	R	70.81	**R**	**79.80**
High Season				
Peak c/kWh	R	497.19	**R**	**560.33**
Standard c/kWh	R	150.63	**R**	**169.76**
Off Peak c/kWh	R	81.80	**R**	**92.19**

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9. External Wheeling

Customer received power at low voltage (<400V) in c/kWh	R	32.23	**R**	**36.32**
Customer received power at medium voltage (>400V) in c/kWh	R	27.92	**R**	**31.46**

10. Generation for Own Use

ELECTRICITY TARIFFS

	Approved 2023/2024	Application 2024/2025

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

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:

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	**R**	**4 447.02**	**R**	**4 673.82**

13. Time of use periods

1. Low Demand -Summer	**2. High Demand- Winter**
September to May	**June to August**
Monday to Friday	**Monday to Friday**
00:00 - 06:00 Off Peak	**00:00 - 06:00 Off Peak**
06:00 - 07:00 Standard	**06:00 - 09:00 Peak**
07:00 - 10:00 Peak	**09:00 - 17:00 Standard**
10:00 - 18:00 Standard	**17:00 - 19:00 Peak**
18:00 - 20:00 Peak	**19:00 - 22:00 Standard**
20:00 - 22:00 Standard	**22:00 - 24:00 Off Peak**
22:00 - 24:00 Off Peak	
Saturday	**Saturday**
00:00 - 07:00 Off Peak	**00:00 - 07:00 Off Peak**
07:00 - 12:00 Standard	**07:00 - 12:00 Standard**
12:00 - 18:00 Off Peak	**12:00 - 18:00 Off Peak**
18:00 - 20:00 Standard	**18:00 - 20:00 Standard**
20:00 - 24:00 Off Peak	**20:00 - 24:00 Off Peak**
Sunday	**Sunday**
00:00 - 24:00 Off Peak	**00:00 - 24:00 Off Peak**

All tariffs exclusive of VAT

STELLENBOSCH MUNICIPALITY

WATER TARIFFS

Monthly consumption	2023/2024 Normal consumption periods		2023/2024 10% Water restriction periods		2023/2024 20% Water restriction periods		2023/2024 30% Water restriction periods		2023/2024 40% Water restriction periods		2024/2025 Normal consumption periods		2024/2025 10% Water restriction periods		2024/2025 20% Water restriction periods		2024/2025 30% Water restriction periods		2024/2025 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																				
Includes single residential erven as well as single residential erven managed by body corporates.																				
0 kilolitres to 6 kiloliters	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.	R 7.64	**per kl.**	R 7.64	**per kl.**	R 7.64	**per kl.**	R 7.64	**per kl.**	R 8.14	**per kl.**
> 6 kilolitres to 12 kiloliters	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.	R 11.56	**per kl.**	R 12.50	**per kl.**	R 12.69	**per kl.**	R 13.82	**per kl.**	R 14.95	**per kl.**
> 12 kilolitres to 20 kiloliters	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.	R 19.56	**per kl.**	R 23.59	**per kl.**	R 26.34	**per kl.**	R 31.98	**per kl.**	R 44.40	**per kl.**
> 20 kilolitres to 25 kiloliters	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.	R 34.78	**per kl.**	R 40.32	**per kl.**	R 43.59	**per kl.**	R 57.67	**per kl.**	R 80.54	**per kl.**
> 25 kilolitres to 40 kiloliters	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.	R 48.34	**per kl.**	R 53.70	**per kl.**	R 55.91	**per kl.**	R 80.97	**per kl.**	R 113.58	**per kl.**
> 40 kilolitres to 70 kiloliters	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.	R 77.24	**per kl.**	R 95.19	**per kl.**	R 108.13	**per kl.**	R 167.34	**per kl.**	R 257.46	**per kl.**
70 kilolitres and above	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.	R 120.89	**per kl.**	R 189.30	**per kl.**	R 249.84	**per kl.**	R 378.80	**per kl.**	R 507.75	**per kl.**
DOMESTIC CLUSTER																				
Refers to a cluster (block of flats) served by a single water connections																				
0 kilolitres to 6 kiloliters	R 7.19	per kl.	R 6.77	per kl.	R 7.19	per kl.	R 7.19	per kl.	R 7.19	6	R 7.64	**per kl.**	R 7.19	**per kl.**	R 7.64	**per kl.**	R 7.64	**per kl.**	R 7.64	**per kl.**
> 6 kilolitres to 12 kiloliters	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.	R 11.56	**per kl.**	R 12.50	**per kl.**	R 12.69	**per kl.**	R 13.82	**per kl.**	R 14.95	**per kl.**
> 12 kilolitres to 18 kiloliters	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.	R 19.56	**per kl.**	R 23.59	**per kl.**	R 26.34	**per kl.**	R 31.98	**per kl.**	R 44.40	**per kl.**
> 18 kilolitres to 25 kiloliters	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.	R 34.78	**per kl.**	R 40.32	**per kl.**	R 43.59	**per kl.**	R 57.67	**per kl.**	R 80.54	**per kl.**
Above 25 kiloliters	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.	R 48.34	**per kl.**	R 53.70	**per kl.**	R 55.91	**per kl.**	R 80.97	**per kl.**	R 113.58	**per kl.**
BUSINESS, COMMERCIAL AND INDUSTRIAL (Include University)	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.	R 27.84	**per kl.**	R 37.09	**per kl.**	R 44.54	**per kl.**	R 61.25	**per kl.**	R 77.96	**per kl.**
MUNICIPAL TARIFF FOR MUNICIPAL BUILDINGS AND ALL LEAKAGES																				
0 kilolitres to 20 kiloliters	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.	R 12.22	**per kl.**	R 14.47	**per kl.**	R 15.94	**per kl.**	R 19.66	**per kl.**	R 23.39	**per kl.**
> 21 kilolitres to 50 kiloliters	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.	R 12.83	**per kl.**	R 15.01	**per kl.**	R 16.35	**per kl.**	R 19.87	**per kl.**	R 23.39	**per kl.**
Above 50 kiloliters	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.	R 13.95	**per kl.**	R 15.97	**per kl.**	R 17.09	**per kl.**	R 20.24	**per kl.**	R 23.39	**per kl.**
MISCELLANEOUS AND ALL OTHER USERS (Schools, Sportbodies, Churches and Charity Organisations)	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.	R 26.11	**per kl.**	R 27.48	**per kl.**	R 28.84	**per kl.**	R 31.57	**per kl.**	R 34.30	**per kl.**
BASIC CHARGE																				
Domestic (per erven)	R 82.95		n/a		n/a		n/a		n/a		R 88.09			**n/a**		**n/a**		**n/a**		**n/a**
Domestic cluster (per flat)	R 10.08		n/a		n/a		n/a		n/a		R 10.71			**n/a**		**n/a**		**n/a**		**n/a**
All other (per erven)	R 95.02		n/a		n/a		n/a		n/a		R 100.91			**n/a**		**n/a**		**n/a**		**n/a**
MASO																				
0 kilolitres to 24 kilolitres per household	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	R 1.73	**per kl.**	R 5.39	**per kl.**	R 8.95	**per kl.**	R 16.17	**per kl**	R 23.39	**per kl**
25 kilolitres to 40 kilolitres per household	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	R 23.81	**per kl.**	R 31.01	**per kl.**	R 36.66	**per kl.**	R 49.51	**per kl**	R 62.36	**per kl**
Above 40 kilolitres per household	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	R 25.87	**per kl.**	R 41.11	**per kl.**	R 54.67	**per kl.**	R 83.46	**per kl**	R 112.26	**per kl**

Monthly consumption	2023/2024										2024/2025									
	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
TREATED EFFLUENT WATER																				
Infrastructure provided by Council:																				
Irrigation	R 0.13	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 0.13	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Commercial / Industrial users / Domestic	R 5.36	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 5.70	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Schools	R 6.03	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 6.41	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Departmental	R 5.36	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 5.70	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Golf Clubs	R 5.36	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 5.70	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
	R 5.36	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 5.70	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Infrastructure provided by User:																				
Irrigation	R 0.06	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 0.07	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Commercial / Industrial users / Domestic	R 1.47	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 1.57	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Schools	R 2.01	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 2.14	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Departmental	R 1.47	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 1.57	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
Golf Clubs	R 1.47	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 1.57	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**n/a**
	R 1.47	per kl.	R -	n/a	R -	n/a	R -	n/a	R -	n/a	R 1.57	**per kl.**	R -	**n/a**	R -	**n/a**	R -	**n/a**	R -	**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**		**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 13.93	per kl	R 24.30	per kl	R 33.76	per kl	R 53.58	per kl	R 73.06	per kl	R 14.80	**per kl**	R 25.80	**per kl**	R 35.85	**per kl**	R 56.90	**per kl**	R 77.59	**per kl**
Above 2000 kilolitres	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	R 19.28	**per kl**	R 42.67	**per kl**	R 64.82	**per kl**	R 110.37	**per kl**	R 155.18	**per kl**
WATER AVAILABILITY FEE	R 1 788.75	per annum									R 1 899.66	**per annum**								

STELLENBOSCH MUNICIPALITY

WASTE MANAGEMENT TARIFFS

SERVICES RENDERED	UNIT	COMMENTS	Tariff 2023/2024 (VAT Excl.)	Tariff 2024/2025 (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 were 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 270.41	**R 289.07**
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 270.41	**R 289.07**
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 270.41	**R 289.07**
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 270.41	**R 289.07**
Mobile bins (240ℓ Wheelie bin)				
Black Bin (Black lid Black bin)				
Basic residential collection based on 1 X 240ℓ per week - 1st 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 270.41	**R 289.07**
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 270.41	**R 289.07**
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 270.41	**R 289.07**
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 959.46	**R 1 025.66**
Non Residential Waste Collections (Business and Commercial)				
Definition: 1 refuse unit = 240ℓ = 3 standard refuse bags				
Black bags (Only were 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 319.82	**R 341.88**
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 959.46	**R 1 025.66**
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 319.82	**R 341.88**
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 959.46	**R 1 025.66**
Mobile bins (240ℓ Wheelie bin)				
Blue Bin (Blue lid Black bin)				

	SERVICES RENDERED	UNIT	COMMENTS	Tariff 2023/2024 (VAT Excl.)	Tariff 2024/2025 (VAT Excl.)
	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 319.82	**R 341.88**
	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 319.82	**R 341.88**
	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 959.46	**R 1 025.66**
	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 959.46	**R 1 025.66**
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 1 599.06	**R 1 709.40**
	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 1 599.06	**R 1 709.40**
Charges and Levies					
	Solid Waste availability charge	per annum	Vacant erven and to all households, **farm dwellings**, businesses, flats, developments not making use of municipal collection services	R 1 696.43	**R 1 813.49**
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 102.35	**R 109.41**
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 1 412.64	**R 1 510.11**
	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 1 239.59	**R 1 325.12**

STELLENBOSCH MUNICIPALITY

SEWERAGE TARIFFS

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

Size of erf in m²			Sewerage levy (Per annum) 2023/24 (Excl VAT)		2024/25 (Excl VAT)
0	-	250	R 1 828.28	**R**	**1 974.54**
251	-	500	R 2 345.72	**R**	**2 533.38**
501	-	600	R 2 642.51	**R**	**2 853.91**
601	-	700	R 2 933.33	**R**	**3 167.99**
701	-	800	R 3 227.09	**R**	**3 485.25**
801	-	900	R 3 520.58	**R**	**3 802.23**
901	-	1 000	R 3 811.80	**R**	**4 116.75**
Above	-	1 000	R 3 811.80	**R**	**4 116.75**
for each additional		500m² or part thereof	R 367.36	**R**	**396.75**

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 m²			Sewerage availability levy (Per annum) 2023/24 (Excl VAT)		2024/25 (Excl VAT)
To	-	1 000	R 2 286.42	**R**	**2 469.33**
Above	-	1 000	R 2 958.20	**R**	**3 194.86**

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

Size of erf in m²			Sewerage levy (Per annum) 2023/24 (Excl VAT)		2024/25 (Excl VAT)
0	-	500	R 2 389.82	**R**	**2 581.01**
501		1 000	R 2 764.79	**R**	**2 985.97**
1 001	-	1 500	R 3 091.98	**R**	**3 339.34**
1 501	-	2 000	R 3 792.25	**R**	**4 095.63**
2 001	-	3 000	R 4 917.89	**R**	**5 311.32**
3 001	-	4 000	R 5 900.85	**R**	**6 372.92**
4 001	-	5 000	R 6 604.39	**R**	**7 132.74**
5 001	-	7 500	R 8 081.17	**R**	**8 727.66**
7 501	-	10 000	R 9 415.09	**R**	**10 168.30**
10 001	-	15 000	R 11 589.32	**R**	**12 516.47**
15 001	-	20 000	R 13 346.61	**R**	**14 414.34**
Above	-	20 000	R 15 308.57	**R**	**16 533.26**

SEWERAGE TARIFFS

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
			2023/2024	2024/2025		
Use of buildings	**Intervals (m²)**	**Code**	**Amount Excl VAT**	**Amount Excl VAT**	**UNIT**	
a) Offices, Consulting rooms, Power-station, Ambulance station, Fire-station	To - 2 500	ADD02	R 19.11	**R 20.64**	per m²	
	2 501 - 5 000		R 18.93	**R 20.45**	per m²	
	Above 5 000		R 18.76	**R 20.26**	per m²	
b) Halls for the purposes of letting, Cinemas, Theatres, Venues for Meetings	To - 2 500	ADD03	R 19.11	**R 20.64**	per m²	
	2 501 - 5 000		R 18.93	**R 20.45**	per m²	
	5 001 - 10 000		R 18.76	**R 20.26**	per m²	
	Above 10 000		R 18.59	**R 20.07**	per m²	
c) Shops not included under (d)		ADD04	R 18.93	**R 20.45**	per m²	
d) Fish shops, Greengrocer shops, Butcheries		ADD06	R 48.09	**R 51.94**	per m²	Only applicable in absence of industrial effluent agreement.
e) Cafe's, Restaurants		ADD05	R 18.93	**R 20.45**	per m²	Only applicable in absence of industrial effluent agreement.
f) Educational & Research buildings,		ADD07	R 18.93	**R 20.45**	per m²	
g) Private hostels, Boarding homes, Hostels		ADD08	R 31.09	**R 33.58**	per m²	
h) Licenced hotels, Guest-houses		ADD10	R 23.98	**R 25.90**	per m²	
i) Hospitals, Prisons, Clinics, Old age and other homes, Hospices, Shelters		ADD09	R 31.09	**R 33.58**	per m²	
j) Religious institutions, Sports clubs, Youth organisations,Libraries, Museums, Halls not for letting, Physical fitness centres, Health centres, Messes, Under cover parking		ADD12	R 853.80	**R 922.11**	per unit	Per water closet or per urinal, or 0.5m of urinal wall or part thereof, whichever is the greatest.
		ADD11	R 469.03	**R 506.55**	per unit	
k) Garages, Dry cleaners, Laundries, Workshops,		ADD18	R 1 373.01	**R 1 482.85**	per unit	Only applicable in absence of industrial effluent agreement.
l) Factories, Warehouses,		ADD17	R 2 740.00	**R 2 959.20**	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 2 665.72	**R 2 878.98**	per unit	
n) Rooms used for dwelling purposes, forming part of buildings under (a) to (l)		ADD13	R 469.03	**R 506.55**	per m²	

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: FINANSIëLE DIENSTE
DIRECTORATE: FINANCIAL SERVICES

	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
GENERAL				
Electronic Rates clearance fee(valuation certificate included) - New	R 230.00	R 200.00	R 30.00	**R 230.00**
Manual Rates clearance fee(valuation certificate included) - New	R 577.50	R 521.74	R 78.26	**R 600.00**
Not rated clearance (Sectional title units)	R 250.00	R 217.39	R 32.61	**R 250.00**
Administrasiekoste Onteerde betaling/Admin Fee for dishounered payment	R 230.00	R 208.70	R 31.30	**R 240.00**
Spesiale meterlesings per verbruikersrekening (per geleentheid) / occasion	R 165.00	R 147.83	R 22.17	**R 170.00**
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 86.96	R 13.04	**R 100.00**
Afsluitingsfooi vir wanbetalings/ Disconnection fee for non-payments: Bulk meters	R 3 000.00	R 2 695.65	R 404.35	**R 3 100.00**
Ongeidentifiseerde/foutiewe deposito's op bankstaat / Unidentified/incorrect deposits on bank statement	R 150.00	R 139.13	R 20.87	**R 160.00**
Rental - Housing - Indigent Consumers	R 105.00	R 95.65	N/A	**R 110.00**
Administrasiefooi vir Aanmanings, SMS'e en Kennisgewings/Administration Fees for Reminders, SMS's and Notices	R -	R 8.70	R 1.30	**R 10.00**
VERSKAFFING VAN INLIGTING/PROVISION OF INFORMATION				
Uitreik van waardasiesertfikaat / Issue of valuation certificate	R 120.00	R 108.70	R 16.30	**R 125.00**
Uittreksels uit rekeninge - per maandstaat	R 55.00	R 52.17	R 7.83	**R 60.00**
Extracts from accounts - per monthly statement				
Extracts from records : rate per hour or part thereof	R 170.00	R 156.52	R 23.48	**R 180.00**
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 12.00	R 10.43	R 1.57	**R 12.00**
DEPOSITO'S VIR DIENSTE/DEPOSIT FOR SERVICES				
Water/Water	R 850.00	R 850.00	N/A	**R 850.00**
Elektrisiteit (huishoudelik) / Electricity (domestic)	R 1 700.00	R 1 800.00	N/A	**R 1 800.00**
Elektrisiteit (ander): Grootmaat verbruikers bereken met minimum van/				
Electricity (other): Bulk users calculate with a minimum of	R 11 000.00	R 20 000.00	N/A	**R 20 000.00**
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 Grootmaatverbuikers	R 6 000.00	R 6 350.00	N/A	**R 6 350.00**
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	** When on cut-off list ; a deposit may be increased by an amount up to three times or more of a monthly average consumption.			
TENDER DEPOSITO'S / TENDER DEPOSIT (COMPUTER PRINTS BLACK & WHITE)				
Fotostate / Copies : per A4 - bladsy / page	R 3.50	R 3.48	R 0.52	**R 4.00**
Fotostate / Copies : per A3 - bladsy / page	R 15.00	R 13.48	R 2.02	**R 15.50**
Fotostate / Copies : per A2 - bladsy / page	R 60.00	R 52.61	R 7.89	**R 60.50**
Fotostate / Copies : per A1 - bladsy / page	R 80.00	R 70.00	R 10.50	**R 80.50**
Fotostate / Copies : per A0 - bladsy / page	R 95.00	R 83.04	R 12.46	**R 95.50**

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: GEMEENSKAPSDIENSTE

DIRECTORATE: COMMUNITY SERVICES

	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (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 PIEKNIEKTERREIN / PICNIC SITE				
Persone / Persons	R 33.92	R 30.87	R 4.63	**R 35.50**
Voertuie / Vehicles	R 28.09	R 25.65	R 3.85	**R 29.50**
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	R 24.91	R 22.61	R 3.39	**R 26.00**
Official year end function for Council employees (by prior arrangement only)	R -	R -	R -	**R -**
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.)	R 24.91	R 22.61	R 3.39	**R 26.00**
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**	**Gratis/ free**	**Gratis/ free**
Kinders 6 tot 17 jaar / Children 6-17 years	R 6.89	R 6.09	R 0.91	**R 7.00**
Volwassenes / Adults	R 13.25	R 11.74	R 1.76	**R 13.50**
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.)	R 9.01	R 8.26	R 1.24	**R 9.50**
Group bookings must be pre-arranged at (021) 808 8295				
30 - 40 persons	R 481.24	R 443.58	R 66.54	**R 510.11**
41 - 60 persons	R 640.24	R 590.13	R 88.52	**R 678.65**
61 - 80 persons	R 955.06	R 880.32	R 132.05	**R 1 012.36**
81 - maximum 100	R 1 280.48	R 1 180.27	R 177.04	**R 1 357.31**
Group bookings only within official hours.				
Braai facility coupon	R 51.94	R 47.88	R 7.18	**R 55.06**
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 Saterdae- 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 Saterdays, 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	R 871.11	R 802.94	R 120.44	**R 923.38**
2. Grafperseel : persone 12 jaar en ouer / Grave site persons 12 years and older	R 1 073.11	R 989.12	R 148.37	**R 1 137.49**
3. Teraardebestelling : kinders onder 12 / Burial : children under 12 years	R 454.49	R 418.92	R 62.84	**R 481.76**
4. Teraardebestelling : persone bo 12 jaar en ouer / Burial : Persons 12 years and older	R 934.23	R 861.12	R 129.17	**R 990.29**
5. No Digging : Re-Opening: No Digging Burial Tariff for graves where no digging is required by the Municipality	**NEW**	**R 260.87**	**R 39.13**	**R 300.00**
6. Ekstra grafwydte per 100mm of gedeelte daarvan: tot maks 2.4m (standaardwydte = 550mm onder 12 jaar / 700mm 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 / 700mm over 12 years)	R 162.86	R 150.11	R 22.52	**R 172.63**
7. Opgrawings / Disinterments (Exhumation)	R 1 205.67	R 1 111.31	R 166.70	**R 1 278.01**
8. Begrawe van veraste oorblyfsels in bestaande grafte / Burial of ashes in existing grave	R 148.97	R 137.31	R 20.60	**R 157.91**
8.a Adding of ASH/Burial Inscriptions or Monumental Plaque on existing grave	**NEW**	**R 86.96**	**R 13.04**	**R 100.00**
9. Herbevestiging van grafpersele / Reconfirmation of grave site (Papegaaiberg)	R 241.13	R 222.26	R 33.34	**R 255.60**
10. Wysiging of oordrag van eienaarskap van grafperseel / Change in ownership of gravesite	R 78.27	R 72.15	R 10.82	**R 82.97**
11. Addisionele heffing vir dienste aangevra vir Sondae / Additional levy for services on Sundays:				
11 a.Groepe vrygestel deur Munisipale Verordening/Groups exempted by Municipal By-Law	R -	R -	R -	**R -**
11 b. Groepe nie vrygestel deur Munisipale Verordening / Groups not exempted by Municipal By-Law	R 5 390.78	R 4 968.89	R 745.33	**R 5 714.22**
12. Addisionele heffing vir dienste aangevra vir Saterdae / Additional levy for services on Saterdays: **(weekly tariff to apply if no municipal services are rendered)**	R 1 729.59	R 1 594.23	R 239.14	**R 1 833.37**
12. Nisse/ Niches (N/A)				
13. Nuwe Grafsteenpermit (Messelwerk) / New Permit for gravestone (Masonry)	R 315.62	R 290.92	R 43.64	**R 334.56**
15. Admin cost for record enquiries	**R -**	R 86.96	R 13.04	**R 100.00**
16. Cancellation Fee: Late cancellation penalty applicable if booking is cancelled at short notice. A minimum of 48 hours notice applies	**NEW**	R 434.78	R 65.22	**R 500.00**
17. Penalty: Time Delays: Applicable after 30 minute delay in arrival/or burial taking longer than allowed time frame	**NEW**	R 434.78	R 65.22	**R 500.00**

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
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.				
TARIFFS FOR ANY PARK OR PUBLIC OPEN SPACE FOR EVENTS:				
Birthday 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.	R 957.31	R 882.39	R 132.36	**R 1 014.75**
Tariff for religious events per day (maximum of 7 days) (Include set up and breakdown per day)	R 903.37	R 832.68	R 124.90	**R 957.58**
Tariff for profitable organisations within WC024 per day	R 4 471.93	R 4 121.95	R 618.29	**R 4 740.24**
Tariff for profitable organisations outside WC024 per day	R 9 568.58	R 8 819.73	R 1 322.96	**R 10 142.69**
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)	R 415.73	R 383.20	R 57.48	**R 440.68**
Tariff for BIRTHDAY PARTIES and PICNIC INSIDE WC024 (PARKS AND PUBLIC OPEN SPACES ONLY)	R 415.73	R 383.20	R 57.48	**R 440.68**
Tariff for BIRTHDAY PARTIES and PICNICS OUTSIDE WC024 (PARKS AND OPEN SPACES ONLY)	R 831.46	R 766.39	R 114.96	**R 881.35**
Tariff for BIRTHDAY PARTIES and PICNICS INSIDE WC024 (JMNR ONLY)	R 415.73	R 383.20	R 57.48	**R 440.68**
Tariff for BIRTHDAY PARTIES and PICNICS OUTSIDE WC024 (JMNR ONLY)	R 831.46	R 766.39	R 114.96	**R 881.35**
Hire of Jumping castle per day NEW (JMNR ONLY)	R 318.00	R 293.11	R 43.97	**R 337.08**
Tariff for PHOTOSHOOTS INSIDE WC024 (Excl. Wedding photos)	R 1 067.42	R 983.88	R 147.58	**R 1 131.47**
Tariff for PHOTOSHOOTS OUTSIDE WC024 (Excl. Wedding photos)	R 2 134.84	R 1 967.77	R 295.16	**R 2 262.93**
Tariff for profitable organisations INSIDE WC024 per day **(Set up cost 50% of tariff and break-up cost 50% of tariff per day)** ~~NEW~~	R 4 471.93	R 4 121.95	R 618.29	**R 4 740.24**
Tariff for profitable organisations OUTSIDE WC024 per day **(Set up cost 50% of tariff and break-up cost 50% of tariff per day)** ~~NEW~~	R 9 556.22	R 8 808.34	R 1 321.25	**R 10 129.59**
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~~	R 916.86	R 845.10	R 126.77	**R 971.87**
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~~	R 1 833.72	R 1 690.21	R 253.53	**R 1 943.74**
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~~	R 2 750.57	R 2 535.31	R 380.30	**R 2 915.61**
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~~	R 1 833.72	R 1 690.21	R 253.53	**R 1 943.74**
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~~	R 3 667.43	R 3 380.41	R 507.06	**R 3 887.48**
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~~	R 5 501.15	R 5 070.62	R 760.59	**R 5 831.21**
WEDDING CEREMONY ONLY with a maximum of 100 pax INSIDE WC024 (JMNR)	R 2 000.00	R 1 843.48	R 276.52	**R 2 120.00**
WEDDING CEREMONY ONLY with a maximum of 100 pax OUTSIDE WC024 (JMNR)	R 4 000.00	R 3 686.96	R 553.04	**R 4 240.00**
WEDDING PHOTOS ONLY with a maximum of 100 pax INSIDE WC024 (JMNR)	R 1 067.42	R 983.88	R 147.58	**R 1 131.47**
WEDDING PHOTOS ONLY with a maximum of 100 pax OUTSIDE WC024 (JMNR)	R 2 134.84	R 1 967.77	R 295.16	**R 2 262.93**
Tariff for profitable organisations WITHIN WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	R 1 364.05	R 1 257.30	R 188.59	**R 1 445.89**
Tariff for profitable organisations OUTSIDE WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	R 2 728.10	R 2 514.60	R 377.19	**R 2 891.79**
Tariff for non profitable organisations WITHIN WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	R 682.03	R 628.65	R 94.30	**R 722.95**
Tariff for non profitable organisations OUTSIDE WC024 per day (seminars, workshops, strategic sessions) PARADYSKLOOF CLUBHOUSE	R 1 364.05	R 1 257.30	R 188.59	**R 1 445.89**
WEDDINGS, YEAR END FUNCTIONS AND PARTIES with a maximum of 100 pax WITHIN WC024 per day (PARADYSKLOOF CLUBHOUSE)	R 5 501.15	R 5 070.62	R 760.59	**R 5 831.21**
WEDDINGS, YEAR END FUNCTIONS AND PARTIES a maximum of 100 pax OUTSIDE WC024 per day (PARADYSKLOOF CLUBHOUSE)	R 11 002.29	R 10 141.24	R 1 521.19	**R 11 662.43**
WEDDING PHOTOS ONLY with a maximum of 100 pax INSIDE WC024 (PARADYSKLOOF NATURE AREA)	R 1 067.42	R 983.88	R 147.58	**R 1 131.47**
WEDDING PHOTOS ONLY with a maximum of 100 pax OUTSIDE WC024 (PARADYSKLOOF NATURE AREA)	R 2 134.84	R 1 967.77	R 295.16	**R 2 262.93**
INITIATIONS in plantations (tariff as per Council decision) PER CALENDER MONTH	R 2 548.32	R 2 348.89	R 352.33	**R 2 701.22**
To access routes in nature areas and plantations for any related activities	R 106.00	R 97.70	R 14.66	**R 112.36**
Rastafarian	R 2 548.32	R 2 348.89	R 352.33	**R 2 701.22**
Eco Centre Rental - per day (max 25 people)	R 902.25	R 831.64	R 124.75	**R 956.39**
Eco Centre Rental - per day- (max 25 people) per hour R150.00	R 178.65	R 164.67	R 24.70	**R 189.37**
STILL/ FILM SHOOTS				
Event= Per day. Includes all parks, public open spaces, sportsgrounds, nature reserves/ plantations and gardens.				
Non-commercial shoots	R 1 064.05	R 980.78	R 147.12	**R 1 127.89**
Commercial	R 9 564.08	R 8 815.59	R 1 322.34	**R 10 137.93**
Other				
Base camp parking only (when using an area for parking of vehicles but no filming.	R 4 044.96	R 3 728.40	R 559.26	**R 4 287.66**
Helipad Parking per day	R 4 044.96	R 3 728.40	R 559.26	**R 4 287.66**
Access through Forestry or Conservation Areas for when filming at a nearby farms: plus permit fee (passing through our Nature Reserve)	R 1 213.49	R 1 118.52	R 167.78	**R 1 286.30**

DIREKTORAAT: GEMEENSKAPSDIENSTE DIRECTORATE: COMMUNITY SERVICES	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
FORESTRY PRODUCTS				
All wattles/ tonne (per bakkie load)				
Eucalyptus Species/ tonne INSIDE WC024 (per bakkie load)	R 488.77	R 425.01	R 63.75	**R 488.77**
Eucalyptus Species/ tonne OUTSIDE WC024 (per bakkie load)	R 535.96	R 466.05	R 69.91	**R 535.96**
Fire Wood per tonne Self cut/ tonne INSIDE WC024 (per bakkie load)	R 402.25	R 349.78	R 52.47	**R 402.25**
Fire Wood per tonne Self cut/ tonne OUTSIDE WC024 (per bakkie load)	R 468.54	R 407.43	R 61.11	**R 468.54**
Latte for screens/ tonne self-cut INSIDE WC024 (per a bakkie load)	R 535.96	R 466.05	R 69.91	**R 535.96**
Latte for screens/ tonne self-cut OUTSIDE WC024 (per a bakkie load)	R 602.25	R 523.70	R 78.55	**R 602.25**
Softwood Sawlogs				
Poplars poles 80mm- 100mm diamtre at thin end/ tonne INSIDE WC024(per bakkie load)	R 334.83	R 291.16	R 43.67	**R 334.83**
Poplars poles 80mm- 100mm diamtre at thin end/ tonne OUTSIDE WC024(per bakkie load)	R 402.25	R 349.78	R 52.47	**R 402.25**
INDUSTRIAL ROUNDWOOD				
includes all commercial wood in situ small volumes up to R200 000.00 (pine sawlogs.)				
Class A= 13,5cm-17cm diametre at thin end/ m3 INSIDE WC024	R 442.70	R 408.05	R 61.21	**R 469.26**
Class A= 13,5cm-17cm diametre at thin end/ m3 OUTSIDE WC024	R 468.54	R 431.87	R 64.78	**R 496.65**
Class B= 19cm-25cm diametre at thin end/ m3 INSIDE WC024	R 602.25	R 555.12	R 83.27	**R 638.38**
Class B= 19cm-25cm diametre at thin end/ m3 OUTSIDE WC024	R 669.67	R 617.26	R 92.59	**R 709.85**
Class C= 27cm-33cm diametre at thin end/m3 INSIDE WC024	R 843.82	R 777.78	R 116.67	**R 894.45**
Class C= 27cm-33cm diametre at thin end/m3 OUTSIDE WC024	R 937.08	R 863.74	R 129.56	**R 993.30**
Class D= 35cm> diametre at thin end/m3 INSIDE WC024	R 910.12	R 838.89	R 125.83	**R 964.72**
Class D= 35cm> diametre at thin end/m3 OUTSIDE WC024	R 1 004.50	R 925.89	R 138.88	**R 1 064.77**

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2023/24	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
LIBRARY SERVICES				
Printing Services				
Printing fee for a A4 black and white page	R 1.45	R 1.30	R 0.20	**R 1.50**
Overdue library materials fine				
Fines are charged per week or part thereof	R 1.11	R 1.04	R 0.16	**R 1.20**
Faxes				
Fee for receiving a fax - per page	R 2.78	R 2.61	R 0.39	**R 3.00**
Scan and email				
Scan and email per page	R 3.34	R 3.04	R 0.46	**R 3.50**
LIBRARY HALL RENTALS				
CONDITIONS FOR USAGE OF A LIBRARY HALL				
Not available for the following: weddings, birthdays, christening and parties.				
Library halls are 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-Govermental Organisation discounts.				
Plein Street, Idas Valley, Kayamandi, Groendal & Cloetesville Library Halls				
Rental charged - per session	R 563.18	R 519.10	R 77.87	**R 596.97**
Rental charged for a Non Profit Organisation - no charge may apply subject to proof of NPO/NPC registration and approval of Director.	R 182.85	R 168.54	R 25.28	**R 193.82**
Rental of kitchen facility per session	R 95.72	R 88.23	R 13.23	**R 101.46**
Printing A4 per page	R 1.59	R 1.48	R 0.22	**R 1.70**
1 X A4 black and white photocopy	R 0.72	R 0.61	R 0.09	**R 0.70**
1 X A3 black and white photocopy	R 1.20	R 1.13	R 0.17	**R 1.30**
1st and 2nd replacement of computerised membership card	R 19.32	R 17.39	R 2.61	**R 20.00**
3rd and thereafter, replacement of computerised membership card	R 38.60	R 34.78	R 5.22	**R 40.00**
Cost to replace a plastic sleeve	R 6.03	R 5.65	R 0.85	**R 6.50**
Replacement of a CD's and DVD case	R 7.24	R 6.52	R 0.98	**R 7.50**
Replacement cost of a damaged and lost library item	Price on item			**Price on item**
Minor damages to any library item	R 13.28	R 12.17	R 1.83	**R 14.00**
Reservation of library material	R 4.83	R 4.35	R 0.65	**R 5.00**
Inter Library Loan reservation fee	R 4.83	R 4.35	R 0.65	**R 5.00**
Annual membership fee for users residing outside municipality boundaries	R 82.11	R 75.65	R 11.35	**R 87.00**
Visitors fees for users that will be residing in the municipal area for less than 3 months	R 126.78	R 116.52	R 17.48	**R 134.00**
Membership (Currently employed Municipal Employees Living Outside Stellenbosch)	**Free**	**Free**	**Free**	**Free**
Library Hall rental hours: 8.30am - 5.00pm				
Monday- Friday: 8.30 am - 5.00pm				
Saturday- 8.30am - 12.00am				
Closed on Sundays and Public Holidays				

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: GEMEENSKAPSDIENSTE DIRECTORATE: COMMUNITY SERVICES

	Full Tariff 2023/2024			Full Tariff 2024/2025			Discounted Tariff 2024/25			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 3 496.00	R 5 850.00	R 7 185.00	**R 3 670.00**	**R 6 142.00**	**R 7 544.00**	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 763.00	R 583.00	R 780.00	**R 801.00**	**R 612.00**	**R 819.00**	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 1 526.00	R 1 166.00	R 1 560.00	**R 1 602.00**	**R 1 224.00**	**R 1 638.00**	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 3 669.00	R 3 909.00	R 5 018.00	**R 3 852.00**	**R 4 104.00**	**R 5 268.00**	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 appliances)	R 1 147.00	R 1 276.00	R 2 033.00	**R 1 204.00**	**R 1 339.00**	**R 2 134.00**	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 525.00	R 525.00	R 751.00	**R 551.00**	**R 551.00**	**R 788.00**	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 525.00	R 525.00	R 751.00	**R 551.00**	**R 551.00**	**R 788.00**	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 147.00	R 147.00	R 147.00	**R 154.00**	**R 154.00**	**R 154.00**	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 147.00	R 147.00	R 147.00	**R 154.00**	**R 154.00**	**R 154.00**	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 525.00	R 525.00	R 751.00	**R 551.00**	**R 551.00**	**R 788.00**	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 301.00	R 301.00	R 450.00	**R 316.00**	**R 316.00**	**R 472.00**	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

DIREKTORAAT: GEMEENSKAPSDIENSTE DIRECTORATE: COMMUNITY SERVICES											
	Full Tariff 2023/2024			Full Tariff 2024/2025			Discounted Tariff 2024/25			Additional levy: consumers outside WC024	
	Deposit	Week	Weekend	Deposit	Week	Weekend	Deposit	Week	Weekend	Week	Weekend
Community Hall, Wemmershoek											
Hall	R 301.00	R 301.00	R 450.00	**R 316.00**	**R 316.00**	**R 472.00**	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, Groendal											
Hall	R 525.00	R 525.00	R 572.00	**R 551.00**	**R 551.00**	**R 600.00**	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 525.00	R 525.00	R 572.00	**R 551.00**	**R 551.00**	**R 600.00**	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 147.00	R 147.00	R 147.00	**R 154.00**	**R 154.00**	**R 154.00**	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 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 253.00	R 253.00	R 253.00	**R 265.00**	**R 265.00**	**R 265.00**	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 Millennium Hall											
Hall	R 525.00	R 525.00	R 751.00	**R 551.00**	**R 551.00**	**R 788.00**	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	R 189/per day		R 189/per day	**R 198.00**		**R 198.00**		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

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. Depost 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.

e 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. 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 indigient 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 WC024, 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

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

	2023/24			Rental of Facilities 2024/25			Additional levy: Consumers outside WC024; Sports Unions and Private Companies.		
Sports Fields	**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

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

VERKEERSDIENSTE/TRAFFIC SERVICES	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
Verkeersbystanddienste / Traffic Assistance at special occasions/events				
Uitreiking van Permit / Issue of Permit	R 302.00	R 273.91	R 41.09	**R 315.00**
Uurtarief : Maandag - Saterdag / Hourly tariff : Monday - Saturday	R 440.00	R 391.30	R 58.70	**R 450.00**
Uurtarief: Sondae en openbare vakansiedae/Hourly tariff: Sunday and public holidays	R 710.00	R 630.43	R 94.57	**R 725.00**
Spesiale verkeersbystanddienste by bragrafnisse/ Special Traffic Assistance at funeral procession				
per funeral - per hour - per officer	R 437.00	R 382.61	R 57.39	**R 440.00**
Verfilming of video- advertensies / Filming or video- commercials (public roads)				
Uitreiking van Permit / Issue of Permit	R 300.00	R 273.91	R 41.09	**R 315.00**
Uitreiking van Permit / Issue of Permit - Stillshoot	R 1 890.00	R 1 708.70	R 256.30	**R 1 965.00**
Minimum: Residential / Industrial up to 3 hours	R 4 100.00	R 3 695.65	R 554.35	**R 4 250.00**
Maximum: Residential / industrial more than 3 hours	R 15 100.00	R 13 652.17	R 2 047.83	**R 15 700.00**
Minimum:Rural up to 3 hours	R 4 700.00	R 4 243.48	R 636.52	**R 4 880.00**
Maximum:Rural more than 3 hours	R 20 000.00	R 18 086.96	R 2 713.04	**R 20 800.00**
Minimum High Risk Areas (eg, Franschhoek Pass + CBD areas) up to 3 hours	R 21 000.00	R 18 956.52	R 2 843.48	**R 21 800.00**
Maximum High Risk Areas (eg, Franschhoek Pass + CBD areas) more than 3 hours	R 27 500.00	R 24 869.57	R 3 730.43	**R 28 600.00**
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	R 2 400.00	R 2 173.91	R 326.09	**R 2 500.00**
Buite Stellenbosch / Outside Stellenbosch	R 2 750.00	R 2 478.26	R 371.74	**R 2 850.00**
Skutgeld per dag / Impoundment fee per day	R 200.00	R 182.61	R 27.39	**R 210.00**
Die Direkteur: Gemmenskaps 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	R 280.00	R 252.17	R 37.83	**R 290.00**
Algemeen / General				
Voertuigongeluk inligting / Vehicle accident information (i.t.o. PN5867/10-5-2002)	R 165.00	R 143.48	R 21.52	**R 165.00**
Gestremde parkeer disket/ Disabled Parking Disc	R 90.00	R 78.26	R 11.74	**R 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

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

VERKEERSDIENSTE/TRAFFIC SERVICES	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (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	R -	R -	R -	
31- 59 min	R 8.00	R 6.96	R 1.04	**R 8.00**
1-2 hours	R 16.00	R 13.91	R 2.09	**R 16.00**
2-3 hours	R 20.00	R 17.39	R 2.61	**R 20.00**
3-4 hours	R 28.00	R 24.35	R 3.65	**R 28.00**
4-5 hours	R 36.00	R 31.30	R 4.70	**R 36.00**
5-6 hours	R 44.00	R 38.26	R 5.74	**R 44.00**
6-7 hours	R 52.00	R 45.22	R 6.78	**R 52.00**
7-8 hours	R 64.00	R 55.65	R 8.35	**R 64.00**
8-9 hours	R 68.00	R 59.13	R 8.87	**R 68.00**
9-12 hours	R 88.00	R 76.52	R 11.48	**R 88.00**
12-24 hours	R 120.00	R 104.35	R 15.65	**R 120.00**
Lost Ticket	R 120.00	R 104.35	R 15.65	**R 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	R -	R -	R -	
31- 59 min	R 4.00	R 3.48	R 0.52	**R 4.00**
1-2 hours	R 7.00	R 6.96	R 1.04	**R 8.00**
2-3 hours	R 10.00	R 8.70	R 1.30	**R 10.00**
3-4 hours	R 12.00	R 10.43	R 1.57	**R 12.00**
4-5 hours	R 15.00	R 13.04	R 1.96	**R 15.00**
5-6 hours	R 20.00	R 17.39	R 2.61	**R 20.00**
6-7 hours	R 22.00	R 19.13	R 2.87	**R 22.00**
7-8 hours	R 25.00	R 21.74	R 3.26	**R 25.00**
8-9 hours	R 30.00	R 26.09	R 3.91	**R 30.00**
9-12 hours	R 32.00	R 27.83	R 4.17	**R 32.00**
Lost Ticket	R 35.00	R 30.43	R 4.57	**R 35.00**
Maandelikse permit / Month permit	R 400.00	R 347.83	R 52.17	**R 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	R -	R -	R -	
31- 59 min	R 4.00	R 4.00	R -	**R 4.00**
1-2 hours	R 8.00	R 6.96	R 1.04	**R 8.00**
2-3 hours	R 10.00	R 8.70	R 1.30	**R 10.00**
3-4 hours	R 14.00	R 12.17	R 1.83	**R 14.00**
4-5 hours	R 18.00	R 15.65	R 2.35	**R 18.00**
5-6 hours	R 22.00	R 19.13	R 2.87	**R 22.00**
6-7 hours	R 26.00	R 22.61	R 3.39	**R 26.00**
7-8 hours	R 32.00	R 27.83	R 4.17	**R 32.00**
8-9 hours	R 34.00	R 29.57	R 4.43	**R 34.00**
9-12 hours	R 44.00	R 38.26	R 5.74	**R 44.00**
Lost Ticket	R 60.00	R 52.17	R 7.83	**R 60.00**
Maandelikse permit / Month permit	R 400.00	R 347.83	R 52.17	**R 400.00**

DIREKTORAAT: GEMEENSKAPSDIENSTE DIRECTORATE: COMMUNITY SERVICES				
VERKEERSDIENSTE/TRAFFIC SERVICES	**Tariff 2023/24 (Incl. VAT)**	**Excl. VAT 2024/25**	**2024/25 VAT 15%**	**Tariff 2024/25 (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	R 8.00	R 6.96	R 1.04	**R 8.00**
Plein Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Blom Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Bird Street (Dorp/Dennesig)	R 8.00	R 6.96	R 1.04	**R 8.00**
Ryneveldt Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Andringa Street (Dorp/Banhoek)	R 8.00	R 6.96	R 1.04	**R 8.00**
Alexander Dienspad/Service road	R 8.00	R 6.96	R 1.04	**R 8.00**
Alexander Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Meul Street (Dorp/Plein)	R 8.00	R 6.96	R 1.04	**R 8.00**
Dorp Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Crozier Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Piet Retief street	R 8.00	R 6.96	R 1.04	**R 8.00**
Mark Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Drostdy Street	R 8.00	R 6.96	R 1.04	**R 8.00**
Banghoek Road (Andringa/Bird) PNP entry	R 8.00	R 6.96	R 1.04	**R 8.00**
Victoria Street (Between Andringa & Ryneveldt)	R 8.00	R 6.96	R 1.04	**R 8.00**
Stelkor on-Street- entry to stelkor parking area	R 8.00	R 6.96	R 1.04	**R 8.00**
Du-toit Street & entry to Bergzicht parking area	R 8.00	R 6.96	R 1.04	**R 8.00**
Helderberg Street	R 8.00	R 6.96	R 1.04	**R 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**	R 8.00	R 6.96	R 1.04	**R 8.00**
Daaglikse permit (Magtiging) / Day permit (Authorisation)	R 45.00	R 39.13	R 5.87	**R 45.00**
Maandelikse permit / Month permit	R 530.00	R 460.87	R 69.13	**R 530.00**
Huur en reserveer van 'n parkeervak per dag / Hiring and reserving of a Parking Bay per day	R 230.00	R 200.00	R 30.00	**R 230.00**
~~Parking Disc - Medical Practitioners per year~~	~~R 220.00~~	~~R 200.00~~	~~R 30.00~~	~~**R 230.00**~~
~~Resident Parking Permit per year~~	~~R 500.00~~	~~R 452.17~~	~~R 67.83~~	~~**R 520.00**~~
Temporary Parking Permit per application	R 170.00	R 152.17	R 22.83	**R 175.00**
Work Zone Permit per application	R 230.00	R 208.70	R 31.30	**R 240.00**
Taxi rank permit (WCO24 area) per jaar/year	R 400.00	R 365.22	R 54.78	**R 420.00**
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 Franschhoek CBD	R 8.00	R 6.96	R 1.04	**R 8.00**

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

BRANDWEER DIENSTE / FIRE SERVICES	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
Brandweerwaens / Fire Engine				
Per uur of gedeelte daarvan / Per hour or part thereof	R 1 150.00	R 1 043.48	R 156.52	**R 1 200.00**
Hidroliese Platform / Hydraulic Platforms				
Per uur of gedeelte daarvan / Per hour or part thereof	R 2 800.00	R 2 565.22	R 384.78	**R 2 950.00**
Reddingsvoertuig / Emergency Vehicle (excluding Accidents/Rescue)				
Per uur of gedeelte daarvan / Per hour or part thereof	R 950.00	R 869.57	R 130.43	**R 1 000.00**
Diensvoertuie / Service Vehicle				
Per uur of gedeelte daarvan / Per hour or part thereof	R 700.00	R 634.78	R 95.22	**R 730.00**
Draagbare Pompe & Kragopwekker / Portable pumps & Generators				
Per uur of gedeelte daarvan / Per hour or part thereof	R 560.00	R 504.35	R 75.65	**R 580.00**
Sleepwaens / Trailers				
Per uur of gedeelte daarvan / Per hour or part thereof	R 800.00	R 721.74	R 108.26	**R 830.00**
Bergingseile / Storage Covers				
Per uur of gedeelte daarvan / Per hour or part thereof	R 310.00	R 278.26	R 41.74	**R 320.00**
Bos , veld , rommel (Boseenhede) / Bush , field , rubble (Bush units)				
Per uur of gedeelte daarvan / Per hour or part thereof	R 780.00	R 704.35	R 105.65	**R 810.00**
Personeel / Personnel				
Per uur of gedeelte daarvan / Per hour or part thereof	R 470.00	R 426.09	R 63.91	**R 490.00**
Instandhouding en Brandslangherstel / Maintenance & Fire-Hose Repair				
Skrop , toets & droog / Scrub , test & dry	R 260.00	R 234.78	R 35.22	**R 270.00**
Herstel / Repair	R 130.00	R 117.39	R 17.61	**R 135.00**
Koppelingbinding : Brandslang / Linkage : Fire-Hose	R 130.00	R 117.39	R 17.61	**R 135.00**
Koppelingbinding : Suigslang / Linkage : Suction hose	R 250.00	R 226.09	R 33.91	**R 260.00**
Koppelingbinding : Hoë druk / Linkage : High Pressure	R 250.00	R 226.09	R 33.91	**R 260.00**
Brandvoorkomingsinspeksies / Fire prevention inspection				
Tenkinstallasies -Per tenk / Tank installation	R 520.00	R 478.26	R 71.74	**R 550.00**
VP Gas -Per installasie / Per installation	R 520.00	R 478.26	R 71.74	**R 550.00**
Sprinklaar ens : per jaar / Sprinkler ect per annum	R 520.00	R 478.26	R 71.74	**R 550.00**
Fire prevention inspections relating to events applications	R 570.00	R 521.74	R 78.26	**R 600.00**
Patrolliedienste & Ander / Patrol Services & Other				
Nie Operasionele dienste/ Non Operational Services				
Per Brandbestryder / Per Firefighter	R 470.00	R 426.09	R 63.91	**R 490.00**
Per Offisier / Per Officer	R 470.00	R 426.09	R 63.91	**R 490.00**
Kinder partytjies / Kiddies parties	R 1 880.00	R 1 695.65	R 254.35	**R 1 950.00**
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)	R 625.00	R 565.22	R 84.78	**R 650.00**

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

DIREKTORAAT: GEMEENSKAPSDIENSTE
DIRECTORATE: COMMUNITY SERVICES

LAW ENFORCEMENT/ WETSTOEPASSING	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
Skut van goedere gekonfiskeer / Impoundment of goods confiscated	R 1 100.00	R 995.65	R 149.35	**R 1 145.00**
Provision of CCTV video footage information/ Voorsiening van CCTV video inligting				
Aansoekfooi/ Application Fee	R 240.00	R 217.39	R 32.61	**R 250.00**
Beeldmateriaal opsporingsfooi / Video footage tracing fee	R 320.00	R 291.30	R 43.70	**R 335.00**
Voorsiening van bewysmateriaal (CCTV video) per CD/ Provision of evidentiary evidence (CCTV video footage) per CD	R 500.00	R 456.52	R 68.48	**R 525.00**
Animal Impoundment costs:				
Impoundment of animals				
Horses, cattle and pigs (per head)	R 310.00	R 282.61	R 42.39	**R 325.00**
Goats and Sheep (per head)	R 190.00	R 173.91	R 26.09	**R 200.00**
Pound Fees (includes sustenance)				
Horses, cattle and pigs (per head per day)	R 190.00	R 173.91	R 26.09	**R 200.00**
Goats and Sheep (per head per day)	R 190.00	R 173.91	R 26.09	**R 200.00**
Fees for animals to be separately herded				
For every stallion and bull (per head per day)	R 310.00	R 282.61	R 42.39	**R 325.00**
For every Sheep ram, goat ram or other separate animal (per head per day)	R 190.00	R 173.91	R 26.09	**R 200.00**
Transport costs				
All animals delivered to the pound per km per single trip (No sharing of costs for multiple owners)	R 30.00	R 26.96	R 4.04	**R 31.00**
Transport of animals to another municipality's pound per km per single trip (New)	R 45.00	R 40.87	R 6.13	**R 47.00**
EVENTS				
Die Direkteur: Gemeenskaps en Beskermingsdienste mag gemotiveerde aansoeke vir afslag oorweeg vir verminderde tot kwytskelding vir gebeure aansoeke / The Director: Community and Protection Services may consider motivated applications for a discount or waiver for event applications				
Events Application Fee: Non-refundable				
Youth Development	R 135.00	R 121.74	R 18.26	**R 140.00**
Schools and educational institutions	R 135.00	R 121.74	R 18.26	**R 140.00**
Welfare Organizations	R 135.00	R 121.74	R 18.26	**R 140.00**
Churches	R 135.00	R 121.74	R 18.26	**R 140.00**
Elderly	R 135.00	R 121.74	R 18.26	**R 140.00**
Inter-Governmental departments	R 135.00	R 121.74	R 18.26	**R 140.00**
All other applications:	R 1 100.00	R 1 000.00	R 150.00	**R 1 150.00**
Spesiale wetstoepassings bystandddienste / Special Law Enforcment Assistance				
Per event - per hour, per officer	R 440.00	R 391.30	R 58.70	**R 450.00**

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STELLENBOSCH MUNICIPALITY

MISCELLANEOUS

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

MISCELLANEOUS	Unit	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)	VAT
Special meter reading						
Office hours (till 15:00)	per occasion	R 281.16	R 256.95	R 38.54	**R 295.50**	Included
After Hours (After15:00)	per occasion	R 429.34	R 392.38	R 58.86	**R 451.23**	Included
Sunday and Public Holidays	per occasion	R 871.32	R 796.31	R 119.45	**R 915.76**	Included
Disconnection or Reconnection of Low Voltage supply:						
Office hours (till 15:00)	per occasion	R 530.58	R 484.91	R 72.74	**R 557.64**	Included
After Hours (After15:00)	per occasion	R 778.41	R 711.40	R 106.71	**R 818.11**	Included
Sunday and Public Holidays	per occasion	R 1 557.32	R 1 423.26	R 213.49	**R 1 636.75**	Included
1st Call to fault on consumer's installation :						
Office hours (till 15:00)	per occasion	R 443.26	R 405.10	R 60.77	**R 465.87**	Included
After Hours (after 15:00)	per occasion	R 777.61	R 710.67	R 106.60	**R 817.27**	Included
Sunday's and Public Holidays	per occasion	R 899.19	R 821.78	R 123.27	**R 945.05**	Included
2nd Call to fault on consumer's installation :						
Office hours (till 15:00)	per visit	R 616.77	R 563.67	R 84.55	**R 648.23**	Included
After Hours (after 15:00)	per visit	R 825.74	R 754.65	R 113.20	**R 867.85**	Included
Sunday's and Public Holidays	per visit	R 1 247.47	R 1 140.08	R 171.01	**R 1 311.09**	Included
Service not ready for connection	per visit	R 830.79	R 759.27	R 113.89	**R 873.17**	Included
Temporary supply at public venue:						
Existing kiosk with single phase plug point (where available)	per day	R 829.53	R 758.12	R 113.72	**R 871.84**	Included
Existing kiosk with three phase plug point (where available)	per day	R 1 166.41	R 1 066.00	R 159.90	**R 1 225.89**	Included
Supply temporary kiosk with single/three phase plug points where supply in close vicinity (Plus day tariff)	per occasion	R 4 384.50	R 4 007.05	R 601.06	**R 4 608.11**	Included
Temporary supply at public venue: (Non-profit organisations only)						
Existing kiosk with single phase plug point (where available)	per day	R 188.71	R 172.46	R 25.87	**R 198.33**	Included
Existing kiosk with three phase plug point (where available)	per day	R 310.28	R 283.57	R 42.54	**R 326.11**	Included
Supply temporary kiosk with single/three phase plug points where supply in close vicinity (Plus day tariff)	per occasion	R 3 348.53	R 3 060.27	R 459.04	**R 3 519.31**	Included
MV switching on Council's equipment :						
Office hours	per occasion	R 3 731.00	R 3 409.81	R 511.47	**R 3 921.28**	Included
After Hours	per occasion	R 5 238.09	R 4 787.16	R 718.07	**R 5 505.23**	Included
Sundays & Public Holidays	per occasion	R 7 793.82	R 7 122.87	R 1 068.43	**R 8 191.30**	Included
Installation of banners	per banner	R 3 985.56	R 3 642.46	R 546.37	**R 4 188.83**	Included
Load control equipment:						
Shifting of existing load control equipment(office hours 8:00 till 15:00)	each	R 782.51	R 715.15	R 107.27	**R 822.42**	Included
Shifting of existing load control equipment (after hours (after 15:00) including weekends)	each	R 1 045.99	R 955.94	R 143.39	**R 1 099.33**	Included
NEW SUPPLIES WHERE MUNICIPAL CABLE IS AT ERF BOUNDARY (INCLUDES ENERGY DISPENSER AND EXCLUDE CABLE JOINT ON PROPERTY BOUNDARY)						
60 A single phase energy dispenser	each	R 3 309.33	R 3 024.44	R 453.67	**R 3 478.10**	Included
Three phase energy dispenser	each	R 5 529.84	R 5 053.79	R 758.07	**R 5 811.86**	Included
User interface Unit (wired)	each	R 598.03	R 546.54	R 81.98	**R 628.52**	Included
User interface Unit (wireless)	each	R 802.41	R 733.34	R 110.00	**R 843.34**	Included
Single Phase Connection Informal Settlement (Energy Dispenser + Ready Board + Cable - max distance 30meter)	each	R 5 473.07	R 5 001.91	R 750.29	**R 5 752.19**	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 8 017.83	R 7 327.60	R 1 099.14	**R 8 426.74**	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	**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 443.48	R 66.52	**R 510.00**	Included

DIREKTORAAT: INFRASTRUKTUUR DIENSTE DIRECTORATE: INFRASTRUCTURE SERVICES						
MISCELLANEOUS	**Unit**	**Tariff 2023/24 (Incl. VAT)**	**Excl. VAT 2024/25**	**2024/25 VAT 15%**	**Tariff 2024/25 (Incl. VAT)**	**VAT**
INSTALLATION OF ENERGY DISPENSERS						
Replacement of existing single phase credit meter with single phase energy dispenser	each	No Cost	No Cost	No Cost	**No Cost**	Included
Replacement of existing three phase credit meter with a three phase electricity dispenser	each	No Cost	No Cost	No Cost	**No Cost**	Included
Testing of single phase meter (on site verification)	each	R 915.96	R 837.11	R 125.57	**R 962.68**	Included
Testing of three phase meters (on site verification)	each	R 1 641.42	R 1 500.11	R 225.02	**R 1 725.13**	Included
Testing of three phase bulk meters (New Audit)	each	R 3 436.75	R 3 140.89	R 471.13	**R 3 612.03**	Included
Tariff investigation - based on existing consumption data	each	R 2 125.89	R 1 942.88	R 291.43	**R 2 234.31**	Included
Tariff or load profile investigation - requiring equipment and personnel/site visit's	each	R 4 116.79	R 3 762.38	R 564.36	**R 4 326.74**	Included
Quality of supply investigation - requiring equipment and personnel/site visit's	each	R 4 862.43	R 4 443.83	R 666.58	**R 5 110.41**	Included
Bulk metering (Ct's, Test Block, Fuses Complete and Modem) and site certification	each	R 15 849.08	R 14 484.68	R 2 172.70	**R 16 657.38**	Included
Single phase AMI meter (including GPRS Modem)	each	R 5 491.75	R 5 018.98	R 752.85	**R 5 771.83**	Included
Three phase AMI meter Max 120A (Including GPRS Modem)	each	R 8 359.67	R 7 640.01	R 1 146.00	**R 8 786.01**	Included
Smart Metering Single phase when available max 80A	each	R 4 861.36	R 4 442.86	R 666.43	**R 5 109.29**	Included
Smart Metering Three phase when available max 80A	each	R 6 552.58	R 5 988.49	R 898.27	**R 6 886.76**	Included
DEVELOPMENT BULK LEVY CONTRIBUTIONS						
Please Note: Any additional costs to make the supply available to the users are for the developers account						
Developer Provides Minisub						
Cluster housing, Semi-detached townhouses & flats	3 kVA	R 11 127.12	R 10 169.22	R 1 525.38	**R 11 694.60**	Included
Urban Residential, Freestanding homes or townhouses (LSM 7-10)	4 kVA	R 14 829.04	R 13 552.45	R 2 032.87	**R 15 585.32**	Included
Luxury Class Homes >250m² (Airconditioning, underfloor heating, more than one electrical hot water cylinder etc)max 60Amp Single Phase	6 kVA	R 22 244.27	R 20 329.33	R 3 049.40	**R 23 378.73**	Included
Non Residential	per kVA	R 3 095.61	R 2 829.12	R 424.37	**R 3 253.49**	Included
Residential > 60Amp Single Phase to max 60 Amp Three Phase	per kVA	R 3 095.61	R 2 829.12	R 424.37	**R 3 253.49**	Included
Existing Municipal Minisub or Transformer						
Cluster housing, Semi-detached townhouses & flats	3 kVA	R 14 264.00	R 13 036.06	R 1 955.41	**R 14 991.47**	Included
Urban Residential, Freestanding homes or townhouses (LSM 7-10)	4 kVA	R 19 030.53	R 17 392.25	R 2 608.84	**R 20 001.09**	Included
Luxury Class Homes >250m² (Airconditioning, underfloor heating, more than one electrical hot water cylinder etc)max 60Amp Single Phase	6 kVA	R 28 019.90	R 25 607.75	R 3 841.16	**R 29 448.91**	Included
Non Residential	per kVA	R 4 130.33	R 3 774.76	R 566.21	**R 4 340.97**	Included
Residential > 60Amp Single Phase to max 60 Amp Three Phase	per kVA	R 4 130.33	R 3 774.76	R 566.21	**R 4 340.97**	Included

Area: **Stellenbosch Town**

				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		
		Land Use		All	R 32 936.00	All	R 36 249.80	All	R 217 731.61	All	R 102 800.01	Residential	R6 343	Residential	R 4 054.31	
												Accommodation	R6 343	Accommodation	R 4 054.31	
												Commercial	R7 048	Commercial	R 1 801.33	
												Industrial	R9 162	Industrial	R 1 801.33	
	Land Group	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	Residential	Single Residential >1000m2	du	1.200	R 39 523	0.700	R 25 375	0.048	R 10 451	0.040	R 4 112	4.000	R 25 372	4.000	R 16 217	**R 121 051**
	Residential	Single Residential >500m2	du	0.800	R 26 349	0.650	R 23 562	0.028	R 6 096	0.040	R 4 112	4.000	R 25 372	4.000	R 16 217	**R 101 709**
	Residential	Single Residential >250m2	du	0.700	R 23 055	0.600	R 21 750	0.023	R 5 008	0.040	R 4 112	4.000	R 25 372	4.000	R 16 217	**R 95 514**
	Residential	Single Residential <250m2	du	0.600	R 19 762	0.500	R 18 125	0.018	R 3 919	0.040	R 4 112	4.000	R 25 372	4.000	R 16 217	**R 87 507**
	Residential	Second Dwelling	du	0.450	R 14 821	0.400	R 14 500	0.018	R 3 919	0.040	R 4 112	2.500	R 15 858	4.000	R 16 217	**R 69 427**
	Residential	Less Formal Residential	du	0.450	R 14 821	0.400	R 14 500	0.018	R 3 919	0.040	R 4 112	0.750	R 4 757	4.000	R 16 217	**R 58 327**
	Residential	Group Residential	du	0.600	R 19 762	0.500	R 18 125	0.018	R 3 919	0.040	R 4 112	3.750	R 23 786	4.000	R 16 217	**R 85 921**
	Residential	Apartments	du	0.450	R 14 821	0.400	R 14 500	0.008	R 1 742	0.040	R 4 112	2.750	R 17 443	4.000	R 16 217	**R 68 836**
	Residential	Retirement Village	du	0.600	R 19 762	0.500	R 18 125	0.018	R 3 919	0.040	R 4 112	3.400	R 21 566	4.000	R 16 217	**R 83 701**
	Residential	Old age home	du	0.450	R 14 821	0.400	R 14 500	0.008	R 1 742	0.040	R 4 112	2.500	R 15 858	4.000	R 16 217	**R 67 250**
Accommodation	Residential	Student Accommodation/Commune/Hostels	rooms	0.180	R 5 928	0.150	R 5 437	0.004	R 871	0.015	R 1 542	1.250	R 7 929	1.000	R 4 054	**R 25 762**
	Accommodation	Guest House	rooms	0.220	R 7 246	0.180	R 6 525	0.004	R 871	0.015	R 1 542	3.000	R 19 029	1.000	R 4 054	**R 39 267**
	Accommodation	Converted Guest House	rooms	0.220	R 7 246	0.180	R 6 525	0.004	R 871	0.015	R 1 542	2.000	R 12 686	1.000	R 4 054	**R 32 924**
	Accommodation	Hotel, Residential	rooms	0.220	R 7 246	0.180	R 6 525	0.004	R 871	0.015	R 1 542	3.250	R 20 615	1.000	R 4 054	**R 40 853**
Commercial	Commercial	General Business	100m2 GLA	0.400	R 13 174	0.350	R 12 687	0.015	R 3 266	0.020	R 2 056	5.000	R 35 239	1.000	R 1 801	**R 68 224**
	Commercial	Office	100m2 GLA	0.400	R 13 174	0.350	R 12 687	0.015	R 3 266	0.020	R 2 056	8.500	R 59 906	1.000	R 1 801	**R 92 892**
	Commercial	Retail/Shop	100m2 GLA	0.400	R 13 174	0.350	R 12 687	0.015	R 3 266	0.020	R 2 056	20.000	R 140 956	1.000	R 1 801	**R 173 941**
	Commercial	Restaurant	100m2 GLA	0.800	R 26 349	0.700	R 25 375	0.015	R 3 266	0.020	R 2 056	20.000	R 140 956	1.000	R 1 801	**R 199 803**
	Commercial	Outdoor Function / Picnic Area	persons	0.050	R 1 647	0.035	R 1 269	0.001	R 218	0.003	R 308	0.500	R 3 524	0.130	R 234	**R 7 200**
	Commercial	Conference Facility/Place of assembly	100m2 GLA	0.400	R 13 174	0.350	R 12 687	0.015	R 3 266	0.020	R 2 056	9.000	R 63 430	1.000	R 1 801	**R 96 415**
	Commercial	Hospital/Clinic/Medical Rooms	100m2 GLA	0.500	R 16 468	0.400	R 14 500	0.015	R 3 266	0.020	R 2 056	16.500	R 116 289	1.000	R 1 801	**R 154 380**
	Commercial	University/College	student	0.100	R 3 294	0.050	R 1 812	0.001	R 218	0.005	R 514	2.000	R 14 096	0.000	R -	**R 19 933**
	Commercial	School/Day Care	student	0.100	R 3 294	0.050	R 1 812	0.001	R 218	0.005	R 514	1.000	R 7 048	0.000	R -	**R 12 886**
Industrial	Industrial	Industrial - light	100m2 GLA	0.400	R 13 174	0.350	R 12 687	0.015	R 3 266	0.020	R 2 056	6.000	R 54 973	1.000	R 1 801	**R 87 958**
	Industrial	Industrial - heavy	100m2 GLA	0.400	R 13 174	0.350	R 12 687	0.015	R 3 266	0.020	R 2 056	1.250	R 11 453	1.000	R 1 801	**R 44 438**
	Industrial	Warehousing/Light Manufacturing	100m2 GLA	0.400	R 13 174	0.350	R 12 687	0.015	R 3 266	0.020	R 2 056	3.000	R 27 486	1.000	R 1 801	**R 60 472**
	Industrial	Storage Facilities	unit	0.035	R 1 153	0.030	R 1 087	0.002	R 435	0.002	R 206	0.160	R 1 466	0.100	R 180	**R 4 527**
Non demand	Non-demand	Open Space/Natural Environment/Utility Site	ha	0.000	R -		R -	0.200	R 43 546		R -		R -		R -	**R 43 546**
	Non-demand	Roads and Parking	ha	0.000	R -		R -	0.700	R 152 412		R -		R -		R -	**R 152 412**
Other	Other	To be calculated	n/a		R -		R -		R -		R -		R -		R -	**R -**
	Other	(Based on equivalent demands)	n/a		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%	
2024/2025		5.1000%	Estimated escalation for budget purposes

Area: **Raithby**

		Land Use		Water (kl/day) Unit Cost All	R 10 985,92	Sewer (kl/day) Unit Cost All	R 14 298,36	Stormwater (ha*C) Unit Cost All	R 160 269,25	Solid Waste (t/week) Unit Cost All	R 102 800,01	Roads & Transport (trips/day) Unit Cost Residential R12 448 Accommodation R12 448 Commercial R13 832 Industrial R17 981		Community (persons) Unit Cost Residential R 4 054,31 Accommodation R 4 054,31 Commercial R 1 801,33 Industrial R 1 801,33		
	Land Group	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	Residential	Single Residential >1000m2	du	1,200	R 13 183	0,700	R 10 009	0,048	R 7 693	0,040	R 4 112	4,000	R 49 794	4,000	R 16 217	**R 101 008**
	Residential	Single Residential >500m2	du	0,800	R 8 789	0,650	R 9 294	0,028	R 4 488	0,040	R 4 112	4,000	R 49 794	4,000	R 16 217	**R 92 693**
	Residential	Single Residential >250m2	du	0,700	R 7 690	0,600	R 8 579	0,023	R 3 686	0,040	R 4 112	4,000	R 49 794	4,000	R 16 217	**R 90 078**
	Residential	Single Residential <250m2	du	0,600	R 6 592	0,500	R 7 149	0,018	R 2 885	0,040	R 4 112	4,000	R 49 794	4,000	R 16 217	**R 86 749**
	Residential	Second Dwelling	du	0,450	R 4 944	0,400	R 5 719	0,018	R 2 885	0,040	R 4 112	2,500	R 31 121	4,000	R 16 217	**R 64 998**
	Residential	Less Formal Residential	du	0,450	R 4 944	0,400	R 5 719	0,018	R 2 885	0,040	R 4 112	0,750	R 9 336	4,000	R 16 217	**R 43 213**
	Residential	Group Residential	du	0,600	R 6 592	0,500	R 7 149	0,018	R 2 885	0,040	R 4 112	3,750	R 46 682	4,000	R 16 217	**R 83 636**
	Residential	Apartments	du	0,450	R 4 944	0,400	R 5 719	0,008	R 1 282	0,040	R 4 112	2,750	R 34 233	4,000	R 16 217	**R 66 508**
	Residential	Retirement Village	du	0,600	R 6 592	0,500	R 7 149	0,018	R 2 885	0,040	R 4 112	3,400	R 42 325	4,000	R 16 217	**R 79 280**
	Residential	Old age home	du	0,450	R 4 944	0,400	R 5 719	0,008	R 1 282	0,040	R 4 112	2,500	R 31 121	4,000	R 16 217	**R 63 396**
Accommodation	Residential	Student Accommodation/Commune/Hostels	rooms	0,180	R 1 977	0,150	R 2 145	0,004	R 641	0,015	R 1 542	1,250	R 15 561	1,000	R 4 054	**R 25 920**
	Accommodation	Guest House	rooms	0,220	R 2 417	0,180	R 2 574	0,004	R 641	0,015	R 1 542	3,000	R 37 345	1,000	R 4 054	**R 48 573**
	Accommodation	Converted Guest House	rooms	0,220	R 2 417	0,180	R 2 574	0,004	R 641	0,015	R 1 542	2,000	R 24 897	1,000	R 4 054	**R 36 125**
	Accommodation	Hotel, Residential	rooms	0,220	R 2 417	0,180	R 2 574	0,004	R 641	0,015	R 1 542	3,250	R 40 457	1,000	R 4 054	**R 51 685**
Commercial	Commercial	General Business	100m2 GLA	0,400	R 4 394	0,350	R 5 004	0,015	R 2 404	0,020	R 2 056	5,000	R 69 158	1,000	R 1 801	**R 84 818**
	Commercial	Office	100m2 GLA	0,400	R 4 394	0,350	R 5 004	0,015	R 2 404	0,020	R 2 056	8,500	R 117 569	1,000	R 1 801	**R 133 229**
	Commercial	Retail/Shop	100m2 GLA	0,400	R 4 394	0,350	R 5 004	0,015	R 2 404	0,020	R 2 056	20,000	R 276 632	1,000	R 1 801	**R 292 292**
	Commercial	Restaurant	100m2 GLA	0,800	R 8 789	0,700	R 10 009	0,015	R 2 404	0,020	R 2 056	20,000	R 276 632	1,000	R 1 801	**R 301 691**
	Commercial	Outdoor Function / Picnic Area	persons	0,050	R 549	0,035	R 500	0,001	R 160	0,003	R 308	0,500	R 6 916	0,130	R 234	**R 8 668**
	Commercial	Conference Facility/Place of assembly	100m2 GLA	0,400	R 4 394	0,350	R 5 004	0,015	R 2 404	0,020	R 2 056	9,000	R 124 484	1,000	R 1 801	**R 140 145**
	Commercial	Hospital/Clinic/Medical Rooms	100m2 GLA	0,500	R 5 493	0,400	R 5 719	0,015	R 2 404	0,020	R 2 056	16,500	R 228 221	1,000	R 1 801	**R 245 695**
	Commercial	University/College	student	0,100	R 1 099	0,050	R 715	0,001	R 160	0,005	R 514	2,000	R 27 663	0,000	R -	**R 30 151**
	Commercial	School/Day Care	student	0,100	R 1 099	0,050	R 715	0,001	R 160	0,005	R 514	1,000	R 13 832	0,000	R -	**R 16 319**
Industrial	Industrial	Industrial - light	100m2 GLA	0,400	R 4 394	0,350	R 5 004	0,015	R 2 404	0,020	R 2 056	6,000	R 107 887	1,000	R 1 801	**R 123 547**
	Industrial	Industrial - heavy	100m2 GLA	0,400	R 4 394	0,350	R 5 004	0,015	R 2 404	0,020	R 2 056	1,250	R 22 476	1,000	R 1 801	**R 38 137**
	Industrial	Warehousing/Light Manufacturing	100m2 GLA	0,400	R 4 394	0,350	R 5 004	0,015	R 2 404	0,020	R 2 056	3,000	R 53 943	1,000	R 1 801	**R 69 603**
	Industrial	Storage Facilities	unit	0,035	R 385	0,030	R 429	0,002	R 321	0,002	R 206	0,160	R 2 877	0,100	R 180	**R 4 397**
Non demand	Non-demand	Open Space/Natural Environment/Utility Site	ha	0,000	R -		R -	0,200	R 32 054		R -		R -		R -	**R 32 054**
	Non-demand	Roads and Parking	ha	0,000	R -		R -	0,700	R 112 188		R -		R -		R -	**R 112 188**
Other	Other	To be calculated	n/a		R -		R -		R -		R -		R -		R -	**R -**
	Other	(Based on equivalent demands)	n/a		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%	
2024/2025		5,1000%	Estimated escalation for budget purposes

Area: **Polkadraai**

		Land Use		Water (kl/day) Unit Cost All	R 30 800,07	Sewer (kl/day) Unit Cost All	R 29 393,03	Stormwater (ha*C) Unit Cost All	R 60 433,85	Solid Waste (t/week) Unit Cost All	R 102 800,01	Roads & Transport (trips/day) Unit Cost Residential R9 797 Accommodation R9 797 Commercial R10 885 Industrial R14 151		Community (persons) Unit Cost Residential R 4 054,31 Accommodation R 4 054,31 Commercial R 1 801,33 Industrial R 1 801,33		
	Land Group	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	Residential	Single Residential >1000m2	du	1,200	R 36 960	0,700	R 20 575	0,048	R 2 901	0,040	R 4 112	4,000	R 39 186	4,000	R 16 217	**R 119 951**
	Residential	Single Residential >500m2	du	0,800	R 24 640	0,650	R 19 105	0,028	R 1 692	0,040	R 4 112	4,000	R 39 186	4,000	R 16 217	**R 104 953**
	Residential	Single Residential >250m2	du	0,700	R 21 560	0,600	R 17 636	0,023	R 1 390	0,040	R 4 112	4,000	R 39 186	4,000	R 16 217	**R 100 101**
	Residential	Single Residential <250m2	du	0,600	R 18 480	0,500	R 14 697	0,018	R 1 088	0,040	R 4 112	4,000	R 39 186	4,000	R 16 217	**R 93 780**
	Residential	Second Dwelling	du	0,450	R 13 860	0,400	R 11 757	0,018	R 1 088	0,040	R 4 112	2,500	R 24 491	4,000	R 16 217	**R 71 526**
	Residential	Less Formal Residential	du	0,450	R 13 860	0,400	R 11 757	0,018	R 1 088	0,040	R 4 112	0,750	R 7 347	4,000	R 16 217	**R 54 382**
	Residential	Group Residential	du	0,600	R 18 480	0,500	R 14 697	0,018	R 1 088	0,040	R 4 112	3,750	R 36 737	4,000	R 16 217	**R 91 331**
	Residential	Apartments	du	0,450	R 13 860	0,400	R 11 757	0,008	R 483	0,040	R 4 112	2,750	R 26 940	4,000	R 16 217	**R 73 370**
	Residential	Retirement Village	du	0,600	R 18 480	0,500	R 14 697	0,018	R 1 088	0,040	R 4 112	3,400	R 33 308	4,000	R 16 217	**R 87 902**
	Residential	Old age home	du	0,450	R 13 860	0,400	R 11 757	0,008	R 483	0,040	R 4 112	2,500	R 24 491	4,000	R 16 217	**R 70 921**
Accommodation	Residential	Student Accommodation/Commune/Hostels	rooms	0,180	R 5 544	0,150	R 4 409	0,004	R 242	0,015	R 1 542	1,250	R 12 246	1,000	R 4 054	**R 28 037**
	Accommodation	Guest House	rooms	0,220	R 6 776	0,180	R 5 291	0,004	R 242	0,015	R 1 542	3,000	R 29 390	1,000	R 4 054	**R 47 294**
	Accommodation	Converted Guest House	rooms	0,220	R 6 776	0,180	R 5 291	0,004	R 242	0,015	R 1 542	2,000	R 19 593	1,000	R 4 054	**R 37 498**
	Accommodation	Hotel, Residential	rooms	0,220	R 6 776	0,180	R 5 291	0,004	R 242	0,015	R 1 542	3,250	R 31 839	1,000	R 4 054	**R 49 744**
Commercial	Commercial	General Business	100m2 GLA	0,400	R 12 320	0,350	R 10 288	0,015	R 907	0,020	R 2 056	5,000	R 54 425	1,000	R 1 801	**R 81 797**
	Commercial	Office	100m2 GLA	0,400	R 12 320	0,350	R 10 288	0,015	R 907	0,020	R 2 056	8,500	R 92 523	1,000	R 1 801	**R 119 894**
	Commercial	Retail/Shop	100m2 GLA	0,400	R 12 320	0,350	R 10 288	0,015	R 907	0,020	R 2 056	20,000	R 217 701	1,000	R 1 801	**R 245 072**
	Commercial	Restaurant	100m2 GLA	0,800	R 24 640	0,700	R 20 575	0,015	R 907	0,020	R 2 056	20,000	R 217 701	1,000	R 1 801	**R 267 680**
	Commercial	Outdoor Function / Picnic Area	persons	0,050	R 1 540	0,035	R 1 029	0,001	R 60	0,003	R 308	0,500	R 5 443	0,130	R 234	**R 8 614**
	Commercial	Conference Facility/Place of assembly	100m2 GLA	0,400	R 12 320	0,350	R 10 288	0,015	R 907	0,020	R 2 056	9,000	R 97 965	1,000	R 1 801	**R 125 337**
	Commercial	Hospital/Clinic/Medical Rooms	100m2 GLA	0,500	R 15 400	0,400	R 11 757	0,015	R 907	0,020	R 2 056	16,500	R 179 603	1,000	R 1 801	**R 211 524**
	Commercial	University/College	student	0,100	R 3 080	0,050	R 1 470	0,001	R 60	0,005	R 514	2,000	R 21 770	0,000	R -	**R 26 894**
	Commercial	School/Day Care	student	0,100	R 3 080	0,050	R 1 470	0,001	R 60	0,005	R 514	1,000	R 10 885	0,000	R -	**R 16 009**
Industrial	Industrial	Industrial - light	100m2 GLA	0,400	R 12 320	0,350	R 10 288	0,015	R 907	0,020	R 2 056	6,000	R 84 903	1,000	R 1 801	**R 112 275**
	Industrial	Industrial - heavy	100m2 GLA	0,400	R 12 320	0,350	R 10 288	0,015	R 907	0,020	R 2 056	1,250	R 17 688	1,000	R 1 801	**R 45 060**
	Industrial	Warehousing/Light Manufacturing	100m2 GLA	0,400	R 12 320	0,350	R 10 288	0,015	R 907	0,020	R 2 056	3,000	R 42 452	1,000	R 1 801	**R 69 823**
	Industrial	Storage Facilities	unit	0,035	R 1 078	0,030	R 882	0,002	R 121	0,002	R 206	0,160	R 2 264	0,100	R 180	**R 4 730**
Non demand	Non-demand	Open Space/Natural Environment/Utility Site	ha	0,000	R -		R -	0,200	R 12 087		R -		R -		R -	**R 12 087**
	Non-demand	Roads and Parking	ha	0,000	R -		R -	0,700	R 42 304		R -		R -		R -	**R 42 304**
Other	Other	To be calculated	n/a		R -		R -		R -		R -		R -		R -	**R -**
	Other	(Based on equivalent demands)	n/a		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%	
2024/2025		5,1000%	Estimated escalation for budget purposes

Area: **Koelenhof**

		Land Use		Water (kl/day) Unit Cost All	R 25 889,29	Sewer (kl/day) Unit Cost All	R 26 920,27	Stormwater (ha*C) Unit Cost All	R 122 574,67	Solid Waste (t/week) Unit Cost All	R 102 800,01	Roads & Transport (trips/day) Unit Cost Residential R3 820 Accommodation R3 820 Commercial R4 244 Industrial R5 518		Community (persons) Unit Cost Residential R 4 054,31 Accommodation R 4 054,31 Commercial R 1 801,33 Industrial R 1 801,33		
	Land Group	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	Residential	Single Residential >1000m2	du	1,200	R 31 067	0,700	R 18 844	0,048	R 5 884	0,040	R 4 112	4,000	R 15 280	4,000	R 16 217	**R 91 404**
	Residential	Single Residential >500m2	du	0,800	R 20 711	0,650	R 17 498	0,028	R 3 432	0,040	R 4 112	4,000	R 15 280	4,000	R 16 217	**R 77 251**
	Residential	Single Residential >250m2	du	0,700	R 18 123	0,600	R 16 152	0,023	R 2 819	0,040	R 4 112	4,000	R 15 280	4,000	R 16 217	**R 72 703**
	Residential	Single Residential <250m2	du	0,600	R 15 534	0,500	R 13 460	0,018	R 2 206	0,040	R 4 112	4,000	R 15 280	4,000	R 16 217	**R 66 809**
	Residential	Second Dwelling	du	0,450	R 11 650	0,400	R 10 768	0,018	R 2 206	0,040	R 4 112	2,500	R 9 550	4,000	R 16 217	**R 54 504**
	Residential	Less Formal Residential	du	0,450	R 11 650	0,400	R 10 768	0,018	R 2 206	0,040	R 4 112	0,750	R 2 865	4,000	R 16 217	**R 47 819**
	Residential	Group Residential	du	0,600	R 15 534	0,500	R 13 460	0,018	R 2 206	0,040	R 4 112	3,750	R 14 325	4,000	R 16 217	**R 65 854**
	Residential	Apartments	du	0,450	R 11 650	0,400	R 10 768	0,008	R 981	0,040	R 4 112	2,750	R 10 505	4,000	R 16 217	**R 54 233**
	Residential	Retirement Village	du	0,600	R 15 534	0,500	R 13 460	0,018	R 2 206	0,040	R 4 112	3,400	R 12 988	4,000	R 16 217	**R 64 517**
	Residential	Old age home	du	0,450	R 11 650	0,400	R 10 768	0,008	R 981	0,040	R 4 112	2,500	R 9 550	4,000	R 16 217	**R 53 278**
Accommodation	Residential	Student Accommodation/Commune/Hostels	rooms	0,180	R 4 660	0,150	R 4 038	0,004	R 490	0,015	R 1 542	1,250	R 4 775	1,000	R 4 054	**R 19 560**
	Accommodation	Guest House	rooms	0,220	R 5 696	0,180	R 4 846	0,004	R 490	0,015	R 1 542	3,000	R 11 460	1,000	R 4 054	**R 28 088**
	Accommodation	Converted Guest House	rooms	0,220	R 5 696	0,180	R 4 846	0,004	R 490	0,015	R 1 542	2,000	R 7 640	1,000	R 4 054	**R 24 268**
	Accommodation	Hotel, Residential	rooms	0,220	R 5 696	0,180	R 4 846	0,004	R 490	0,015	R 1 542	3,250	R 12 415	1,000	R 4 054	**R 29 043**
Commercial	Commercial	General Business	100m2 GLA	0,400	R 10 356	0,350	R 9 422	0,015	R 1 839	0,020	R 2 056	5,000	R 21 222	1,000	R 1 801	**R 46 696**
	Commercial	Office	100m2 GLA	0,400	R 10 356	0,350	R 9 422	0,015	R 1 839	0,020	R 2 056	8,500	R 36 078	1,000	R 1 801	**R 61 551**
	Commercial	Retail/Shop	100m2 GLA	0,400	R 10 356	0,350	R 9 422	0,015	R 1 839	0,020	R 2 056	20,000	R 84 888	1,000	R 1 801	**R 110 362**
	Commercial	Restaurant	100m2 GLA	0,800	R 20 711	0,700	R 18 844	0,015	R 1 839	0,020	R 2 056	20,000	R 84 888	1,000	R 1 801	**R 130 140**
	Commercial	Outdoor Function / Picnic Area	persons	0,050	R 1 294	0,035	R 942	0,001	R 123	0,003	R 308	0,500	R 2 122	0,130	R 234	**R 5 024**
	Commercial	Conference Facility/Place of assembly	100m2 GLA	0,400	R 10 356	0,350	R 9 422	0,015	R 1 839	0,020	R 2 056	9,000	R 38 200	1,000	R 1 801	**R 63 673**
	Commercial	Hospital/Clinic/Medical Rooms	100m2 GLA	0,500	R 12 945	0,400	R 10 768	0,015	R 1 839	0,020	R 2 056	16,500	R 70 033	1,000	R 1 801	**R 99 442**
	Commercial	University/College	student	0,100	R 2 589	0,050	R 1 346	0,001	R 123	0,005	R 514	2,000	R 8 489	0,000	R -	**R 13 060**
	Commercial	School/Day Care	student	0,100	R 2 589	0,050	R 1 346	0,001	R 123	0,005	R 514	1,000	R 4 244	0,000	R -	**R 8 816**
Industrial	Industrial	Industrial - light	100m2 GLA	0,400	R 10 356	0,350	R 9 422	0,015	R 1 839	0,020	R 2 056	6,000	R 33 106	1,000	R 1 801	**R 58 580**
	Industrial	Industrial - heavy	100m2 GLA	0,400	R 10 356	0,350	R 9 422	0,015	R 1 839	0,020	R 2 056	1,250	R 6 897	1,000	R 1 801	**R 32 371**
	Industrial	Warehousing/Light Manufacturing	100m2 GLA	0,400	R 10 356	0,350	R 9 422	0,015	R 1 839	0,020	R 2 056	3,000	R 16 553	1,000	R 1 801	**R 42 027**
	Industrial	Storage Facilities	unit	0,035	R 906	0,030	R 808	0,002	R 245	0,002	R 206	0,160	R 883	0,100	R 180	**R 3 227**
Non demand	Non-demand	Open Space/Natural Environment/Utility Site	ha	0,000	R -		R -	0,200	R 24 515		R -		R -		R -	**R 24 515**
	Non-demand	Roads and Parking	ha	0,000	R -		R -	0,700	R 85 802		R -		R -		R -	**R 85 802**
Other	Other	To be calculated	n/a		R -		R -		R -		R -		R -		R -	**R -**
	Other	(Based on equivalent demands)	n/a		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%	
2024/2025		5,1000%	Estimated escalation for budget purposes

Area: **Klapmuts**

				Water (kl/day) Unit Cost		Sewer (kl/day) Unit Cost		Stormwater (ha*C) Unit Cost		Solid Waste (t/week) Unit Cost		Roads & Transport (trips/day) Unit Cost		Community (persons) Unit Cost		
		Land Use		All	R 10 276,47	All	R 33 470,70	All	R 73 105,43	All	R 102 800,01	Residential Accommodation Commercial Industrial	R6 244 R6 244 R6 938 R9 019	Residential Accommodation Commercial Industrial	R 4 054,31 R 4 054,31 R 1 801,33 R 1 801,33	
	Land Group	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	Residential	Single Residential >1000m2	du	1,200	R 12 332	0,700	R 23 429	0,048	R 3 509	0,040	R 4 112	4,000	R 24 975	4,000	R 16 217	**R 84 575**
	Residential	Single Residential >500m2	du	0,800	R 8 221	0,650	R 21 756	0,028	R 2 047	0,040	R 4 112	4,000	R 24 975	4,000	R 16 217	**R 77 328**
	Residential	Single Residential >250m2	du	0,700	R 7 194	0,600	R 20 082	0,023	R 1 681	0,040	R 4 112	4,000	R 24 975	4,000	R 16 217	**R 74 262**
	Residential	Single Residential <250m2	du	0,600	R 6 166	0,500	R 16 735	0,018	R 1 316	0,040	R 4 112	4,000	R 24 975	4,000	R 16 217	**R 69 521**
	Residential	Second Dwelling	du	0,450	R 4 624	0,400	R 13 388	0,018	R 1 316	0,040	R 4 112	2,500	R 15 609	4,000	R 16 217	**R 55 267**
	Residential	Less Formal Residential	du	0,450	R 4 624	0,400	R 13 388	0,018	R 1 316	0,040	R 4 112	0,750	R 4 683	4,000	R 16 217	**R 44 341**
	Residential	Group Residential	du	0,600	R 6 166	0,500	R 16 735	0,018	R 1 316	0,040	R 4 112	3,750	R 23 414	4,000	R 16 217	**R 67 960**
	Residential	Apartments	du	0,450	R 4 624	0,400	R 13 388	0,008	R 585	0,040	R 4 112	2,750	R 17 170	4,000	R 16 217	**R 56 097**
	Residential	Retirement Village	du	0,600	R 6 166	0,500	R 16 735	0,018	R 1 316	0,040	R 4 112	3,400	R 21 229	4,000	R 16 217	**R 65 775**
	Residential	Old age home	du	0,450	R 4 624	0,400	R 13 388	0,008	R 585	0,040	R 4 112	2,500	R 15 609	4,000	R 16 217	**R 54 536**
Accommodation	Residential	Student Accommodation/Commune/Hostels	rooms	0,180	R 1 850	0,150	R 5 021	0,004	R 292	0,015	R 1 542	1,250	R 7 805	1,000	R 4 054	**R 20 564**
	Accommodation	Guest House	rooms	0,220	R 2 261	0,180	R 6 025	0,004	R 292	0,015	R 1 542	3,000	R 18 731	1,000	R 4 054	**R 32 906**
	Accommodation	Converted Guest House	rooms	0,220	R 2 261	0,180	R 6 025	0,004	R 292	0,015	R 1 542	2,000	R 12 488	1,000	R 4 054	**R 26 662**
	Accommodation	Hotel, Residential	rooms	0,220	R 2 261	0,180	R 6 025	0,004	R 292	0,015	R 1 542	3,250	R 20 292	1,000	R 4 054	**R 34 467**
Commercial	Commercial	General Business	100m2 GLA	0,400	R 4 111	0,350	R 11 715	0,015	R 1 097	0,020	R 2 056	5,000	R 34 688	1,000	R 1 801	**R 55 467**
	Commercial	Office	100m2 GLA	0,400	R 4 111	0,350	R 11 715	0,015	R 1 097	0,020	R 2 056	8,500	R 58 969	1,000	R 1 801	**R 79 748**
	Commercial	Retail/Shop	100m2 GLA	0,400	R 4 111	0,350	R 11 715	0,015	R 1 097	0,020	R 2 056	20,000	R 138 750	1,000	R 1 801	**R 159 529**
	Commercial	Restaurant	100m2 GLA	0,800	R 8 221	0,700	R 23 429	0,015	R 1 097	0,020	R 2 056	20,000	R 138 750	1,000	R 1 801	**R 175 355**
	Commercial	Outdoor Function / Picnic Area	persons	0,050	R 514	0,035	R 1 171	0,001	R 73	0,003	R 308	0,500	R 3 469	0,130	R 234	**R 5 770**
	Commercial	Conference Facility/Place of assembly	100m2 GLA	0,400	R 4 111	0,350	R 11 715	0,015	R 1 097	0,020	R 2 056	9,000	R 62 438	1,000	R 1 801	**R 83 217**
	Commercial	Hospital/Clinic/Medical Rooms	100m2 GLA	0,500	R 5 138	0,400	R 13 388	0,015	R 1 097	0,020	R 2 056	16,500	R 114 469	1,000	R 1 801	**R 137 949**
	Commercial	University/College	student	0,100	R 1 028	0,050	R 1 674	0,001	R 73	0,005	R 514	2,000	R 13 875	0,000	R -	**R 17 163**
	Commercial	School/Day Care	student	0,100	R 1 028	0,050	R 1 674	0,001	R 73	0,005	R 514	1,000	R 6 938	0,000	R -	**R 10 226**
Industrial	Industrial	Industrial - light	100m2 GLA	0,400	R 4 111	0,350	R 11 715	0,015	R 1 097	0,020	R 2 056	6,000	R 54 113	1,000	R 1 801	**R 74 892**
	Industrial	Industrial - heavy	100m2 GLA	0,400	R 4 111	0,350	R 11 715	0,015	R 1 097	0,020	R 2 056	1,250	R 11 273	1,000	R 1 801	**R 32 053**
	Industrial	Warehousing/Light Manufacturing	100m2 GLA	0,400	R 4 111	0,350	R 11 715	0,015	R 1 097	0,020	R 2 056	3,000	R 27 056	1,000	R 1 801	**R 47 836**
	Industrial	Storage Facilities	unit	0,035	R 360	0,030	R 1 004	0,002	R 146	0,002	R 206	0,160	R 1 443	0,100	R 180	**R 3 339**
Non demand	Non-demand	Open Space/Natural Environment/Utility Site	ha	0,000	R -		R -	0,200	R 14 621		R -		R -		R -	**R 14 621**
	Non-demand	Roads and Parking	ha	0,000	R -		R -	0,700	R 51 174		R -		R -		R -	**R 51 174**
Other	Other	To be calculated	n/a		R -		R -		R -		R -		R -		R -	**R -**
	Other	(Based on equivalent demands)	n/a		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%	
2024/2025		5,1000%	Estimated escalation for budget purposes

Area: **Franschhoek**

				Water (kl/day) Unit Cost		Sewer (kl/day) Unit Cost		Stormwater (ha*C) Unit Cost		Solid Waste (t/week) Unit Cost		Roads & Transport (trips/day) Unit Cost		Community (persons) Unit Cost		
		Land Use		All	R 31 199,70	All	R 38 218,05	All	R 158 834,23	All	R 102 800,01	Residential Accommodation Commercial Industrial	R8 151 R8 151 R9 057 R11 774	Residential Accommodation Commercial Industrial	R 4 054,31 R 4 054,31 R 1 801,33 R 1 801,33	
	Land Group	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	Residential	Single Residential >1000m2	du	1,200	R 37 440	0,700	R 26 753	0,048	R 7 624	0,040	R 4 112	4,000	R 32 604	4,000	R 16 217	**R 124 750**
	Residential	Single Residential >500m2	du	0,800	R 24 960	0,650	R 24 842	0,028	R 4 447	0,040	R 4 112	4,000	R 32 604	4,000	R 16 217	**R 107 183**
	Residential	Single Residential >250m2	du	0,700	R 21 840	0,600	R 22 931	0,023	R 3 653	0,040	R 4 112	4,000	R 32 604	4,000	R 16 217	**R 101 357**
	Residential	Single Residential <250m2	du	0,600	R 18 720	0,500	R 19 109	0,018	R 2 859	0,040	R 4 112	4,000	R 32 604	4,000	R 16 217	**R 93 622**
	Residential	Second Dwelling	du	0,450	R 14 040	0,400	R 15 287	0,018	R 2 859	0,040	R 4 112	2,500	R 20 378	4,000	R 16 217	**R 72 893**
	Residential	Less Formal Residential	du	0,450	R 14 040	0,400	R 15 287	0,018	R 2 859	0,040	R 4 112	0,750	R 6 113	4,000	R 16 217	**R 58 629**
	Residential	Group Residential	du	0,600	R 18 720	0,500	R 19 109	0,018	R 2 859	0,040	R 4 112	3,750	R 30 567	4,000	R 16 217	**R 91 584**
	Residential	Apartments	du	0,450	R 14 040	0,400	R 15 287	0,008	R 1 271	0,040	R 4 112	2,750	R 22 416	4,000	R 16 217	**R 73 343**
	Residential	Retirement Village	du	0,600	R 18 720	0,500	R 19 109	0,018	R 2 859	0,040	R 4 112	3,400	R 27 714	4,000	R 16 217	**R 88 731**
	Residential	Old age home	du	0,450	R 14 040	0,400	R 15 287	0,008	R 1 271	0,040	R 4 112	2,500	R 20 378	4,000	R 16 217	**R 71 305**
Accommodation	Residential	Student Accommodation/Commune/Hostels	rooms	0,180	R 5 616	0,150	R 5 733	0,004	R 635	0,015	R 1 542	1,250	R 10 189	1,000	R 4 054	**R 27 769**
	Accommodation	Guest House	rooms	0,220	R 6 864	0,180	R 6 879	0,004	R 635	0,015	R 1 542	3,000	R 24 453	1,000	R 4 054	**R 44 428**
	Accommodation	Converted Guest House	rooms	0,220	R 6 864	0,180	R 6 879	0,004	R 635	0,015	R 1 542	2,000	R 16 302	1,000	R 4 054	**R 36 277**
	Accommodation	Hotel, Residential	rooms	0,220	R 6 864	0,180	R 6 879	0,004	R 635	0,015	R 1 542	3,250	R 26 491	1,000	R 4 054	**R 46 466**
Commercial	Commercial	General Business	100m2 GLA	0,400	R 12 480	0,350	R 13 376	0,015	R 2 383	0,020	R 2 056	5,000	R 45 284	1,000	R 1 801	**R 77 380**
	Commercial	Office	100m2 GLA	0,400	R 12 480	0,350	R 13 376	0,015	R 2 383	0,020	R 2 056	8,500	R 76 983	1,000	R 1 801	**R 109 079**
	Commercial	Retail/Shop	100m2 GLA	0,400	R 12 480	0,350	R 13 376	0,015	R 2 383	0,020	R 2 056	20,000	R 181 136	1,000	R 1 801	**R 213 232**
	Commercial	Restaurant	100m2 GLA	0,800	R 24 960	0,700	R 26 753	0,015	R 2 383	0,020	R 2 056	20,000	R 181 136	1,000	R 1 801	**R 239 088**
	Commercial	Outdoor Function / Picnic Area	persons	0,050	R 1 560	0,035	R 1 338	0,001	R 159	0,003	R 308	0,500	R 4 528	0,130	R 234	**R 8 127**
	Commercial	Conference Facility/Place of assembly	100m2 GLA	0,400	R 12 480	0,350	R 13 376	0,015	R 2 383	0,020	R 2 056	9,000	R 81 511	1,000	R 1 801	**R 113 607**
	Commercial	Hospital/Clinic/Medical Rooms	100m2 GLA	0,500	R 15 600	0,400	R 15 287	0,015	R 2 383	0,020	R 2 056	16,500	R 149 437	1,000	R 1 801	**R 186 564**
	Commercial	University/College	student	0,100	R 3 120	0,050	R 1 911	0,001	R 159	0,005	R 514	2,000	R 18 114	0,000	R -	**R 23 817**
	Commercial	School/Day Care	student	0,100	R 3 120	0,050	R 1 911	0,001	R 159	0,005	R 514	1,000	R 9 057	0,000	R -	**R 14 760**
Industrial	Industrial	Industrial - light	100m2 GLA	0,400	R 12 480	0,350	R 13 376	0,015	R 2 383	0,020	R 2 056	6,000	R 70 643	1,000	R 1 801	**R 102 739**
	Industrial	Industrial - heavy	100m2 GLA	0,400	R 12 480	0,350	R 13 376	0,015	R 2 383	0,020	R 2 056	1,250	R 14 717	1,000	R 1 801	**R 46 813**
	Industrial	Warehousing/Light Manufacturing	100m2 GLA	0,400	R 12 480	0,350	R 13 376	0,015	R 2 383	0,020	R 2 056	3,000	R 35 321	1,000	R 1 801	**R 67 417**
	Industrial	Storage Facilities	unit	0,035	R 1 092	0,030	R 1 147	0,002	R 318	0,002	R 206	0,160	R 1 884	0,100	R 180	**R 4 826**
Non demand	Non-demand	Open Space/Natural Environment/Utility Site	ha	0,000	R -		R -	0,200	R 31 767		R -		R -		R -	**R 31 767**
	Non-demand	Roads and Parking	ha	0,000	R -		R -	0,700	R 111 184		R -		R -		R -	**R 111 184**
Other	Other	To be calculated	n/a		R -		R -		R -		R -		R -		R -	**R -**
	Other	(Based on equivalent demands)	n/a		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%	
2024/2025		5,1000%	Estimated escalation for budget purposes

Area: **Dwarsrivier**

				Water (kl/day) Unit Cost		Sewer (kl/day) Unit Cost		Stormwater (ha*C) Unit Cost		Solid Waste (t/week) Unit Cost		Roads & Transport (trips/day) Unit Cost		Community (persons) Unit Cost		
		Land Use		All	R 35 797,42	All	R 26 461,44	All	R 101 829,76	All	R 102 800,01	Residential Accommodation Commercial Industrial	R7 636 R7 636 R8 484 R11 029	Residential Accommodation Commercial Industrial	R 4 054,31 R 4 054,31 R 1 801,33 R 1 801,33	
	Land Group	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	Residential	Single Residential >1000m2	du	1,200	R 42 957	0,700	R 18 523	0,048	R 4 888	0,040	R 4 112	4,000	R 30 543	4,000	R 16 217	**R 117 240**
	Residential	Single Residential >500m2	du	0,800	R 28 638	0,650	R 17 200	0,028	R 2 851	0,040	R 4 112	4,000	R 30 543	4,000	R 16 217	**R 99 561**
	Residential	Single Residential >250m2	du	0,700	R 25 058	0,600	R 15 877	0,023	R 2 342	0,040	R 4 112	4,000	R 30 543	4,000	R 16 217	**R 94 149**
	Residential	Single Residential <250m2	du	0,600	R 21 478	0,500	R 13 231	0,018	R 1 833	0,040	R 4 112	4,000	R 30 543	4,000	R 16 217	**R 87 414**
	Residential	Second Dwelling	du	0,450	R 16 109	0,400	R 10 585	0,018	R 1 833	0,040	R 4 112	2,500	R 19 089	4,000	R 16 217	**R 67 945**
	Residential	Less Formal Residential	du	0,450	R 16 109	0,400	R 10 585	0,018	R 1 833	0,040	R 4 112	0,750	R 5 727	4,000	R 16 217	**R 54 582**
	Residential	Group Residential	du	0,600	R 21 478	0,500	R 13 231	0,018	R 1 833	0,040	R 4 112	3,750	R 28 634	4,000	R 16 217	**R 85 505**
	Residential	Apartments	du	0,450	R 16 109	0,400	R 10 585	0,008	R 815	0,040	R 4 112	2,750	R 20 998	4,000	R 16 217	**R 68 836**
	Residential	Retirement Village	du	0,600	R 21 478	0,500	R 13 231	0,018	R 1 833	0,040	R 4 112	3,400	R 25 961	4,000	R 16 217	**R 82 833**
	Residential	Old age home	du	0,450	R 16 109	0,400	R 10 585	0,008	R 815	0,040	R 4 112	2,500	R 19 089	4,000	R 16 217	**R 66 927**
Accommodation	Residential	Student Accommodation/Commune/Hostels	rooms	0,180	R 6 444	0,150	R 3 969	0,004	R 407	0,015	R 1 542	1,250	R 9 545	1,000	R 4 054	**R 25 961**
	Accommodation	Guest House	rooms	0,220	R 7 875	0,180	R 4 763	0,004	R 407	0,015	R 1 542	3,000	R 22 907	1,000	R 4 054	**R 41 549**
	Accommodation	Converted Guest House	rooms	0,220	R 7 875	0,180	R 4 763	0,004	R 407	0,015	R 1 542	2,000	R 15 271	1,000	R 4 054	**R 33 914**
	Accommodation	Hotel, Residential	rooms	0,220	R 7 875	0,180	R 4 763	0,004	R 407	0,015	R 1 542	3,250	R 24 816	1,000	R 4 054	**R 43 458**
Commercial	Commercial	General Business	100m2 GLA	0,400	R 14 319	0,350	R 9 262	0,015	R 1 527	0,020	R 2 056	5,000	R 42 421	1,000	R 1 801	**R 71 386**
	Commercial	Office	100m2 GLA	0,400	R 14 319	0,350	R 9 262	0,015	R 1 527	0,020	R 2 056	8,500	R 72 115	1,000	R 1 801	**R 101 080**
	Commercial	Retail/Shop	100m2 GLA	0,400	R 14 319	0,350	R 9 262	0,015	R 1 527	0,020	R 2 056	20,000	R 169 683	1,000	R 1 801	**R 198 648**
	Commercial	Restaurant	100m2 GLA	0,800	R 28 638	0,700	R 18 523	0,015	R 1 527	0,020	R 2 056	20,000	R 169 683	1,000	R 1 801	**R 222 228**
	Commercial	Outdoor Function / Picnic Area	persons	0,050	R 1 790	0,035	R 926	0,001	R 102	0,003	R 308	0,500	R 4 242	0,130	R 234	**R 7 602**
	Commercial	Conference Facility/Place of assembly	100m2 GLA	0,400	R 14 319	0,350	R 9 262	0,015	R 1 527	0,020	R 2 056	9,000	R 76 357	1,000	R 1 801	**R 105 322**
	Commercial	Hospital/Clinic/Medical Rooms	100m2 GLA	0,500	R 17 899	0,400	R 10 585	0,015	R 1 527	0,020	R 2 056	16,500	R 139 988	1,000	R 1 801	**R 173 856**
	Commercial	University/College	student	0,100	R 3 580	0,050	R 1 323	0,001	R 102	0,005	R 514	2,000	R 16 968	0,000	R -	**R 22 487**
	Commercial	School/Day Care	student	0,100	R 3 580	0,050	R 1 323	0,001	R 102	0,005	R 514	1,000	R 8 484	0,000	R -	**R 14 003**
Industrial	Industrial	Industrial - light	100m2 GLA	0,400	R 14 319	0,350	R 9 262	0,015	R 1 527	0,020	R 2 056	6,000	R 66 176	1,000	R 1 801	**R 95 141**
	Industrial	Industrial - heavy	100m2 GLA	0,400	R 14 319	0,350	R 9 262	0,015	R 1 527	0,020	R 2 056	1,250	R 13 787	1,000	R 1 801	**R 42 752**
	Industrial	Warehousing/Light Manufacturing	100m2 GLA	0,400	R 14 319	0,350	R 9 262	0,015	R 1 527	0,020	R 2 056	3,000	R 33 088	1,000	R 1 801	**R 62 053**
	Industrial	Storage Facilities	unit	0,035	R 1 253	0,030	R 794	0,002	R 204	0,002	R 206	0,160	R 1 765	0,100	R 180	**R 4 401**
Non demand	Non-demand	Open Space/Natural Environment/Utility Site	ha	0,000	R -		R -	0,200	R 20 366		R -		R -		R -	**R 20 366**
	Non-demand	Roads and Parking	ha	0,000	R -		R -	0,700	R 71 281		R -		R -		R -	**R 71 281**
Other	Other	To be calculated	n/a		R -		R -		R -		R -		R -		R -	**R -**
	Other	(Based on equivalent demands)	n/a		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%	
2024/2025		5,1000%	Estimated escalation for budget purposes

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

Water Services	Tarief/ Tariff 2023/24 (Incl. VAT)	Tarief/ Tariff Excl. VAT 2023/24	Tarief/ Tariff Excl. VAT 2024/25	2024/25 BTW / VAT 15%	Tarief/ Tariff 2024/25 (Incl. VAT)
DIVERSE DIENSTE / SUNDRY SERVICES					
Water connections complete					
Contractor provided leading					
22 mm Water connections (coupling and meter only)	R 5 698.57	R 4 955.28	R 5 262.50	R 789.38	**R 6 051.88**
Complete connection :					
15mm complete (stopcock + watermeter + box)	R 8 201.12	R 7 131.41	R 7 573.56	R 1 136.03	**R 8 709.59**
20mm complete (stopcock + watermeter + box)	R 8 540.10	R 7 426.17	R 7 886.60	R 1 182.99	**R 9 069.59**
25mm complete (stopcock + watermeter + box)	R 12 339.79	R 10 730.25	R 11 395.53	R 1 709.33	**R 13 104.85**
40mm complete (stopcock + watermeter + box)	R 22 762.97	R 19 793.88	R 21 021.10	R 3 153.17	**R 24 174.27**
Complete connection : Including road crossing					
15mm complete (stopcock + watermeter + box)	R 30 718.85	R 26 712.04	R 28 368.19	R 4 255.23	**R 32 623.42**
20mm complete (stopcock + watermeter + box)	R 31 086.54	R 27 031.77	R 28 707.74	R 4 306.16	**R 33 013.90**
25mm complete (stopcock + watermeter + box)	R 34 479.31	R 29 982.01	R 31 840.90	R 4 776.13	**R 36 617.03**
40mm complete (stopcock + watermeter + box)	R 43 850.64	R 38 130.99	R 40 495.11	R 6 074.27	**R 46 569.38**
Inspection fee on all connections done by Private Contractors (excluding water deposit)	R 2 888.55	R 2 511.78	R 2 667.51	R 400.13	**R 3 067.64**
Water Management Device					
22 mm Water connection (stopcock + watermeter + box)	R 7 121.37	R 6 192.49	R 6 576.43	R 986.46	**R 7 562.89**
Water miscellaneous tarrifs					
Moving of watermeter sizes up to 25mm diam. Max distance 2m.	R 2 374.70	R 2 064.95	R 2 192.98	R 328.95	**R 2 521.93**
Moving of watermeter size 40mm diam. Max distance 2m.	R 5 966.13	R 5 187.94	R 5 509.59	R 826.44	**R 6 336.03**
(Does not include reinstatement of paved areas - reinstatement of paved areas actual cost)					
Test of all water meters (on request of consumer only)					
*In respect of water meter size 15, 20 and 25 mm	R 1 501.63	R 1 305.76	R 1 386.72	R 208.01	**R 1 594.73**
*In respect of water meter size 40 and 50 mm	R 2 130.00	R 1 852.17	R 1 967.00	R 295.05	**R 2 262.06**
*In respect of water meter size 80 mm	R 3 711.04	R 3 226.99	R 3 427.06	R 514.06	**R 3 941.12**
*In respect of water meter size 100 mm	R 4 247.40	R 3 693.39	R 3 922.38	R 588.36	**R 4 510.74**
*In respect of water meter size 150 mm	R 5 039.75	R 4 382.39	R 4 654.10	R 698.11	**R 5 352.21**
Hydrants Standpipes					
15mm-50mm hydrants standpipes rental/month or part of month	R 1 485.33	R 1 291.59	R 1 371.67	R 205.75	**R 1 577.42**
Refundable deposit per hydrant standpipe	R 14 000.00	R 13 416.82	R 12 928.70	R 1 939.30	**R 14 868.00**
Reconnection after disconnection due to non-payment:					
Normal hours	R 593.55	R 516.13	R 548.13	R 82.22	**R 630.35**
After hours	R 911.02	R 792.19	R 841.31	R 126.20	**R 967.51**
Replacement of damaged water meters:					
up to 20 mm.	R 5 543.43	R 4 820.37	R 5 119.23	R 767.89	**R 5 887.12**
> 20 mm.					
Call out for repairs to water meter due to tampering (excluding materials)	R 1 222.54	R 1 063.08	R 1 128.99	R 169.35	**R 1 298.34**
Deliberate call out for private (internal - owners' plumbing) water related faults (call out fee only)	R 1 222.54	R 1 063.08	R 1 128.99	R 169.35	**R 1 298.34**
Sewer Connections(Installed by Developer as development requirement)					
Applicant connects to existing connection.					
100mm connection by Developer (first connection)	R 2 236.66	R 1 944.92	R 2 065.51	R 309.83	**R 2 375.33**
150mm connection by Developer (first connection)	R 2 681.44	R 2 331.68	R 2 476.25	R 371.44	**R 2 847.69**
All new sewer connections (due to subdivision/developments)					
Clearing of block sewer:					
Owner responsible to clear private blockage by making use of private contractor					
Blockage teams only responsible for clearing municipal main sewer blockages					
Private blockages only to be cleared if health hazard occurs and clear instruction is given by Management for owners' account					
Normal hours	R 945.42	R 822.11	R 873.08	R 130.96	**R 1 004.04**
After hours	R 1 310.98	R 1 139.98	R 1 210.66	R 181.60	**R 1 392.26**
Deliberate call out to private blockage (call out fee only)	R 1 222.54	R 1 063.08	R 1 128.99	R 169.35	**R 1 298.34**

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

SERVICES RENDERED	UNIT	COMMENTS	Tarief/ Tariff Excl. VAT 2023/24	Tarief/ Tariff Excl. VAT 2024/25
Waste Management Services			**R VAT excl**	
Stellenbosch Landfill Site (Devon Valley Site) and Klapmuts 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	**Vehicles 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 25.22	**R 26.96**
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 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 carry capacity exceeding 1,5 tons**. No material other than clean builder's rubble may form part of the load (eg. plastic, iron, wood).	R 25.22	**R 26.96**
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 766.90**
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 383.45**
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 191.73**
Disposal of soil	Per metric ton or part thereof	**Vehicle with a carrying capacity up to 1.5 tons.** 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	**Vehicle with a carrying capacity exceeding 1.5 tons.** Only soil from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 25.22	**R 26.96**
Disposal Household Hazardous 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**
Interdepartmental Municipal Charges at Stellenbosch Landfill Site and Klapmuts 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 766.90**
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 368.39**

DIREKTORAAT: INFRASTRUKTUUR DIENSTE DIRECTORATE: INFRASTRUCTURE SERVICES				
SERVICES RENDERED	**UNIT**	**COMMENTS**	**Tarief/ Tariff Excl. VAT 2023/24**	**Tarief/ Tariff Excl. VAT 2024/25**
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 184.19**
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 25.22	**R 26.96**
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 25.22	**R 26.96**
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 766.90**
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 368.39**
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 184.19**
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				

DIREKTORAAT: INFRASTRUKTUUR DIENSTE DIRECTORATE: INFRASTRUCTURE SERVICES				
SERVICES RENDERED	**UNIT**	**COMMENTS**	**Tarief/ Tariff Excl. VAT 2023/24**	**Tarief/ Tariff Excl. VAT 2024/25**
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 wil 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 axel				
For bin age up to 5 years		For malicious damage where there is negligence on the part of the owner.		**COST +15%**
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 a 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.		**FREE**
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 71.87	**R 76.83**
Servicing of event bins	Per lift	A charge to empty a event bin.	R 62.44	**R 66.74**
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 muncipal wheelie bins for events taking place over a weekend in WC024	R 3 572.42	**R 3 818.92**
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 muncipal wheelie bins for events taking place over a weekend in WC024	R 4 709.11	**R 5 034.03**

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

	Tarief/ Tariff 2023/24 (Incl. VAT)	Tarief/ Tariff Excl. VAT 2024/25	2024/25 BTW / VAT 15%	Tarief/ Tariff 2024/25 (Incl. VAT)
***Industrial Effluent Treatment Basic Tariff (T): R/kl effluent discharge excluding penalties and contract arrangements.**	R 17.09	R 15.90	R 2.39	**R 18.29**
***Industrial Effluent Conveyancy Basic Tariff (C): R/kl effluent discharge excluding penalties and contract arrangements.**	R 7.77	R 7.23	R 1.08	**R 8.31**
Clearance of septic tanks: per 5 000 litre of part thereof	R 2 168.96	R 2 018.00	R 302.70	**R 2 320.70**
Waste Water disposal at designated facility per kl	R 136.70	R 127.20	R 19.08	**R 146.28**
Chemical toilet disposal at designated facility per toilet	R 133.60	R 124.30	R 18.65	**R 142.95**
*** Special agreements when industry do pre-treatment**	N/A	N/A	N/A	**N/A**

FORMULA FOR THE CALCULATION OF EFFLUENT DISCHARGE CHARGES (Schedule C of Bylaws)

Discharge Cost = Basic Tariff + COD Surcharge + Substance Limit Surcharge

Discharge Cost = (Vw) (SVC) + (Vie) (T) ((COD - 1000)/1000) + (Vie) (T) (SF)

SVC = Sewerage Volumetric Charge (T + C) in terms of above tariffs (Conveyancy and Treatment)

Surcharge Factor (SF) = ((X - L) / L)

X = Concentration in discharge of one or more of parameters listed in Schedule A of Bylaws

L = Limit of applicable parameter as listed in Schedule A of Bylaws

* Special agreements to be approved by council

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

SCIENTIFIC SERVICES/WETENSKAPLIKE DIENSTE	Tariff 2023/24 (Incl. VAT)	Tarief/ Tariff Excl. VAT 2023/24	Excl. VAT 2023/24	2024/25 VAT 15%	Tariff 2023/24 (Incl. VAT)
PARAMETERS					
PHYSICAL ANALYSIS					
Temperature	60.20	52.35	R 53.04	R 7.96	**R 61.00**
Ph @ 25°C	60.20	52.35	R 53.04	R 7.96	**R 61.00**
Electrical conductivity @ 25°Cms-^{1}	60.20	52.35	R 53.04	R 7.96	**R 61.00**
Turbidity (NTU)	60.20	52.35	R 53.04	R 7.96	**R 61.00**
Total suspended solids (TSS) 105°C mg/1	154.79	134.60	R 139.13	R 20.87	**R 160.00**
Total dissolved solids (TDS-gravimetric) mg/1	154.79	134.60	R 139.13	R 20.87	**R 160.00**
Inorganic dissolved solids (VSS) @600°Cmg/1	240.79	209.38	R 221.91	R 33.29	**R 255.20**
Settle able solids@ 30min in ml	154.79	134.60	R 142.70	R 21.40	**R 164.10**
Volatile organic matter percentage (%)	240.79	209.38	R 221.74	R 33.26	**R 255.00**
CHEMICAL ANAYLSIS					
NITRATE (NO^{-3}) mg/1	197.79	171.99	R 181.74	R 27.26	**R 209.00**
NITRITE (NO^{-2}) mg/1	197.79	171.99	R 182.17	R 27.33	**R 209.50**
ORTHO PHOSPHATE ($PO^{-3}4$) mg/1	113.51	98.71	R 104.70	R 15.70	**R 120.40**
TOTAL PHOSPHATE ($PO^{-3}4$) mg/1	447.18	388.85	R 412.17	R 61.83	**R 474.00**
AMMONIA as N (NH3) mg/1	113.51	98.71	R 104.61	R 15.69	**R 120.30**
SULPHIDES (S) mg/1	292.39	254.25	R 269.57	R 40.43	**R 310.00**
SULPHATE ($SO^{-2}4$) (total) mg/1	120.39	104.69	R 110.96	R 16.64	**R 127.60**
FREE & TOTAL residual chlorine (CL^{-2})	86.00	74.78	R 79.26	R 11.89	**R 91.15**
CHLORIDE as C1 mg/1	120.39	104.69	R 110.93	R 16.64	**R 127.57**
PHENOLIS (C6H5OH)	567.57	493.54	R 523.04	R 78.46	**R 601.50**
COD unfiltered mg/1	240.79	209.38	R 221.70	R 33.25	**R 254.95**
COD filtered mg/1	275.19	239.29	R 253.65	R 38.05	**R 291.70**
COD dilution (included in unfiltered) mg/1	240.79	209.38	R 221.91	R 33.29	**R 255.20**
PHENOLIS C6H5OH (total) mg/1	567.57	493.54	R 523.09	R 78.46	**R 601.55**
CHROMATE TEST (CHROMIUM cr6+) as Cr mg/1	686.25	596.74	R 632.52	R 94.88	**R 727.40**
CYANIDE as CN	567.57	493.54	R 523.17	R 78.48	**R 601.65**
SULPHIDES ($SO^{-2}3$) mg/1	567.57	493.54	R 523.09	R 78.46	**R 601.55**
MICROBIOLOGICAL & BACTERIOLOGICAL ANALYSIS					
FAECAL COLIFOMS COUNT/100ml	423.10	367.91	R 390.00	R 58.50	**R 448.50**
E.COLI COUNT/100ml	423.10	367.91	R 390.00	R 58.50	**R 448.50**

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

	Tariff 2023/24 (Excl. VAT)	2023/24 VAT 15%	Tariff 2023/24 (Incl. VAT)	Tariff 2024/25 (Excl. VAT)	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
ROADS TRANSPORT & STORMWATER						
Lowering of kerbs **(the tariff remains the same already adequately priced)**	595.05	89.26	684.31	R 630.75	R 94.61	**R 725.37**
Inspection fee for the construction of facility signs	292.04	43.81	335.85	R 309.56	R 46.43	**R 356.00**
Construction of facility sign	1 038.38	155.76	1 194.14	R 1 100.68	R 165.10	**R 1 265.79**
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)	7 852.50	1 177.88	9 030.38	R 8 323.65	R 1 248.55	**R 9 572.20**
Development Charge (DC) - Parking						
Per parking bay	174 512.15	22 762.45	197 274.60	R 184 982.88	R 27 747.43	**R 212 730.31**

STELLENBOSCH MUNICIPALITY

WAYLEAVE TARIFFS

DIREKTORAAT: INFRASTRUKTUUR DIENSTE
DIRECTORATE: INFRASTRUCTURE SERVICES

ASSET MANAGEMENT AND SYSTEMS SECTION WAYLEAVE ADMINISTRATION TARIFFS	Unit	Tariff 2023/24 (Incl. VAT)	Tariff 2024/25 (Excl. VAT)	2024/25 VAT 15%	Tariff 2024/25 (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 559.71	R 503.74	R 75.56	**R 579.30**
PLUS: Inspection Fee (once-off) 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.	per application	R 1 119.43	R 1 007.49	R 151.12	**R 1 158.61**
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 1 119.43	R 1 007.49	R 151.12	**R 1 158.61**
PLUS: Inspection Fee (once-off) 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.	per application	R 2 238.86	R 2 014.97	R 302.25	**R 2 317.22**
1.3 Administration fee for a wayleave or permit to use the road reserve to install an underground service	per application	R 3 358.29	R 3 022.46	R 453.37	**R 3 475.83**
PLUS: Inspection Fee (per month, based on the total construction duration) 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.	per month of construction, per application	R 2 238.86	R 2 014.97	R 302.25	**R 2 317.22**
1.4 Tariff for authorised trenching across a municipal roadway (per metre of trenching) 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.	Per m measured from 0.5m behind the kerb or road edge	R 5 597.15	R 5 037.44	R 755.62	**R 5 793.05**
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) 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.	per month	R 1 679.15	R 1 511.23	R 226.68	**R 1 737.92**
1.6 Tariff for unauthorised commencement of use of the road reserve For the commencement of use of the road reserve (i.e. encroachment) without an approved wayleave or before Stellenbosch Municipality issues a wayleave.	per month	R 5 597.15	R 5 037.44	R 755.62	**R 5 793.05**

DIREKTORAAT: INFRASTRUKTUUR DIENSTE DIRECTORATE: INFRASTRUCTURE SERVICES					
ASSET MANAGEMENT AND SYSTEMS SECTION WAYLEAVE ADMINISTRATION TARIFFS	**Unit**	**Tariff 2023/24 (Incl. VAT)**	**Tariff 2024/25 (Excl. VAT)**	**2024/25 VAT 15%**	**Tariff 2024/25 (Incl. VAT)**
1.7 Tariff for unauthorised use of the road reserve to install an underground service					
Where construction period was 10 working days or less (200% of admin & inspection fee under tariff 1.2)	per application	R 6 716.58	R 6 044.92	R 906.74	**R 6 951.66**
Where construction period was more than 10 working days (200% of admin & inspection fee under tariff 1.3)	per application	R 11 194.30	R 10 074.87	R 1 511.23	**R 11 586.10**
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.					
1.8 Tariff for unauthorised trenching across a municipal roadway (per metre of trenching) (200% of tariff 1.6)	Per m measured from 0.5m behind the kerb or road edge	R 11 194.30	R 10 074.87	R 1 511.23	**R 11 586.10**
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.					
1.9 Tariff for unauthorised after-hours use of the road reserve for the installation of an underground service	per occasion	R 5 597.15	R 5 037.44	R 755.62	**R 5 793.05**
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.					
1.10 Tariff for excavations being left open for longer than ten working days	per occasion	R 5 597.15	R 5 037.44	R 755.62	**R 5 793.05**
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.					
1.11 Tariff for unauthorised site abandonment for a period exceeding 14 days	per occasion	R 5 597.15	R 5 037.44	R 755.62	**R 5 793.05**
The wayleave holder may not leave the site for more than fourteen days without permanently reinstating the site.					
1.12 Tariff for not cleaning or reinstating the road reserve within 14 days of completion	per occasion	R 5 597.15	R -	R -	**R -**
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.					
WAYLEAVE ADMINISTRATION REFUNDABLE DEPOSITS					
2.1 Services Deposit	per application				
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.					
2.2 Bank Guarantee / Appropriate Business Insurance	per application				
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.					
WAYLEAVE ADMINISTRATION TARIFF NOTES					
3.1 Unless the context indicates otherwise, 'road reserve 'includes a roadway, sidewalk footway and verge.					
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.					
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.					
3.4 No micro trenching is allowed in the WC024.					

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

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

SERVICES	TYPE	COMMENTS	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 40.00	R 400.00	R -	R -	R 4 800.00	Full amount
			12	R 40.00	R 460.00	R -	R -	R 5 520.00	Full amount
			12.5	R 40.00	R 500.00	R -	R -	R 6 000.00	Full amount
			13	R 40.00	R 520.00	R -	R -	R 6 240.00	Full amount
			13.5	R 40.00	R 540.00	R -	R -	R 6 480.00	Full amount
			14	R 40.00	R 560.00	R -	R -	R 6 720.00	Full amount
			14.5	R 40.00	R 580.00	R -	R -	R 6 960.00	Full amount
			15	R 40.00	R 600.00	R -	R -	R 7 200.00	Full amount
			15.5	R 40.00	R 620.00	R -	R -	R 7 440.00	Full amount
Internet Café			16	R 40.00	R 640.00	R -	R -	R 7 680.00	Full amount
Restaurant			17.3	R 42.00	R 726.00	R -	R -	R 8 719.00	Full amount
			22	R 42.00	R 924.00	R -	R -	R 11 088.00	Full amount
ATM"s		As per negotiated agreement							
Informal Kiosks			10	R 20.00	R 200.00	R 40.00	R -	R 1 800.00	R -
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 -	R -	R 5 000.00	R -	R -	R -
Amphi Threatre		30% discount for Non-Profitable organisations. In the case of meritorious cases, the Accounting Officer may grant discounts larger than 30%	per day	R -	R -	R 1 000.00	R -	R -	R -
Rentals: Local Economic Development Hubs									
Erf 2235 Mooiwater Homestead		Businee Support Incubator/centre	235	R 47.00	R 11 045.00	R -	R -	R 132 540.00	Full amount
Erven 2751& 6314 Old Agricultural Hall		Incubator and affordable rentals for Arts,crafts and tourism activities	400	R 47.00	R 18 800.00	R -	R -	R 225 600.00	Full amount
Erven 230, Franschhoek Triangle Site		Affordable space rentals for shops and tourism activities	210	R 47.00	R 9 870.00	R -	R -	R 118 440.00	Full amount
Old Clinic building Stellenbosch		Business Development, , incubator and rental space (arts, crafts, shops, offices, tourism activities	293	R 47.00	R 13 771.00	R -	R -	R 165 252.00	Full amount
Rentals:Informal Trading sites									
Stellenbosch Town									
	Open Kiosks		per kiosk		R 216.00	R 30.00	R 72.00	R 1 500.00	R -
Idas Valley									
	Open Kiosks		per kiosk		R 90.00	R 15.00	R 36.00	R 750.00	R -
Cloetesville									
	Open Kiosks		per kiosk		R 90.00	R 15.00	R 36.00	R 750.00	R -
Kayamandi									
	Open Kiosks		per kiosk		R 90.00	R 15.00	R 36.00	R 750.00	R -
Kayamandi Bridge									
	Closed Kiosks		per kiosk	R 20.00	R 268.00			R 1 800.00	R -
Klapmuts									
	Open Kiosks		per kiosk		R 90.00	R 15.00	R 36.00	R 750.00	R -
	Closed Kiosks		per kiosk	R 20.00	R 200.00			R 1 400.00	R -
Franschhoek Town									
	Open Kiosks		per kiosk		R 216.00	R 30.00	R 72.00	R 1 500.00	R -
Groendal & Langrug									
	Open Kiosks		per kiosk		R 90.00	R 15.00	R 36.00	R 750.00	R -
	Closed Kiosks		per kiosk	R 20.00	R 200.00			R 1 400.00	
Foodtrucks									
	Mobile		per mobile		R 850.00	R 90.00	R 210.00	R 1 800.00	R -
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 3 500.00			

STELLENBOSCH MUNICIPALITY

SUNDRY TARIFFS

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

To be read in conjunction with the Tariff Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
LAND USE MANAGEMENT FEES						
REZONING & DETERMINATION OF A ZONING						
Rezoning, inclusive of a determination of a zoning	Per application per property		R 10 300.00	R 9 391.30	R 1 408.70	**R 10 800.00**
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 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
TEMPORARY DEPARTURE & PERMISSION IN TERMS OF THE ZONIG SCHEME (ADDITIONAL USES & TECHNICAL APPROVALS) & PERMISSION IN TERMS OF CONDITION OF TITLE DEED & OCCASIONAL USE OF LAND & CONSENT USE IN TERMS OF THE ZONING SCHEME						
Submitted in urban and rural areas	Per application per property		R 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
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 210.00	R 191.30	R 28.70	**R 220.00**
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 5 200.00	R 4 739.13	R 710.87	**R 5 450.00**
EXEMPTION CERTIFICATES (SUBDIVISION / CONSOLIDATION) ADMINISTRATIVE FEE						
	Per request		R 1 050.00	R 956.52	R 143.48	**R 1 100.00**
REMOVAL, RELAXATION, SUSPENSION OR AMENDMENT OF RESTRICTIVE TITLE DEED CONDITIONS						
Removal, relaxation, suspension or amendment	Per application per property		R 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
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 5 200.00	R 4 739.13	R 710.87	**R 5 450.00**
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	**50% of current application fee inclusive of VAT**

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

To be read in conjunction with the Tariff Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
PERMISSION IN TERMS OF CONDITION OF APPROVAL / ADMINISTRATIVE PERMISSIONS OR APPROVALS						
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 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.	R 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
CLOSURE OF PUBLIC PLACE OR ROAD OR PART THEREOF						
Closure of Public Place / Roads or Part thereof	Per application	Per application	R 5 200.00	R 4 739.13	R 710.87	**R 5 450.00**
DISESTABLISHMENT OF HOME OWNERS ASSOCIATION						
Disestablishment of HOA	Per application	Per application	R 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
RECTIFY A FAILURE OF A HOME OWNERS ASSOCIATION TO MEET ITS OBLIGATIONS						
Rectification	Per application	Per application	R 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
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 5 200.00	R 4 739.13	R 710.87	**R 5 450.00**
NAMING AND NUMBERING OF STREETS AND PUBLIC PLACES / BUILDINGS						
Naming and numbering of streets, Places and Buildings	Per application	Per application	R 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
Renaming of Streets, Places and Buildings	Per application	Per application	R 5 200.00	R 4 739.13	R 710.87	**R 5 450.00**
ADVERTISING FEES						
Advertisements in the press (**All advertisements**)	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	**Per Quotation**
Serving of notices	For every 10 letters or part thereof		R 850.00	R 782.61	R 117.39	**R 900.00**
OTHER						
Deviation from Council Policies & By-laws	Per application per property	Per application per property	R 5 200.00	R 4 739.13	R 710.87	**R 5 450.00**
Adam Tas Corridor Development Proposals	Per Application per property	Per development proposals only, and exclude any deviation from LSDF, Removal of any Restrictive Conditions, Establishment of HOA.	R 0.00	R 10 769.50	R 1 900.50	**R 12 670.00**

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

To be read in conjunction with the Tariff Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
Appeals submitted by Applicant	Administration cost per appeal		R 2 600.00	R 2 347.83	R 352.17	**R 2 700.00**
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 1 100.00	R 1 000.00	R 150.00	**R 1 150.00**
Intervener Status for all applicants	Per application		R 5 200.00	R 4 739.13	R 710.87	**R 5 450.00**
Transfer Clearance	Per transferable erf	Inclusive of POA and CRT	R 550.00	R 504.35	R 75.65	**R 580.00**
Zoning Certificate	Per erf	Provincial and national government will be exempted from application fees for state owned land.	R 550.00	R 504.35	R 75.65	**R 580.00**
Business Licence	Per application		R 500.00	R 456.52	R 68.48	**R 525.00**
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 (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)*~~	~~((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%~~			
Contravention penalty related to any dwelling unit where no unauthorised material structural changes or additions have been undertaken or unauthorised new structures have been developed to facilitate the unauthoirsed land use activity.	Per application and per Dwelling Unit or separate structures where applicable		R 0.00	R 8 695.65	R 1 304.35	**R 10 000.00**
Contravention penalty related to any dwelling unit where unauthorised material structural changes or additions have been undertaken or unauthorised new structures have been developed to facilitate the unauthoirsed land use activity.	Per application and per Dwelling Unit or separate structures where applicable		R 0.00	R 21 739.13	R 3 260.87	**R 25 000.00**
Contravention penalty related to any land use type other than a dwelling unit where no unauthorised material structural changes or additions have been undertaken or unauthorised new structures have been developed to facilitate the unauthorised land use activity.	Per application and per separate structure where applicable		R 0.00	R 86 956.52	R 13 043.48	**R 100 000.00**

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

To be read in conjunction with the Tariff Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
Contravention penalty related to any land use type other than a dwelling unit where there were unauthorised material structural changes or additions or where new unauthorised structures have been developed to facilitate the unauthorised land use activity.	Per application and per separate structure where applicable		R 0.00	R 217 391.30	R 32 608.70	**R 250 000.00**
PRINTING FEES : PHOTOCOPIES / COMPUTER PRINTS - Mono (back and white)						
A4	per copy		R 5.00	R 4.35	R 0.65	**R 5.00**
A3	per copy		R 13.00	R 11.30	R 1.70	**R 13.00**
A2	per copy		R 60.00	R 52.17	R 7.83	**R 60.00**
A1	per copy		R 80.00	R 69.57	R 10.43	**R 80.00**
A0	per copy		R 95.00	R 82.61	R 12.39	**R 95.00**
PRINTING FEES : PHOTOCOPIES / COMPUTER PRINTS - Colour line prints						
A4	per copy		R 8.00	R 6.96	R 1.04	**R 8.00**
A3	per copy		R 14.00	R 12.17	R 1.83	**R 14.00**
A2	per copy		R 80.00	R 69.57	R 10.43	**R 80.00**
A1	per copy		R 100.00	R 86.96	R 13.04	**R 100.00**
A0	per copy		R 180.00	R 156.52	R 23.48	**R 180.00**
PRINTING FEES : PHOTOCOPIES / COMPUTER PRINTS - Full colour prints (photo)						
A4	per copy		R 9.00	R 7.83	R 1.17	**R 9.00**
A3	per copy		R 16.00	R 13.91	R 2.09	**R 16.00**
A2	per copy		R 180.00	R 156.52	R 23.48	**R 180.00**
A1	per copy		R 230.00	R 200.00	R 30.00	**R 230.00**
A0	per copy		R 400.00	R 347.83	R 52.17	**R 400.00**
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 500.00	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 < 500m²	Building plans for buildings older than 60 years or situated in the historical core Per Application	R 1 060.00	R 1 043.48	R 156.52	**R 1 200.00**
	Major alterations to existing buildings and or demolitions >500m² and new developments	Building plans for buildings older than 60 years or situated in the historical core Per Application	R 1 590.00	R 1 478.26	R 221.74	**R 1 700.00**
SPATIAL PLANNING FEES						
COMPLEXITY FEES						
All Impact Assessments		Per study / assessment	R 4 300.00	R 3 930.43	R 589.57	**R 4 520.00**

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

To be read in conjunction with the Tariff Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
APPLICATION FOR SIGNAGE (ALL ADVERTISING SIGNS ARE SUBJECT TO ADVERTISING AND SIGNAGE BY-LAW AS WELL AS FORMAL BUILDING PLAN APPROVAL)						
Signs < 1m² (minimum fee)	per sign		R 455.00	R 417.39	R 62.61	**R 480.00**
Signs > 1m² minimum fee plus additional fee/additional m²	minimum fee plus an additional fee per additional m²		R 1 166.00	R 1 065.22	R 159.78	**R 1 225.00**
Flag (<5 flags) (minimum fee)	Up to 5 Flags	All Advertising signs are subject to Outdoor Advertising Policy	R 1 166.00	R 1 065.22	R 159.78	**R 1 225.00**
Flag (>5 Flags)	More than 5 Flags	Minimum flag fee (R1 100.00) plus an additional fee per flag	R 159.00	R 146.09	R 21.91	**R 168.00**
BUILDING DEVELOPMENT FEES						
ALL BUILDING PLAN FEES	**■ Plan valid for 12 months ■ Where covered areas such as carports, patios, entertainment areas etc. are enclosed to create additional floor area the fees are charged as for new floor area. ■ All exemptions on applicable building plan fees as per Building Development Management Traiff Rules**					
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 acquired 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	4x the applicable standard building plan fee for application	4x the applicable standard building plan fee for application
MINOR BUILDING WORKS (NATIONAL BUILDING REGULATIONS)						
Minor building works - Residential		Exemptions as per relevant Tariff Rules	R 600.00	R 547.83	R 82.17	**R 630.00**
Minor building works - Other than residential		Exemptions as per relevant Tariff Rules	R 780.00	R 713.04	R 106.96	**R 820.00**
CATEGORIES						
SINGLE RESIDENTIAL BUILDINGS		Includes Double Dwellings, Second Dwellings and Outbuildings and Additions thereto.				
0 - 25m²	Minimum fee		R 600.00	R 547.83	R 82.17	**R 630.00**
>25m²	R/m²	Calculate the total m² with the appropriate tariff	R 35.00	R 32.17	R 4.83	**R 37.00**
OTHER RESIDENTIAL	Block of flats, Townhouses, Group housing, Single Title					
0 - 25m²	Minimum fee		R 780.00	R 713.04	R 106.96	**R 820.00**
>25m²	R/m²	Calculate the total m² with the appropriate tariff	R 42.00	R 38.26	R 5.74	**R 44.00**
NON RESIDENTIAL						
NON RESIDENTIAL: COMMERCIAL	Includes shops, offices, service stations, hotels					
0 - 25m²	Minimum fee		R 780.00	R 713.04	R 106.96	**R 820.00**

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

To be read in conjunction with the Tariff Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
>25m²	R/m²	Calculate the total m² with the appropriate tariff	R 45.00	R 40.87	R 6.13	**R 47.00**
NON RESIDENTIAL: OTHER	Schools, Churches, Place of Education (i.e. Daycares, technikons etc.)					
0 - 25m²	Minimum fee		R 780.00	R 713.04	R 106.96	**R 820.00**
>25m²	R/m²	Calculate the total m² with the appropriate tariff	R 35.00	R 32.17	R 4.83	**R 37.00**
NON RESIDENTIAL: INDUSTRIAL	Includes Factories, Warehouses, Offices in Industrial Areas					
0 - 25m²	Minimum fee		R 780.00	R 713.04	R 106.96	**R 820.00**
>25m²	R/m²	Calculate the total m² with the appropriate tariff	R 35.00	R 32.17	R 4.83	**R 37.00**
NON RESIDENTIAL: RURAL BUILDINGS	Limited to bona-fide agriculture structures. All residential or other uses to be rated at the applicable tariff category.					
0 - 75m²	Minimum fee		R 780.00	R 713.04	R 106.96	**R 820.00**
> 75m²	R/m²	Calculate the total m² with the appropriate tariff	R 17.50	R 16.09	R 2.41	**R 18.50**
INTERNAL ALTERATIONS -- ALL CATEGORIES		To be calculated as estimated value of alteration (Qs/Architect Estimate) X 0.008	Estimated value x 0.008	Estimated value x 0.008	Estimated value x 0.008	Estimated value x 0.008
~~**SKETCH PLAN FEE**~~						
~~Single Residential~~	~~Per application~~	~~Fee not deductible from final plan fee.~~	~~R 780.00~~	~~R -~~	~~R -~~	~~**R 0.00**~~
~~All other categories~~	~~Per application~~	~~Fee not deductible from final plan fee.~~	~~R 780.00~~	~~R -~~	~~R -~~	~~**R 0.00**~~
INSTALLATIONS						
MAJOR HAZARD INSTALLATIONS	Per application	As prescribed by Building Development	R 780.00	R 713.04	R 106.96	**R 820.00**
LPG INSTALLATIONS (ALL INSTALLATIONS)	Per application	As prescribed by Building Development	R 780.00	R 713.04	R 106.96	**R 820.00**
MASTS						
Greenfield	Per application		R 1 080.00	R 986.96	R 148.04	**R 1 135.00**
Roof Top	Per application		R 1 080.00	R 986.96	R 148.04	**R 1 135.00**
Sports fields	Per application		R 1 080.00	R 986.96	R 148.04	**R 1 135.00**
OTHER						
PROVISIONAL AUTHORISATION	Per application	Application for provisional authorisation to commence work before approval has been granted in terms of Section 7(1) of the Act. Applications to be in writing. Conditions apply. Not Refundable	R 865.00	R 1 739.13	R 260.87	**R 2 000.00**
EXTENSION OF VALIDITY	Per application	Any application for extention of validity must be submitted prior to the lapsing date of current approved building plan which original approval is valid fo 12 months.	R 780.00	R 1 739.13	R 260.87	**R 2 000.00**

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

To be read in conjunction with the Tariff Rules.

SERVICES RENDERED	UNIT	REMARKS	Tariff 2023/24 (Incl. VAT)	Excl. VAT 2024/25	2024/25 VAT 15%	Tariff 2024/25 (Incl. VAT)
REQUEST : OCCUPANCY CERTIFICATE AFTER OCCUPANCY OF COMPLETED BUILDING		Where an application is received for the issuing of an occupancy certificate for an existing building where such certificate was not issued on completion of building work and prior to occupancy. No tariff for occupancy certificate prior to occupancy of the completed building.	R 1 620.00	R 1 739.13	R 260.87	**R 2 000.00**
~~**SECTIONAL TITLE PRIOR TO 1964 SCRUTINY FEE**~~	~~Per unit~~	~~For the consideration of plans for existing structures pre 1964 for Sectional Title purposes~~	~~R 780.00~~	~~R -~~	~~R -~~	~~**R 0.00**~~
SPECIAL EVENTS: TEMPORARY GRANDSTAND, EXHIBITIONS AND TENTS	Per application	One application per event. Maximum period of validity: 7 days.	R 780.00	R 713.04	R 106.96	**R 820.00**
DEMOLITIONS (ALL APPLICATIONS)	Per application		R 780.00	R 713.04	R 106.96	**R 820.00**

STELLENBOSCH MUNICIPALITY

TARIFF RULES
BUILDING DEVELOPMENT MANAGEMENT

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

1 EFFECTIVE DATE

1.1 Fees are effective from 1 July 2024.
1.2 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 Approvals are valid for 12 months from date of Final Decision in terms of Section 7(5) of the NBR Act 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 tariff 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 $10m^2$ in area and 2 m in height
- Tool shed not exceeding $10m^2$ in area
- Child's playhouse not exceeding $5m^2$ in area
- Cycle shed not exceeding $5m^2$ in area
- Greenhouse not exceeding $15m^2$ in area
- Open sided car, caravan or boat shelter or a carport where such shelter or carport does not exceed $40m^2$ in area
- Any pergola
- Private swimming pool
- Change room, not exceeding $10m^2$ in area, at a private swimming pool
- Lapa's and gazebos (with any type of roof covering) under $40m^2$ in area
- 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

9.5 An application for the extension of validity of a building plan approval must be submitted prior to the lapsing date of the subject approval and the decision on the extension of validity may be made on a date after the subject approval has lapsed. An application for the extension of the validity of a building plan approval after the lapsing date will be invalid. During the period when a decision on the extension of the validity of a building plan approval is pending after the building plan approval has already lapsed, the subject building plan approval may not be acted on until such time as the decision on the extension of the validity has been taken. An application for the extension of validity may only be made once, and if approved, will only be valid as an extension of the original approval period for a further period of twelve(12) months, irrespective of date of approval of such extension of validity.

These tariff rules must be read in conjunction with the "BUILDING DEVELOPMENT MANAGEMENT TARIFF STRUCTURE FOR 2024/2025."

STELLENBOSCH MUNICIPALITY

TARIFF RULES
LAND USE MANAGEMENT & SPATIAL PLANNING, HERITAGE AND ENVIRONMENT

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

1 GENERAL

Period applicable

1.1 Fees effective from 1 July 2024.

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

1.4 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.

1.5 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.

1.6 All application fees are payable in the case of multiple applications.

Proof of payment

1.7 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

1.8 All fees payable are set fees and not deposits.

1.9 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.

1.10 If an exemption or reduction of fees is granted in terms of the provisions of subsection 9, refunds will be given as per the decision.

Subject to change

1.11 All fees and tariff rules are subject to change.

1.12 The specific fee applicable at the time when the application is accepted by Council, is payable.

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 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 and the land use rights will not have vested until such time as payment has been made.

5.3 The Contravention penalty is payable within 30 days from date of approval of the land use application that was submitted to rectify the unauthorised land use activity and the land use rights will not have vested until such time as payment has been made. .

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 or government bodies are exempted from the application fees applicable to zoning certificates for state owned land or any other private owned land in which the the subject government or government body may have a justifyable interest.

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 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.

10.7 The Director: Planning & Economic Development may reduce or exempt a contravention penalty based on submissions that was made during objections to a compliance notice submitted to the Development Management Department as provided for in the Stellenbosch Municipal Land Use Planning By-Law.

These tariff rules must be read in conjunction with the "LAND USE MANAGEMENT & SPATIAL PLANNING, HERITAGE AND ENVIRONMENT TARIFF STRUCTURE FOR 2024/2025".

STELLENBOSCH MUNICIPALITY

TARIFF RULES
PROPERTY MANAGEMENT

DIREKTORAAT: KORPORATIEWE DIENSTE
DIRECTORATE: CORPORATE SERVICES

	DESCRIPTION	APPLICATION FEE	RENTAL/TARIFF	UNIT
1	**Lease Agreements**			
1.1	For commercial purposes, other than outdoor dining and parking purposes	R 2 650.00	To be determined by an independent valuer: on an ad hoc basis	
1.2	For commercial parking purposes	R 1 272.00		
(a)	Stellenbosch CBD, Franschhoek CBD and Technopark		R346.00	parking bay / month
(b)	Other Areas		R234.00	parking bay / month
1.3	For residential parking purposes*	R 636.00	R183.00	parking bay / month
	*Up to 3 parking bays.			
1.4	Tertiary Institutions, schools and pre-schools	R 1 272.00	R111.00	parking bay / month
1.5	For outdoor dining purposes	R 1 272.00		
(a)	Stellenbosch CBD and Franschhoek CBD		R159.00	m² / month
(b)	Other areas		R159.00	m² / month
1.6	Projections and projecting structures	R 2 650.00		
(a)	Onto street reserves / side walks		**Once of payment of:**	
	Up to 50 m²		R501.00	per m²
	51 m² to 100 m²		R445.00	per m²
	More than 100 m²		R390.00	per m²
(b)	Onto other council – owned property, where such projection has an impact on development value of council – owned property	R 3 180.00	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 Franschhoek CBD & Technopark	R 3 180.00		
	Up to 20 m²		R668.00	per month
	20 m² - 100 m²		R1 336.00	per month
	101 m² – 1000 m²		R6 678.00	per month
	More than 1000 m²		R13 356.00	per month
(b)	Other areas	R 530.00		
	Up to 20 m²		R334.00	per month
	20 m² - 100 m²		R724.00	per month
	101 m² – 1000 m²		R3 896.00	per month
	More than 1000 m²		R8 348.00	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	R 636.00		
	Daily tariff:			
(a)	Up to 100m²		R250.00	per day
(b)	Between 100m² and 1000m²		R635.00	per day
(c)	More than 1000m²		R2 783.00	per day
	Deposit:		To be determined by D:CS, depending on the possible risk associated with the event.	
2.2	Telecommunication structure			
	- Application / Power of Attorney	R 2 120.00	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	R 2 650.00	Once-off payment of 80% of municipal valuation of land.	
3.2	In rural areas	R 2 650.00	Once-off payment of 60% of municipal valuation of 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 valuators (weighed average)			
4	**Posters**			
4.1	Political parties 85% of tariff refundable on removal of posters as per conditions.		R5 565.00	(deposit)
4.2	For Commercial purposes			
(a)	Up to 30 posters		R56.00	per poster
(b)	Between 30 and 60 posters		R67.00	per additional poster
(c)	Between 60 and 100 posters		R89.00	per additional poster
(d)	More than 100 posters		R111.00	per additional poster
4.3	Non-commercial purposes			
(a)	Up to 30 posters		R22.00	per poster
(b)	Between 30 and 60 posters		R34.00	per additional poster
(c)	Between 60 and 100 posters		R45.00	per additional poster
(d)	More than 100 posters		R56.00	per additional poster
4.4	Woordfees: Individual artists Per poster (to a maximum of 20 posters)		R61.00	
	DESCRIPTION			
4.5	Local Theaters			
(a)	Up to 500 posters for a season		R4 452.00	
(b)	Up to 1000 posters for a season		R8 904.00	
(c)	More than to 1000 posters for a season		R13 356.00	
4.6	Newspapers			
	Local			
(a)	Up to 1000 posters per annum:		R3 339.00	
(b)	Up to 2000 posters per annum:		R5 565.00	
(c)	More than 2000 posters per annum:		An additional amount of R8.00 per poster	
	Other			
(a)	Up to 1000 posters per annum:		R5 565.00	
(b)	Up to 2000 posters per annum:		R8 904.00	
(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.			

APPENDIX 4

STELLENBOSCH MUNICIPALITY

SUMMARY OF CHANGES TO BUDGET AND RELATED POLICIES

2024/2025

STELLENBOSCH MUNICIPALITY

SUMMARY OF POLICIES

Policy/ By-law	Summarized Nature of change
Rates Policy	**<u>Rates Policy</u>** The list below demonstrates such changes and serves the purpose to highlight the changes. **Minor Corrections and document layout improvements** Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The details of such may be traced via the "Track Changes" that has been activated in said document. **Substantial Changes** • Paragraph 7.2 [*Multiple use Properties*] was modified to ensure consistency when using specific categories for the components of such multiple use properties and to dis-allow the application of vacant properties within the multiple use context. • Paragraph 12 [*Clearance Certificates*] was modified by the removal of the reference to Special Rating Areas and a sub-paragraph (v) was added to allow for written conditional undertakings by Transfer Attorneys:
Indigent Policy	**<u>Indigent Policy 2024/25</u>** The list below demonstrates such changes and serves the purpose to highlight the changes. **Substantial Changes** • Paragraph 9 (c) [Indigent Register] was modified by the addition of "Use may be made of accredited services providers for audits and/or external verification checks". • A new paragraph 10 [Communication Procedures] was added to ensure alignment to the document assessment report. The renumbered paragraph 12 [Short Title and Effective date] was updated.
Credit Control Policy	**<u>Credit Control and Debt Collection Policy 2024/25</u>** **Minor Corrections and document layout improvements** Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The Table of Contents was updated to record the applied changes. The details of such may be traced via the "Track Changes" that has been activated in said document.

Policy/ By-law	Summarized Nature of change
	Substantial Changes • The term "owners/debtors/consumers" as used throughout the Policy in various forms was modified to "owners/debtors" (or its singular usage) ensuring consistency of application and to mitigate the confusion caused. • Paragraph 8.2 regarding the use of e-mail addresses was modified to include the partial sentence "*or any documents processed by the Municipality*". • Paragraph 8.5.1 was modified to emphasise to the public that they may during office hours approach the account enquiries staff for direct/immediate assistance. Paragraph 15.1 was modified to mitigate the uncertainty caused by the exclusion clause which now refers to "rentals only" instead of the implied "all services" as previously stated.
Irrecoverable Debt Policy	**<u>Irrecoverable Debt Policy</u>** The list below demonstrates such changes and serves the purpose to highlight the changes. **Minor Corrections and document layout improvements** No grammatical and language changes or layout improvements were applied to the document. The details of other specific changes may be traced via the "Track Changes" that has been activated in said document. **Substantial Changes** • Paragraph 3.2 was modified for higher levels for writing-off debt.
Tariff Policy	**<u>Tariff Policy</u>** The list below demonstrates such changes and serves the purpose to highlight the changes. **Minor Corrections and document layout improvements** Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The Table of Contents was updated to record the applied changes. The details of such may be traced via the "Track Changes" that has been activated in said document. **Substantial Changes** • Paragraph 4 (a) [*Trading Services*] was modified to provide for the optional context for generating surplus. • Paragraph 4 (e) [*Sundry Services*] was modified to provide for the optional context that the specific service charges to be cost covered but should at least break-even. • Paragraph 5.1 [*Water Tariffs*] was modified by removing the reason that water tariffs must follow the trend of bulk water purchases. • Paragraph 5.2 (k) [*Electricity Tariffs – Time of Use energy rate*] was modified by removing the title of said time periods.

Policy/ By-law	Summarized Nature of change
	• Paragraph 5.3 (a) [*Refuse (Solid Waste) Removal Tariffs – Residential properties*] was modified by qualifying the name of the refuse bags as "standard refuse" bags.
Special Rating Area Policy	**<u>Special Rating Area Policy</u>** The list below demonstrates such changes and serves the purpose to highlight the changes. **Minor Corrections and document layout improvements** Various grammatical and language changes and layout improvements were applied to enhance the readability of the document. The Table of Contents was updated to record the applied changes. The details of such may be traced via the "Track Changes" that has been activated in said document. **Substantial Changes** • Paragraph 6.4 [regarding leased *municipal-owned properties*] was modified to state that the liability for additional special rates is only applicable if the occupant is liable for the payment of rates for said municipal property. • Paragraph 10.1.9 was modified to make the differentiation between categories and optional criteria.
Travel & Subsistency Policy	**<u>TRAVEL & SUBSISTENCY POLICY 2024-25</u>** **(**Minor amendments the details of such may be traced via the "Track Changes" that has been activated in said document) **(page 4)** **3.1 Subsistence Allowance** (i) The representative is obliged to spend at least one night away from his or her usual place of residence on business; **R522 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; **R161 per day.**
Cash Management and Investment Policy	**Cash Management and Investment Policy 2024/25** **Substantial Changes** The details of such may be traced via the "Track Changes" that has been activated in said document. Substantial changes made to the cash management and investment policy are as follow:

Policy/ By-law	Summarized Nature of change
	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: **3.2.3.2 Electronic Funds Transfer (EFT) and Petty cash request** 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.

Policy/ By-law	Summarized Nature of change
	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 imported into the Financial System. All deposits with a correct and recognisable reference will be receipted on a daily basis into the Financial System, where it is not possible to identify the deposit(s) it will be transferred into the Unallocated/Default vote. The Senior Clerk: Electronic Payments will investigate and follow-up regularly on the deposits in the Unallocated/Default vote to receipt these deposits to the correct debtor account or U-key. A monthly reconciled Unallocated/Default register which is duly signed off by the Accountant and Senior Accountant Cash Management is kept on record for reporting and capturing into the Annual Financial Statements. All deposits with an incorrect or unrecognisable reference in the reconciled and duly signed off Unallocated/Default register will be submitted to the Senior Manager: Revenue and Expenditure to be duly authorised for recognition as Income in accordance with the Prescription Act 68 of 1969(Updated to 23 December 2020). **4.6.2 3rd Party** Payments can be made at any approved service provider paypoints. This information is extracted and uploaded on a daily basis from the service providers'and credited against the clients' accounts.

Policy/ By-law	Summarized Nature of change
	4.6.5. Rejected Debit Orders and/or Electronic Payments Should any debit orders and/or electronic payment be rejected by any bank, such receipts will be reversed, and the full balance will be immediately become due. Any debit orders captured by the Finance Department and rejected by any bank, will be cancelled after three rejections. 4.6.5.1 A prescribed fee as approved by Council may be levied on all rejected electronic payments **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.) **5.3 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. Excluding investments made per Executive Mayoral Committee resolution not more than 50% of available funds will be placed with a single institution. 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. **5.5 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

Policy/ By-law	Summarized Nature of change

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:

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

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.

Policy/ By-law	Summarized Nature of change
Development Charges Policy	**Development Charges Policy 2024/25** Substantial changes were made to the Development Charges Policy. The details of such may be traced via the "Track Changes" that has been activated in said document. **Point 1 Definitions** 1.8 'development charge (DC)' means a charge levied by the Municipality or 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; 1.16 'land development application' means an application for approval of land development as contemplated in section 41 of the SPLUMA or a building plan application; **Point 2 Introduction** 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 / land 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. **Point 5 Key principles of the Policy** 5.1. Principles to be applied must be in accordance with the current legislation, 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.

Policy/ By-law	Summarized Nature of change
	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 and as far as possible based on usages based on industry norms and standards of infrastructure for these cases. **Point 6 Obligation to Impose a Development Charges** 6.1. Development Charges Apply When the Municipal Planning Tribunal or Municipality (delegated authority) 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, 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. 6.2.5. Houses or rooms in houses converted to student rooms / communes - up to a total maximum of five bedrooms per erf will not trigger a Development Charges payment. Bedrooms beyond five will be charged per room under the "Student accommodation / Commune / Hostels" DC category. 6.2.6. Houses or rooms in houses converted to guest houses - up to a total maximum of three bedrooms per erf will not trigger a Development Charges payment. Bedrooms beyond three will be charged per room under the "Guest House" DC category. **Point 7 Calculating of Development Charges** 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 or in terms of any existing of future municipal policy relating to electricity DCs. 7.8. No adjustment factor between 2021/22 and 2022/23 was approved by Council as the new the unit costs were recalculated from scratch. 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%.

Policy/ By-law	Summarized Nature of change
	Point 8 Adjustment for Actual Costs or Usage 8.1.1. there are exceptional circumstances, as motivated by the developer and if accepted by the Council, justify such an increase or reduction. An exceptional circumstance will typically be in the event that it is discovered that a gross error has occurred in the determination of the development charges tariffs, or 8.1.2. a particular land development significantly exceeds the size or impact thresholds set out in the applicable Development Charges tariff tables, or 8.1.3. the usage of a particular land use 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 or, 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. private borehole water supply and waste water package plant), then that portion of the Development Charge must be removed from the calculation, and the developer must pay for the installation of his own bulk infrastructure to the approval of the Engineer or, 8.1.5. in the event of the Municipality discovering that an error has occurred in the determination of the development charges tariffs, or if there are justifiable reasons to review the tariffs, it may, by means of a council resolution, correct such error or review such tariffs. 8.2. Where the Municipality adjusts the amount of the bulk services component of a development charge 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 **Point 9 Installation of External Engineering Services Instead of the Payment of Development Services** 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.

Policy/ By-law	Summarized Nature of change
	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 charges payable will be reduced by the value of such "Municipal Services". 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) or by any stage as indicated by the Municipality in the approval conditions for that development. **Point 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 one or more of the following criteria: • The land development must be for purposes of serving the community, conservation, educational, institutional or public purposes as defined in Schedule 2 to the SPLUMA. 12.2. Examples of land uses that qualify for automatic exemptions, are the following: • All government subsidised housing programmes will be automatically exempt from DCs. These projects are approved by council as per the Housing pipeline prior to implementation and such approval should include financial commitments regarding the provision of bulk services for these projects. Such projects would also typically qualify for government grants to fund the upgrade of bulk infrastructure. 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. 12.3. Examples of land uses that may potentially qualify for subsidies, subject to council approval, are the following: • 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.

Policy/ By-law	Summarized Nature of change
	12.5. Applications and motivations 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 / or 12.3 above. Should the submission/motivation fail to prove that it meets these criteria, it will not be recommended to council for consideration. 12.7. Before the Municipality grants an individual subsidy, it must: 12.7.1. 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); 12.7.2. must provide for budgetary provision for the realisation of the revenue forgone to be made, from another realistically available source of revenue (Finance); 12.7.3. 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. **Point 13 Special Arrangements** 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, at the sole discretion of the Municipality, 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 historically approved with limited parking provision; 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. The Community Facilities Development Charges must be ring fenced and not

Policy/ By-law	Summarized Nature of change
	utilised on engineering 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. 13.10. Where a change in land use leads to a lower impact than the original land use, and leads to a specific service being in a "credit" in terms of the DC for that service, such credit cannot be refunded, or be offset from the DCs of any of the other services. The reason for this is that the original impact has already been catered for in terms of bulk services, that expense does not fall away due to the lower impact of the changed land use. Furthermore, should the new land use in future change back to its original use, a DC will not be applicable, as it would be deemed that such DC had been paid when the original land use had been implemented. Example – a new 2 residential erf subdivision is approved – DCs are paid before subdivision clearance. Then afterwards, it is consolidated, no DC payable because impact on (say roads/trip generation is less for one erf than 2 erven.). Afterward, again subdivided into the original 2 erven – no DC is now payable because a DC was already paid when the 2 erven were originally subdivided. 13.11. Outdoor Function / Picnic Areas: Where such an outdoor area is provided as an alternative seating space for the formal seating (GLA) in a restaurant/deli/tourist facility, in other words the outdoor area will not lead to additional guests, then DCs will not be applicable for the outdoor area. The total number of persons to be accommodated at any point in time at the establishment will then be limited to the capacity of the restaurant/deli/tourist facility, which must be stated in the application and in the application's motivation. If, however the seating of an outdoor area is additional to the formal seating (GLA) in a restaurant/deli/tourist facility, then DCs will be charged for that outdoor area as well.
Accounting Policy	**<u>Accounting Policy 2024/25</u>** **Substantial Changes** **Substantial changes were made to the Accounting Policy.** The details of such amendments may be traced via the "Track Changes" that has been activated in said document.

<table>
<tr><th>Policy/ By-law</th><th>Summarized Nature of change</th></tr>
<tr><td>Financing of External Bodies Performing Municipal Functions Policy</td><td>
<u>Financing of External Bodies Performing Municipal Functions Policy 2024/25</u>

Substantial Change

The details of such may be traced via the “Track Changes” that has been activated in
said document.

Substantial Changes made to the Financing of External Bodies Performing Municipal Functions Policy are as follow:

Point 4. OBLIGATIONS OF THE ORGANISATION/BODY

4.4 The beneficiary undertakes to provide the Municipality with the details of a separate bank account to deposit the funds directly into such bank account.
4.5 The beneficiary must ensure that the funds earn interest until such funds are used for the purpose it was approved.
4.6 Funds that are not used for intended purpose, must be refunded to the Municipality with all interest accrued.
4.7 The beneficiary must submit to the Municipality quarterly progress reports.

Point 5. RIGHTS OF THE MUNICIPALITY, CONTROL AND MONITORING

5.5.6 Submit quarterly records of funds allocated and its actual expenditure to the Municipality.
</td></tr>
<tr><td>Ward Allocation Policy</td><td>
<u>Ward Allocation Policy 2024-25</u>

Minor amendments the details of such may be traced via the “Track Changes” that has been activated in said document.

<u>7. ROLE PLAYERS, ROLES AND RESPONSIBILITIES</u>

<u>7.8. IDP Department</u>

<table>
<tr><td>User department</td><td>Costing of projects.
Completion of procurement plans and inclusion of ward projects in implementation planning for the year.
Implementation of projects.
Procurement of services.
Arranging meetings with councillors to guide and explain process to follow.
Communication between procured service provider, Ward Administrator and Ward Councillor.
Signing off and submission of invoices.</td></tr>
</table>
</td></tr>
</table>

Policy/ By-law	Summarized Nature of change
	Monthly reporting on overall departmental expenditure for ward projects. This reporting must also be provided to the Manager: Councillor Support.

New sentenced added at the end of the paragraph

8.CRITERIA FOR THE SELECTION OF PROJECTS

New sentenced at the end of the paragraph

(1) Projects may cross ward boundaries provided that the relevant ward councillors are in agreement on collaborative planning, funding and implementation of such projects. This agreement must be submitted formally in writing to the Manager: Councillor Support and approved at the ward committee meetings of the respective wards.

8.15. In the case of projects undertaken on the **operating budget**:

8.15.1 Adequate supervisory control shall be provided by the user directorate.

8.15.2 Projects will be undertaken on council property, except in cases

8.15.2.2 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

8.15.2.3 A ward funds or supports a local government function (for example, additional law enforcement officers) that is not necessarily performed on council property.

8.15.2.4 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.

8.15.2.5 Community events aimed at vulnerable groups must contain an educational component that speaks to the strategic intent as identified by the Speaker.

8.16 To contribute to maximum impact through meaningful legacy projects within communities, projects must be limited to **two operational and two capital** projects per ward, depending on whether capital projects are allowed for the respective financial year. (Except for wards consisting of mostly rural areas where council does not own property.)

8.17 Ward councillors and / or ward committees are not allowed to cancel projects when official purchase orders have been issued for service providers to procure items / provide services as per the ward allocation programme for the respective ward. Should the ward councillor / ward committee cancel the project on the day of the implementation, and the service provider is able to provide proof of expenditure, then the ward councillor will be liable for the recovery of the expenses.

Policy/ By-law	Summarized Nature of change
	The request to cancel the project must be communicated in writing to both the Manager: Councillor Support and the Manager of the respective department where the implementation of the project / event is based. Reasons for the cancellation must be provided. **13. <u>DEVIATION FROM POLICY</u>** 13.1. Deviation from the project selection criteria as listed in section **Error! Reference source not found.** 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. The initial request for a deviation from the criteria listed must be received in writing from the ward councillor.
Wayleave- Policy	**<u>Wayleave Policy 2024/25</u>** **Substantial Changes** Major changes were made to the Wayleave- Policy. The details of such may be traced via the “Track Changes” that has been activated in said document. ***Point 1.1 Legal Context para 1 & 2*** In terms of Section 151 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. Section 156 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 ***Point 1.2 Need for Co-ordination Changes has been made from paragraph 1&4*** The collective value of infrastructure services contained within the public road reserve, the road itself and Municipal Lands amounts to a considerable value. This infrastructure needs to be maintained, periodically rehabilitated and replaced or upgraded from time to time. Such activities can result in considerable delays, inconvenience, danger and additional costs to the road users and Municipality 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; • Inconvenience to road users; • Reduction of the useful life of the road, footway or other services; and

Policy/ By-law	Summarized Nature of change
	• Time and social costs caused by delays. It is imperative that permission is a prerequisite for all Work conducted in the public road reserves and in Municipal Lands for careful control and co-ordination of the Works to avoid disturbance to service delivery and public inconvenience. This responsibility resides with the Stellenbosch Municipality and its infrastructure services departments to continuously improve their capability to provide such service. As the custodian of all municipal road reserves, the Infrastructure Roads, Transportation and Stormwater Department to an initiative programme to establish the necessary co-ordination activities and policies regarding Work conducted in public road reserves. This wayleave policy document (this document) was the first deliverable of the programme. This initiative was later transferred to the Asset Management and Systems (Wayleaves) Unit. This document 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 and Municipal Lands. The document was prepared with the aim to minimise and strive to eliminate any negative effect or disruptions to services installed in the public road reserves and on Municipal Lands as a consequence of uncoordinated and carefully controlled Works. This document covers 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. ***Point 1.3 Establishing a Service Co-ordinator Paragraph 1*** • Coordinate and regulate all Work carried out within the public road reserves and Municipal Lands; • Minimise the disturbance and damage to existing Services; • Reduce and prevent illegal works carried out in the road reserves and Municipal Lands; • Assist in protection and safe guarding of the municipality infrastructure assets. ***Point 1.3 Paragraph 2*** In order to effectively implement and sustain such a function for a Service Co-ordinator and a Quality Control Engineer (collectively the Asset Management & Systems (Wayleaves) Section) are being established within The Stellenbosch Municipality. The four essential tasks that must be accomplished in the process of establishing the Service Co-ordinator and the Quality Control Engineer are: • Establishing the necessary Council Policy in this regard (covered by this document);

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	• Establishing effective and simplistic procedures (covered by this document and detailed standard operating procedure); • Establishing effective Municipal Bylaws (in the process of formation); • Establishing an effective Organisational Structure (in the process of formation); and, • Proper record-keeping of each approval and work done on-site (active). ***Point 1.4 Document Structure from Second Paragraph*** Section 1 – Introduction: This section aims to illustrate the need for coordination and responsibility of the wayleaves service coordination team. It further elaborates on the development approach adopted. ***Point 1.5 Supporting Documentation from the second paragraph*** • Wayleave application form, • The General Wayleave Conditions. 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 or Approval letter, • Services Verification Meeting Record • Public Liability Insurance Checklist, • Tariffs as approved per financial year, • Certificate of Works Completion ***Point 2. Definitions Minor Changes made from paragraph 2 until 4 & 12 &14 and 16&19*** **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 may include the base, sub-base, selected subgrade and subgrade, but excludes the surfacing which is covered under 'Reinstatement'; "**Certificate of Works 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 complies with the requirements and conditions of this document and that of the approved wayleave and issued to the Wayleave Holder; "**Code**" means the Policy (this document) for Work in the Public Road Reserve (PRR) and other Municipal Lands as approved by the Council and as agreed to by the Pa Lane Rentals" mean the rentals that are paid to the Service Co-ordinator by a Service Agent, 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);

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	"**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 requirements and Conditions of the Code and the Approved Wayleave. Appointment of such a person is required to control the Works wherever any excavation and overhead installations are involved. **"Reinstatement"** refers to replacement of the final layer in the case of roads, footways and verges and this may be the bituminous surfacing, paving blocks, concrete, grass, etc, as originally discover on the site or may be instructed in the Wayleave Approval. **Routine Maintenance Work**" is defined as all types of Work involved in maintaining the services in the public road reserves and other Municipal Lands that does not require excavation, traffic control or reinstatement activities; ***Point 2. Definitions New Paragraphs 8 &10 and 11&13 and 15 &24*** "**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 reasonably stopped by the Service Co-ordinator; "**External**" refer to anything not belonging to the Council as applicable in the context. "**Illegal**" refer to Works conducted without an approved Wayleave or without a valid authorisation from the Council. "**Internal**" refer to anything belonging to the Council as applicable in the context. *"**Non-compliance**" refers to any violation of the approved wayleave conditions and requirements as applicable.* *"**Municipal Land**" any land that is owned or is under control of the Stellenbosch Municipality;* ***Point 2. Definitions para 21 to 25 and 27 to 31 and 33*** **Service**" means any structure or system installed by a Service Agent on or in the Public Road Reserve (PRR) and in a Municipal Land to provide service to the public or individuals; "**Service Agent**" means any Municipal Department, Public or Private Agent or utility that has, intends to install a Service in the Public Road Reserve (PRR) on in a Municipal Land;

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	"**Service** Co-ordinator" means the person or official or institutional body established by the respective department(s) with the sole responsibility to carry out the administrative functions of receiving and processing wayleaves applications, obtaining comments from the various internal Agents, 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 wayleave application, and to provide record-keeping of each application and installation; "**Service-Sharing Installation**" means utilisation (by one or more Service Agents) of the same existing or new ducting or pipelines installation or structure as support or protection of a service without to avoid and/ or the need for additional excavations or installation of a protection or supporting structure; "**Wayleave**" means the formal approval to carry out Work following certain conditions and requirements concerning planned and any existing services within the Public Road Reserve or Municipal Land. The wayleave approval must not be misconstrued as permission to build or install a structures or service or to plant or to connect a service. The onus is on the wayleave applicant or wayleave holder to ensure that he/ she attains all Council required permissions and approval prior to commencing with his/ her Works "**Wayleave Applicant**" means the individual or institution or organisation who has applied for a wayleave and has not received an approval; "**Wayleave Holder**" means the individual , institution or organisation who is in possession of an approved wayleave issued by the Service Co-ordinator; "**Wayleave Work Approval Document**" means the signed document/s issued by the Service Co-ordinator, detailing the Work which has been approved and the period during which the Work shall be carried out, and includes approved drawings/plans as applicable and, requirements Conditions of approval; "**Work(s)**" refers to any underground or overhead installation activities (irrespective of the size), including the activities provided for in Section 1 of this Code, carried out within the Public Road Reserve and Municipal Land. ***Point 3. Policy Overview*** *Minor Changes has been made from point 3.1.1.1 until 3.1.3* *Substantial changes as follow from 3.1.4.1* 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 Conduct excavations in the Public Road Reserve

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	3.1.4.1.2 With attainment of relevant approvals and permissions from other departments as relevant and applicable; Place a new service, upgrade or maintain an existing underground or overhead service within the Public Road Reserve or Municipal Land, under specific requirements and conditions as stipulated in the wayleave; 3.1.4.1.3 Obtain approval from the relevant department(s) to conduct vehicular and pedestrian control in the Public Road Reserve and in Municipal Land as applicable; and, 3.1.4.1.4 Conduct excavation Reinstatement Works on the road, walkways, road reserve and other areas as applicable. 3.1.4.2 The Council intends to protect and safeguard all of its infrastructure assets/ services and other services belonging to external service providers, install within the road reserves and Municipal Lands. However, the Council does not take responsibility and cannot be held liable for any disturbance and/ or damages to the other services belonging to external/ other service providers. 3.1.4.3 For any External Services installed within the road reserve and in Municipal Land, any cost associated with temporary works, removal, relocating or upgrading these Service due to Council's or External projects such as developments, upgrades, rehabilitations, etc, those costs remains with the installed Service owner. 3.1.4.4 All associated costs for temporary works, removal, relocating or upgrading of a Service owned by the Council must be included in the project cost. ***Point 3.2 Planning Work Time Schedules*** *Minor changes has been to paragraph 3.2.1.1 & 3.2.1.2 & 3.2.1.5* ***Point 3.3 Basic Wayleave Procedures*** 3.3.1 The basic procedure that is required for Work in the public road reserves and in Municipal Land is as follows: 3.3.1.1 Permission to work in the public road reserves and/ or in Municipal Land must be obtained from the Service Co-ordinator 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 first obtain Service plans, indicating the positions of existing Services from the Service Agents / Owners identified by the Service Co-Ordinator, where available. The Service plans must indicate the positions and type of Services in the area where Work will be undertaken. It

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	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 Co-ordinator shall arrange a Services Verification Meeting on behalf of the Wayleave Applicant to meet up with the necessary Service Owner or Agents. This will help facilitate the process mentioned in 3.3.1.2. The Service Co-ordinator shall only arrange a Services Verification Meeting once the Wayleave Applicant is in good standing in terms of any compliance with the Stellenbosch Municipality. 3.3.1.4 In the Services Verification Meeting, the Wayleave Applicant and the Service Co-ordinator shall ensure that the control section on the Services Verification Report form is signed by each Service Agent, indicating that in principle whether there are no objections to the issuing of the Wayleave to the applicant, 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 Agents involved as well as compliance with the standards of Stellenbosch Municipality and the Work planned by the Council within the area under consideration. 3.3.1.5 Once the Services Verification Report section has been completed by all the Service Agents, 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 issued to the applicant. 3.3.1.6 The Service Co-ordinator, 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 Agents consulted, their comments received, confirmation of payment of the processing fees and the relevant, 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 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 indicate approval of the application and the conditions under which the approval is given, the signed approved plans, signed Site Services Verification Record from and the signed Wayleave Work Permit. The applicant will be required to acknowledge receipted and understanding of the approved wayleave with

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	stated requirements and condition, by signing and returning the signed copy of the approved wayleave 3.3.1.10 The Work must be carried out according to this Policy and relevant support documents where applicable. 3.3.1.11The Wayleave Work Permit and the Service plans of the Service Agents must be kept on-site while the Work is in progress. 3.3.1.12 Additional copies of the Wayleave Work Permit and approval documents may be obtained from the Service Co-ordinator if the Wayleave is applicable to more than one Work area or Work team. 3.3.1.13 Work will be stopped if the approved Wayleave Work Permit and relevant supporting documents are not available during inspections on-site or if any of the Wayleave Conditions are not being adhered to. Work will be stopped until the required documents are available on-site. 3.3.1.14 Failure to comply with the approved Wayleave Conditions may negatively impact future wayleave applications of the same applicant. This may include penalising and withholding wayleave approval of the applicant until the non-compliance has been rectified. 3.3.1.15 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 or as specified in the approved wayleave conditions. 3.3.1.16 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 Co-ordinator by the Wayleave Holder. 3.3.1.17 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. 3.3.1.18 The applicable guarantee period will be stated in the letter of approval/ conditions (usually 12 months). 3.3.1.19 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 without authorisation from the Service Co-ordinator and other involved departments, except for cases of Emergency Work. Any unauthorised work performed outside of business hours will attract a penalty as per the approved Municipal Tariffs. This penalty will apply and must be settled before

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	any new applications will be accepted from the Applicant who violated this requirement. 3.3.1.20 Where work in the road reserve has been performed without an approved wayleave, the penalty as per the approved Municipal Tariffs will apply. This penalty will apply and must be settled before any new applications may be accepted from the Applicant who is guilty of this violation. 3.3.2.2This Code applies to all individuals and organisations who conducts Work in the public road reserves and on the municipal land,, this includes Internal Departments, External organisations, Service Agents and contractors. ***Point 3.4 Work in Public Roads Reserve*** 3.4.3 The types of Work for which prior wayleave approval from Service Co-ordinators can be waivered are Works deemed to be Emergency Work and must be undertaken according to the procedures set out in Section 3.17. However, the Applicant who will carry out the Works is required to contact, inform and attain approval (verbal/ written) from the Councils' Service Agents from the operations department as listed in Service Verification Record form. The Applicant is required to complete this form and attain all the required signatures prior or after he/ she is granted approval by the Internal Services Agent and return the completed form to the Service Co-ordinator to finalise the wayleave application. 3.4.4 The types of Work that do not include any construction or installation Work are deemed Routine. 3.4.5 Maintenance Work must be executed according to the procedures set out in section 3.3 in this document ***Point 3.5 Wayleave*** 3.5.1 I Work in the public road reserves and in Municipal Lands are controlled by a Wayleave. A Wayleave is simply permission to work at a specified time in a specified area in the public road reserves in accordance with the approved wayleave conditions and requirements. The wayleave must not be misconstrued as permission to build or install a structures or services or to plant or to connect a service. The onus is on the wayleave applicant or wayleave holder to ensure that he/ she attains all Council required permissions and approvals prior to commencement with his/ her Works applied for in the wayleave. 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 or Municipal Land are adequately described under the description of the Work to be done.

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	3.5.3 General conditions are stated on the Wayleave approval 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 and validity period of the approved wayleave; 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 Co-ordinator/ Quality Control Engineer will be able to direct project managers in this regard; 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, where applicable. 3.5.5.2 Digital copies of the design drawing/plans showing details of the proposed Work. 3.5.5.3 Subject to 3.5.7 below, proof of payment of the required processing and inspection fee(s). 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 valid, appropriate and sufficient public liability insurance and indemnity insurance. 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 Agents within the Council and by doing cross-cuts where required. The use of cross cuts, as explained in paragraph 3.14, is strongly recommended. 3.5.7 When the Wayleave Applicant is an Internal Council Department, then the Wayleave Applicant or Wayleave Holder is responsible and 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 or on municipal land without a wayleave must

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	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 supporting documents as defined must therefore always be on site when Work is being done in the public road reserves and on Municipal Land. 3.5.9 The Service Co-ordinator will strive to limit the duration of the application review approval 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 Co-ordinator 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 Co-ordinator may inform the Wayleave Holder of additional approvals that must be obtained from the Service Agents 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. ***Point 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 Agents. 3.6.2 Service Agents may require additional precautions relating to Work in the vicinity of their Services and must specify these in writing to the Wayleave Applicant and included in the approved wayleave conditions. 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 Agents and undertakes to adhere to the additional conditions laid down by the various Service Agents. The control section on the Wayleave application form, signed by the Service Agents, will serve as proof that the Internal Service Agents approved that a Wayleave Work Permit may be issued. 3.6.4 The Wayleave Applicant will verify with all Internal Service Agents 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

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	Point 3.10 Costs and Tariffs 3.10.1 Administration, Supervision, Non-compliance and Illegal Works Tariffs 3.10.1.2 The administration and supervision fees cover the Council's costs for Work done by the Service Co-ordinator to process the Wayleave application and for regular site inspection to ensure compliance and attending to related queries from the Wayleave Holder. 3.10.1.3The non-compliance Tariffs will be issued to the Wayleave Holder as applicable should Wayleave Holder deviate from the conditions and requirements of the approved wayleave. 3.10.1.4The illegal Works Tariffs will be issued to any individual or organisation or Wayleave Holder as applicable should he/ she be found conducting Works in the road reserve or on Municipal Land without an approved wayleave or permission ***Point 3.10.2 Public Liability Insurance*** 3.10.2.4The Council requires that the Wayleave Holder engage in the implementation of the Work in the road reserve and on Municipal Land must be in possession of an appropriate, valid and sufficient public liability insurance. It is an express condition of the Wayleave Holder indemnifies and holds the Council harmless against any claims, demands or losses incurred as a result of any work performed as applied for and approved the Wayleave 3.10.2.5 Should the Wayleave Holder damage or leave any of the Council's Infrastructure Services unsafe and fail to notify the Council and rectify it timeously, the Council may rectify the damage using its own resources and materials, and the subsequent costs will be borne by the Wayleave Holder. **Point 3.10.3 Reinstatement Cost** 3.10.3.1The 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. 3.10.4.1.4Costs claimed by the Council's Municipal Traffic from external Service Agents for loss in revenue due to disestablished parking bays; 3.10.4.1.6Services rendered by the Service Co-ordinator in completing Work or altering Work to conform to Wayleave specifications; and 3.10.4.1.8 Any penalties or tariffs for Non-compliance and Illegal Works in terms of the Municipal tariffs (See Tariff) and as stated in this document.

Policy/ By-law	Summarized Nature of change
	Point 3.11 Traffic Control 3.11.3 The Service Co-ordinator 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 ***3.14 Preliminary Works and Cross -Cuts*** 3.14.1 In respect of all preliminary Work requested by the Service Agents and cross- cuts, the specifications from the relevant Service sAgents and in this document must be adhered to before Work will be allowed to start. Such requests include inter alia that: 3.14.1.2The Service Co-ordinator and the contact person of each Service Agent involved must be informed 48 hours prior to commencing with the Work by the Wayleave Holder. 3.14.1.3Alternatively, notice periods specified by the Service Agents must be adhered to. ***Point 3.17 Emergency Work*** 3.17.2 A categorised list of Emergency Work will be maintained by the Service Co-ordinator. It will serve as a guideline for Service Agents as well as the Service Co-ordinator in determining whether Work is an Emergency. 3.17.3 The Service Co-ordinator will provide an emergency number for the use of Service Agents that requires information on the position of Services in the area where Emergency Work is to be carried out. 3.17.4 The Service Co-ordinator must be notified in writing within one working day from commencing with Emergency Work and an Emergency Wayleave application submitted timeously. The Emergency Wayleave application option and process must be used and followed as state in the Wayleave application form. The Emergency notification document can be obtained from the Service Co-ordinator. If the Service Co-ordinator is not notified within 24 hours from the first working since the time the Emergency Work was discover, this work may be regarded as Illegal and penalised as applicable in the approved Council Tariffs. 3.17.5 The emergency notification must always be certified by an Authorised Agent of the Service Agent as an emergency situation that requires their immediate attention.

Policy/ By-law	Summarized Nature of change
	Point 3.18 Routine Maintenance Work 3.18.2 A categorised list of Routine Maintenance Work will be maintained by the Service Co-ordinator. It will serve as a guideline for Service Agents as well as the Service Co-ordinator in determining whether Work is Routine Maintenance Work. ***Point 3.20 Certificate of Completion*** 3.20.1 On completion of the Work, the Professional Engineer appointed by the Wayleave Holder must furnish the Service Co-ordinator as soon as practical, with the Completion Certificate with information as maybe required by the Council to know the exact location and condition of the Service install in/ on its land. 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.
Policy and Procedures for Ward Committees	**Ward Committee Policy 2024/25** **Substantial Changes** Major changes were made to the Ward Committee Policy. The details of such may be traced via the "Track Changes" that has been activated in said document. Amendments and inputs were made by the Department of Local Government, Directorate: Public Participation in line with the Municipal Structures Act, the Speaker's Office and Manager: Councillor Support. **The substantial changes are as follow**: **9. Voting** (1) Each community member present may cast one vote for one nominee residing in his/her geographical area. (2) Voting will be by ballot paper unless 75% or more of the voters decide to vote by show of hands. This may be determined for the meeting as a whole or for each geographical area separately. (3) Where voting is done by show of hands, the nominees for each geographical area must leave the hall for the duration of the election with respect to that geographical area. Informed by previous experiences, the Municipality is kindly advised to use secret ballot in order to avoid any disruptions and intimidation tactics we experienced in the past. (4) The ward councillor may vote for a nominee in his/her geographical area.

Policy/ By-law	Summarized Nature of change
	(5) The ward councillor may not, before or during the election meeting, influence or campaign for the election of ward committee members **Election (voting) process at election venues** 9.1 The elections will be conducted in accordance with the election (voting) process. 9.2 Only registered voters, whose names appear on the voters' roll of the Ward, where election of a particular Ward Committee are conducted will be eligible to participate in the elections of the particular Ward Committee. 9.3 A registered person can only vote for one organisation/sector and/ one geographical block representative during the election process of a particular Ward Committee. 9.4 A minimum of not less than 2 (two) organisations/sectors to be elected as members of a particular ward committee whilst the balance must be elected from geographical blocks. 9.5 The ratio between organisations/sectors and geographical block representation, also taking into consideration 9.4 above, will be determined by the newly elected Ward Councillor, in consultation with the appointed election officer, taking into consideration the nominations received for the particular ward, upon finalising the list of nominations. **12. Termination of membership** The membership of a ward committee member will be terminated if that member: (a) resigns in writing; (b) is no longer qualified, in terms of clause 6 above, to be a member of a ward committee; (c) is removed from office by the Speaker in terms of clause 13; or (d) dies; (e) Relocates to another ward. **13. Removal from office** The Municipal Council may remove a member of a ward committee from office, after consideration of the Speakers recommendation to Council, based on an internal investigation by the office of the Speaker.Said internal investigation must be based on the "Audi Alteram Partem" rule. Grounds for removal as follows: Municipal Council, upon recommendation by the Speaker, can remove a member of a ward committee from office if that member:

Policy/ By-law	Summarized Nature of change
	(a) fails to attend three consecutive meetings without obtaining leave of absence from the ward committee; (b) deliberately fails to adhere to meeting procedures or is guilty of gross misconduct during ward committee meetings; (c) is involved in proven and malicious activities undertaken solely to undermine the authority of the Council or the ward councillor; or (d) is engaged in corruption or deliberately fails to disclose a material conflict of interest. **14. Filling of vacancies** (1) The Speaker must fill the vacancy by declaring elected the person who received the second highest number of votes in the geographical area concerned during the election held in terms of clause 8. (2) If nobody can be declared elected in terms of sub-clause (1) above, the ward committee may, by means of an information campaign in the relevant geographical area, call for qualifying nominations from that area, consider the nominations received and by a majority vote of the members present, fill the vacancy through a process of co-option. (3) The intention to fill a vacancy through a process of co-option must be placed on the ward committee's agenda beforehand, and the agenda must be circulated to members at least seven days before the meeting. (4) The geographical area representation of the member who vacated his/her position must be taken into account when filling a vacancy. (5) A person co-opted as a ward committee member must comply with the criteria stipulated in clause 6 above. (6) The ward committee vacant post will be filled within a month after the vacancy has occurred. **15. The role of the Speaker** The Speaker: 1. Must ensure effectiveness and functionality of ward committees and other public participation processes in terms of section 37(k) of the Municipal Structures Amendment Act (2021); 2. Must ensure that ward committees are established within hundred and twenty (120) days after the election of municipal councils in line with The hundred and twenty (120) days are calculated from the day on which the Independent Electoral Commission (IEC) declares the results of the Local Government Elections; 3. If the Municipality fails to establish ward committees, the Speaker

Policy/ By-law	Summarized Nature of change
	must write a letter to the MEC for Local Government requesting extension. The MEC is required in terms of section 73 of the amended Structures Act to reply and indicate whether the extension has been granted or not within fourteen (14) days. 4. is the patron/custodian of ward committees; 5. must ensure that ward participatory structures are established in line with the set guidelines and applicable legislation; 6. must in collaboration with ward councillors regulate and monitor the frequency of ward committee and community report-back meetings; 7. must through his/her office ensure functionality of ward committees; 8. must ensure that the local government environment is conducive to active citizen participation in governance at local level; 9. must ensure ongoing training and capacity building programmes; and 10. must set deadlines for submission of ward committee reports. **20. Purpose of ward committee meeting** (1) The purpose of ward committee meetings is: (a) For ward committee members to raise, formulate and table matters affecting the ward or geographical area / sector (b) for the ward councillor to report on: (i) matters decided by the Council; and (ii) initiatives, information, campaigns and programmes of the Council; (c) to discuss complaints received by ward committee members on municipal service delivery in the ward; and (d) to formulate views and action plans on the above matters. (2) Number of meetings (a) at least two ward committee meetings per quarter; and (b) two (2) public meetings per calendar year with one meeting during the first half of the year and the other during the second half of the year. **25. Budget** (1) Members of ward committees will be reimbursed for out-of-pocket expenses as contemplated in clause 25(2)(a) - (e) below. (2) The Municipality will annually budget for a stipend of R500? per month per ward committee member subject to

Policy/ By-law	Summarized Nature of change
	the following: (a) attending of meetings as per the ward committee schedule of meetings; (b) performing of functions as contemplated in clause 16 above; (c) the maximum reimbursement of R 1 500.00? can be paid at the end of each quarter after verification (meaning in the first two weeks of the new quarter) to ward committee members in person and not to organisations that she or he represents (For eg, this means that payment for the quarter October – December of the particular year will be made during the first two weeks of January of the next year). The amount payable is dependent on the attendance of ward meetings by the respective ward committee member. The payment will be done after the completion of the entire verification process. (d) that reimbursements only be paid on verification of attendance register of meetings and that reimbursements will only be electronically transferred to the bank account of the relevant ward committee member(s); (e) that non-attendance of ward committee meetings and/or non-performance of functions as stipulated in clause 16 above without a valid reason be reported to the Speaker; (f) ward committee members will only be paid for attendance of meetings after the proper verification. Failure to attend meetings will result in no payment; (g) that ward committee members may elect not to be reimbursed. This confirmation must be submitted in writing on a quarterly basis by the respective ward committee member who chooses not to be reimbursed. **27. Dispute resolution** The following mechanisms are recommended when disputes arise within ward committees: (a) every effort should be made to deal with disputes; (b) when a dispute arises, the ward councillor should notify the Speakers office, after which the Speaker must attempt to resolve the dispute through a process of mediation. if the attempt at mediation fails,the Speaker may choose to arbitrate or appoint and independent arbitrator to facilitate the process.

Policy/ By-law	Summarized Nature of change
	(c) if the majority of the members of the ward committee remain aggrieved, the matter should be brought to the attention of Council -via office of the Speaker whereafter Council must make final resolution. This should be avoided as far as possible.

APPENDIX 5

STELLENBOSCH MUNICIPALITY

RATES POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

RATES POLICY

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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~~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~~and which is 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 (*"Definitions"*) in the MPRA and the defined term "*Residential Purposes*" 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 ~~I n~~in this Policy.
(d)	Agricultural	Refer Section 1 (*"Definitions"*) in the MPRA and the defined term "*Agricultural Purposes*" as per paragraph 4 in this Policy.
(e)	Mining	Refer Section 1 (*"Definitions"*) in the MPRA.
(f)	Public Service Purposes	Refer Section 1 (*"Definitions"*) 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~~ below mentioned categories provided that the owner of said property meets the ownership criteria of the category, namely: Public Service Purposes, Public Benefit Organisation, or Public Service infrastructure. ~~nor any vacant category~~.

Vacant property may not be categorised as a multiple use property. Sub-components may not be categorised as vacant.

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.

(v) If the amount referred to in item (i) above cannot be paid in full, then the Municipality may consider a written conditional undertaking by the Transfer Attorney.

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~~ the Policy paragraph 8.2.1~~(i)~~
	RES	RESIF	Municipal Owned: Informal settlements, 100% exclusion will apply
	RES	RELI1	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 7(2)(*a*)(i)~~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 7(2)(*a*)(i)~~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 7(2)(*a*)(i)~~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	*Multi tariff*	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

APPENDIX 6

STELLENBOSCH MUNICIPALITY

INDIGENT POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

INDIGENT POLICY

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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 250m^2; 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. Use may be made of accredited services providers for audits and/or external verification checks.

10. COMMUNICATION PROCEDURES

(a) The Municipality has a program for communication in terms of which communities will be informed regarding the details of this Policy and the implementation thereof.

(b) Regular information dissemination and awareness campaigns will be undertaken to mitigate unrealistic expectations in terms of the qualification processes, to amplify services that are rendered to indigent consumers, and to elucidate upon service delivery in general.

~~10.~~11. 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.~~12. SHORT TITLE and EFFECTIVE DATE

This Policy is the Indigent Policy of Stellenbosch Municipality and shall take effect on 01 July 2024.

APPENDIX 7

STELLENBOSCH MUNICIPALITY

CREDIT CONTROL AND DEBT COLLECTION POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

CREDIT CONTROL AND DEBT COLLECTION POLICY

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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~~ may 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~~owners/debtors 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 an owner/debtor ~~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 an owner/debtor, credit a payment by an owner/debtor against any account of that owner/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 an owner/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 6k*l* (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 [6k*l* (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~~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	2nd Restrictive limit	1st Restrictive limit
1 to 6 persons or Indigent households	200*l* per day up to 6k*l* per month	Not applicable for this "Category of usage"	400*l* per day up to 12k*l* per month
7 to 9 persons	200*l* per day up to 6k*l* per month	400*l* per day up to 12k*l* per month	750*l* per day up to 22.5k*l* per month
10 or more persons	200*l* per day up to 6k*l* per month	400*l* per day up to 12k*l* per month	1000*l* per day up to 30k*l* 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/debtor 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/debtor;

(iii) such tenant or occupier undertakes to advise the registered owner/debtor, at the first reasonable opportunity of the current situation and further agrees to obtain the consent of the registered owner/debtor 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/debtor.

(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 owner/debtor must be provided with a copy thereof. Arrangements will be invalid unless signed by the owner/debtor and one or more delegated representative(s) of the municipality.

(e) Arrangements must be entered into that are both affordable to the owner/debtor~~consumer~~ and protect the Municipality's interest by ensuring the most cost-effective debt recovery.

(f) Arrangements must be final, and owners/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 an owner/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 owner/debtor~~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 an owner/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/debtor 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/debtor 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/debtor 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 owners/debtors~~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~~ may be determined by the owner's/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/debtor of a property, the owner/debtor 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/debtors ~~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 or any documents processed by the Municipality 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~~ owner/debtor 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~~ owner/debtor should raise the dispute and notify the Municipality soonest and preferably in writing. Alternatively, said owner/debtor may during office hours approach the account enquiries staff for direct/immediate attention.

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 an owner/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~~ owner/debtor 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 owners/debtors account. Owners/debtors~~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 an ~~debtor~~owner/debtor, and he/she must be informed thereof in writing.

13.3 If payments are dishonoured twice in a financial year, ~~consumer~~ owner/debtor 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 owners/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~~rentals on Municipal properties), 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 Owner's/debtor's~~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 owners/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~~OWNERS/DEBTORS

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.

APPENDIX 8

STELLENBOSCH MUNICIPALITY

IRRECOVERABLE DEBT POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

IRRECOVERABLE DEBT POLICY

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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~~ two hundred ~~and fifty~~ thousand rand (R200 000~~R150 000~~) will be effected after Council approval.

(ii) Amounting to ~~one~~ two hundred ~~and fifty~~ thousand rand (~~R150 000~~R200 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.

APPENDIX 9

STELLENBOSCH MUNICIPALITY

TARIFF POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

TARIFF POLICY

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PREAMBLE

In accordance with Section 74 of the Local Government Municipal Systems Act, 2000 (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 said ~~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 or Poor households (as per the Indigent Policy of Stellenbosch Municipality) 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;

(i) of the initial capital expenditure required,

(ii) for operating the service, and

(iii) for 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~~is encouraged;

(i) The extent of subsidisation of tariffs for indigent/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~~ may 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	Housing Schemes 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.
(e)	Sundry Services	Various Services All Services not defined in paragraphs (a) to (d) above. These services' charges may cover the cost of providing the services, i.e. it should at least break even

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 standard refuse 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 annually approved by Council.

7. SHORT TITLE

This policy is the Tariff Policy of the Stellenbosch Municipality.

APPENDIX 10

STELLENBOSCH MUNICIPALITY

SPECIAL RATINGS AREA POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

SPECIAL RATING AREA POLICY

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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 (Act 108 of 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 of South Africa 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 and who are liable for the payment of rates 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 indication 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~~roll.

Differentiation between categories of properties, as provided for in Section 8 of the Property Rates Act and used in the valuation ~~role~~roll, ~~must~~ may 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~~2024.

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.

APPENDIX 11

STELLENBOSCH MUNICIPALITY

TRAVEL AND SUBSISTENCE POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

TRAVEL AND SUBSISTENCE POLICY

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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.

- 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.

- 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.

- 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.

- 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~~ R522 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~~ R161 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.

APPENDIX 12

STELLENBOSCH MUNICIPALITY

CASH MANAGEMENT AND INVESTMENT POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

CASH MANAGEMENT AND INVESTMENTS POLICY

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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 ~~Cheque Management~~Petty Cash Withdrawal

~~Cheques are printed in batch format. To prevent the removing of cheques, cheques are delivered in sealed boxes where strict control is exercised over the numerical sequence of cheques on the expenditure system by means of a cheque register~~

~~-~~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 ~~cheques~~ on behalf of Council:

~~3.2.3.1 Cheques~~

~~A-Signatories: Chief Financial Officer~~
~~SNR Manager: Financial Management Services~~
~~SNR Manager: Revenue and Expenditure~~
~~Manager: Expenditure Management~~
~~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~~
~~Chief Accountant: MFMA Reporting and Compliance~~
~~Chief Accountant: Financial Statements and Reconciliations~~
~~Chief Accountant: Asset Management~~
~~Senior Accountant: Creditors and Payroll~~

~~Each cheque needs to be signed by at least two A-Signatories, or one A-Signatory and one B-Signatory.~~

3.2.3.2 Electronic Funds Transfer (EFT) and Petty cash request

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~~Chief~~ Accountant: MFMA Reporting and Compliance
	Senior~~Chief~~ 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. Ultra violet 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~~ and imported into the Financial System. All deposits with a correct and recognisable reference will be receipted on a daily basis into the Financial System, where it is not possible to identify the deposit(s) it will be transferred into the Unallocated/Default vote. The Senior Clerk: Electronic Payments will investigate and follow-up regularly on the deposits in the Unallocated/Default vote to receipt these deposits to the correct debtor account or U-key.

A monthly reconciled Unallocated/Default register which is duly signed off by the Accountant and Senior Accountant Cash Management is kept on record for reporting and capturing into the Annual Financial Statements.

All deposits with an incorrect or unrecognisable reference in the reconciled and duly signed off Unallocated/Default register will be submitted to the Senior Manager: Revenue and Expenditure to be duly authorised for recognition as Income in accordance with the Prescription Act 68 of 1969(Updated to 23 December 2020)~~.~~

Accounts are also paid by means of a debit order (ACB) payment.

4.6.2 3rd Party

Payments can be made at any approved service provider paypoints.~~EasyPay and Pay@ pay points.~~ This information is extracted and uploaded on a daily basis from ~~EasyPay~~ the service providers'~~and Pay@~~ and credited against the client~~'~~s' accounts. ~~incomplete~~

4.6.3 ~~Cheque Deposit (Only bank guaranteed cheques will be accepted)~~

~~The cashier will issue an official enumerated receipt when a client pays his/her Municipal account with a bank guaranteed cheque. Bank guaranteed cheques that are dropped into the cheque deposit box at the Municipal office are taken out of the box on a daily basis, receipted by the cashier and the receipt is posted to client on request.~~

4.6.4 ~~Mailed Bank Guaranteed Cheques~~

Bank guaranteed cheques attached to the Municipal account are collected from the post office on a daily basis and is recorded in a register at the Records department. It is then collected by the Supervisor: Cashiers who will write all the bank guaranteed cheques up in a register. The supervisor will hand it to the cashier to be receipted and the receipt details will be entered in the register.

4.6.5 ReturnedRejected Cheques and Debit OrdersDebit Orders and/or Electronic Payments

If cheques and debit orders are returned and marked as "Refer to Drawer", the full balance will immediately become payable.Should any any debit orders and/or electronic payment be rejected by any bank, such receipts will be reversed, and the full balance will be immediately become due. Any debit orders captured by the Finance Department and rejected by any bank, will be cancelled after three rejections.

We don't have retuned cheques but we do have UNPAIDS from our ACB collection

4.6.5.1 The cost that is payable by the consumer must be equal to theA prescribed fee as that has been approved by Council in all cases where a cheque bears the status of "Refer to Drawer".may be levied on all rejected electronic payments

4.6.5.2 Bank charges in this regard will be payable by the consumer. In the event of a customer having tendered a "refer to drawer cheque" for the second time, no further cheques will be accepted from him/her, excluding bank guarantee cheques.

4.6.5.3 A cashier must not accept a cheque that was issued by a Consumer in the event the cheque bears the status as a post-dated cheque, altered and/or an unsigned cheque. In the event this occurs and notwithstanding the aforementioned provisions, all bank charges that would arise and be incurred by Stellenbosch Municipality will then be recovered from the said cashier. The cashier will be required to pay back the bank costs as approved by Council within 24 hours for recovery of the said amount.

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.
- Change a Municipal official's cheque for cash.
- 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 ~~which have a rating as defined per Appendix A~~ as set out in par 5.2 above. Excluding investments made per Executive Mayoral Committee resolution not more than 50% of available funds will be placed with a single institution. 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~~a~~ cut-off is requested to ensure timeous processing of authorisation and payment of the investment~~transactions~~. 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 ~~all~~ successfull 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 advice 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 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~~Chief~~ 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 ~~2020~~ 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.

APPENDIX A LONG-TERM RATINGS - FITCH

AAA - Obligations which have the highest rating assigned by Fitch IBCA on its national rating scale for that country. This rating is automatically assigned to all obligations issued or guaranteed by the sovereign state. Capacity for timely repayment of principal and interest is extremely strong, relative to other obligors in the same country.

AA - Obligations for which capacity for timely repayment of principal and interest is very

~~strong relative to other obligors in the same country. The risk attached to these obligations differs only slightly from the country's highest rated debt.~~

~~A - Obligations for which capacity for timely repayment of principal and interest is strong relative to other obligors in the same country. However, adverse changes in business economic or financial conditions are more likely to affect the capacity for timely repayment than for obligations in higher rated categories.~~

~~**SHORT-TERM RATINGS - FITCH**~~

~~F1 – Obligations assigned this rating have the highest capacity for timely repayment under Fitch Ratings Ltd national rating scale for that country, relative to other obligations in the same country. This rating is automatically assigned to all obligations issued or guaranteed by the sovereign state. Where issues possess a particularly strong credit feature, a "+" is added to the assigned rating.~~

~~F2 – Obligations supported by a strong capacity for timely repayment relative to other obligors in the~~

~~same country. However, the relative degree of risk is slightly higher than for issues classified as 'A1' and capacity for timely repayment may be susceptible to adverse changes in business, economic or financial conditions.~~

~~F3 – Obligations supported by an adequate capacity for timely repayment relative to other obligors in the same country. Such capacity is more susceptible to adverse changes in business, economic, or financial conditions than for obligations in higher categories.~~

LONG-TERM RATINGS – MOODY'S

AAA – Obligations rated "AAA" have the highest rating assigned by Moody's Ratings. The capacity of the issuer to pay interest and repay capital is extremely strong, relative to other South African obligors.

AA – Indicates very strong capacity of the issuer to pay interest and repay capital relative to other South African obligors.

A – Indicates strong capacity of the issuer to pay interest and repay capital, relative to other South African obligors, although it is

~~slightly more susceptible to adverse changes in economic conditions and circumstances than debt in categories rated higher.~~

~~SHORT-TERM RATINGS – MOODY'S~~

~~A-1 – Indicates that the degree of safety regarding timely payment is either overwhelming or very strong, relative to other South African obligors. Issues determined to possess overwhelming safety characteristics are denoted with a plus (+) sign designation.~~

~~A-2 – Indicates that capacity for timely payment on issues with this designation is strong,~~

~~relative to other South African obligors.~~

~~A-3 – Indicates satisfactory capacity for timely payment, relative to other South African obligors. They are, however, somewhat more vulnerable to the adverse effects of changes in circumstances than obligations carrying the higher designations.~~

APPENDIX 13

STELLENBOSCH MUNICIPALITY

DEVELOPMENT CHARGES POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

~~ENGINEERING~~ INFRASTRUCTURE SERVICES DEVELOPMENT CHARGES POLICY

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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 MSDF – 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 the Municipality or 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, Klapmuts, Dwars River, Franschhoek, 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 or a building plan application;

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 October2015;

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 -

- ensuring that the beneficiaries of infrastructure pay a fair share of the costs of installing it, relative to other residents;
- releasing resources that a municipality would otherwise have dedicated to meeting these needs to be spent on other development priorities; and
- 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 / land 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 '*[i]t 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').

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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;

- the public expenditure on that infrastructure and those amenities that may arise from the approved land use;
- money in respect of contributions contemplated in subsection (3) paid in the past by the owner of the land concerned; and
- 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 PropertyRates 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 meetincreased 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 theland 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 property 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 the actual usage in terms of industry norms and standards 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 Municipality (delegated authority) 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 50m^2 per erf.

6.2.4. Second dwellings – up to a total maximum of five bedrooms per erf will not trigger a Development Charges payment.

6.2.5. Houses or rooms in houses converted to student rooms / communes - up to a total maximum of five bedrooms per erf will not trigger a Development Charges payment. Bedrooms beyond five will be charged per room under the "Student accommodation / Commune / Hostels" DC category.

~~6.2.4.~~6.2.6. Houses or rooms in houses converted to guest houses - up to a total maximum of three bedrooms per erf will not trigger a Development Charges payment. Bedrooms beyond three will be charged per room under the "Guest House" DC category.

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 or in terms of any existing of future municipal policy relating to electricity DCs.

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 re-calculated 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 the unit costs were recalculated from scratch. ~~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. there are exceptional circumstances, as motivated by the developer and if accepted by the Council, justify such an increase or reduction. An exceptional circumstance will typically be in the event that it is discovered that a gross error has occurred in the determination of the development charges tariffs, or

8.1.2. a particular land development significantly exceeds the size or impact thresholds set out in the applicable Development Charges tariff tables, or

8.1.3. the ~~actual~~ usage of a particular land use ~~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~~.~~ or,

8.1.4. w~~W~~here 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. private borehole 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 removed from the calculation ~~adjusted by means of calculations by a professional engineer in terms of this section~~, and the

developer must pay for the installation of his own bulk infrastructure to the approval of the Engineer or,

8.1.5. in the event of the Municipality discovering that an error has occurred in the determination of the development charges tariffs, or if there are justifiable reasons to review the tariffs, it may, by means of a council resolution, correct such error or review such tariffs.

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~~ charges 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) or by any stage as indicated by the Municipality in the approval conditions for that development.

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 AND DISCOUNTS

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 one or more ~~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 the 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~~ automatic exemptions, are the following:

- ~~Breaking New Ground (BNG) (also known as low-cost) housing projects~~ ~~All government~~All government subsidised housing programmes ~~implemented by the Municipality~~ will be automatically exempt from DCs. These projects are approved by council as per the Housing pipeline prior to implementation and such approval should include financial commitments regarding the provision of bulk services for these projects. Such projects would also typically qualify for government grants to fund the upgrade of bulk infrastructure. 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.

12.3 Examples of land uses that may potentially qualify for subsidies, subject to council approval, are the following:

- 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.

12.5. Applications and motivations 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 / or 12.~~2~~3 above. Should the submission/motivation fail to prove that it meets these criteria, it will not be recommended to council for consideration.

12.6. 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.

12.7. Before the Municipality grants an individual subsidy, it must:

~~12.4.1.~~12.7.1. 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.~~12.7.2. must provide for budgetary provision for the realisation of the revenue forgone to be made, from another realistically available source of revenue (Finance);

12.7.3. 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.

12.8. 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.

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, at the sole discretion of the Municipality, 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 historically 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 engineering ~~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.

13.10. Where a change in land use leads to a lower impact than the original land use, and leads to a specific service being in a "credit" in terms of the DC for that service, such credit cannot be refunded, or be offset from the DCs of any of the other services. The reason for this is that the original impact has already been catered for in terms of bulk services, that expense does not fall away due to the lower impact of the changed land use. Furthermore, should the new land use in future change back to ~~it's~~its original use, a DC will not be applicable, as it would be deemed that such DC had been paid when the original land use had been implemented.

Example – a new 2 residential erf subdivision is approved – DCs are paid before subdivision clearance. Then afterwards, it is consolidated, no DC payable because impact on (say roads/trip generation is less for one erf than 2 erven.). Afterward, again subdivided into the original 2 erven – no DC is now payable because a DC was already paid when the 2 erven were originally subdivided.

~~13.9.~~13.11. Outdoor Function / Picnic Areas: Where such an outdoor area is provided as an alternative seating space for the formal seating (GLA) in a restaurant/deli/tourist facility, in other words the outdoor area will not lead to additional guests, then DCs will not be applicable for the outdoor area. The total number of persons to be accommodated at any point in time at the establishment will then be limited to the capacity of the restaurant/deli/tourist facility, which must be stated in the application and in the application's motivation. ~~If~~If, however the seating of an outdoor area is additional to the formal seating (GLA) in a restaurant/deli/tourist facility, then DCs will be charged for that outdoor area as well.

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 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 nor 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

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1 Par 3.6 Venter Commission 2nd Report sub-paragraph 10.

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.

Relevant statutory provisions

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-
  - 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
  - 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 Franschhoek 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 op 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)I provides that the council of a municipality has the right to finance the affairs of the municipality by

o charging fees for services; and

o 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-

o exercise the municipality's executive and legislative authority and use the resources of the municipality in the best interests of the local community;

o strive to ensure that municipal services are provided to the local community in a financially and environmentally sustainable manner; and

o 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-

o 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.

APPENDIX 14

STELLENBOSCH MUNICIPALITY

ACCOUNTING POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

ACCOUNTING POLICY

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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

The~~se~~ 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~~of 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~~based on 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~~considers 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 1.186 on Revenue from Exchange Transactions and Accounting Policy 1.197 on Revenue from Non-exchange 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~~ 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.

The IGRAP 1 amendments did not have any impact on Traffic Fines revenue issued in terms of the current Criminal Proceedings Act system but will only influence fines issued in terms of the Amended Act (AARTO) that is expected to become effective on 1 July 2021. As the legislation is new, the possible impact cannot at this stage be determined. The legislation itself will significantly increase Traffic Fines revenue based on higher fine amounts being pronounced in Schedule 3 of the Amendment Act.

The iGRAP 20 interpretation is not regarded as having an effect, as the principles of revising revenue (e.g., incorrect tariff or appeal) is already applied by the municipality.

Impairment of financial assets

Accounting Policy 1.131~~:~~ 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 1.10~~8~~ and 1.11~~9~~ the municipality depreciates its property, plant and equipment and intangible assets over the estimated useful lives of the assets, ~~taking into account~~considering 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.

The actuarial valuation involves making assumptions about discount rates, expected rates of return on assets, future salary increases, mortality rates and future pension increases. Due to the long-term nature of these plans, such estimates are subject to significant uncertainty.

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~~several 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 2~~0~~ - Provisions.

A qualified environmental engineer calculates the provision. The provision represents the best estimate or net present value of the expected future cash flows to rehabilitate the landfill site at yearend. The professional engineer determines the cost of rehabilitation and the remaining useful life of each site. Interest rates linked to prime were used to calculate the effect of the time value of money.

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~~ debtors 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~~using 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~~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.

Pre-paid electricity

Pre-paid electricity is only recognised as income once the electricity is consumed. The pre-paid electricity balance (included under payables) represents the best estimate of electricity sold at year-end, which is still unused.

~~**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;~~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.

Agricultural produce harvested from an entity's biological assets shall be measured at its fair value less costs to sell at the point of harvest. Such measurement is the cost at that date when applying GRAP 12 or another applicable Standard of GRAP.

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.

Subsequent measurement - Cost model

Investment property is, ~~subsequent to~~after 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 101).

The municipality discloses relevant information relating to assets under construction or development, in the notes to the annual financial statements (see note 101).

All properties held to earn market-related rentals or for capital appreciation or both and that are not used for administrative purposes, and that will not be sold within the next 12 months are classified as Investment Properties

A building owned by the municipality (or held by the municipality under a finance lease) and leased out under one or more operating leases~~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;~~property.
(b) commencement of development with a view to sale, for a transfer from investment property to ~~inventories;~~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.

Initial recognition and ~~M~~measurement

Property, plant and equipment are initially recognised at cost on its acquisition date. 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 costs of dismantling and removing the asset and restoring the site on which it is located~~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~~it is 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~~After 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~~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:

Item	Depreciation method	Average useful life
Land	Straight-line	indefinite
Machinery and equipment	Straight-line	1-66
Furniture and office equipment	Straight-line	2-24
Transport assets	Straight-line	4-21
Computer equipment	Straight-line	5-23
Community assets	Straight-line	4-50
Other property, plant and equipment	Straight-line	6-99
Capital restoration asset	Straight-line	5-30
Electrical infrastructure	Straight-line	10-100
Water supply infrastructure	Straight-line	10-100
Solid waste infrastructure	Straight-line	10-50
Roads infrastructure	Straight-line	10-100
Information and communication infrastructure	Straight-line	3-15

Wastewater network	Straight-line	10-100
Stormwater infrastructure	Straight-line	10-50
~~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 11~~0~~).

The municipality discloses relevant information relating to assets under construction or development, in the notes to the financial statements (see note 11~~0~~).

1.9 Intangible assets

Initial recognition and measurement

An asset is identifiable if it either:

- is separable, ~~i.e.~~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.

If the expected useful life of the asset is different from previous estimates, the amortisation period shall be changed accordingly. If there has been a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the amortisation method shall be changed to reflect the changed pattern. Such changes shall be accounted for as changes in accounting estimates in accordance with GRAP 3.

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;~~sale.
- there is an intention to complete and use or sell ~~it;~~it.
- there is an ability to use or sell ~~it;~~it.
- it will generate probable future economic benefits or service ~~potential;~~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 measurement

~~Subsequent to~~After 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~~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.

If the expected useful life of the asset is different from previous estimates, the amortisation period shall be changed accordingly. If there has been a change in the expected pattern of consumption of the future economic benefits or service potential embodied in the asset, the amortisation method shall be changed to reflect the changed pattern. Such changes shall be accounted for as changes in accounting estimates in accordance with GRAP 3.

Amortisation is provided to write down the intangible assets, on a ~~straight line~~straight-line basis, to their residual values as follows:

Item	Depreciation method	Average useful life
Internally generated: Capital development	Straight-line	5 - 7 years
Computer software	Straight-line	3 - 30 years
Service operating and land rights	Straight-line	5 - 30 years
~~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~~

Derecognition

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

After initial measurement classes of heritage assets are carried at cost less any accumulated impairment losses. ~~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.

Reference to impairment paragraphs can be made to note 1.14 and 1.15

Compensation from third parties for heritage assets that have been impaired, lost or given up, shall be included in surplus or deficit when the compensation becomes receivable.

~~**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

Derecognition is the removal of a previously recognised financial asset or financial liability from ~~an~~a municipality's statement of financial position.

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.

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. Financial instruments are classified into three categories namely, financial instruments at fair value, financial instruments at amortised cost or financial instruments at cost. The municipality determines the classification of its financial instruments at initial recognition.~~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;~~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;~~derivatives.
- combined instruments that are designated at fair ~~value;~~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~~short-term profit-taking
- o non-derivative financial assets or financial liabilities with fixed or determinable payments that are designated at fair value at initial recognition; and
- o 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:

Type of financial asset~~Class~~	**Classification in terms of GRAP 104 ~~Category~~**
Long-term receivables~~Receivables from exchange transactions~~	Financial assets at amortised cost~~Financial asset measured at amortised cost~~
Consumer debtors~~Receivables from non-exchange transactions~~	Financial assets at amortised cost~~Financial asset measured at amortised cost~~
Other debtors~~Cash and cash equivalents~~	Financial assets at amortised cost~~Financial asset measured at amortised cost~~
Short-term investment deposit - Call~~Other receivables from exchange transactions~~	Financial assets at amortised cost~~Financial asset measured at amortised cost~~
Bank balances and cash~~Short term investments~~	Financial assets at amortised cost~~Financial asset measured at amortised cost~~
~~Long term receivables~~	~~Financial asset measured at amortised cost~~

Cash includes cash on hand (including petty cash) and cash with banks (including call deposits). Cash equivalents are short- term highly liquid investments, readily convertible into known amounts of cash that are held with registered banking institutions with maturities of three months or less and are subject to an insignificant risk of change in value. For the purposes of the Cash flow statement, cash and cash equivalents comprise cash on hand, deposits held on call with banks, net of bank overdrafts. The municipality categorises cash and cash equivalents as financial assets 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:

Type of financial liability~~Class~~	**Classification in terms of GRAP 104~~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 and measurement

A financial instrument is recognised, when the municipality becomes a party to the contractual provisions of the instrument and are initially measured at fair value. In the case of a financial instruments not subsequently measured at fair value, transaction costs that are directly attributable to the acquisition or issue of the financial instruments are added or deducted from the fair value, as appropriate on initial recognition.

Subsequent measurement – Financial assets

Financial assets consist of cash and cash equivalents, deposits, receivables and investments.

Receivables are subsequently measured at amortised cost using the effective interest rate method, less impairment. Amortised cost is calculated by considering any discount or premium on acquisition and fees or costs that are an integral part of the effective interest rate.

A provision for impairment of receivables is established when there is objective evidence that the municipality will not be able to collect all amounts due according to the original terms of receivables. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the effective interest rate. Changes in the carrying amount of the provision is recognised in the Statement of financial performance. When a receivable is considered uncollectible, it is written off against the provision. Any gains or losses arising from the change in fair value of investments measured at fair value are recognised in the Statement of financial performance.

Trade and other receivables (excluding Value Added Taxation, prepayments and operating lease receivables), loans to municipal entities and loans that have fixed and determinable payments that are not quoted in an active market are classified as financial assets at amortised cost.

Financial assets measured at fair value are initially measured at fair value plus directly attributable transaction costs. They are subsequently measured at fair value with unrealised gains or losses recognised directly in equity until the investment is derecognised, at which time the cumulative gain or loss recorded in equity is recognised in the Statement of financial performance, or determined to be impaired, at which time the cumulative loss recorded in equity is recognised in the Statement of financial performance.

Subsequent measurement – Financial Liabilities

Financial liabilities consist of payables, interest bearing loans and bank overdrafts. These liabilities are subsequently measured at amortised cost, using the effective interest rate method. Finance costs are expensed in the Statement of financial performance in the period in which they are incurred except were stated otherwise (see accounting policy on borrowing costs).

Bank borrowings, consisting of interest-bearing short-term bank loans, repayable on demand and overdrafts are recorded at the proceeds received. Finance costs are accounted for using the accrual basis and are added to the carrying amount of the bank borrowing to the extent that they are not settled in the period that they arise.

Prepayments are carried at cost less any accumulated impairment losses.

Derecognition Financial assets

The municipality derecognises financial assets only when the contractual rights to the cash flows from the asset expires or it transfers the financial assets and substantially all the risks and rewards of ownership of the asset to another entity, except when Council approves the write-off of financial assets due to non-recoverability.

If the municipality neither transfers nor retains substantially all the risks and rewards of ownership and continues to control the transferred asset, the municipality recognises its retained interest in the asset and an associated liability for amounts it may have to pay. If the municipality retains substantially all the risks and rewards of ownership of a transferred financial asset, the municipality continues to recognise the financial assets and recognises a collateralised borrowing for the proceeds received.

Financial liabilities

The municipality derecognises financial liabilities when, and only when, the municipality's obligations are discharged, cancelled or they expire.

An exchange between an existing borrower and lender of debt instruments with substantially different terms shall be accounted for as having extinguished the original financial liability, and a new financial liability recognised. Similarly, a substantial modification of the terms of an existing financial liability or a part of it (whether attributable to the financial difficulty of the debtor) shall be 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, shall be recognised in surplus or deficit. Any liabilities that are waived, forgiven or assumed by another entity by way of a nonexchange transaction, are accounted for in accordance with GRAP 23.

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 using a valuation technique. The chosen valuation technique makes maximum use of market inputs and relies as little as possible on municipality-specific inputs.

~~**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~~1.11 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.

Entity as lessee - operating leases

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.~~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~~1.12 Inventories

Initial measurement:

Inventories are initially measured at cost except where inventories are acquired through a non-exchange transaction, then their costs are their fair value as at the date of acquisition.

Inventories 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 entity.
- and the cost of the inventories can be measured reliably.

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.
~~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~~1.13 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'~~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;~~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~~1.14 Impairment of cash-generating assets

The municipality classifies all assets held with the primary objective of generating a commercial return as cash-generating assets. A commercial return means that the return charged by the entity is commensurate with the risk associated with holding the asset and the asset is intended to generate positive cash inflows. All other assets are classified as non-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~~period 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~~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~~all 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~~assets unless a change ~~is~~are 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.

In assessing whether there is any indication that an asset may be impaired, the municipality will consider, as a minimum, the following indications:

External sources:

(a) During the period, an asset's market value has declined significantly more than would be

expected as a result of the passage of time or normal use.
(b) Significant changes with an adverse effect on the entity have taken place during the period, or will take place soon, in the technological, market, economic or legal environment in which the entity operates or in the market to which an asset is dedicated.
(c) Market interest rates or other market rates of return on investments have increased during the period, and those increases are likely to affect the discount rate used in calculating an asset's value in use and decrease the asset's recoverable amount materially

Internal sources:
(d) Evidence is available of obsolescence or physical damage of an asset.
(e) Significant changes with an adverse effect on the entity have taken place during the period or are expected to take place soon, in the extent to which, or way, an asset is used or is expected to be used. These changes include the asset becoming idle, plans to discontinue or restructure the operation to which an asset belongs, plans to dispose of an asset before the previously expected date, and reassessing the useful life of an asset as finite rather than indefinite.
(f) A decision to halt the construction of the asset before it is complete or in a usable condition.
(g) Evidence is available from internal reporting that indicates that the economic performance of an asset is, or will be, worse than expected.

~~1.16~~1.15 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~~noncash 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~~noncash generating intangible asset with an indefinite useful life or a ~~non cash~~noncash 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~~noncash generating assets is determined using the following approach:

Depreciated replacement cost approach

The present value of the remaining service potential of a ~~non-cash~~noncash 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~~based on 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 overdesigned or overcapacity asset. Overdesigned 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~~noncash 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~~asset is 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~~noncash 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~~noncash 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~~noncash 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~~asset is revised carrying amount, less its residual value (if any), on a systematic basis over its remaining useful life.

~~1.17~~1.16 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~~whereby 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;~~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;~~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~~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: Defined contribution plans

A defined contribution plan is a plan under which the municipality pays fixed contributions into a separate entity. The municipality has no legal or constructive obligation to pay further contributions if the fund does not hold sufficient assets to pay all employees the benefits relating to service in the current or prior periods.

When an employee has rendered service to the entity during a reporting period, the entity recognises 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, an entity recognises 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.

Post-employment benefits: Defined benefit plans~~**Post-employment benefits**~~

Defined benefit plans are post-employment benefit plans other than defined contribution plans. In this aspect defined contribution plans can be considered as the pension fund.

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 entity recognises 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 or similar distributions 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 entity account not only for its legal obligation under the formal terms of a defined benefit plan, but also for any constructive obligation that arises from the entity's informal practices. Informal practices give rise to a constructive obligation where the entity has no realistic alternative but to pay employee benefits. An example of a constructive obligation is where a change in the entity's informal practices would cause unacceptable damage to its relationship with employees.

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 entity measures 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 entity determines 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 audited annual financial statements do not differ materially from the amounts that would be determined at the reporting date.

The entity 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 entity 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, an entity 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, an entity shall attribute benefit on a straight-line basis from:

- the date when service by the employee first leads to benefits under the plan (whether the benefits are conditional on further service); until
- the date when further service by the employee will lead to no material number 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 entity 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 entity re-measure 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 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 entity offsets an asset relating to one plan against a liability relating to another plan when the entity 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.

~~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;~~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~~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.

Actuarial gains and losses arising from the experience adjustments and changes in actuarial assumptions are recognised in the Statement of financial performance in the period that it occurs. Interest cost on employee benefit obligation is recognised as part of employee related cost.

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;~~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;~~cost.
- interest ~~cost;~~cost.
- the expected return on any plan assets and on any reimbursement right recognised as an ~~asset;~~asset.
- actuarial gains and losses, which shall all be recognised ~~immediately;~~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;~~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~~period 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~~1.17 Provisions and contingencies ~~and contingencies~~

Provisions are recognised when:

- the municipality has a present obligation as a result of a past ~~event;~~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~~are added to, or deducted from, the cost of the related asset in the current ~~period;~~period.
- the amount deducted from the cost of the asset does not exceed it carrying amount. If a decrease in the liability exceeds the carrying amount of the asset, the excess is recognised immediately in surplus or ~~deficit;~~deficit.
- if the adjustments ~~results~~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 the 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 is 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;~~affected.
  - the location, function, and approximate number of employees who will be compensated for services being ~~terminated;~~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~~would 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~~because 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;~~municipality.
- present obligation that arises from past events but is not recognised because: it is not probable than 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.

Contingent assets and contingent liabilities are not recognised. Contingencies are disclosed in the notes to the municipality.

~~1.19~~1.18 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~~usage and are levied monthly based on the number of refuse containers on each property, regardless of ~~whether or not~~whether 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.

The municipality accounts for availability charges as an exchange transaction.

When the outcome of a transaction involving the rendering of services can be estimated reliably, revenue associated with the transaction shall be 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:
(a) the amount of revenue can be measured reliably.
(b) it is probable that the economic benefits or service potential associated with the transaction will flow to the entity
(c) the stage of completion of the transaction at the reporting date can be measured reliably; and
(d) the costs incurred for the transaction and the costs to complete the transaction can be measured reliably. interest is levied on outstanding debtors using the effective interest rate method.

Rentals on facilities and equipment are recognised on the straight-line basis over the term of the lease agreement

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;~~reliably.
- it is probable that the economic benefits or service potential associated with the transaction will flow to the ~~municipality;~~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.~~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 measure reliably.~~

Interest earned

Interest earned on investments is recognised in the statement of financial performance on the time proportionate basis that ~~takes into account~~considers 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.~~

Traffic ~~C~~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.

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.

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.

Revenue recognition of unclaimed deposits

Unclaimed deposits older than three (3) years are recognised as revenue.~~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~~1.19 Revenue from non-exchange transactions

Rates and taxes

Other than services in-kind not recognised in terms of paragraph .99, an inflow of resources from a non-exchange transaction that meets the definition of an asset shall be recognised as an asset when, and only when:

(a) it is probable that the future economic benefits or service potential associated with the asset will flow to the entity; and

(b) the fair value of the asset can be measured reliably.

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. Rebates and discounts are offset against the revenue. As per iGRAP 1, there is no intention to collect this revenue~~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.~~

Rates and taxes

Other than services in-kind not recognised in terms of paragraph .99, an inflow of resources from a non-exchange transaction that meets the definition of an asset shall be recognised as an asset when, and only when:

(a) it is probable that the future economic benefits or service potential associated with the asset will flow to the entity; and

(b) the fair value of the asset can be measured reliably.

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. Rebates and discounts are offset against the revenue. As per iGRAP 1, there is no intention to collect this revenue~~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.~~

Fines

Fines constitute both spot fines and camera fines. Fines are recognised when the receivable meets the definition of an asset and satisfies the criteria for recognition as an asset. It is measured at the best estimate, based on experience, of the amount of revenue the municipality is entitled to collect.

After initial recognition and measurement, the municipality assess the collectability of the revenue and recognises a separate impairment loss where appropriate.

Donations and contributions

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. Where the agreement contains a stipulation to return the asset, other future economic benefits or service potential, in the event of non-compliance to these stipulations and would be enforced by the transferor, a liability is recognised to the extent that the criteria, conditions or obligations have not been met. Where such requirements are not enforceable, or where experience has indicated that the transferor has never enforced the requirement to return the transferred asset, other future economic benefits or service potential when breaches have occurred, the stipulation will be considered a restriction and is recognised as revenue.

Transfers and subsidies

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.

Unconditional grants

Equitable share allocations are recognised in revenue at the start of the financial year.

Conditional grants

Conditional grants recognised as revenue to the extent that the municipality has complied with any of the criteria, conditions or obligations embodied in the agreement. Where the agreement contains a stipulation to return the asset, other future economic benefits or service potential, in the event of non-compliance to these stipulations and would be enforced by the transferor, a liability is recognised to the extent that the criteria, conditions or obligations have not been met. Where such requirements are not enforceable, or where experience has indicated that the transferor has never enforced the requirement to return the transferred asset, other future economic benefits or service potential when breaches have occurred, the stipulation will be considered a restriction and is recognised as revenue.

Interest earned on grants received and invested is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor and if it is the municipality's interest

it is recognised as interest earned in the Statement of financial performance.

Interest earned on unspent grants and receipts

Interest earned on unspent grants and receipts is treated in accordance with grant conditions. If it is payable to the funder it is recorded as part of the creditor and if it is the municipality's interest it is recognised as interest earned in the Statement of financial performance in accordance with GRAP 9.

Services received 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.

~~**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~~1.20 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;~~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~~after 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~~using 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;~~waived.

- the municipality transfers to another party substantially ~~all of~~all 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~~based on 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~~1.21 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~~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~~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.

Borrowing costs directly attributable to the acquisition, construction or production of a qualifying asset are capitalised to the cost of the asset. All other borrowing costs are recognised as an expense in the period in which it is incurred. The capitalisation rate used to determine the amount of borrowing costs eligible for capitalisation is disclosed in the notes below.

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~~64 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 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).

An entity is related to the Municipality if any of the following conditions apply:

- the entity is a member of the same economic entity (which means that each controlling entity, controlled entity and fellow controlled entity is related to the others).
- one entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of an economic entity of which the other entity is a member).
- both entities are joint ventures of the same third party.
- one entity is a joint venture of a third entity, and the other entity is an associate of the third entity.
- the entity is a post-employment benefit plan for the benefit of employees of either the Municipality or an entity related to the Municipality. If the reporting entity is itself such a plan, the sponsoring employers are related to the entity.
- the entity is controlled or jointly controlled by a person identified in (a).
- a person identified in (a) has significant influence over that entity or is a member of the management of that entity (or its controlling entity).

A person is a close member of the family of another person if they:

- are married or live together in a relationship like a marriage or are separated by no more than two degrees of natural or legal consanguinity or affinity.

Management (formerly known as “Key Management”) includes all persons having the authority and responsibility for planning, directing and controlling the activities of the Municipality, including:

- all members of the governing body of the Municipality.
- a member of the governing body of an economic entity who has the authority and responsibility for planning, directing and controlling the activities of the Municipality.
- any key advisors of a member, or sub-committees, of the governing body who has the authority and responsibility for planning, directing and controlling the activities of the Municipality; and
- the senior management team of the Municipality, including the chief executive officer or permanent head of the Municipality, unless already included in (a).

Management personnel include:

- All directors or members of the governing body of the Municipality, being the Executive Mayor, Deputy Mayor, Speaker and members of the Mayoral Committee. Other persons having the authority and responsibility for planning, directing and controlling the activities of the reporting Municipality being the Municipal Manager, Chief Financial Officer, and all other managers reporting directly to the Municipal Manager or as designated by the Municipal Manager.

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 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.~~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.~~

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 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;~~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~~1.29 Value Added Tax

The municipality accounts for Value Added Tax on the cash (receipt) basis.

~~1.32~~1.30 Budget information

The approved budget is prepared on an accrual basis and presented by economic classification linked to performance outcome objectives.

The approved budget covers the fiscal period from 2024/07/01 to 2025/06/30.

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.

Material variances are determined in accordance with the municipality's materiality framework. These material differences will be explained in the financial statements under note for budget differences referenced to the statement of budget comparison.
~~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~~favorable 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~~based on the financial statements.

1.34 Presentation currency

These annual financial statements are presented in South African Rand (R), 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~~enters 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~~using 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.

1.37 Offsetting

Financial assets and liabilities are offset, and the net amount reported on the Statement of financial position only when there is a legally enforceable right to set off the recognised amount, and there is an intention to settle on a net basis, or to realise the asset and settle the liability simultaneously.

1.38 Current year comparatives

When the presentation or classification of items in the annual financial statements is amended, prior period comparative amounts are also reclassified and restated, unless such comparative reclassification and / or restatement is not required by a Standard of GRAP. The nature and reason for such reclassifications and restatements are also disclosed.

Where material accounting errors, which relate to prior periods, have been identified in the current year, the correction is made retrospectively as far as is practicable and the prior year comparatives are restated accordingly. Where there has been a change in accounting policy in the current year, the adjustment is made retrospectively as far as is practicable and the prior year comparatives are restated accordingly.

The presentation and classification of items in the current year is consistent with prior periods.

1.39 Cash and cash equivalents

Cash includes cash on hand (including petty cash) and cash with banks (including call deposits). Cash equivalents are short- term highly liquid investments, readily convertible into known amounts of cash and are subject to an insignificant risk of change in value. Cash and cash equivalents are carried at amortised cost. Bank overdrafts are recorded based on the facility utilised. Finance charges on bank overdraft are expensed as incurred. Amounts owing in respect of bank overdrafts are carried at amortised cost.

1.40 Housing arrangements

The Accounting Standards Board issued the guideline on Accounting for Arrangements Undertaken in terms of the National Housing Programme.

Where the municipality acts as a project manager in a housing arrangement, it is regarded as an agent in terms of the principles of GRAP 109 - Accounting by Principals and Agents.

Where the municipality is regarded as an agent, costs related to the construction of top structures and the related recovery thereof (revenue) is not be recognised in the Statement of financial performance of the municipality.

Where the municipality is identified as a project developer, the construction of the houses is performed by the municipality or by the appointment of a sub-contractor to undertake the construction on the municipality's behalf. The municipality applies the GRAP 11, Construction Contracts to account for these construction activities.

Where the municipality is regarded as the project developer and if the outcome of the construction contract can be estimated reliably, then contract revenue is recognised in profit or loss in proportion to the stage of completion of the contract. The stage of completion is assessed with reference to surveys of work performed. Otherwise, contract revenue is recognised only to the extent of contract costs incurred that are likely to be recoverable. Contract revenue will be in the form of a grant from the Department of Human settlements and presented and disclosed under transfers and subsidies in the Statement of financial performance.

Contract costs are recognised as an expense in the period in which they are incurred. When it is probable that total contract costs will exceed total contract revenue, the expected loss is recognised as an expense immediately.

Contract revenue shall comprise: (a) the initial amount of revenue agreed in the contract; and (b) variations in contract work, claims and incentive payments to the extent that: (i) it is probable that they will result in revenue; and (ii) they are capable of being reliably measured.

Contract costs shall comprise: (a) costs that relate directly to the specific contract; (b) costs that are attributable to contract activity in general and can be allocated to the contract on a systematic and rational basis; and (c) such other costs as are specifically chargeable to the customer under the terms of the contract.

An expected deficit on a construction contract to which paragraph .49 applies shall be recognised as an expense immediately in accordance with paragraph .49.

1.41 Grants-in-aid

The municipality transfers money to individuals, organizations and other sectors of government from time to time. When making these transfers, the municipality does not:

- Receive any goods or services directly in return, as would be expected in a purchase or sale transaction.
- Expect to be repaid in future; or
- Expect a financial return, as would be expected from an investment.

These transfers are recognised in the annual financial statements as expenses in the period that the events giving rise to the transfer occurred.

1.42 Consumer deposits

The municipality recognises consumer deposits as a current liability when the municipality becomes a party to the contract i.e., when the deposit is made. The consumer deposit is recognised as a liability as the municipality has an obligation to pay the money back to the consumer once the consumer account is closed. As the timing of when a consumer will close their account is unknown, the consumer deposits are classified as a current liability.

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.

Carrying amount is the amount at which an asset is recognised in the statement of financial position.

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 this Standard) for a statutory receivable means the amount specified in, or calculated, levied or charged in accordance with, legislation, supporting regulations, or similar means.

1.43 Unspent conditional grants

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 where the obligations have not been met, a liability is recognised.

2 New standards and interpretations

2.1 Standards and interpretations not yet effective or relevant

There are no new or amended pronouncements that are effective for financial periods commencing on or after 1 April 2024

~~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, were 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 following Standards of GRAP, or amendments to existing Standards, have been approved by the Board but have no effective date that has been determined by the Minister of Finance:

Topic	Status
GRAP 1 on *Presentation of Financial Statements* (Amendments on going concern, approved December 2022)	Effective date to be determined.
GRAP 103 on *Heritage Assets* (Approved June 2022)	Effective date to be determined.
Improvements to the Standards of GRAP 2023 (Approved September 2023)	Effective date to be determined.

The following pronouncements are not yet effective:

Topic	Status
GRAP 104 on *Financial Instruments* (2019)	Effective from 1 April 2025. Entities may early adopt the Standard before the effective date. In this instance, the entire Standard needs to be adopted early. Piecemeal adoption is not permitted.
IGRAP 22 on *Foreign Currency Transactions and Advance Consideration*	Effective from 1 April 2025. Entities may early adopt the Interpretation before the effective date.

~~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.~~

APPENDIX 15

STELLENBOSCH MUNICIPALITY

FINANCING OF EXTERNAL BODIES PERFORMING MUNICIPAL FUNCTIONS POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

FINANCING OF EXTERNAL BODIES PERFORMING MUNICIPAL FUNCTIONS POLICY

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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 Systems 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 organisatons 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 than24 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.

4.4 The beneficiary undertakes to provide the Municipality with the details of a separate bank account to deposit the funds directly into such bank account.

4.5 The beneficiary must ensure that the funds earn interest until such funds are used for the purpose it was approved.

4.6 Funds that are not used for intended purpose, must be refunded to the Municipality with all interest accrued.

~~4.3~~4.7 The beneficiary must submit to the Municipality quarterly progress reports.

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.

~~5.5.5~~5.5.6 Submit quarterly records of funds allocated and its actual expenditure to the Municipality.

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.

APPENDIX A

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:** **(**i) Street (ii) Postal ……. …….. ……. …….. ……. …… Contact details: Name and Surname: …….. Title/Position held: …… Tel: …… E-mail: ……
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	**Category:** Please categorise your application (mark with x): Tourism Destination Marketing & Visitors Information Tourism Development Animal Welfare Note: For more detail, see attached Funding of External Bodies Performing a Municipal Function Policy.(general guidelines and categories) Please indicate the specific type of project/programme, as per the Funding of External Bodies Performing a Municipal Function Policy …… …… …… …… …… …… ……
F	**The following <u>MUST</u> accompany this application:** 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: • 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 of.....20…. _____ **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.

APPENDIX 16

STELLENBOSCH MUNICIPALITY

WARD ALLOCATION POLICY

2024/2025

REVISED

STELLENBOSCH MUNICIPALITY

WARD ALLOCATION POLICY

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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	Owner and driver of Ward Allocation Policy. Collations of all ward projects. Submission of ward allocation projects for draft budget. Facilitation of meetings with councillors. Manage ward administrators in this process. Monthly and annual collations of all ward-project progress reporting on all ward projects. Elevate problems to MM.
Councillor and Ward Committee	Project identification, development, submission for draft budget inclusion to Manager Councillor Support. Signing of commitment form. Finalization and submission of project plans to lead departments. Attending meetings with lead departments. Identification of IDP link. Identification of beneficiaries. Attendance, overseeing and reporting (incl. pictures) on projects. Return service provider goods/equipment (if applicable). It is important to note that Ward Committees play a supporting and advisory role to the Ward Councillor.
Ward Administrator	Minute keeping of Ward Committee meetings and provision of said minutes relating to project identification to lead departments. Administrative support for the execution of ward projects (communication and arrangements Administrative and coordinating link between lead department, councillor and community (ie. Transport plans, attendance registers, beneficiary communication, indemnity forms, etc.). Assist with the drawing up of project evaluation reports and submission thereof to lead department. Compilation of photographic portfolio of evidence of completed projects with specific focus on goods and services procured. Asset registers and general asset management of furniture, tools and equipment procured.
Speaker after consultation with the Executive Mayor	Identify the annual strategic intent of ward projects. Verify that the identified projects comply with the mandate of local government, Respond in writing to the Ward Councillor if projects are approved. Has the prerogative to refuse funding for projects outside the scope of the policy.

	Continuously, monitor and evaluate the progress of the Ward projects. Provide advice and support to Ward Councillors where necessary in terms of the Ward Allocation projects. Keep record of all proposals and projects arrange All Wards meetings discussing the projects.
MM	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.
IDP and Public Participation	Identification of needs and priorities in the different wards through a valid public participation process. Provide ward committees and ward councillors with updated lists of community needs and ward priorities. Provide feedback to community on project implementation linked to their needs.
CFO	Submission of recommended projects as part of draft and final budget for council approval. 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.
Directors	Ensure implementation ownership of projects at manager level. Recommend projects for inclusion after costing. Authorization of procurement documents. Address elevated problems with lead managers.
User department	Costing of projects. Completion of procurement plans and inclusion of ward projects in implementation planning for the year. Implementation of projects. Procurement of services. Arranging meetings with councillors to guide, and explain process to follow. Communication between procured service provider, Ward Administrator and Ward Councillor. Signing off and submission of invoices. Monthly reporting on overall departmental expenditure for ward projects. This reporting must also be provided to the Manager: Councillor Support.
SCM	Procurement of goods and services.

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. This agreement must be submitted formally in writing to the Manager: Councillor Support and approved at the ward committee meetings of the respective wards.

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~~ 8.15In the case of projects undertaken on the **operating budget**:

~~8.16.1~~ ~~8.16.1~~

~~8.14.1.~~ 8.15.1Adequate supervisory control shall be provided by the user directorate.

~~8.14.2.~~ 8.15.2Projects will be undertaken on council property, except in cases where:

~~8.14.2.1.~~ 8.15.2.2A 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.~~ 8.15.2.3 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.~~ 8.15.2.4All 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.~~ 8.15.2.5Community events aimed at vulnerable groups must contain an educational component that speaks to the strategic intent as identified by the Speaker.

8.16 To contribute to maximum impact through meaningful legacy projects within communities, projects must be limited to **two operational and two capital** projects per ward, depending on whether capital projects are allowed for the respective financial year.~~.~~ (Except for wards consisting of mostly rural areas where council does not own property.)

8.17 Ward councillors and / or ward committees are not allowed to cancel projects when official purchase orders have been issued for service providers to procure

items / provide services as per the ward allocation programme for the respective ward. Should the ward councillor / ward committee cancel the project on the day of the implementation, and the service provider is able to provide proof of expenditure, then the ward councillor will be liable for the recovery of the expenses.
The request to cancel the project must be communicated in writing to both the Manager: Councillor Support and the Manager of the respective department where the implementation of the project / event is based. Reasons for the cancellation must be provided.

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
Documentation required for this stage include: 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.	User Department and Councillor User Department and Ward Administrator User Department	September
STAGE 5: PROJECT APPROVAL AND AUTHORISATION		
Submission of all ward project plans to the Executive Mayor. **(ANNEXURE 4)**	Manager Council Support	October

Obtain recommendation from Executive Mayor and submit all ward projects to Mayco as part of draft budget.	Manager Council Support via Budget Office	November
Creation and allocation of Ukeys for all ward projects	Budget Office with support from User Departments	November
Council approval of ward project plans as part of draft and final budget.	Council	March and May
Documentation required for this stage include: 1. Completed and signed Ward Project Plans per ward. 2. Minutes of meetings	Manager Council Support Secretariat	May
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. The initial request for a deviation from the criteria listed must be received in writing from the ward councillor.

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

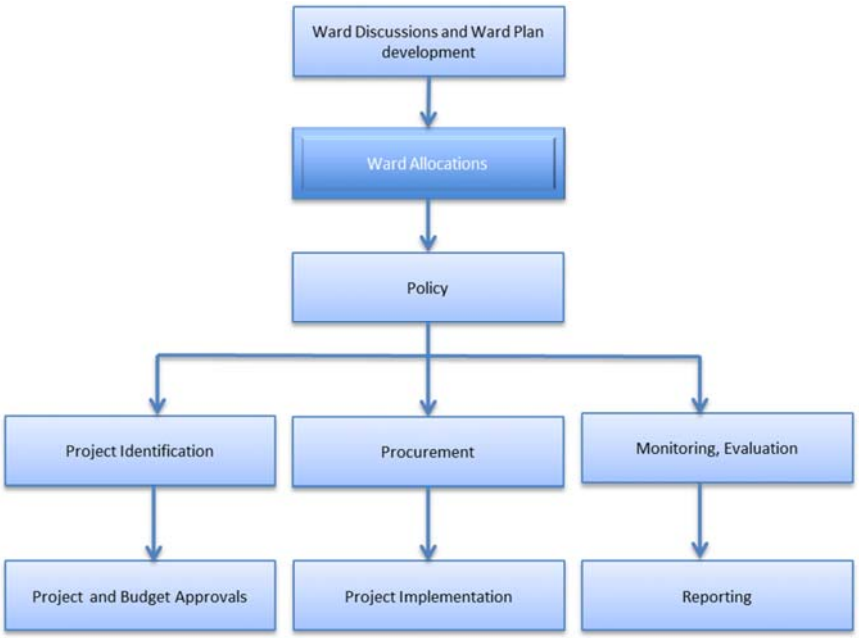
ANNEXURE 1: Ward Allocation SOP
ANNEXURE 2: Ward Allocation Commitment Form
ANNEXURE 3: Ward Allocation Project Plan
ANNEXURE 4: Ward Allocation Project approval budget submission format

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

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Approval Structure & Revision History Log

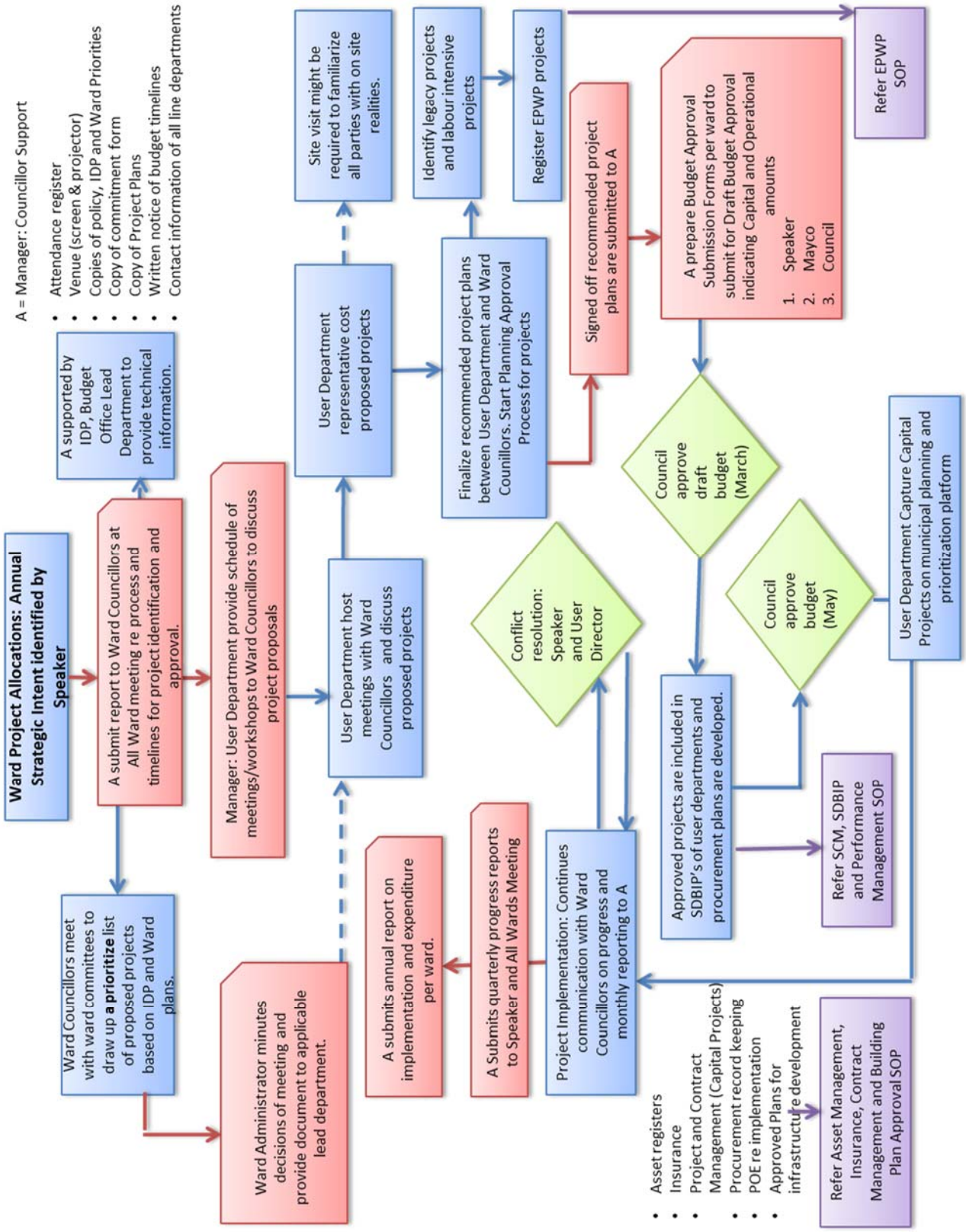
Responsibility	Approved by	Signature	Date approved
Head of Department			……../……../20…….
Head of Directorate	A de Beer		……../……../20…….
Municipal Manager	G Mettler		……../……../20…….

Date of first implementation

……../……../20…….

Planned Review Date	Date of Review	Reviewed by	Changes	Approved by	Signature	Date Approved	Date Implemented
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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	

ANNEXURE 2

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WARD ALLOCATION PROCESS COMMITMENT FORM

20243/20254 Financial Year

Commented [DM1]:

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**

ANNEXURE 3

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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 Possiblity			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

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ANNEXURE 4

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:

APPENDIX 17

STELLENBOSCH MUNICIPALITY

WAYLEAVE POLICY

2024/2025

REVISED

SECTION: **DEVELOPMENT SERVICES, ASSET MANAGEMENT & SYSTEMS, PROJECT MANAGEMENT UNIT (PMU)**
DIRECTORATE: **INFRASTRUCTURE SERVICES**

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Policy Name:	**Wayleave Policy**
Policy Number:	
Status:	**Draft**
Date:	November 2023 ~~February 2022~~
Approved By:	~~Acting~~ Senior Manager: Development Services, Asset Management & Systems, Project Management Unit (PMU)
Date Approved:	~~22 February 2021~~2022
Date Last Amended:	~~22 February 2021~~2022
Date for Next Review:	~~February 2023~~ February 2024
Date Published on	

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SECTION: **DEVELOPMENT SERVICES, ASSET MANAGEMENT & SYSTEMS, PROJECT MANAGEMENT UNIT (PMU)**
DIRECTORATE: **INFRASTRUCTURE SERVICES**

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WAYLEAVE POLICY

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1. INTRODUCTION

1.1 Legal Context

In terms of Section 151 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.

Section 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 services contained within the public road reserve, and the road itself and Municipal Lands amounts to a considerable value. This infrastructure needs to be maintained, periodically rehabilitated and replaced or upgraded 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 Inconvenience to road users;
- Reduction of the useful life of the road, footway or other services; and
- Time and social costs caused by delays.

It is imperative apparent that careful control and co-ordination permission is a prerequisite offor all Work conducted in the the public road reserves and in Municipal Lands is a prerequisite for careful control and co-ordination of the Works to avoid effective disturbance to service delivery and public inconvenience. This responsibility resides with the Stellenbosch Municipality and its infrastructure services departments to continuously improve their capability to provide such services.

Being As the custodian of all municipal road reserves, the Infrastructure Services Directorate —Roads, Transportation and Stormwater Department Sub-Unit within The Stellenbosch Municipalityto an initiatedive a programme to establish the necessary co-ordination activities and policies regarding Work conducted in the public road reserves. This wayleave policy document (this document) iswas the first deliverable of the programme. This initiate was later transferred to the Asset Management and Systems (Wayleaves) UnitIt. This document 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 and Municipal Lands.

The document was prepared with the aim to minimise and strive to eliminate any negative the effect or disruptions to services installed of all Work in the public road reserves and on Municipal Lands as a consequence of uncoordinated and carefully controlled Works.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 tThis document covers 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 involved in carrying out

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Work ~~work~~ in the public road reserves and Municipal Lands constructively cooperate by working according to this Code, related policies and supporting documentation.~~and by providing feedback on how the system can be improved~~.

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1.3 Establishing a ~~Service Co-ordinator~~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 and Municipal Lands;
- Minimise the danger and inconvenience to the public;
- Minimise the disturbance and damage to existing Services;
- Reduce and prevent illegal works carried out in the road reserves and Municipal Lands;
- Reduce the number of legal claims; and,
- Promote the use of technology, such as Geographical Information Systems (GIS) to locate Services~~.~~
- Assist in protection and safe guarding of the municipality infrastructure assets.

In order to effectively implement and sustain such a function for a ~~Service Co-ordinator~~Service Co-ordinator and a Quality Control Engineer (collectively the Asset Management & Systems (Wayleaves) ~~s~~Section) are being established within The Stellenbosch Municipality. The four essential tasks that must be accomplished in the process of establishing the ~~Service Coordinator~~Service Co-ordinator 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 and detailed standard operating procedure);
- Establishing effective Municipal Bylaws (~~future activity~~in the process of formation)~~; and,~~
- Establishing an effective Organisational Structure (in the process of formation~~future activity~~)~~.~~; and,
- Proper record-keeping of each approval and work done on-site (~~future activity~~active).

The process to develop thi~~s~~e 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~~ wayleaves service coordinat~~e~~ion team. It ~~continues by~~ further ~~explaining~~elaborate on the development approach ~~that was followed~~adopted.

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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.

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1.5 Supporting Documents

Three supporting documents, which documents are incorporated and form part of this Policy.

- Wayleave application form,
- The General Wayleave Conditions ~~relating to Wayleave Applications~~. These general conditions may be amended by the ~~Service Co-ordinator~~Service Co-ordinator depending on the nature of the Work to be carried out.~~,~~
- Wayleave Work Permit~~/~~ or Approval ~~form~~letter,
- Services Verification Meeting ~~Certificate~~Record
- Public Liability Insurance Checklist~~Wayleave Guarantee Checklist~~,
- Wayleave Tariffs as approved per financial year,
- Certificate of Works Completion

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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~~Service Co-ordinator to perform specified Services;

"Backfilling" refers to the replacement of the structural layers in the trench or excavation and may ~~includes~~include the base, sub-base, selected subgrade and subgrade, but excludes the surfacing ~~(~~which is covered under ~~see~~ 'Reinstatement'~~)~~;

"Certificate of Works 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~~complies with the ~~specifications~~ requirements and conditions of this document and that of the approved wayleave and issued to the Wayleave Holder;

"Code" means the Policy (this document) for Work in the Public Road Reserve (PRR) and other Municipal Lands as approved by the Council and as agreed to by the Parties including ~~any~~the accompanying 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 reasonably stopped by the ~~Service Coordinator~~Service Co-ordinator;

"External" refer to anything not belonging to the Council as applicable in the context.

"Illegal" refer to Works conducted without an approved Wayleave or without a valid authorisation from the Council.

"Internal" refer to anything belonging to the Council as applicable in the context.

"Lane Rentals" mean the rentals that are paid to the ~~Service Coordinator~~Service Co-ordinator by a Service ~~Agency~~Agent, 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);

"Non-compliance" refers to any violation of the approved wayleave conditions and requirements as applicable.

"Municipal Department" means any Department that belongs to or is controlled by the Council;

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"Municipal Land" any land that is owned or is under controlled of the Stellenbosch Municipality;

"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 requirements and Conditions of the Code and the Approved Wayleave. Appointment of such a person is required to control the Works wherever any excavation and overhead installations are involved.

"Public Road Reserve" means the full width of a public road, and includes the verge and the roadway;

"Reinstatement" refers to replacement of the final layer in the case of roads, footways and verges and this may be the bituminous surfacing, paving blocks, concrete, or grass, etc, as originally discover on the site or may be instructed in the Wayleave Approval.

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"Routine Maintenance Work" is defined as all types of Work involved in maintaining the services in the public road reserves and other Municipal Landsand that 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 structure or system installed by a Service Agent for supplying a public need that a Service Agency has on or /in the Public Road Reserve (PRR) and in a Municipal Land to provide service to the public or individuals;

"Service Agencyt" means any Municipal Department, Public or Private Agencyt or utility that has, intends to install a Service in the Public Road Reserve (PRR) on in a Municipal Land;

"Service CoordinatorService Co-ordinator" means the person/ or official/ or institutional body established by the Council respective department(s) with the sole responsibility to carry out the administrative functions of receiving and processing wayleaves applications for wayleaves, obtaining comments from the various internal and external service agenciesinternal Agents, 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 wayleave application, and to provide record-keeping of each application and installation;

"Service owner" the owner of a particular Service.

"Service-Sharing Installation" means utilisationinstallations of a service which are designed to (by one or more Service Agents) of utilise the same existing or new ducting or pipelines installation or structure as support or protection of a service without the need forto avoid and/ or the need for additional excavations, or installation of a protection or supporting structure 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 following certain conditions and requirements concerning planned and any existing services within the Public Road Reserve or Municipal Land. in specific positions and during a specific period.The wayleave approval must not be misconstrued as permission to build or install a structures or service or to plant or to connect a service. The onus is on the wayleave applicant or wayleave holder to ensure that he/ she attains all Council required permissions and approval prior to commencing with his/ her Works.

"Wayleave Applicant" means the individual or institution or Service Agencyorganisation who has applied for a wayleave and has not received an approval who currently owns or would own the future Service, who applies for a Wayleave;

"Wayleave Holder" means the individual person, institution or organisation Service Agency who is in possession of an approved wayleave issued by Wayleave Approval Document/Work Permit approved by the Service Co-ordinatorService Co-ordinator;

"Wayleave Work Approval Document/ Work Permit" means the signed document/s issued by the Service CoordinatorService Co-ordinator, detailing the Work which has been

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approved and the period during which the Work shall be carried out, and includes approved drawings/plans as applicable and, requirements Conditions of approval;

"Work(s)" refers ~~in the Public Road Reserve means~~to any underground or overhead installation ~~any activity~~activities (irrespective of the size), including the activities provided for in Section 1 of this Code, carried out within the Public Road Reserve and Municipal Land. ~~It includes any project related activities, irrespective of the size of the project.~~

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3. POLICY

3.1 Overview

3.1.1 The coordination of Work in the public road reserves and Municipal Land 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;~~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 and in Municipal Land.

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~~Service Co-ordinator, in consultation with the Quality Control Engineer, has to ensure that an acceptable solution is defined by the Service Agen~~ciet~~(s) involved.

3.1.3 The role of the Quality Control Engineer is to facilitate coordination between the various Service ~~Agencies~~Agents. Each Service Agen~~cyt~~ 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 Conduct excavations in the Public Road Reserve ~~place a new Service in the Public Road Reserve;~~

3.1.4.1.2 With attainment of relevant approvals and permissions from other departments as relevant and applicable; Place a new service, upgrade or maintain an existing underground or overhead service within the Public Road Reserve or Municipal Land, under specific requirements and conditions as stipulated in the wayleave;~~do excavations in the Public Road Reserve;~~

3.1.4.1.3 Obtain approval from the relevant department(s) to ~~do~~ conduct vehicular and pedestrian control in the Public Road Reserve and in Municipal Land as applicable; and,

3.1.4.1.4 ~~do~~ Conduct excavation Reinstatement Works on the road, walkways, road reserve and other areas ~~and pavement surfaces where excavations have been made~~as applicable.

3.1.4.2 The Council intends to protect and safeguard all of its infrastructure assets/ services and other services belonging to external service providers, ~~the new Service in its position in~~ install within the ~~the public~~ road reserves and Municipal Lands~~against damage by other parties while working in the public road reserves~~. However, the Council~~it~~ does not take responsibility and cannot be held ~~responsible~~ liable for any disturbance and/ or damages to the other services belonging to external/ other service providers~~incurred~~.

3.1.4.3 For any External Services installed within the road reserve and in Municipal Land, ~~T~~any~~he~~ cost associated with temporary works, removal, relocating or upgrading ~~the~~se Service due to Council's or External projects such as developments, upgrades, rehabilitations, etc, those costs ~~when a road is widened or rebuilt~~ remains with the installed Service ~~Agency that~~ owners ~~the~~

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Service.

3.1.4.4 AllThe all associated costs for temporary works, removal, relocating or upgrading of 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 Agencytcy shall provide to the Council with digital records of all of its services within the jurisdiction of Stellenbosch Municipality for capture intocapturing purposes 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, theThe various internal and external Service AgenciesAgents shall submit Work Plans, for the next 1-year period to the Service Co-ordinatorService Co-ordinator.

3.2.1.3 These Work Plans shall show:

a) The nature of the Work, e.g. the placement of new water mains, or the replacement of a water/ sewer linenetworks.

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 CoordinatorService Co-ordinator, 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 CoordinatorService Co-ordinator, in consultation with the Quality Control Engineer, shall schedule a Service co-ordination meeting with the internal and external Service AgenciesAgents 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 and in Municipal Land is as follows:

3.3.1.1 Permission to work in the public road reserves and/ or in Municipal Land must be obtained from the Service CoordinatorService Co-ordinator 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~~Agents / ~~-~~Owners identified by the ~~Service Coordinator~~Service Co-ordinator, 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~~Service Co-ordinator shall arrange a Services Verification Meeting on behalf of the Wayleave Applicant to meet up with the necessary Service Owner or Agent~~scies~~. This will help facilitate the process mentioned in 3.3.1.2. The ~~Service Coordinator~~Service Co-ordinator shall only arrange a Services Verification Meeting once the ~~the~~ Wayleave Applicant ~~is in~~is in good standing in terms of any compliance with the Stellenbosch Municipality.

3.3.1.4 In the Services Verification Meeting, ~~T~~the Wayleave Applicant and the Service Co-ordinator shall ensure that the control section on the Services Verification ~~Wayleave application form~~Report form is signed by each Service Agen~~cy~~t, indicating that in principle whether there ~~is~~ are no objections to the issuing of the Wayleave to the applicant, ~~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~~ Agents involved as well as compliance with the standards of ~~T~~the Stellenbosch Municipality and the Work planned by the Council within the area under consideration.

3.3.1.5 Once the Services Verification Report ~~control~~ section has been completed by all the Service ~~Agencies~~Agents, 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~~to the applicant.

3.3.1.6 The ~~Service Coordinator~~Service Co-ordinator, 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~~Service Co-ordinator shall submit the report to the Manager: Asset Management and Systems detailing the application, the various Service ~~Agencies~~Agents 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~~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~~ indicate approval of the application and the conditions under which the approval is given, the signed approved plans, signed Site Services Verification ~~Certficate~~ Record from 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~~The applicant will be required to acknowledge receipted and understanding of the approved wayleave with stated requirements and condition, by signing and returning the signed copy of the approved wayleave.

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~~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~~ and relevant support documents where applicable.

3.3.1.11 The Wayleave Work Permit and the Service plans of the Service ~~Agencies~~Agents must be kept on-site while the Work is in progress.

3.3.1.12 Additional copies of the Wayleave Work Permit and approval documents may be obtained from the ~~Service Coordinator~~Service Co-ordinator 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 approved Wayleave Work Permit ~~or the Service plans~~ and relevant supporting documents are not available during inspections on-site or if any of the Wayleave Conditions are not being ~~met~~adhered to. Work will be stopped until the required documents are available ~~on site~~on-site.

~~3.3.1.13~~3.3.1.14 Failure to comply with the approved ~~-~~Wayleave Conditions may negatively impact ~~other~~ future wayleave applications ~~being made by the same Service Provider~~of the same applicant. This may include penalising and withholding wayleave approval of the applicant until the non-compliance ~~he/ her rectifies the non-compliance.~~has been rectified.

~~3.3.1.14~~3.3.1.15 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 or as specified in the approved wayleave conditions.~~.~~

~~3.3.1.15~~3.3.1.16 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~~Service Co-ordinator by the Wayleave Holder.

~~3.3.1.16~~3.3.1.17 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~~3.3.1.18 The applicable guarantee period will be stated in the letter of approval/ conditions (usually 12 months).

~~3.3.1.18~~3.3.1.19 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 without authorisation from the Service Co-ordinator and other involved departments, except for cases of Emergency Work. Any unauthorised work performed outside of business hours will attract a penalty as per the approved Municipal Tariffs. This ~~penality~~penalty will apply and must be settled before any new applications will be accepted from the ~~Wayleave Applicant or non-Wayleave Holder~~Applicant who violated this requirement.

~~3.3.1.19~~3.3.1.20 Where work in the road reserve has been performed without an approved wayleave, the penalty as per the approved Municipal Tariffs will apply. This ~~penality~~penalty will apply and must be settled before any new applications ~~will~~ may be accepted from the ~~Wayleave~~ Applicant who is guilty of this violation ~~or non-Wayleave Holder~~.

3.3.2 This Code applies to all ~~persons~~ individuals and organisations ~~that~~ who ~~carry out~~ conducts Work in the public road reserves and ~~in~~ on the ~~M~~municipal ~~area~~land, ~~of the~~

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Council, such this includesas Internal Municipal Departments, External organisations, Service AgenciesAgents 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 trenchinges, 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 AgenciesAgents 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 AgenciesAgents 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 AgenciesAgents 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 wayleave approval from Service AgenciesCo-ordinators cannot be obtained due to the nature of theis can be waiveredd areaare Works is deemed to be Emergency Work and must be undertaken according to the procedures set out in Section 3.17. However, the Applicant who will carry out the Works is required to contact, inform and attained approval (verbal/ written) from the Councils' Service Agents from the operations department as listed in Service Verification Record form. The Applicant is required to complete this form and attain all the required signatures prior or after he/ she is granted approval by the Internal Services Agent and return the completed form to the Service Co-ordinator to finalise the wayleave application.

3.4.4 The types of Work that do not include any construction or installation Work are deemed Routine.

3.4.5 Maintenance Work and must be executed according to the procedures set out in the Ssection 3.3 in this document.

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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 ~~A~~All Work in the public road reserves and in Municipal Lands are~~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~~ in accordance with the ~~to~~ approved wayleave conditions and requirements. The wayleave must not be misconstrued as permission to build or install a structures or services or to plant or to connect a service. The onus is on the wayleave applicant or wayleave holder to ensure that he/ she attains all Council required permissions and approvals prior to commencement~~ing~~ with his/ her Works applied for in the wayleave. -

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 or Municipal Land are adequately described under the description of the Work to be done.

3.5.3 General conditions are stated on the Wayleave ~~form~~ approval ~~a~~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 and validity period of the approved wayleave;

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~~Service Co-ordinator/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, where applicable.

3.5.5.2 Digital ~~Two (2) c~~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 and inspection fee(~~-~~s).~~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

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Certificate once completed.

3.5.5.5 Proof of valid, appropriate and sufficient 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~~Agents 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 or Wayleave Holder is responsible and 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~~RESERVE OR ON MUNICIPAL LAND WITHOUT A WAYLEAVE MUST BE REPORTED TO THE ~~SERVICE CO-ORDINATOR~~SERVICE CO-ORDINATOR AND WILL BE STOPPED BY THE COUNCIL OFFICIAL ON SITE**. A copy of the Wayleave Work Permit and other supporting documents as defined must therefore always be on site when Work is being done in the public road reserves and ~~i~~on Municipal Land.

3.5.9 The ~~Service Coordinator~~Service Co-ordinator will strive to limit the duration of the application review approval 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~~Service Co-ordinator 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~~Service Co-ordinator may inform the Wayleave Holder of additional approvals that must be obtained from the Service ~~Agencies~~Agents 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~~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.

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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~~Agents.

3.6.2 Service ~~Agencies~~Agents may require additional precautions relating to Work in the vicinity of their Services and must specify these in writing to the Wayleave Applicant and included in the approved wayleave conditions.

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~~Agents and undertakes to adhere to the additional conditions laid down by the various Service ~~Agencies~~Agents. The control section on the Wayleave application form, signed by the Service ~~Agencies~~Agents, will serve as proof that the Internal Service ~~Agencies~~Agents approved that a Wayleave Work Permit may be issued.

3.6.4 The Wayleave Applicant will verify with all Internal Service ~~Agencies~~Agents 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~~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	PGWC ~~Service Coordinator~~Service Co-

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	Intra neighbourhood distributors	ordinator (STM) ~~Service Coordinator~~Service Co-ordinator (STM)
5	Residential streets	~~Service Coordinator~~Service Co-ordinator (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~~Agents, 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 and Tariffs

3.10.1 Administration, ~~&~~ Supervision, ~~Fees~~Non-compliance and Illegal Works Tariffs

3.10.1.1 The administration and supervision fees are the tariff amounts that are

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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~~as included in the Municipal Tariffs.

3.10.1.2 The administration and supervision fees ~~covers~~cover the Council's costs for Work done by the ~~Service Co-ordinator~~Service Co-ordinator to process the Wayleave application and for regular site inspection to ensure compliance and attending to related queries from the Wayleave Holder.

3.10.1.3 The non-compliance Tariffs will be issued to the Wayleave Holder as applicable should Wayleave Holder deviate from the conditions and requirements of the approved wayleave.

~~3.10.1.2~~3.10.1.4 The illegal Works Tariffs will be issued to any individual or organisation or Wayleave Holder as applicable should he/ she be found conducting Works in the road reserve ~~on in~~or on Municipal Land without an~~d~~ approved wayleave or permission ~~to do so.~~

3.10.2 ~~Security Deposit~~ Public Liability Insurance

~~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~~Agents ~~(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~~Service Co-ordinator ~~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 Council requires that ~~responsibility remains with the~~ the Wayleave Holder ~~to ensure that any of its contractors or agents~~ engage~~d~~ in the implementation of the Work in the road reserve and ~~i~~on Municipal Land must be ~~is i~~in possession of an appropriate, 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~~as applied for and approved the ~~and under any W~~Wayleave ~~approval~~.

~~3.10.2.4~~3.10.2.5 Should the Wayleave Holder damage or leave any of the Council's Infrastructure Services unsafe and fail to notify the Council and rectify it timeously, the Council may rectify the damage using its own resources and materials, and the subsequent costs will be borne by the Wayleave Holder.

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;

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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~~Agents 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~~Service Co-ordinator in completing Work or altering Work to conform to ~~Wayleave specifications~~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 or tariffs for Non-compliance and Illegal ~~in~~Works in terms of the Municipal tariffs (See Tariff) and as stated in this document.

~~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~~Service Co-ordinator 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.

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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~~Agents and cross- cuts, the specifications from the relevant Service ~~Agencies~~Agents 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~~Service Co-ordinator and the contact person of each Service ~~Agency~~Agent 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~~Agents 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.

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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~~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~~Agents, 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

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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~~Agent and the ~~Service Coordinator~~Service Co-ordinator 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~~Agent 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~~Service Co-ordinator 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~~Service Co-ordinator.

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~~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~~diameter sleeves and one 160mm diameter ~~dai~~ sleeve.

3.15.18 Road crossing to be clearly mark and painted in yellow on sidewalk.

3.15.19 ~~Backfilling~~Backfilling of road crossings: excavated material CANNOT be used to backfill road crossing trenches. The Wayleave Approval will ~~specifiy~~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

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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~~marked 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~~Service Co-ordinator.

3.17.2 A categorised list of Emergency Work will be maintained by the ~~Service Coordinator~~Service Co-ordinator. It will serve as a guideline for Service ~~Agencies~~Agents as well as the ~~Service Co-ordinator~~Service Co-ordinator in determining whether Work is an Emergency.

3.17.3 The ~~Service Coordinator~~Service Co-ordinator will provide an emergency number for the use of Service ~~Agencies~~Agents 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~~Service Co-ordinator must be notified in writing within one working day from commencing with Emergency Work and an Emergency Wayleave application submitted timeously. The Emergency ~~notification certificate~~Wayleave application option and process must be used and followed as state in the Wayleave application form~~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~~Service Co-ordinator. If the Service Co-ordinator is not notified within 24 hours from the first working since the time the Emergency Work was discover, this work may be regarded as Illegal and penalised as applicable in the approved Council Tariffs.

~~3.17.5~~ The emergency notification must always be certified by an Authorised Agent of the Service ~~Agency~~Agent as an emergency situation that requires their immediate attention.

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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~~Agent 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~~Service Co-ordinator. It will serve as a guideline for Service ~~Agencies~~Agents as well as the ~~Service Coordinator~~Service Co-ordinator 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~~Agent 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~~Agents 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~~Agents, upon receipt of a notification from the respective Municipal Department that the Work has been completed.

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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~~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~~ furnish the Service Co-ordinator as soon as practica~~ble~~l, with the Completion Certificate with information as may be required by the Council to know the exact location and condition of the Service install in/ on its land~~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~~Service Co-ordinator 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 the~~its~~ right to exercise its discretion in the implementation and enforcement of this Policy.

3.2.1.2 Notwithstanding any penalty or tariff or remedy expressly provided for in this Policy; the Council reserves the right to exercise any other legal remedy at its ~~may have in~~

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disposal to 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 Section 62 of the Local Government Municipal Systems Act in respect of any decision taken by the Council.

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APPENDIX 18

STELLENBOSCH MUNICIPALITY

WARD COMMITTEE POLICY

2024/2025

REVISED

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Policy and Procedures for Ward Committees

Compiled in terms of the Local Government: Municipal Structures Act, 117 of 1998; Local Government: Municipal Systems Act, 32 of 2000 and 2005 DPLG Guidelines

Preamble

WHEREAS the Municipality is committed to encouraging the involvement of communities and community organisations in its affairs.

WHEREAS the Municipality is a municipality with an executive mayoral system combined with a ward participatory system as set out in section 9(d) of the Act.

WHEREAS the Council has resolved in terms of section 72(2) of the Act to adopt the ward participatory system.

IT IS THEREFORE RESOLVED by the Council as follows.

Definitions

In this Policy and Procedures, a word or expression has the meaning assigned to it in applicable national legislation; otherwise, it has the meaning set out below:

"the Act" means the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998);

"Council" means Council of Stellenbosch Municipality or the Stellenbosch Town Council;

"election officer" means the person in charge of the election of ward committee members at an election meeting, which person must be an official of the Municipality or an impartial person appointed by the Municipality for this purpose;

"Executive Mayor" means [insert];

"geographical area" means a portion of the ward (e.g. a block of streets) to be served by a ward committee member or more than one ward committee member;

"Mayoral Committee" means [insert];

"Municipality" means Stellenbosch Municipality;

"nominee" means a person nominated in terms of clause 5 for election to a ward committee by a registered voter residing in that ward;

"out-of-pocket allowance" means out of pocket allowances to be paid to members of ward committees in respect of their participation in the activities of the ward committees as contemplated in clause 73(5)(c) of the Act; **"Policy and Procedures"** means this document;

"resident" means a resident of the ward for which the ward committee was established; and

"Speaker" means the Speaker of the Council.

CHAPTER 1
ESTABLISHMENT AND ELECTION

1. Establishment

With effect from a date set by the Municipality, ward committees will be established for all wards.

2. Status of ward committees

(1) The object of a ward committee is to enhance participatory democracy in local government.

(2) A ward committee:

(a) is an advisory body;

(b) is a representative structure of the ward;

(c) is an independent committee of the community in a ward;

(d) is impartial and performs its functions without fear, favour or prejudice;

(e) is not politically orientated;

(f) as a representative structure of the community, is accountable to the community; and

(g) is an integrative umbrella body responsible for coordination of ward developmental initiatives, promotion of accountability and social cohesion.

3. Composition of ward committees

(1) A ward committee will comprise of the ward councillor representing that ward in the Council and not more than 10 other persons elected in accordance with clauses 6 to 10. Gender equity and diversity of interests will be pursued by the election officer. This will be done by drawing the attention of the voters at the start of an election meeting to —the importance of:

(a) striving for equal representation of men and women on the ward committee; and

(b) having representatives for different communities within the ward on the ward committee in the case of a geographical representation system.

(3) The Municipality must appoint ward administrators to fulfil the administrative and/or secretarial duties of a ward committee.

(4) A ward councillor may delegate in writing the chairing of a meeting in his/her absence to a proportional representation councillor or any member of the ward committee.

(5) A ward committee may extend a standing invitation to a maximum of two individuals who they feel will contribute to a better representivity of the ward committee, as observers to the ward committee.

(6) The observers mentioned in sub-clause (5) above will have no voting rights during ward committee meetings.

4. Decision on type of ward committee

(1) When a new ward committee is to be established, the Municipality must determine beforehand whether the particular ward warrants a single election following the geographical representation system, taking into account the diversity of communities as well as the geography of that ward.

(2) The administration of the Municipality, after consulting with ward councillors, must make a recommendation to the Council in respect of the type of election system to be used for each ward. The Council will decide on the type of election system to be used for each ward.

(3) In the case of a geographical representation system, the Municipality, in consultation with the ward councillors, must determine beforehand how many ward committee members will be representing each geographical area, taking into consideration the pro-rata numbers of registered voters in each voting district.

(4) The ward councillor, in consultation with residents, must determine the number of the geographical blocks for the ward taking into consideration the distribution of registered voters in the area.

5. Nomination

(1) Before the Municipality calls for nominations for a general election of ward committees, an information campaign must be undertaken to inform the public and councillors on all aspects of the election.

(2) In the case of a geographical representation system, only nominations in respect of and made by a registered individual residing in the particular geographical area will be valid.

(3) The Municipality must:

(a) publish a call for nominations for candidates for ward committee elections in one or more of the local newspapers circulating in the Stellenbosch municipal area at least 45 days before close of nominations; and

(b) advertise the call for nominations on notice boards in municipal buildings and municipal libraries for a period of at least 30 days.

(4) A nomination must be accompanied by:

(a) a written acceptance of the nomination by the nominee in the prescribed format; and

(b) a copy of the ID document or ID card of both the proposer and nominee.

6. Election criteria

To be elected as a member of a ward committee, a person:

(a) must be a registered voter in the ward concerned;

(b) may not be a member of the Council;

(c) may not be in the full-time employment of the Municipality;

(d) may not, on and after the date of nomination, be in arrears to the Municipality for rates and service charges for a period of more than three months;

(e) may not be someone who, after February 1997, has been convicted of an offence and sentenced to imprisonment for a period of not less than 12 months without the option of a fine;

(f) may not be someone of unsound mind who has been declared so by a competent court; and

(g) may not be an insolvent or unrehabilitated insolvent.

7. Election meeting

(1) Elections will be held according to the type of election system determined by the Council for each ward in terms of clause 4 above.

(2) On determining the election meeting venue (or venues, in the case of separate meetings), the Municipality must take into account, *inter alia:*

(a) the input of the ward councillors and communities concerned;

(b) distances for voters to travel;

(c) the needs of minority or vulnerable groups to be accommodated on the ward committee; and

(d) the existence or not of separate communities within the ward with dissimilar needs.

(3) After the nominations have closed, the Municipality must:

(a) convene an election meeting for and within each ward after confirmation of the election date with the relevant ward councillor; and

(b) make public the date, time and place of a ward election meeting by way of official notice in local newspapers as well as loud-hailing in the relevant wards using ~~in~~ all the official languages of the province, as well as through other means of public communication determined by the Council.

(4) Only residents who are registered voters in the ward concerned may attend and vote at the meeting. Municipal officials and members of the media may attend the meeting but may not vote at the meeting.

(5) The ward election meeting must be chaired by the election officer.

(6) Provision must be made for illiterate persons, where applicable.

8. Election procedure

(1) The ward councillor, if present, may welcome the voters and the candidates and must then take a seat amongst those present at the meeting and refrain from any interference with the proceedings.

(2) The election officer will then take control of the voting process and explain

the procedure to be followed.

(3) The nominees:

(a) must be introduced by the election officer; and

(b) may then be allocated, on an equal basis, time to address the meeting.

(4) After the nominees for a geographical area have been introduced, the election officer will call for a vote on those nominees.

(5) If only one person was nominated, the election officer must declare that person elected.

(6) The election officer must declare elected the nominee who receives a majority of the votes (50% plus one) cast.

(7) If no nominee receives a majority of the votes cast, a second vote must be taken on the three nominees that received the highest number of votes in the first vote.

(8) If no nominee receives a majority of the votes cast in the second vote, a third vote must be taken on the two nominees that received the highest number of votes in the second vote.

(9) If the two nominees receive exactly the same number of votes after the process in sub-clause (8) above, the election officer must determine the elected person by the draw of lots.

(10) Once all vacancies have been filled, the election officer must indicate to those present their right to appeal, as follows:

(a) any such appeal must be lodged with the office of the Speaker within seven days of the election;

(b) appeals will be dealt with by an independent person appointed for this purpose by the Speaker and agreed to by the appellant. The findings of the independent person will be binding.

(11) The ward councillor may at this point in time take control of the meeting to thank everybody present, congratulate the successful candidates and close the meeting, should he/she so wish.

9. Voting

(1) Each community member present may cast one vote for one nominee residing in his/her geographical area.

(2) Voting will be by ballot paper unless 75% or more of the voters decide to vote by show of hands. This may be determined for the meeting as a whole or for each geographical area separately.

(3) Where voting is done by show of hands, the nominees for each geographical area must leave the hall for the duration of the election with respect to that geographical area. Informed by previous experiences, the Municipality is kindly advised to use secret ballot in order to avoid any disruptions and intimidation tactics we experienced in the past.

(4) The ward councillor may vote for a nominee in his/her geographical area.

(5) The ward councillor may not, before or during the election meeting, influence or campaign for the election of ward committee members.

Election (voting) process at election venues

9.1 The elections will be conducted in accordance with the election (voting) process.

9.2 Only registered voters, whose names appear on the voters' roll of the Ward, where election of a particular Ward Committee are conducted will be eligible to participate in the elections of the particular Ward Committee.

9.3 A registered person can only vote for one organisation/sector and/ one geographical block representative during the election process of a particular Ward Committee.

9.4 A minimum of not less than 2 (two) organisations/sectors to be elected as members of a particular ward committee whilst the balance must be elected from geographical blocks.

9.5 The ratio between organisations/sectors and geographical block representation, also taking into consideration 9.4 above, will be determined by the newly elected Ward Councillor, in consultation with the appointed election officer, taking into consideration the nominations received for the particular ward, upon finalising the list of nominations.

CHAPTER 2

TERMS OF OFFICE, VACANCIES AND DISSOLUTION

10. Term of office

(1) The term of office for a ward committee will run concurrently with that of the Council up to the day of the next municipal elections.

(2) Members of a ward committee will vacate office when a new Council is declared elected.

(3) The vacation of office by a ward councillor does not affect the term of office of the 10 members elected in accordance with clauses 5 to 9.

(4) A ward committee member may be re-elected, subject to the above sub-clauses.

11. Dissolution

(1) The Council may, by notice addressed to a ward committee, dissolve the ward committee when:

(a) it fails to meet three consecutive times as per schedule of meetings;

(b) a majority of members, in terms of a vote taken at a ward committee meeting, recommends to the Council that the ward committee be dissolved; or

(c) maladministration, fraud, corruption or any serious malpractice has occurred or is occurring in the ward committee.

(2) The Council must give prior notice to a ward committee of the intention to dissolve the ward committee subject to a right to reply within 14 days.

12. Termination of membership

The membership of a ward committee member will be terminated if that member:

(a) resigns in writing;

(b) is no longer qualified, in terms of clause 6 above, to be a member of a ward committee;

(c) is removed from office by the Speaker in terms of clause 13; or

(d) dies.

~~(d)~~(e) Relocates to another ward

13. Removal from office

The Municipal Council may remove a member of a ward committee from office, after consideration of the Speakers recommendation to Council,based on an internal investigation by the office of the Speaker.Said internal investigation must be based on the "Audi Alteram Partem" rule. Grounds for removal as follows: Municipal Council, upon recommendation by the Speaker,~~Speaker~~ can remove a member of a ward committee from office if that member:

(a) fails to attend three consecutive meetings without obtaining leave of absence from the ward committee;

(b) deliberately fails to adhere to meeting procedures or is guilty of gross misconduct during ward committee meetings;

(c) is involved in proven and malicious activities undertaken solely to undermine the authority of the Council or the ward councillor; or

(d) is engaged in corruption or deliberately fails to disclose a material conflict of interest.

14. Filling of vacancies

(1) The Speaker must fill the vacancy by declaring elected the person who received the second highest number of votes in the geographical area concerned during the election held in terms of clause 8.

(2) If nobody can be declared elected in terms of sub-clause (1) above, the ward committee may, by means of an information campaign in the relevant geographical area, call for qualifying nominations from that area, consider the nominations received and by a majority vote of the members present, fill the vacancy through a process of co-option.

(3) The intention to fill a vacancy through a process of co-option must be placed on the ward committee's agenda beforehand, and the agenda must be circulated to members at least seven days before the meeting.

(4) The geographical area representation of the member who vacated his/her position must be taken into account when filling a vacancy.

(5) A person co-opted as a ward committee member must comply with the criteria stipulated in clause 6 above.

~~(5)~~(6) The ward committee vacant post will be filled within a month after the vacancy has occurred.

CHAPTER 3

POWERS AND FUNCTIONS AND CONDUCT OF MEMBERS

15. The role of the Speaker

The Speaker:

1. Must ensure effectiveness and functionality of ward committees and other public participation processes in terms of section 37(k) of the Municipal Structures Amendment Act (2021);
2. Must ensure that ward committees are established within hundred and twenty (120) days after the election of municipal councils in line with The hundred and twenty (120) days are calculated from the day on which the Independent Electoral Commission (IEC) declares the results of the Local Government Elections;
3. If the Municipality fails to establish ward committees, the Speaker must write a letter to the MEC for Local Government requesting extension. The MEC is required in terms of section 73 of the amended Structures Act to reply and indicate whether the extension has been granted or not within fourteen (14) days.

(1) is the patron/custodian of ward committees;

(2) must ensure that ward participatory structures are established in line with the set guidelines and applicable legislation;

(3) must in collaboration with ward councillors regulate and monitor the frequency of ward committee and community report-back meetings;

(4) must through his/her office ensure functionality of ward committees;

(5) must ensure that the local government environment is conducive to active citizen participation in governance at local level;

(6) must ensure ongoing training and capacity building programmes; and

(7) must set deadlines for submission of ward committee reports.

16. Powers and functions of ward committees

(1) A ward committee may make recommendations on any matter affecting its ward to the ward councillor or through the ward councillor to the Council, the Mayoral Committee or the Executive Mayor.

(2) The following functions and powers are delegated to ward committees by the Council in terms of clause 59 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000):

(a) to serve as an official specialised participatory structure in the Municipality;

(b) to create formal unbiased communication channels as well as co-operative partnerships between the community and the Council. This will be achieved by:

(i) advising and making recommendations to the ward councillor on matters and policy affecting the ward;

(ii) assisting the ward councillor in identifying challenges and needs of residents;

(iii) disseminating information in the ward concerning municipal affairs such as the budget, integrated development planning, performance management system (PMS), service delivery options and municipal properties;

(iv) receiving queries and complaints from residents concerning municipal service delivery, communicating these to the ward councillor and through him/her to the Council;

(v) ensuring constructive and harmonious interaction between the Municipality and community through the use and co-ordination of ward residents' meetings and other community development forums; and

(vi) interacting with other forums and organisations on matters affecting the ward; and

(c) to serve as a mobilising agent for community action within the ward. This may be achieved by:

(i) attending to all matters that affect and benefit the community;

(ii) acting in the best interest of the community; and

(iii) ensuring the active participation of the community in:

(aa) service payment campaigns;

(bb) the integrated development planning process;

(cc) the Municipality's budgetary process;

(dd) decisions about the provision of municipal services; and

(eedd) decisions about by-laws.

(3) No executive powers will be delegated to ward committee members.

(4) A ward committee majority may express dissatisfaction to the Speaker in writing on the non-performance of a ward councillor.

17. Subcommittees

(1) A ward committee may establish one or more subcommittees necessary for the performance of its functions and may involve organisations more broadly.

(2) A ward committee must:

(a) appoint the members of such a sub-committee;

(b) appoint the chairperson of such a sub-committee from amongst its members; and

(c) determine the function of such a sub-committee.

(3) Meetings of the ward committee and its sub-committees may serve as a ward forum for major discussions.

(4) Stakeholders in the ward may apply to the ward committee to participate in sub-committees that are relevant to their fields of interest and to their day-to-day functioning as a sector.

18. Conduct of members

A member of a ward committee:

(a) must perform the functions of the committee in good faith and without fear, favour or prejudice;

(b) may not use the position or privileges of a member for private gain, or to improperly benefit another person;

(c) may not act in any other way that compromises the credibility, impartiality, independence or integrity of the committee;

(d) must adopt the principle of accountability to the community and the Council regardless of political affiliation;

(e) must be accessible to the community and ensure that all role players can relate to the process and the issues at hand and are able to provide their input in respect of the processes of the ward committee;

(f) must adopt the principle of transparency to promote openness, sincerity and honesty among all the role players in a participative process and promote trust and respect for the integrity of each role player and a commitment by all to the overriding objectives of the process in the interest of the common good;

(g) must recognise diversity with empathy for the differences associated with race, gender, religion, ethnicity, language, age, economic status and sexual orientation;

(h) must consider all views and opinions in the process of community participation. Special effort should be made to include previously disadvantaged persons and groups, including women and youth in the activities of the ward committee; and

(i) must provide an apology with a valid reason to the chairperson of the committee or the ward administrator if he/she cannot attend a meeting.

CHAPTER 4

WARD COMMITTEE MEETINGS

19. Chairperson

(1) Subject to clause 3(4) above, ward committee meetings are convened and chaired by the ward councillor.

(2) Members of the ward committee must, well in advance of a ward committee meeting, not less than 72 hours prior to the meeting submit substantive items to be discussed to the chairperson.

(5) The chairperson will be responsible for preparing an agenda for ward committee meetings.

(6) The chairperson will determine when and where a ward committee meets, subject to sub-clause (5) below.

(7) A ward committee should meet on a monthly basis, but must meet at least quarterly.

20. Purpose of ward committee meeting

(1) The purpose of ward committee meetings is:

(a) For ward committee members to raise, formulate and table matters affecting the ward or geographical area / sector;

(b) for the ward councillor to report on:

(i) matters decided by the Council; and

(ii) initiatives, information, campaigns and programmes of the Council;

(c) to discuss complaints received by ward committee members on municipal service delivery in the ward; and

(d) to formulate views and action plans on the above matters.

(2) Number of meetings

(a) at least two ward committee meetings per quarter; and
(b) two (2) public meetings per calendar year with one meeting during the first half of the year and the other during the second half of the year.

~~(d)~~

21. Quorum and decisions

(1) 50% plus one of the serving ward committee members must be present before a vote may be taken on any matter.

(2) A ward committee must endeavour to adopt its decisions on the basis of consensus.

(3) If consensus on any matter cannot be achieved, such matter may be determined by a supporting vote of at least the majority of the members with voting rights.

22. Procedures

(1) A ward committee with a supporting vote of the majority of its serving members may determine its own procedures subject to any directions of the chairperson.

(2) Meetings of a ward committee are normally open to the public.

23. Work programme

A ward committee must:

(a) submit a work programme with specific outputs for one year to the office of the Speaker or other designated political functionary in July of each year;

(b) perform the functions as set out to achieve and indicated in the work programme:

(i) on its own initiative;

(ii) on request by the ward councillor;

(iii) on request by the Speaker or other designated political functionary;

(iv) in accordance with priorities and reasonable timeframes determined by the Speaker or other designated political functionary.

24. Administrative support

(1) The Municipality must make administrative and secretarial arrangements to enable ward committees to perform their functions and exercise their powers effectively.

(2) The Municipality may put in place conditions, such as periods of notice of meetings, in order to organise administrative and secretarial support to the ward committee.

(3) In the case where the Municipal Manager receives correspondence from a ward committee, he/she must give feedback to the ward councillor concerned (with a copy to the Executive Mayor) on the information or action required within 14 days of receipt of the correspondence.

(4) Ward committees are entitled by prior arrangement to the free use of venues in municipal buildings in order to hold official meetings.

25. Budget

(1) Members of ward committees will be reimbursed for out-of-pocket expenses as contemplated in clause 25(2)(a) - (e~~i~~) below.

(2) The Municipality will annually budget for ~~the reimbursement~~ a stipend of R500? per month per ward committee member subject to the following: ~~of~~:

(a) ~~out-of-pocket expenses for members of ward committees in respect of their participation in ward committees subject to the following criteria as approved by the Council on 20 June 2012 and revised by the Council on 28 October 2015~~: attending of meetings as per the ward committee schedule of meetings;

(b) performing of functions as contemplated in clause 16 above;

(c) the maximum reimbursement of R 1 500.00? can be paid at the end of each quarter after verification (meaning in the first two weeks of the new quarter) to ward committee members in person and not to organisations that she or he represents (For eg, this means that payment for the quarter October – December of the particular year

will be made during the first two weeks of January of the next year). The amount payable is dependent on the attendance of ward meetings by the respective ward committee member. The payment will be done after the completion of the entire verification process.

(d) that reimbursements only be paid on verification of attendance register of meetings and that reimbursements will only be electronically transferred to the bank account of the relevant ward committee member(s);

(e) that non-attendance of ward committee meetings and/or non-performance of functions as stipulated in clause 16 above without a valid reason be reported to the Speaker;

(f) ward committee members will only be paid for attendance of meetings after the proper verification. Failure to attend meetings will result in no payment;

~~(a)~~(g) that ward committee members may elect not to be reimbursed. This confirmation must be submitted in writing on a quarterly basis by the respective ward committee member who chooses not to be reimbursed.

~~(i) that 14 ward committee meetings, which will comprise one ward committee meeting every month and one open public meeting every semester (every six months) be identified and approved by the ward committee as paid meetings and that each serving member present at these meetings be paid an out-of-pocket allowance of R350.00.~~

~~per meeting (R350 x 14 = R4 900.00). Payment of out-of-pocket allowances will be made quarterly;~~

~~(i) that the reimbursement amount be paid to the ward committee members in person and not to organisations that they represent.~~

~~(ii) that reimbursements only be paid on verification of the attendance register of meetings attended and that reimbursements only be electronically transferred to the bank account of the relevant ward committee members; and~~

~~(iii) that ward committee members may elect not to be reimbursed.~~

26. Accountability

A ward councillor must:

(a) ensure that full and proper records are kept of the minutes of ward committee meetings;

(b) ensure that the ward committee's available resources are properly safeguarded and used in the most effective and efficient way;

(c) ensure that all statutory measures applicable to the ward committee are complied with;

(d) ensure that all recommendations and comments made by the ward committee are formalised and submitted to the office of the Speaker or other designated political functionary for presentation to the Council or conveyed timeously to the appropriate external decision-making authority;

(e) report a view adopted by the ward committee to the Council, but may indicate his/her agreement with the view in the report;

(f) ensure the production of a progress report on major achievements and areas of failure, with reasons, within two months after the end of the financial year;

(g) submit the progress report to the Speaker or other designated political functionary for a review of the performance of the ward committee; and

(h) implement any corrective measures to ensure effective and efficient performance of the ward committee as suggested by the Speaker or other designated political functionary.

27. Dispute resolution

The following mechanisms are recommended when disputes arise within ward committees:

(a) every effort should be made to deal with disputes;

(b) when a dispute arises, the ward councillor should notify the Speakers office, after which the Speaker must attempt to resolve the dispute through a process of mediation. ~~the ward councillor should appoint a person or persons, the maximum being two, to attempt to resolve the dispute through mediation;~~

~~(c)~~ if the attempt at mediation fails,the Speaker may choose to arbitrate or appoint and independent arbitrator to facilitate the process. ~~the matter should then be submitted to the ward councillor who should arbitrate, provided that the matter does not involve the ward councillor and the majority of the members of the ward committee; and~~

(d) if the majority of the members of the ward committee remain aggrieved, the matter should be brought to the attention of Council ~~taken to the Council~~ ~~the~~ via office of the Speaker whereafter Council must make final resolution ~~through a channel decided upon by the Council or through the office of the Speaker or other designated political functionary.~~ This should be avoided as far as possible.

CHAPTER 5

PUBLIC MEETINGS (WARD MEETINGS)

28. Chairperson

(1) Public meetings (ward meetings) are chaired by a ward councillor. A ward councillor may delegate in writing the chairing of the meeting to a proportional representation councillor or any member of the ward committee.

(2) A ward councillor in consultation with the ward committee determine when and where the meeting will be held, subject to sub-clause (3).

(3) A public meeting must be held at least twice per calendar year.

29. Purpose of ward/public meetings

Public meetings are mainly held in order to:

(a) register the concerns and inputs of the community with regard to service delivery, general development of the community, disaster management and any other municipal concern the community may have; and

(b) report back to the public on issues that affect it.

30. Meeting arrangements

(1) If a ward committee decides to hold a public meeting it may publish a notice in a newspaper circulating in the area concerned, stating the time, date and place of the meeting and inviting the public to attend the meeting.

(2) The scheduled date, time and place of the public meeting should be convenient so as to encourage the greatest number of people to attend. The venue must be:

(a) in a well-known place;

(b) easily accessible and, where possible, also disabled-friendly; and

(c) large enough to accommodate all people present.

(3) When the ward committee publishes a notice, it must communicate the contents of the notice, where appropriate, by electronic media or other appropriate means of communication, such as direct mail and posters or notices in key areas such as clinics, schools, bus stops and libraries in the area concerned.

(4) At the public meeting, a representative of the ward committee must:

(a) explain the meeting procedures, such as the adoption of the agenda and the time allowed for questions;

(b) explain the issues the ward committee has to consider, including any options open to the ward committee;

(c) allow members of the public attending the meeting to present their views on these issues;

(d) answer relevant questions;

(e) keep minutes of the meeting and inform the public that ward committee meeting minutes and public meeting minutes are public documents, and that the members of the community have access to these documents and may make copies at their own cost; and

(f) give feedback on previous issues, including reasons if there is a lack of progress.

****

APPENDIX 19

STELLENBOSCH MUNICIPALITY

GRANT-IN-AID POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

GRANT-IN-AID POLICY

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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 template for feedback reporting, and provided for in clause 8.2.

"Appendix C" 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.

"Public Benefit Organisations (PBO's)" refers to organisations approved in terms of section 30 of the Income Tax Act, 28 of 1997 and established as

- a non-profit company which has a memorandum of incorporation as a founding document
- a trust which has a trust deed as a founding document or
- an association of persons which has a constitution as a founding document.

"**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.

"Seriousness of discrepancies" means that the following not exclusive matters will be taken into consideration when council exercise their prerogative to determine the level of sanction:

- The level of perceived misguidance and misrepresentation
- The level of perceived premeditation linked to the discrepancy
- The discrepancy is criminal in nature

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 or otherwise vulnerable people. 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 services for homeless persons 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 annual costs linked to 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:
    - Riverine corridors;
    - Biodiversity;
    - Natural and built environment;
    - Heritage resources;
    - Quality urban spaces;
    - Ecological conservation areas;
    - Urban agricultural complexes;
    - Bioregional planning;
    - Nature area management;

- Wetlands;
- 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 where an organization is registered with the Department of Social Development of Education as a functional ECD facility;
(vii) Early childhood development where an organization is registered as an NPO, but **not registered with the Department of Social Development or Education** then only regarding application content that will contribute towards compliance with registration requirements. In these cases, also up to a maximum of three years by when said organization must be able to illustrate successful registration;
(viii) Street people programmes;
(ix) Arts and culture programmes
(x) Facilitation of public participation processes; arts and culture programmes
(xi) Development of disabled persons, and
(xii) 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. Note that although a Category B application is approved for a period of three years, the application MUST be renewed through repeated annual applications to ensure provision in the budget of subsequent financial years.

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. The applicant is responsible to confirm the outcome of the application after the approval of the draft budget and lodge an appeal prior to the closing date for comments on the budget if they are of the opinion that the municipality has made a mistake with the assessment of the application. Applicants cannot lodge appeals based on their own mistakes during the application process.

8.5. 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 will result in the applicant being required to return the funding and/or (at the discretion of the municipality depending on the nature and seriousness of the discrepancy) the applicant being excluded from future applications for a period of up to 5 (five) 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 ORGANSATION:** (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)						

L	**REQUIREMENTS CATEGORY B APPLICATIONS** (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 ito 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**

Q	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.**

Appendix B

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.

PROOF OF EXPENDITURE LIST

NO	ITEM DESCRIPTION	SUPPLIER	TOTAL COST	RECEIPT NUMBER

TOTAL EXPENSES **R**

	PRINT NAME	SIGNATURE	DATE
COMPILED BY TREASURER			
APPROVED BY CHAIRPERSON			

- **ATTACH COPIES OF PROOF OF ALL EXPENDITURE LISTED ABOVE**
- **ATTACH COPIES OF PICTURES DEPICTING THE ITEMS/ACTIVITIES FOR WHICH FUNDING WAS USED**

STELLENBOSCH

STELLEN BO SCH • 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 compliant with the reporting requirements will be submitted.

2.4

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. DECLERATION 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. ……..

APPENDIX 20

STELLENBOSCH MUNICIPALITY

INFRASTRUCTURE UNBUNDLING OF ASSETS POLICY

2024/2025

UNCHANGED

Contents

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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~~Figure 1~~ below depicts the asset hierarchy as per CIDMS.

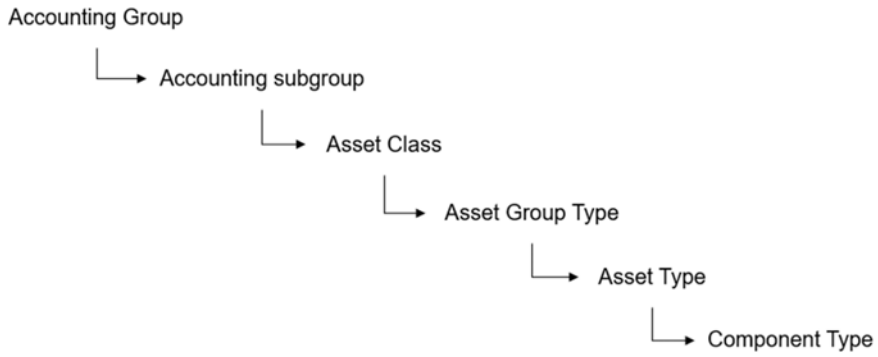


Figure 1 – CIDMS Asset Hierarchy

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.

APPENDIX 21

STELLENBOSCH MUNICIPALITY

ASSET MANAGEMENT POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

ASSET MANAGEMENT POLICY

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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 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 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 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.

<u>The Chief Financial Officer must take reasonable steps to ensure that:</u>

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
• Acquiring a new asset	• Restoring an asset so that it can continue to be used for its intended purpose
• Replacing an existing asset	• Maintaining an asset so that it can used for the period for which it was initially intended
• Enhancing an existing asset so that its use is expanded	
• 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 recommend 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: -*

Proceeds	Sales value, trade-in value or proceeds received from insurance if the asset was damaged or stolen.
Less: Carrying value	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.
Equals PROFIT or	If proceeds greater than carrying value, or
Equals LOSS	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 al 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 Bar Code	Location Bar Code No. from	Location Bar Code No. to	Asset Description	SERIAL NUMBER

AUTHORISATION OF TRANSACTION – LINE MANAGER

Signature	Name & Surname (Print)	Title

Recipient Confirmation

Condition of Asset when received	Received By	Date

Remarks:
Good

.....

APPENDIX 22

STELLENBOSCH MUNICIPALITY

BORROWING,FUNDS AND RESERVES POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

BORROWING, FUNDS AND RESERVES POLICY

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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.

APPENDIX 23

STELLENBOSCH MUNICIPALITY

BUDGET IMPLEMENTATION AND MONITORING POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY
BUDGET IMPLEMENTATION AND MONITORING POLICY

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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 analysed 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 operating budget.

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.

APPENDIX 24

STELLENBOSCH MUNICIPALITY

POOL VEHICLE POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

POOL VEHICLE POLICY

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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: <u>Determining the need for vehicles</u>

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 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 war 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 tempered 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 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.

APPENDIX 25

STELLENBOSCH MUNICIPALITY

COST CONTAINMENT POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

COST CONTAINMENT POLICY

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1. **DEFINITIONS**

"*Act*" means the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003);

"C*onsultant*" 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;

"C*ost 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.

APPENDIX 26

STELLENBOSCH MUNICIPALITY

LIQUIDITY POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

LIQUIDITY POLICY

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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:

((Cash and Cash Equivalents - Unspent Conditional Grants - Overdraft) + Short Term Investment) / 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.

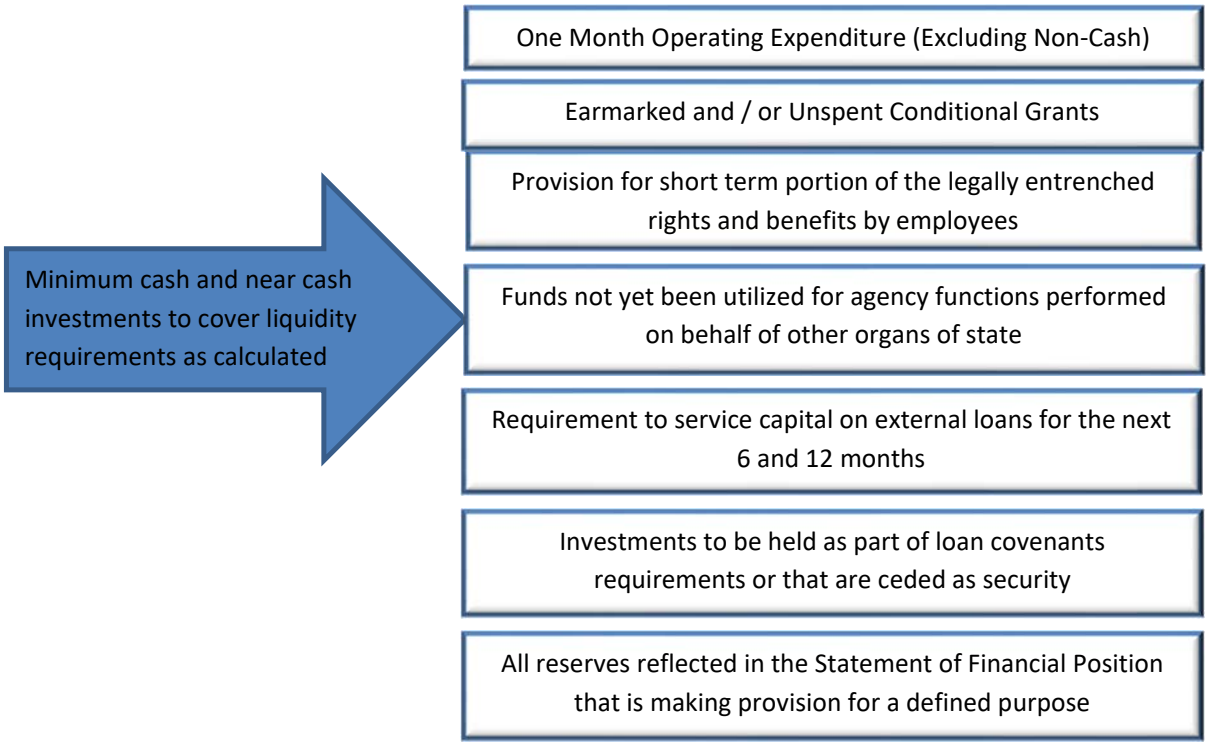
4.2. CALCULATION OF AVAILABLE LIQUIDITY

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

APPENDIX 27

STELLENBOSCH MUNICIPALITY

VIREMENTATION POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

VIREMENT POLICY

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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

TYPE	
CAPITAL	
OPERATING	

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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?**

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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: _____

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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

_____

APPENDIX 28

STELLENBOSCH MUNICIPALITY

PETTY CASH POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

PETTY CASH POLICY

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3. **OBJECTIVES** 1
4. **RESPONSIBILITY AND ACCOUNTABILITY** 1
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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, therefor 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.

APPENDIX 29

STELLENBOSCH MUNICIPALITY

SUPPLY CHAIN MANAGEMENT POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

SUPPLY CHAIN MANAGEMENT POLICY

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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 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. **“Unconditional Award”** means final awards made by the BAC/Accounting officer of which any appeals lodged by aggrieved service providers must be referred to the court of law

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) Removed

(c) formal written price quotations for procurement of a transaction value over R2000 up to R300 000 (VAT included).

(d) a competitive bidding process for procurement above a transaction value of R300 000 (VAT included).

(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) Removed
(ii) Formal 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 lower than R 300,000.

.

(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 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

Removed

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 FORMAL WRITTEN PRICE QUOTATIONS

(1) The procedure for the procurement of goods or services through 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;

(c) The accounting officer must take all reasonable steps to ensure that the procurement of goods and services through formal written quotations are not abused;

(d) The Accounting Officer or Chief Financial Officer must on a monthly basis be notified in writing of all formal written price quotations accepted by an official acting in terms of a sub-delegation;

(e) Offers received must be evaluated on a comparative basis taking into account unconditional discounts;

(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 300,000 (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 300,000 (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 300,000 (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 300,000 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 sub-paragraph.**

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 CANCELATION 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.

APPENDIX 30

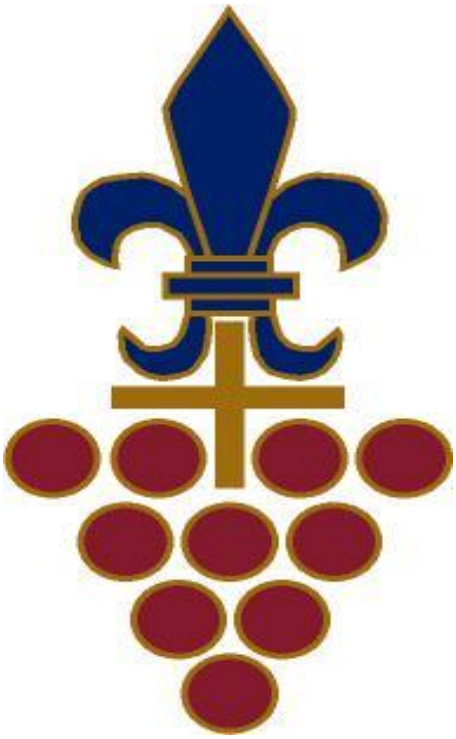
STELLENBOSCH MUNICIPALITY

PREFERENTIAL PROCUREMENT POLICY

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY



PREFERENTIAL PROCUREMENT POLICY

2023/2024

Version 2

STELLENBOSCH MUNICIPALITY

PREFERENTIAL PROCUREMENT POLICY

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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 of 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)-[PPPFA] 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:

$$Ps = 80\left(1 - \frac{Pt - P\,min}{P\,min}\right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = 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:

$$Ps = 90\left(1 - \frac{Pt - P\min}{P\min}\right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmin = 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:

$$Ps = 80\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = 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:

$$Ps = 90\left(1 + \frac{Pt - Pmax}{Pmax}\right)$$

Where-

Ps = Points scored for price of tender under consideration;

Pt = Price of tender under consideration; and

Pmax = 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 BBBEE 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 BBBEE status level contributor.

9.5 A tenderer failing to submit proof of BBBEE 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 BBBEE 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	10	5
Outside of the boundaries of the municipality	0	0

The maximum will be proportionately adjusted depending on the number of points allocated for this goal. E.G., 40% will equate to 8/4 points.

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 as per the Preferential Procurement Regulations of November 2022.

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 subsection17.

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 once approved by council

APPENDIX 31

STELLENBOSCH MUNICIPALITY

INVENTORY MANAGEMENT

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

INVENTORY MANAGEMENT POLICY

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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.

"Obsolete inventory"	means items that have expired, are redundant or damaged;
"Re-order level"	means the level of inventory at which inventory is re-ordered;
"*Requisition form*"	means a written request to supply specified inventory;
"Store"	means a place where inventory is stored and reserved for future use, or a source from which supplies may be drawn;
"Inventory Controller"	means an official responsible for the requisition, receipt, issue, recording, safeguarding of inventory and cost-effective and efficient management of inventory.
''Stock Issue Register''	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 measures 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.

APPENDIX 32

STELLENBOSCH MUNICIPALITY

CREDIT CONTROL AND DEBT COLLECTION BY-LAW 2024/2025

UNCHANGED

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

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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 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.

APPENDIX 33

STELLENBOSCH MUNICIPALITY

SPECIAL RATING AREA BY-LAW

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

SPECIAL RATING AREA BY-LAW

Effective from 01 July 2021

STELLENBOSCH MUNICIPALITY

SPECIAL RATING AREA BY-LAW

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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 where 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.

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Municipal Manager
Plein Street, PO Box 17, Stellenbosch, 7599
Telephone Number 021 808 8025

APPENDIX 34

STELLENBOSCH MUNICIPALITY

RATES BY-LAW

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

RATES BY-LAW

Effective from 01 July 2023

STELLENBOSCH MUNICIPALITY
RATES BY-LAW

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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 Properly 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.

APPENDIX 35

STELLENBOSCH MUNICIPALITY

TARIFF BY-LAW

2024/2025

UNCHANGED

STELLENBOSCH MUNICIPALITY

TARIFF BY-LAW

Effective from 01 July 2023

STELLENBOSCH MUNICIPALITY

TARIFF BY-LAW

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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.

APPENDIX 36

STELLENBOSCH MUNICIPALITY

MFMA Circular No.126

MUNICIPAL BUDGET CIRCULAR FOR THE 2024/2025 MTREF

Municipal Budget Circular for the 2024/25 MTREF

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Introduction

This budget circular provides guidance to municipalities with their compilation of the 2024/25 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 (*m*SCOA) 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, *m*SCOA 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 GDP growth of 0.8 per cent in 2023, compared with 0.9 per cent projected in the 2023 Budget Review. Growth is projected to average 1.4 per cent from 2024 to 2026. Relative to the 2023 Budget, the weaker projection for 2023 mainly reflects lower household consumption expenditure due to higher inflation and interest rates, and lower net exports. Power cuts are expected to continue for the remainder of this year and to gradually ease in 2024. Faster, determined implementation of energy and logistics reforms remains critical to boosting economic growth.

In the context of weaker global growth and risks to the domestic outlook, government is working to position the economy for sustained growth and resilience to shocks. A combination of a stable macroeconomic framework, the rapid implementation of economic and structural reforms, and improvements in state capability remains central to achieving higher growth, employment, and competitiveness.

Employment growth continues to lag South Africa's post-COVID-19 economic recovery, with 74 000 fewer people in employment in the second quarter of 2023 than in the fourth quarter of 2019. Improving employment growth sustainably over the long term requires faster GDP growth and improved education and skills development.

Headline inflation is expected to decelerate as the energy and food price shocks associated with global supply chain disruptions and the war in Ukraine dissipate. Headline consumer prices are expected to fall from an expected 6 per cent in 2023 to 4.9 per cent in 2024. Fuel prices have fallen since June 2023, largely reflecting base effects. Food price inflation, which peaked at 14.4 per cent in March 2023, slowed to 8.2 per cent by August 2023. However, the pace of deceleration has been slow relative to global food prices. This can be attributed to a weaker rand exchange rate and elevated production costs. Core inflation has remained near 5 per cent for most of 2023 due mainly to higher insurance and vehicle price inflation. Headline inflation is projected to return towards the mid-point of the 3 to 6 per cent target range in 2025.

Household consumption expenditure is expected to slow from 2.5 per cent in 2022 to 0.8 per cent in 2023 due to the cumulative effect of interest rate increases, elevated inflation and falling real disposable income, and generally weak consumer confidence. Growth in credit

extended to households continues to decelerate for both secured and unsecured credit. National Credit Regulator data shows that in the first quarter of 2023, banks rejected 70 per cent of credit applications – the highest rate on record – reflecting concerns over households' ability to repay loans. Household consumption expenditure is expected to average 1.6 per cent from 2024 to 2026.

The following macro-economic forecasts must be considered when preparing the 2024/25 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2022 - 2027

Fiscal year	2022/23	2023/24	2024/25	2025/26	2026/27
	Actual	Estimate	Forecast		
CPI Inflation	6.9%	6.0%	4.9%	4.6%	4.5%

Source: Medium Term Budget Policy Statement 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.

The above economic challenges will place pressure on households' ability to pay municipal accounts and Eskom power cuts affect sustainability of small and large businesses. Both these factors have placed pressure on municipal own revenues.

It is therefore 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 2024/25 budget process

2.1 Local government conditional grants allocations

Over the 2024 MTEF, the local government equitable share and conditional grants will be reduced by a total of R12.8 billion, made up of R9.6 billion in the local government equitable share and R3.2 billion in direct conditional grants. The general fuel levy sharing with municipalities will be reduced by R5.1 billion. These reductions form part of the government's efforts to drive fiscal consolidation. The implication of these changes will be outlined in more detail in the 2024 Budget Review.

Notable changes to the conditional grants system

While the review of the conditional grants system is on-going and reforms envisaged to be implemented from 2025/26, changes will be considered for the *urban settlements development grant*; *integrated urban development grant*; and *the municipal infrastructure grant* to make better use of regulatory frameworks and improve the water business of urban municipalities from 2024/25.

We kindly advise municipalities to utilise the indicative numbers that were presented in the 2023 Division of Revenue Act when developing their 2024/25 MTREF calculations. It is crucial to also make considerations to the proposed reductions to baselines that were presented in the 2023 MTBPS, as they may have a significant impact. We recommend this be prioritised in all budgetary planning for the upcoming fiscal year. In terms of the outer year allocations (2026/27 financial year), it is proposed that municipalities conservatively limit funding allocations to the indicative numbers as presented in the 2023 Division of Revenue Act for 2024/25. 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

Division Of Revenue Amendment Bill, 2023 (DoRAB)

Declared underspending in the local government equitable share – In January 2023, the National Energy Regulator of South Africa (NERSA) approved a bulk electricity tariff increase of 18.7 per cent for the 2023/24 financial year. The subsidy for free basic electricity in 2023/24 was calculated to include an additional 2 per cent in anticipation of higher municipal tariff increases than that published in January, due to the difference in the financial years of Eskom customers and municipalities. A further R1.4 billion was left unallocated in the local government equitable share to enable additional funding for municipalities should the final municipal tariff increase that was expected to be published between March and June 2023, exceed the 20.7 per cent increase provided for. In June 2023, NERSA approved a municipal tariff increase of 15.1 per cent. The unallocated amount of R1.4 billion in the local government equitable share is therefore surrendered as declared under-expenditure.

Fiscal consolidation reductions – There is a total downward adjustment of R3.4 billion to direct municipal conditional grants. This is made up of reductions of R9 million from the *infrastructure skills development grant*; R58 million from the *programme and project preparation support grant*; R32 million from the *expanded public works programme integrated grant for municipalities*; R1.2 billion from the *municipal infrastructure grant*; R306 million from the informal settlements upgrading partnership grant for municipalities; R553 million from the *urban settlements development grant*; R180 million from the *integrated national electrification programme grant for municipalities*; R40 million from the *neighbourhood development partnership grant;* R600 million from the *public transport network grant*; R237 million from the *regional bulk infrastructure grant*; and R244 million from the *water services infrastructure grant*.

Funds for post disaster repair and recovery – An amount of R1.2 billion is added to the *municipal disaster recovery grant* to fund the reconstruction and rehabilitation of municipal infrastructure damaged by the floods that occurred between February and March 2023.

Top-up of the municipal disaster response grant – Due to the floods that occurred between February and March 2023, the *municipal disaster response grant* was depleted by June 2023. R372 million is added to this grant to enable immediate response by municipalities in the event that a disaster occurs in the remaining months of the 2023/24 financial year.

Conversion of municipal infrastructure grant allocations – R10 million from uThukela Local Municipality's allocation is converted to an indirect allocation for implementation of the Ekuvukeni Water Supply Project by the Department of Cooperative Governance on the municipality's behalf. The project entails the replacement of an asbestos rising main from the Oliphanskop water treatment works. Similarly, R20 million from Emfuleni Local Municipality's allocation is converted to an indirect allocation to address the outfall of sewer in Evaton and Sebokeng.

Conversion of neighbourhood development partnership grant allocations – R88 million in the neighbourhood development partnership grant is converted from the direct to the indirect component of the grant. This is to expedite project implementation in municipalities that are experiencing administrative and financial challenges.

Reduction in the integrated national electrification programme (Eskom) grant – As part of the fiscal consolidation reductions, the integrated national electrification programme (Eskom) grant is reduced by R250 million.

Reprioritisation from the integrated national electrification (Eskom) grant – An amount of R53 million is reprioritised from the integrated national electrification (Eskom) grant to the vote

of the national Department of Mineral Resources and Energy to fund the rehabilitation of derelict and ownerless mines.

Shift of funds from the regional bulk infrastructure grant to the water services infrastructure grant – R309 million has been shifted from the indirect component of the regional bulk infrastructure grant to the indirect component of the water services infrastructure grant. This is to enable the Department of Water and Sanitation to manage contractual obligations, budget pressures, accruals and payables for projects in several municipalities.

Changes to the municipal disaster recovery grant framework – The framework of the municipal disaster recovery grant is amended to ring-fence the additional funds for the repair and reconstruction of municipal infrastructure damaged by the floods that occurred between February and March 2023.

Correction of an error in the indirect allocations of the regional bulk infrastructure grant – An amount of R20 million for the Kirkwood Water project that was erroneously allocated to Dr Beyers Naude Local Municipality is corrected to an allocation to Sundays River Valley Local Municipality.

Amendment to the framework of the *municipal disaster recover grant* – Parliament has approved that the National Treasury amend the framework of the *municipal disaster recover grant* to ring-fence and conditionalize the fund added for the repair and recovery of infrastructure damaged by the floods that occurred in February and March 2023.

Correction of an error in the indirect allocations of the regional bulk infrastructure grant – Parliament has approved that the National Treasury correct an oversight in the indirect allocations of the *regional bulk infrastructure grant*. An amount of R20 million for the Kirkwood Water project that was erroneously allocated to Dr Beyers Naude Local Municipality is corrected to an allocation to Sundays River Valley Local Municipality.

2.2 Publication of allocations from the municipal disaster response grant and changes from the stopping and reallocation process

National Treasury has through Government Gazette No. 49584 dated 30 October 2023 published in terms of the Division of Revenue Act, 2023, (Act No. 5 of 2023) (DoRA), and provided information regarding the disaster allocations and the conversion of disaster grants to municipalities in the 2023/24 financial year. The Gazette further provided for the stopping and reallocation of funds to municipalities and reallocated to their districts.

Allocation of disaster response funding

Transfers in terms of section 27 of the 2022 DoRA

Section 27 of the 2022 DoRA provides:

"(1) Despite the Division of Revenue Act for the 2023/24 financial year not having commenced on 1 April 2023, the National Treasury may determine that an amount, not exceeding 45 per cent of the total amount of each —
(a) equitable share in terms of section 4(1), be transferred to the relevant province;
(b) equitable share in terms of section 5(1), be transferred to the relevant municipality;
(c) allocation made in terms of section 7(1) or 8(1), as the case may be, be transferred to the relevant province or municipality.

(2) An amount transferred in terms of subsection (1)(c) is, with the necessary changes, subject to the applicable framework for the 2022/23 financial year and the other requirements of this Act, as if it is an amount of an allocation for the 2022/23 financial year."

Using this section of the DoRA, immediate relief funds were transferred to municipalities from the 2023/24 Municipal Disaster Response Grant (MDRG) baseline in June 2023 (before the start of the 2023/24 municipal financial year). Section 27(2) requires that these funds be subject to the 2022/23 MDRG framework and the DoRA as if these were allocations for the 2022/23 financial year. The implications of this:

MDRG condition 1: Funds from this grant must be utilised within six calendar months following the date of the transfer of the funds to the municipality

By approving the release of these funds in June 2023, National Treasury implicitly approved the roll-over of these funds to the 2023/24 financial year. Therefore, the immediate relief funds transferred to municipalities on 15 June 2023 must be spent by 15 December 2023.

In terms of section 25(3)(d) of the Division of Revenue Act, 2023 (Act No. 5 of 2023 – herein referred to as "2023 DoRA"), which is now applicable to the immediate relief funds, the National Treasury may approve that, funds allocated in Schedule 7 be used at any time. In terms of section 25(3)(e) of the 2023 DoRA, funds approved in terms of paragraph (d) must be included in either the provincial adjustments appropriation legislation, municipal adjustments budgets or other appropriate legislation.

Expenditure need not wait for the passing of such adjustments budget as this is emergency spending or unforeseen and unavoidable expenditure, which is provided for in section 29 of the Municipal Finance Management Act, 2003 ("MFMA").

Municipalities must ensure that the disaster funding and expenditure are ring fenced (isolated) and classified correctly in terms of the *m*SCOA when budgeting and transacting, as per the guidance provided in *m*SCOA Circular No. 14 dated 16 May 2022.

3. Revenue Management

The weak economic growth continues to impact municipal finances and as communicated in MFMA Circular No. 89 this has strained consumers' ability to pay for services. Coupled with this conundrum is the marginal growth in national transfers as compared to the past. These two critical factors necessitate municipalities to function optimally suggesting that municipal operations, processes and procedures must be efficient. Inefficiencies in this space are guaranteed to manifest on municipal finances. Although some municipalities have managed these challenges well, others have fallen into financial distress and face liquidity challenges. Subsequently, municipalities are unable to meet their payment obligations to Eskom, water boards and other creditors. Therefore, municipalities must maximise their revenue generating potential and collect what is due to them and concurrently, eliminate wasteful and non-core spending. Municipal budgets will be scrutinised to ensure that municipalities adequately provide for their core mandate and to service their debt obligations. Municipalities must ensure that expenditure is limited to the maximum revenue collected and not spend on money that they do not have.

National Treasury encourages municipalities to maintain tariff increases at levels that reflect an appropriate balance between the affordability to poorer households and other customers while ensuring the financial sustainability of the municipality. The Consumer Price Index (CPI) inflation is forecasted to be within the the 4 to 6 per cent target band; therefore, municipalities are required to justify all increases in excess of the projected inflation target for 2024/25 in

their budget narratives and pay careful attention to the differential incidence of tariff increases across all consumer groups. In addition, municipalities should include details of their revenue growth assumptions for the different service charges in the budget narrative.

3.1 Maximizing the revenue generation of the municipal revenue base

Property Rates

Reference is made to MFMA Circulars No. 93, paragraph 3, 98 paragraph 4.1 and 123 paragraph 5.1. The emphasis in the above mentioned MFMA Circulars is to ensure that municipalities are using their entire revenue base as the basis for the revenue budget projections. The status quo remains. 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.

Requirements of a billing report

The Billing report must at a minimum provide the following per each property:

- Market value;
- Property category;
- Amount billed;
- Unique property identifier (linked to the Valuation Roll);
- Property owner;
- Rebate value;
- Exemption value; and
- Reduction value.

Although the format of the billing reports will vary across municipalities, the billing report will always have the above-mentioned specifics for any municipality regardless of the financial system used as they all use the valuation roll as the basis to update the municipal financial system. Municipalities are advised to engage their service providers in ensuring that there is a standardized billing report that considers the minimum billing report requirements.

Part A and Part B Register

Reference is made to the Municipal Property Rates Act – section 23 of the MPRA reads as follows:

1. A municipality must draw up and maintain a register in respect of properties situated within that municipality, consisting of a Part A and a Part B;
2. Part A of the register consists of the current valuation roll of the municipality, including any supplementary valuation rolls of the municipality prepared in terms of section 78;
3. Part B of the register must specify which properties on the valuation roll or any supplementary valuation rolls are subject to – (a) an exemption from the rate in terms of section 15; (b) a rebate on or a reduction in the rate in terms of section 15; (c) a phasing-in of the rate in terms of section 21; or (d) an exclusion referred to in section 17 (1) (a), (e), (g), (h) and (i); and
4. The register must be open for inspection by the public during office hours. If the municipality has an official website or another website available to it, the register must be displayed on that website. (5) A municipality must at regular intervals, but at least annually, update Part B of the register. Part A of the register must be updated in accordance with the provisions of this Act relating to the updating and supplementing of valuation rolls.

Based on the cited section, municipalities are expected to comply with the provisions of section 23 of the MPRA to ensure that the latest information is used in the reconciliation process. All revenue foregone as supported by municipal policies due to municipal reductions rebates and exemptions must be accounted for in the Part B register and all subsequent supplementary rolls performed are accounted for using a Part A register.

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. 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 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.

3.2 Setting the Cost reflective tariffs

Municipalities must ensure that the capital repayment of loans are included in the cost when determining the tariff. In addition, they must ensure that the consumption charges for services are only based on consumption and all other variable costs. Therefore, fixed costs such as salary and wages, etc. should be covered by a fixed charge.

During the budgeting process, provision must be made for revenue to be generated by the tariffs levied for services to address the maintenance of infrastructure. New infrastructure developments in a municipal area of jurisdiction should be obliged to consider and incorporate energy efficiency sources of energy available such as solar or wind to respond to the ongoing global energy crisis.

3.3 Consumer Deposits and securities

Credit control policies should be reviewed and amended to include the raising of consumer deposits, the authority to raise deposits should be deleted where it is still in the Electricity and Water by-laws, this should be included in the credit control and debt collection by-laws. Deposits should be equal or more than two months bulk accounts from water services authorities and Eskom.

3.4 Contracts with customers

All municipalities should ensure that their service agreements with customers address the following matters:

- Requirements of POPIA;
- Digital and Physical Domiciluim for the delivery of notices;
- Acceptance of liability in the case of proven tampering of services;
- Acceptance of Magistrates Court Jurisdiction if in arrears and legal action has been taken;
- Acceptance to adhere to Municipal policies and by-laws;

- Acceptance and approval to be handed over to third party if in arrears inclusive of credit bureau;
- Acceptance to give access to meter readers to read meters;
- Municipality accept to render promptly bills; and
- Municipality accept to limit the estimation of consumption on meters.

3.5 Indigent Management

It is critical to progressively manage the restriction of free basic services to national policy limits. Therefore, free basic services to indigent households must be restricted. Where any unlimited supply or supply above national policy limits is provided, the budget narrative must explicitly articulate how this is funded also in a context of facilitating adequate asset management and adequate provision for related debt impairment and ability to maintain payment of Eskom, bulk water and other creditors.

Establishing and maintaining credible indigent register – It is important that the municipalities undertake the following actions to conduct quality control and monitor the indigents:

- Check accuracy and identify any overstatement of the indigent debtor which will enable municipalities to confirm the accuracy of the reported number of indigent debtors;
- Proactively identify indigent citizens and accelerate the registration process through data-driven indigency status verification, as a precursor to tabling applications to Council for approval;
- Verify the status of indigents on the current indigent register thereby reducing the risk of citizens benefiting from the indigent subsidy when they do not qualify for it anymore;
- Create a verifiable indigent register which reduces performance audit risk through the provision of monthly controls and credible, third party, data-driven evidence to support the validity of households registered as indigent;
- Utilise the insight provided regarding indigents to possibly make any necessary amendments to current Indigent Policy; and
- Municipalities are advised to work closely with their respective DCoG (also provincially) to simplify its indigent management registration processes – even considering qualifying criteria that can be independently checked without requiring a hefty administration burden on indigent households that are already financially constrained, including facilitating such on-site close to where indigents may reside. It is noted that the municipality needs to report on all indigent households for water and energy within its demarcation also in the Eskom supplied areas since the LGES: Free basis services (FBS) allocation is targeted at the demarcation as a whole. The municipality must therefore focus in its 2024/25 MTREF Schedule A submission to report on ALL indigent households (also in Eskom supplied areas).

3.6 Voluntary restriction of notified maximum demand (NMD)

Municipalities are advised that Eskom agreed with NT that once a municipality in principle agreed to a Notified Maximum Demand (NMD) restriction with NT, Eskom will within 30 days of NT request advise on its ability to restrict the NMD at bulk supply points in that municipality. Eskom will restrict the NMD or not charge any NMD exceedance charges and penalties to the municipality until 30 June 2027 or earlier as may be agreed between NT and the municipality. Should any municipality with the electricity function not be able to maintain its Eskom bulk account, it is strongly urged to make an application to the National Treasury for such a

voluntary restriction of its NMD by Eskom. The application must include a council resolution to the effect that council approves and agrees to such a voluntary restriction and the effective date thereof. National Treasury will then make an application to Eskom for this purpose.

3.7 Pro-actively managing collection of municipal revenue in Eskom supplied areas

NT notes that in the context of the Electricity Regulation Act, 2006 (ERA) existing section 21(5) prohibiting Eskom to cut supply in their areas to assist municipalities to collect on rates, water, wastewater and refuse removal – municipalities have no other tool but the restriction of water to collect in Eskom supply areas. Until ERA is amended it is critical that municipalities update their By-laws and policies to facilitate and legally allow the restriction of water as part of proper credit control for municipal revenue collection in Eskom supplied areas. The process before the supply of water is restricted/ limited, must honour the water supply rights of the indigent as well as the administrative processes and procedures, as contained in the municipal by-laws and policies read with section 4(3)(a) of the Water Services Act.

3.8 Maximising the revenue generation of the municipal revenue base Revenue on Property rates

(This section should be read in addition to the information provided on MFMA Circular No. 123 and previous circulars pertaining to this matter).

It is important that municipalities who are performing a general valuation (GV) to implement a new valuation roll on 1 July 2024. Furthermore, it must as a 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 section 23(1) and section 23(2) of the MPRA and therefore use the Part A register as the basis for performing the reconciliations going forward.

3.9 Setting the Cost reflective tariffs

Municipalities must ensure that when tariffs are designed, the capital repayment of loans are also included in the cost to determine the tariff.

Municipalities must ensure that when tariffs are designed that consumption charges for services are only based on consumption and all other variable costs. Fixed costs e.g. salary and wages, etc. should be covered by a fixed charge. The municipality must ensure its budgeting process address the requirement to maintain its infrastructure. New developments in/ a municipality should mandatorily make provision for alternative energy such as solar or wind or any other energy option available.

3.10 Critical Notice Affecting STS Meters and the RT29 Transversal Tender for Smart Meters

As highlighted in MFMA Circulars No. 115 and 123 (dated 04 March 2022 and 03 March 2023 respectively) 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 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), have issued 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.

Municipalities are cautioned against issuing their own tender to address the STS TID rollover and a smart solution for electricity and water meters as the RT29 tender should be available for municipalities to participate as early as January 2024 for participation.

3.11 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 2023/24, bulk electricity costs increased significantly at 15.1 per cent, compared to 8.61 per cent in the 2022/23 municipal financial year. There has been no change to the second year of the Multi-Year Price Determination (MYPD 5), as such bulk electricity costs are to be calculated using an increase of 12.7 per cent as per MYPD-5 in the 2024/25 financial year.

Given the absence of an approved tariff increase for the outer year of the MTEF, the increase is projected to be 15.7 per cent in 2025/26. This is the average of the approved increases for the two years of the MYPD-5 period. Municipalities in arrears with Eskom should ensure that their payment arrangements are included in the 2024/25 MTREF budget.

3.12 Consumer Deposits and securities

Credit control policies should be reviewed and amended to include the raising of consumer deposits, the authority to raise deposits should be deleted where it is still in the Electricity and Water by-laws, this should be included in the credit control and debt collection by-laws. Deposits should be equal or more than two months bulk accounts from water services authorities and Eskom.

4. Funding choices and management issues

Given the current economic crisis the country faces, 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. Municipalities are advised to consider all the advice provided in MFMA Circular No 123 and other previous circulars under this topic to ensure the adoption of surplus and funded budgets.

4.1 Employee related costs

The *Salary and Wage Collective Agreement* for the period 01 July 2021 to 30 June 2024 has come to an end and a new agreement is under consultation, which is anticipated to consider the current fiscal constraints faced by government. Therefore, in the absence of any information in this regard from the South African Local Government Bargaining Council (SALGBC), municipalities are advised to consider their financial sustainability when considering salary increases. It has been observed over the previous years that salary increases were above inflation and has posed challenges to most municipalities' sustainability. In addition, municipalities that could not afford such increases did not apply for exemption as provided by SALGBC.

Therefore, municipalities are urged to consider projecting salary and wage increases that would reflect their affordability given the current economic challenges. Municipalities that are

already not in a position to afford the current wage cost, would have to limit the increase in the 2024/25 MTREF and to exercise the option for exemption for any negotiated increase above the level of their affordability.

4.2 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 councilors 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 councilor(s) concerned.

5. FUNDING MUNICIPAL BUDGETS

5.1 Approval of deficit budgets

National/ Provincial Treasuries encourage municipalities to prepare a surplus budget to avoid placing the municipality's resources in financial difficulties. The adoption of a credible budget starts with the preparation of a surplus budget. With effect from 1 July 2024 all municipal Councils are advised not to approve a deficit budget, as such Mayors who table budgets to Council must be aware of the implications of a deficit budget.

Accounting Officers and their Chief Financial Officers are responsible for preparing budgets and accordingly are tasked with ensuring that the Mayor is guarded against submitting a deficit budget to Council for adoption. Failure thereof may result in Councils implementing section 171 of the MFMA to both the Accounting Officer and Chief Financial Officer.

5.2 Funded Budget

Subsequently, the National Treasury would like to re-emphasise that municipalities must not adopt an unfunded budget. 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. Municipalities are encouraged to limit expenditure according to the anticipated revenue projections. Should their collection rate improve during the financial year, municipalities may bring back initial expenditure items omitted. Municipalities should note that the Office of the Auditor General will soon start auditing those municipalities that have tabled and adopted unfunded budgets over an extended period given that this practice is not only illegal but also compromise their financial sustainability.

5.3 Credible Funding Plans

Municipalities must adopt a credible funding plan in cases where the budget is unfunded (an unfunded budget is not encouraged). Where a funding plan 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 budget must be effected in the mid-year adjustments budget to ensure compliance with section 18 of the MFMA. The funding plan must show progressive improvement in the funding of the budget.

5.4 Budgeting for Debt Impairment Loss, Write Off of irrecoverable debt and Reversal of Impairment Loss

Assessment of the funding position of 2023/24 tabled and adopted municipal budgets revealed that a large number of municipalities incorrectly accounted for debt impairment and the write off of irrecoverable debt with the result that their budgets were assessed as unfunded. The two common mistakes made by most municipalities were:

- Provision for impairment losses was budgeted as Irrecoverable Debt Written Off on Table A4; and
- Provision to write off irrecoverable debt was budgeted for on Table A4 without any adjustment to the Accumulated Provision for Debt Impairment by way of a concomitant reversal of the impairment loss.

Any write off of irrecoverable debt previously impaired and accounted for as an impairment loss should be adjusted as a reversal of impairment loss when the write-off takes place. Failure to adjust the previous impairment loss by the reversal will impact negatively on the net receivables and therefore the funding of the budget. The receivables will be reduced by the amount of the debt written off whilst still providing for the impairment of the receivables already written off.

Municipalities should consider the following when budgeting for the annual Debt Impairment Loss, Write Off of Irrecoverable Debt and Reversal of Impairment Loss. The *m*SCOA chart includes data strings for:

- ***Impairment loss*** – contribution to the provision for annual non-payment based on the realistic collection rate for the municipality. Any increase in impairment is accounted for per debt type. This is treated as a loss in the Statement of Financial Performance;

- ***Reversal of Impairment loss*** – used to facilitate the reversal of overstated impairment losses. Any decrease in impairment is accounted for per debt type. This is treated as a gain in the Statement of Financial Performance. The reversal of impairment loss enables the reduction of debt impairment provision. Therefore, the data strings for impairment loss and reversal of impairment loss are aggregated to populate debt impairment on table A4; and

- ***Irrecoverable Debts Written Off*** – this is no longer written off against the Accumulated Provision for Debt Impairment but is expensed in the Statement of Financial Performance. Therefore, municipalities must record the reversal of impairment loss to reduce the Accumulated Provision for Debt Impairment with the irrecoverable Debts Written Off. The previous versions of the *m*SCOA chart provided for a single expenditure account for the recognition of any bad/ irrecoverable debt written off. However, in version 6.8 the *m*SCOA chart was expanded to include the write off of irrecoverable debt by debt type.

5.5 Burial of councillors using public funds

In terms of National Treasury's Budget Circulars No. 122 and 123 municipalities were urged to ensure that public funds are not used for burial of councillors. The issuance of this requirement in both circulars would have required in certain cases amendment of Council approved policies dealing with these matters.

Therefore, municipalities are reminded to ensure that any policies to this effect are rescinded as this matter will be referred to the Auditor General South Africa (AGSA) to verify during the 2023/24 audit if there have been no instances where public funds are utilised for burial of councillors. If such activities occurred in the municipality w.e.f. the 2023/24 financial year,

each Accounting Officer and Chief Financial Officer will be held responsible, and each Council can deal with such instances in terms of section 171 of the MFMA.

5.6 The use of mayoral discretionary accounts and any other council discretionary accounts

In the previous Budget Circulars municipalities were cautioned against the tendency of utilising Mayoral Discretionary accounts. The risk or danger herein is that public funds are availed/ allocated or given out to other bodies or institutions or individuals by the Mayors of a municipality outside the budget process.

These allocations are at times not known by the Council as they were not disclosed in the budget approved by Council, meaning that there was a lack of transparency during the budgeting processes. Municipalities are reminded that this practice of utilising "Mayoral Discretionary Accounts is not supported by the National Treasury. Therefore, if there are policies developed by municipalities allowing or promoting such activities, those policies must be rescinded when the Council approves the 2024/25 MTREF budget.

Any further use of public funds in that manner will be audited by the AGSA with effect from 1 July 2024 with an intention of ensuring that Accounting Officers/ Executive Mayors and Chief Financial Officers, that allow such practices to continue in their municipalities will be held personally responsible.

5.7 Development charges

Development charges are important components of a sustainable municipal infrastructure financing system, especially for cities and large urban municipalities, as they are used to finance land intensification. Despite their potential as an alternative option for financing infrastructure, municipalities have not fully used development charges due to uncertainty surrounding the regulatory frameworks. To address this uncertainty, amendments to the Municipal Fiscal Powers and Functions Act (2007) are proposed. The Municipal Fiscal Powers and Functions Amendment Bill proposes new, uniform regulations for levying development charges, so strengthening municipalities' revenue-raising framework. This will allow municipalities to mobilise own revenue resources to fund their infrastructure needs and support economic growth.

Once enacted, these amendments will create legal certainty for municipalities to levy development charges, regulate their applicability and create a more standardised, equitable, and sustainable framework for development charges. The Bill was approved by Cabinet for tabling in Parliament on 17 August 2022 and subsequently introduced in Parliament on 08 September 2022. The Bill is currently being processed in line with the Parliamentary processes. Once the Bill has been enacted, the amendments will take effect from the next municipal financial year (commencing 1 July) or on a date prescribed by the President.

The National Treasury will clearly articulate the budgeting and accounting requirements upon the completion of the Parliamentary processes.

6. Municipal Standard Chart of Accounts (*m*SCOA)

6.1 Release of Version 6.8 of the Chart

On an annual basis, the *m*SCOA chart is reviewed to address implementation challenges and correct chart related errors. Towards this end, Version 6.8 is released with this circular. Version 6.8 of the chart will be effective from 2024/25 and must be used to compile the 2024/25 MTREF. The linkages to chart version 6.8 can be downloaded from GoMuni on the following link under the *m*SCOA/ List *m*SCOA WIP account linkages menu option:

https://lg.treasury.gov.za/ibi_apps/signin

The reports on the Local Government and Reporting System (LGDRS) are populated from financial and non-financial data strings. Municipalities must use of the linkages on GoMuni referred to above and not the formulas in the regulated Municipal Budget and Reporting MBRR) Schedules when generating their data strings.

The Municipal Budget and Reporting Regulations (MBRR) Schedules (A to F) and non-financial data string (A1S) was also aligned to chart version 6.8. A protected version of the MBRR Schedules for version 6.8 of the chart and A1S is available on the MFMA Webpage on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx

Municipalities must verify that the A1S data string does not contain spaces and special characters prior to submission to the GoMuni Upload portal as this will result in the data not pulling through on table A10 of the A1 system generated schedule.

All municipalities must prepare their 2024/25 MTREF budgets using the budget modules of their ERP systems, generate their financial and non-financial data string and produce the Schedule A1 directly from the ERP system. The manual preparation of these documents outside the ERP system is not allowed in terms of the *m*SCOA Regulations.

For the National Treasury to consider a new chart change in version 6.9 of the chart, the issue must be logged with all relevant detail, supporting documents and screenshots (where applicable) on the *m*SCOA Frequently Asked Question (FAQ) portal by 31 August 2024. The *m*SCOA FAQ portal can be accessed by all registered GoMuni users on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

Importantly, when a FAQ is logged, it is considered by the FAQ committee after it has been investigated. If the FAQ members do not find grounds for a chart change, the FAQ will be closed with an explanation. If there is merit for a chart change in the next version of the chart, the matter is referred to the *m*SCOA Technical and Steering Committees for recommendation and approval. This process only concludes by the end of October annually. The FAQ process will therefore not provide quick responses to queries.

If a query pertains to GoMuni related issues (such as the **A**, **B** and **C** Schedules) and not a chart change, then an email with all relevant detail, supporting documents and screenshots must be send to lgdataqueries@treaury.gov.za.

Please note the following errata in MFMA Circular No.123 on page 5 in relation to property categories that were approved by the Minister of Cooperative Governance for Bitou and Drakenstein municipalities. It was **incorrectly** indicated that the approval was in accordance with section 8(2)(j) of the Municipal Property Rates Act (MPRA) as amended in 2014, and that municipalities may apply for categories other than the categories in 8(2)(a) to (i).

The paragraph is corrected as follows:

Kindly note that, in accordance with section **8(4)** of the Municipal Property Rates Act (MPRA) as amended in 2014, municipalities may apply to the Minister for the authorisation to sub-categorise the property categories in subsection (2). 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.

6.2 Improving *m*SCOA data strings credibility

The credibility of the *m*SCOA data strings that have been submitted by municipalities to the GoMuni Upload portal has improved over the last financial year. However, the following areas of concern remain:

- Municipalities continue to **transact against line items without budgets** and as a result exceed the annual budget already in month 1 to 3 (quarter 1) of the new financial year;
- **Opening balances** for the previous year are **not transferred** in the first month (M01) of the current year, and all adjustments made during the preparation of the annual financial statements in periods 14 and 15 are not transferred through journals to the opening balances of the current year in the month of the current year that the adjustments are done;
- **Cash flow tables** (Tables A7, B7 and C7) are still **not populating correctly** and fully. This can be attributed to the fact that several 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 *m*SCOA Circular No. 11 (dated 04 December 2020);
- Budget and transacting for **water inventory** is **not done correctly** in terms of the guidance given in MFMA Budget Circular No.115 (dated 04 March 2022) and MFMA Budget Circular No. 122 (dated 12 December 2022); and
- Some municipalities **do not budget and transact correctly** or completely **for irrecoverable debt written off and impairment loss** as well as the reversal of impairment loss of consumer debtors that have a significant impact on the funding of budgets.

National and provincial treasuries analyse the data strings of municipalities monthly to identify errors and communicate these findings to municipalities. Municipalities must use the feedback received to correct recurring errors in subsequent periods. Going forward, the National Treasury will not allow data string errors made in a previous month to be corrected in the next open period as this skew the monthly figures on the National Treasury Local Government Database and Reporting System (LGDRS). Municipalities must therefore **verify** the credibility and accuracy of the information in their financial system **prior** to submitting the *m*SCOA data strings to the LGDRS. The data on the LGDRS is used by various stakeholders such as the South African Reserve Bank (SARB), STATSSA, SARS, Department of Water Affairs (DWA), NERSA, DCoG, SALGA, AGSA, World Bank universities and the public.

6.3 *m*SCOA reporting on Value Added Tax (VAT)

In terms of the VAT Act, 1991 (Act No. 89 of 1991) and its amendments, municipalities must be VAT registered and must declare Output tax on the taxable supply of goods and services and claim Input tax credits on expenses incurred in the course or furtherance of the enterprise (the taxable supplies). The output tax is declared, and the input tax claimed by completing a VAT 201 return.

The guidance provided in *m*SCOA Circular No. 12 must be followed when reporting on VAT. It should be noted that the South African Revenue Services (SARS) will be using the data on the LGDRS submitted by municipalities to verify the VAT 201 return in 2024/25. It is therefore

crucial that municipalities report their VAT transaction correctly on their ERP systems and in their *m*SCOA data strings.

6.4 Use of function segment to achieve GRAP 18 segmental reporting

GRAP 18 is applicable to all entities on the accrual basis of accounting. The standard applies to separate (or individual) financial statements of an entity, as well as to consolidated financial statements of an economic entity. Municipalities control significant public resources and provide a wide variety of goods or services in different geographic areas with different socio-economic conditions. Consolidated financial statements provide an overview of assets, liabilities, revenues and costs etc. of an entity, but a greater level of aggregation is necessary to provide information which is relevant for accountability and decision-making purposes.

The objective of the disclosures is to enable users of the financial statements to evaluate the nature and financial effects of the activities in which it engages and the economic environment in which it operates. To achieve the objective, disclosures are required on two levels, namely:

- Specific segment disclosures
- Geographic disclosures

Detailed guidance on GRAP 18 reporting was provided by the National Treasury in the Accounting Guideline on GRAP 18 Segment Reporting (February 2020) which is available on the following link:

https://ag.treasury.gov.za/

The *m*SCOA function and region segments must be used to comply with the GRAP 18 reporting requirements.

The function segment records the major activities that generate the most economic benefits or service potential of the municipality. The implication will be that all income and expenditure transactions related to a specific trading service (function) must be budgeted for and transacted within that function. Therefore, where grants are allocated to trading services, the grant must be budgeted for and transacted in the Trading Services function. Municipalities must review their classification of the function segment as to whether the function is correctly identified as a core or non-core function.

The region segment identifies the lowest relevant geographical regional indicator of the intended contributor or beneficiaries that will contribute/ benefit directly from the given service or capital investment. Municipalities must ensure that they identify the lowest geographical regional indicator in the region segment when they budget, transact and report to provide data on the geographic disclosures required in GRAP 18.

Municipalities are also reminded to include the GPS Longitude for capital projects on supporting table SA36 on the A Schedule.

6.5 Period closure and reconciliation of General Ledger

Section 65 (2)(j) of the MFMA states that the accounting officer must take all reasonable steps to ensure that all financial accounts of the municipality are closed at the end of each month and reconciled with its records.

Annexure B of MFMA Circular No. 80 (08 March 2016) provides guidance on the minimum system requirements in this regard, namely that the ERP system must contain the functionality for:

- Period closures (i.e. budget process, month-end and year-end) and certification within the statutory reporting dates;
- Reconciliations and balancing of the sub-system and the General Ledger of the core ERP System with control accounts as a condition of all period closures;
- System generated transfer of opening balance to month 1 in the following year subsequent to the year-end closures period 12 as at 30 June (of the current year);
- Automated roll-over of the closing balance from month 12 into period 13 of the current financial year and month 01 of the new financial year; and
- Automated roll-over of the closing balance from period 13 to 14 and 15 of the current financial year and the corresponding month in the new financial year.

Guidance on the required period closures will be provided in *m*SCOA Circular No. 15 that will be issued in 2024.

6.6 *m*SCOA governance and implementation

Municipalities that have not yet achieved the required level of *m*SCOA implementation, must develop and implement a road map (action plan) to fast track the implementation of *m*SCOA. The focus areas that should be considered (at a minimum) when developing the road map are articulated in **Annexure A** attached to this circular.

6.7 Regulating the minimum business processes and system specifications for *m*SCOA

The National Treasury will regulate the minimum business processes and system specifications for *m*SCOA towards the end of 2025/26. This project will also include the following outputs:

- Review and update the set of minimum business processes and system specifications for *m*SCOA (currently articulated in MFMA Circular No. 80) to incorporate new legislative requirements that have been issued since the circular was published;
- Update and develop the standard operating procedures (SOPs) for *m*SCOA;
- Align the current ICT due diligence assessment for *m*SCOA to the new Regulations;
- Consultation with key stakeholders on draft regulations; and
- Training on the new Regulations to ensure that there is a fair understanding of the new regulation by stakeholders.

Further communication will be issued on the consultation processes and training in due course.

6.8 Training Initiatives

The National Treasury has introduced several training initiatives to capacitate municipalities, government departments, system vendors and other stakeholders on *m*SCOA. In 2024, these training initiatives will include:

- **Virtual Master classes:** This training is hosted by CIGFARO at no cost via zoom on a monthly basis and deals with technical and accounting aspects of the use of *m*SCOA chart;

- **Provincial training on *m*SCOA:** This is a new training initiative and will be hosted at a physical venue by CIGFARO at a cost (to cover expenses) and will include the fundamentals (part 1) and technical and accounting aspects (part 2) of *m*SCOA. Delegates will be required to pass a test on each part of the training to receive a certificate of completion;

- ***m*SCOA eLearning**: This self-paced web-based course hosted by the National School of Government (NSG) at no cost (until further notice) aims to equip learners with the fundamental of *m*SCOA. Municipal and government officials can register for the course at on the following link:

  https://www.thensg.gov.za/elearning

- **Annual CIGFARO/*m*SCOA workshop:** This annual workshop provides a platform to share lessons learnt, best practices, technical aspects of *m*SCOA implementation and planned new developments by the National Treasury.

The full training program for 2024 is available on the GoMuni/ Go Training portal) on the following link:

https://lg.treasury.gov.za/ibi_apps/portal

7. The Municipal Budget and Reporting Regulations

7.1 Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or Schedule A, 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
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	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Pitso Zwane	012-315 5171	Pitso.Zwane@Treasury.gov.za
	Oreal Tshidino		Oreal.Tshidino@Treasury.gov.za
City of Tshwane and City of Johannesburg	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
	Enock Ndlovu	012-315 5866	Enock.Ndlovu@treasury.gov.za
City of Ekurhuleni	Kgomotso Baloyi		Kgomotso.Baloyi@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
	Kevin Bell	012-315 5725	Kevin.Bell@treasury.gov.za
eThekwini	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	012-315 5807	Mandla.Gilimani@treasury.gov.za
Technical issues on GoMuni Website	Data management		lgdataqueries@treasury.gov.za

8. Submitting budget documentation and A schedules for the 2024/25 MTREF

8.1 Time frames for submission

The LGDRS will be locked at 00:00 on the 10th working day of every month for the submission of data strings due, as required in terms of section 71 of the MFMA. Closed periods will not be opened to correct errors or to accommodate non-submission of data strings, regardless of whether a Schedule G application was done or not.

Municipalities must therefore verify the credibility and accuracy of the information in their financial system prior to closing the month on the ERP system and submitting the *m*SCOA data strings to the LGDRS.

Annexure A (attached) provides a list of the deadline dates for the submission of *m*SCOA data strings and documents to the GoMuni Upload portal in the 2024/25 MTREF. The GoMuni Upload portal can be accessed by registered users on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

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. PDF versions of documents must be submitted to the GoMuni Upload portal.

8.2 Updating of contact details on GoMuni

Municipalities must ensure that their contact details on GoMuni are updated as soon as changes occur. Often emails containing important information and deadlines do not reach the intended GoMuni users due to outdated users contact information.

To update the contact details, municipalities (registered users) must download the excel report from GoMuni under Database/Contacts/Reporting/Contact information on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

Changes/ additions made must be forwarded to lgdocuments@treasury.gov.za.

8.3 Submission of monthly sign-off

From 2024/25, municipalities will be required to sign off on the *m*SCOA data strings submitted for section 71 and grant reporting monthly. Currently this is being done manually on a quarterly basis. These monthly sign-off certificates will be system generated from the LGDRS and must be uploaded monthly with the data string submission to the GoMuni Upload portal.

8.4 Training on GoMuni

The training schedule and GoMuni links for 2024 to assist those users that require new or refresher training on how to draw reports on the LGDRS, is available on the GoMuni/ Go Training portal on the following link:

https://lg.treasury.gov.za/ibi_apps/portal

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
07 December 2023

Annexure A

The following focus areas should be considered (at a minimum) when developing the road map and the road map should detail action steps, assign responsibilities, and specify time frames to address the implementation gap:

a. ICT Architecture, which includes the hardware, servers, software, licences required to run the ERP management systems.

b. Governance and Institutional Requirements - which includes:

- A functioning *m*SCOA steering committee or equivalent structure to monitor and report on progress against the road map. This committee consist of the heads of all business units and meet regularly (at least quarterly).
- Regular reporting on *m*SCOA implementation to Management and Executive Committees and Council.
- Appointment of a *m*SCOA champion to drive the *m*SCOA implementation at the municipality.
- Appointment of a suitably qualified System Administrator.
- The development and adoption of the required IT policies and securities.
- Establishment of data back-up and disaster recovery procedures.

c. System Functionality - which includes:

- The ERP modules and 3rd party systems used. These must give effect to the minimum business processes and system requirements specified in MFMA Circular No. 80. Municipalities must budget adequately to procure the required functionality and upgrade to the mSCOA enabling version of the ERP.
- Seamless and full integration of data in the ERP system, including 3rd party systems used by the municipality and its entities. The ERP system vendor sets the requirements for the integration.

An ICT due diligence assessment must be conducted 6 months before the Service Level Agreements (SLA) with an existing system vendor comes to an end to determine if an ERP system changes or extension of the existing SLA is required. Municipalities must follow the due diligence processes set out in MFMA Budget Circulars No. 93, 98, 123 and *m*SCOA Circulars No. 5 and 6 prior to procuring a new ERP system. Guidance on procurement processes were also provided in MFMA Circular No. 107 (4 December 2020).

The ERP system represents the General Ledger. Any 3rd-party system with a direct impact on the General Ledger must integrate fully and seamlessly with the ERP system in terms of the mSCOA Regulations. This means that data contained in the 3rd party system must synchronise without any human or manual intervention integrate to the ERP system without human or manual intervention in real time or at least daily and drill down from the ERP system to the General Ledger of the 3rd party system must be possible.

d. User Proficiency and Training

- The relevant municipal officials and interns must be sufficiently capacitated on the

mSCOA chart, basic accounting, balance sheet budgeting and movement accounting and all system modules and functionalities to use the ERP systems solution. Consideration should be given to training, the establishment of User Support Groups and the availability of user manuals on the system.

- Change management initiatives to ensure that mSCOA is institutionalised as an organisational reform and not only a financial reform.

Annexure B

SUBMISSION CHECKLIST 2024/25 MTREF BUDGET DOCUMENTS:

Category	Documents Required	*m*SCOA Data Strings Required	Due Date	Date for Closing LGDRS Submission
BUDGET DOCUMENTS				
Tabled Budget	1. A1 Schedule Draft 2. Budget Document Draft 3. Council Resolution Draft 4. Quality Certificate Draft 5. IDP Draft 6. SDBIP Draft 7. Spatial Development Framework Draft 8. Long Term Financial Strategies Draft 9. Service Standards Draft 10. Rates Billing Draft 11. Tariff List Draft 12. Property Rates and Tariffs List Draft 13. Draft Tariff Policies on: a. Property Rates and Service charges b. Borrowing c. Budget Implementation and Management d. Cash Management and Investment e. Credit Control and Debt Collection f. Funding and Reserves g. Indigents h. Long-term Financial Planning i. Management and Disposal of Assets Draft j. Infrastructure Investment & Capital Projects k. Supply Chain Management 14. *m*SCOA Road Map Draft 15. Fixed Asset Register Draft	1. TABB – Tabled Budget 2. PRTA – Tabled Project Details 3. A1D – Tabled non-financial data	Immediately (within 24 hours) after tabling by council	15 April 2024

Category	Documents Required	*m*SCOA Data Strings Required	Due Date	Date for Closing LGDRS Submission
	16. Funding Plan Draft 17. Indigent Register Draft 18. General Valuation Roll (GVR) Draft			
Adopted Budget	1. A1 Schedule Final 2. Budget Document Final 3. Council Resolution Final 4. Quality Certificate Final 5. Budget locking certificate Final 6. IDP Final 7. SDBIP Final 8. Spatial Development Framework Final 9. Long Term Financial Strategies Final 10. Service standards Final 11. Rates Billing Final 12. Tariff List Final 13. Property Rates and Tariffs List Final 14. Final Tariff Policies on: a. Property Rates and Service charges b. Borrowing c. Budget Implementation and Management d. Cash Management and Investment e. Credit Control and Debt Collection f. Funding and Reserves g. Indigents h. Long-term Financial Planning i. Management and Disposal of Assets j. Infrastructure Investment & Capital Projects k. Supply Chain Management 15. *m*SCOA Road Map Final 16. Fixed Asset Register Final	1. ORGB – Original (adopted) Budget 2. PROR – Project Details Original Budget 3. A1F – Final non-financial data	10 working days after approval by council	12 July 2024

Category	Documents Required	*m*SCOA Data Strings Required	Due Date	Date for Closing LGDRS Submission
	17. Funding Plan Final 18. Indigent Register Final 19. General Valuation Roll (GVR) Final 20. D Schedule (entities) 21. MTREF Budget Schedule Time Table			
Adjustment Budget	1. Mid-Year Budget Perform Assessment S72 2. Resolution Mid-Year Budget Perf Assess S72 3. Adjusted Budget 4. B Schedule 5. Council Resolution 6. Quality Certificate 7. Budget locking certificate Revised 8. E schedule (entities)	1. ADJB - Adjusted Budget 2. PRAD - Project details Adjusted Budget	10 working days after approval by council	14 March 2024
In-year Reporting	1. S71 monthly report 2. Monthly C Schedule 3. Monthly Quality Certificate 4. Monthly Primary Bank Statements 5. Monthly Primary Bank Recon 6. Monthly Trial Balance 7. Signed S71 Monthly Report to Council 8. Signed Conditional Grant Monthly Report to Council 9. Monthly F Schedule (entities) 10. Quarterly mSCOA Implementation Progress Reports 11. Quarterly S52d Performance Reports	1. M01 – M12 - Monthly Actuals 2. CR01 – CR12 - Monthly Creditors 3. DB01 – DB12 - Monthly Debtors 4. BMQ1 – BMQ4 – Quarterly Borrowing Monitoring 5. IMQ1 – IMQ4 - Quarterly Investment Monitoring	10 working days after the end of month/quarter	15 August 2024 13 September 2024 14 October 2024 14 November 2024 13 December 2024 15 January 2025 14 February 2025 14 March 2025 14 April 2025 15 May 2025 13 June 2025 14 July 2025
YEAR-END DOCUMENTS				
Pre-audit	1. Pre-audited AFS	PAUD - Pre-audited AFS CRPA – Creditors DBPA - Debtors	Immediately (within 24 hours) after submission to AGSA	13 September 2024
Audit	2. Audited AFS	1. AUDA - Audited AFS 2. CRAU – Creditors	Immediately (within 24 hours) after conclusion of audit	14 March 2025

Category	Documents Required	*m*SCOA Data Strings Required	Due Date	Date for Closing LGDRS Submission
		3. DBAU - Debtors		
Restated	4. Restated AFS	RAUD - Restated AFS	Immediately (within 24 hours) after approved by Council	2022/23: 15 August 2024
Annual Report	5. Annual Report 6. Council Oversight Report	Not applicable	Within nine months after the end of a financial year deal	15 May 2025
REVENUE MANAGEMENT DOCUMENTS				
Revenue	1. Tariff Tool Draft and Final 2. Tariff Tool Final 3. Bulk Suppliers (water and electricity) proof of payment-M01 to M12 4. Proof of payment 3rd party (Staff benefits, SARS)-M01 to M12 5. Bulk Suppliers - repayment plans 6. Repayment plan (with any of its creditors excluding bulk suppliers) 7. Municipality Valuation Roll Reconciliation-Q1 to Q4 8. Revenue Enhancement Strategy 9. Municipality Revenue Assessment Tool 10. Schedule for the new general valuation roll 11. Supplementary Valuation Roll 12. Municipal Debt relief Application	Not applicable	1. Annually 2. Monthly 3. Monthly 4. As applicable* 5. As applicable* 6. As applicable 7. Quarterly 8. Every 3 years* 9. Every 3 years* 10. Annually 11. Annually	
MFRS DOCUMENTS				
MFRS	1. Mandatory FRP Progress Report-M01 to M12	Not applicable	Monthly*	Not applicable

APPENDIX 37

STELLENBOSCH MUNICIPALITY

MFMA CIRCULAR NO.128

MUNICIPAL BUDGET CIRCULAR FOR THE 2024/2025 MTREF

Municipal Budget Circular for the 2024/25 MTREF

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Introduction

This budget circular is a follow-up to MFMA Circular No. 126 that was issued on 07 December 2023. It aims to provide further guidance to municipalities with the preparation of their 2024/25 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 2024 Budget Review and the 2024 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 are not covered in this circular.

1. The South African economy and inflation targets

Over the next three years, South Africa's economy is forecast to grow at an average of 1.6 per cent, a moderate improvement on the 1.4 per cent average expected at the time of the 2023 MTBPS. The outlook is supported by an expected recovery in household spending as inflation declines, and an increase in energy-related fixed investments.

Power cuts and operational problems in freight rail and ports continue to disrupt economic activity and limit the country's export potential. Comprehensive reforms are underway in these sectors, although it will take time to see recovery in growth. Household consumption is under pressure from high living costs, and investment remains low due to weak confidence and challenging business conditions linked to structural constraints.

South Africa has experienced over a decade of weak economic growth, GDP has averaged only 0.8 per cent annually since 2012, entrenching high levels of unemployment and poverty. To turn the tide and raise economic growth sustainably, government is prioritising energy and logistics reforms, along with measures to arrest the decline in state capacity. Successful efforts to improve the fiscal position, complete structural reforms and bolster the capacity of the state will, in combination, reduce borrowing costs, raise confidence, increase investment and employment, and accelerate economic growth.

The National Treasury estimates real economic growth of 0.6 per cent in 2023. This is a decrease from growth of 0.8 per cent projected in the 2023 MTBPS due to weaker than expected outcomes in the third quarter of 2023, resulting in downward revisions to household spending growth and spending on gross fixed investment. GDP growth is projected to average 1.6 per cent from 2024 to 2026 as the frequence of power cuts declines, lower inflation supports household consumption, and employment and credit extensions recover gradually. New energy projects will improve fixed investments and business sentiment.

To accelerate GDP growth after an extended period of weak economic performance, South Africa needs large-scale private investment. Government is working to improve the fiscal position, complete structural reforms and bolster the capacity of the state to reduce borrowing costs, raise confidence, increase investment, and put the economy on a higher job creating growth path.

The following macro-economic forecasts must be considered when preparing the 2024/25 MTREF municipal budgets.

Table 1: Macroeconomic performance and projections, 2022 – 2027

Fiscal year	2022/23	2023/24	2024/25	2025/26	2026/27
	Actual	Estimate	Forecast		
CPI Inflation	6.9%	6.0%	4.9%	4.6%	4.6%

Source: 2024 budget review.

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.

Headline inflation is projected to moderate from 6 per cent in 2023 to 4.9 per cent in 2024 and 4.6 per cent in 2025 and 2026 as food and fuel inflation continue to decline. In 2023 food inflation slowed less than expected due to power cuts and rand depreciation, keeping imported food costs high. An avian influenza outbreak also increased the costs for poultry and eggs. These factors are expected to dissipate over the medium term.

The current economic challenges in the country place pressure on households' ability to pay municipal accounts, therefore municipal own revenue generation gets affected.

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.

Fiscal strategy to contain debt (fiscal consolidation) through reduction of budgets and reprioritisation

The 2024 budget balances development and sustainable public finances. In the context of persistent low economic growth, government will protect critical services, support economic growth through reforms and public investment and stabilise public debt. Although South Africa continues to confront difficult economic conditions, a moderate recovery is forecast in the economic outlook. Broad reforms are underway in energy, freight, water and telecommunications. Yet it will take time to reverse the consequences of operational, maintenance and government failures at state owned companies responsible for electricity, rail and ports. Rapid growth in debt- service costs choke the economy and the public finances. Government is staying the course to narrow the budget deficit and stabilise debt. This year, for the first time since 2008/09, government will achieve a primary budget surplus. Debt will stabilise in 2025/26.

The balances approach to fiscal consolidation includes expenditure restraint and moderate revenue increases, while continuing to support the social wage and ensuring additional funding for critical services. Government will after extensive consultation propose a binding fiscal anchor for future sustainability. In the interim, the debt stabilisation primary surplus will anchor fiscal policy.

The consolidate budget includes the main budget framework and spending by provinces, social security funds, public entities including municipalities finances from their own revenue sources. Government remains committed to fiscal consolidation that balances the needs of the most vulnerable in society and protests the public finances for future generations.

2. Key focus areas for the 2024/25 budget process

2.1. Local government conditional grants and unconditional grants allocations

Net reductions of R80.6 billion to main budget non-interest expenditure are identified across the three spheres of government over the MTEF in comparison to the 2023 budget estimates. Among these 2024 MTEF fiscal consolidation reductions, local government has the smallest contribution. Over the 2024 MTEF, the local government equitable share and direct conditional grants will be reduced by a total of R15.5 billion, made up of R9.6 billion in the local government equitable share and R5.9 billion in direct conditional grants. Despite reduction, local government equitable share growth remains high with transfers to local government significantly increasing by 5.2 per cent annually, driven mainly by the strong growth of local government equitable share by 6.1 per cent. National revenue share increases by 2.6 per cent annually, while transfers to provinces grow by 3.8 per cent annually, with the equitable share growing faster than conditional grants. There were no proposed reductions on the sharing of the general fuel levy to the metropolitan municipalities.

Notable changes to the conditional grants system

Given the ongoing review of the conditional grants system, very minimal changes were proposed to local government conditional grants. The proposed changes indicate a continued focus on enabling municipalities to improve service delivery to communities.

New conditional grant for smart prepaid meters

A new indirect grant, which will be managed by the National Treasury will be introduced in 2024/25. This grant will present an important opportunity for municipalities in the debt relief programme. While debt relief is a critical component of supporting struggling municipalities, it is important to also provide the municipalities with the tools and the necessary funding to improve their operations and long-term sustainability.

This new indirect conditional grant for smart prepaid meters is a meaningful step towards providing municipalities with the financial support they need to better manage their utilities, by ensuring timely and accurate billing; reducing losses; and enhancing operational sustainability. Municipalities will be able to manage their utility services and provide to water and electricity services effectively and efficiently. The grant will initially focus on providing debt relief for Eskom and will be implemented targeting specific municipalities in its initial years.

Improving regulatory levers and reforms

By enhancing the usage of regulatory frameworks in the conditional grants system, the government is taking steps to ensure that municipalities prioritise critical projects and utilise resources effectively. The use of results from the Department of Water and Sanitation's Watch Reports in the prioritisation of water and sanitation projects funded from general-purpose grants such as the integrated urban development grant (IUDG), and municipal infrastructure grant (MIG), will improve the quality and impact of these projects. Further, requiring municipalities to use the results of green drop, blue drop and no drop assessments in planning and prioritising projects will drive greater accountability and transparency in the use of grant funds, promoting sustainable and effective service delivery.

2.2. Post 2023 MTBPS changes

A number of reductions that were proposed in the 2023 MTBPS have been reversed but revised downwards, and several further cuts and other reprioritisations effected to make funds available for other government priorities. These include:

Reductions reversed: Previous reductions proposed on the sharing of the general fuel levy to the metropolitan municipalities, the rural roads asset management systems and the water services infrastructure grants have been reversed.

Reductions revised downwards: The previous reduction of R218 million to the integrated national electrification programme municipal grant is revised to R204 million; the previous reduction of R49 million to the municipal disaster response grant is revised to R35 million; and the previous reduction of R48 million to the municipal systems improvement grant is revised to R27 million.

Further reductions: To make funds available for other government priorities, reductions have been made to some municipal conditional grants over the 2024 MTEF period. These include an additional reduction of R3.5 billion to the integrated national electrification programme Eskom grant; an additional reduction of R73 million to the integrated urban development grant; an additional reduction of R14 million to the energy efficiency and demand-side management grant; an additional reduction of R4 million to the public transport network grant; an additional reduction of R127 million to the direct component of the regional bulk infrastructure grant; and an additional reduction of R852 million to the indirect component of the regional bulk infrastructure grant.

Reprioritisations: Reprioritisations over the MTEF period include the following: R58.3 million from the direct component of the municipal infrastructure grant is converted to the indirect component of the grant; R587 million from the direct component of the regional bulk infrastructure grant is converted to the indirect component; R91 million from the integrated urban development grant and R1.4 billion from the municipal infrastructure grant are shifted to the municipal disaster recovery grant to fund the repair and reconstruction of municipal infrastructure damaged by the floods that occurred between February and March 2023; R400 million from the first two years of the MTEF period are shifted to the outer year in the public transport network grant; R2 billion is reprioritised from the integrated national electrification programme municipal grant to fund the baseline for the new smart meters grant; and R432 million is reprioritised from the integrated national electrification programme Eskom grant to fund other priorities in the energy sector.

2.3. Review of the local government fiscal framework

Government's five-year programme of action to improve local governance, as endorsed by the Budget Forum, includes efforts to improve the funding model for local government. The National Treasury is reviewing a draft report for regulating municipal surcharges on electricity and identifying alternative sources of revenue to replace these. The next step will be consultation with external stakeholders.

The local government equitable share formula is being updated in various ways, including improving its responsiveness to the different functions assigned to district and local municipalities. In addition, the formula will be refined with reforms such as exploring the feasibility of introducing a cost differential model, community services components for health services and firefighting functions, objective criteria for benchmarking municipalities in relation to their administrative functions. The Department of Cooperative Governance, the National Treasury, the South African Local Government Association, the Financial and Fiscal Commission and statistics South Africa are identifying areas for refinement over the 2024 MTEF period.

2.4. Update on the review of the conditional grants

The South African government initiated a review of the existing grant system amid concerns of its effectiveness, including underspending on infrastructure grants and fragmentation in

the provincial and municipal grant systems. The review involved stakeholder consultations and literature reviews of conditional grant programmes to gain insights and make evidence-based recommendations for reform.

In April and May 2024, multiple consultation platforms will be set up to share the preliminary findings with the multi-stakeholder team. While some changes resulting from the review were reflected in the 2024 Budget, further proposed reforms are likely to be considered in the 2025 budget process and implemented gradually in a phased manner.

2.5. Funding for Local Economic Development (LED) Programmes

National Treasury is mindful of the essential role played by municipalities in driving economic development and job creation to mitigate inequality and attract private investment. In addition to the infrastructure grants, municipalities also receive about 66 per cent of their allocations in unconditional grants, which can be utilised to fund operational parts of the LED initiatives. However, it is important to note that economic development does not rely solely on a single funding pot, but on various forms of government programmes and grants. This includes support and initiatives from the Department of Trade, Industry and competition funded by provinces through their equitable share.

Whilst there is a call for creation of conditional grant, it is worth noting that the creation of a dedicated grant for LED initiatives comes with its challenges. In the past, when such grants were introduced, government institutions reprioritised funds that were initially funding the LED programmes, leading to over-reliance on conditional grants. This dependence undermines the purpose and sustainability of these programmes, as their funding is primarily dependent on the availability of funds from the fiscus and the performance of the economy. Therefore, there is a need to align conditional grants with economic development areas while also ensuring their integration with other government spheres to support the developmental mandate effectively.

In addition, it is also crucial for municipalities to provide essential services such as electricity, water, and sanitation efficiently. The efficient provision of these services is crucial for attracting private investment, fostering economic growth, and promoting a conducive environment for businesses to thrive. Therefore, National Treasury urges municipalities to prioritise the provision of these services to enhance economic development and improve the quality of life for their residents.

2.6. Reforms to improve the efficiency and financial sustainability of metro's trading services

Due to years of neglect and inadequate infrastructure maintenance, South Africa's municipalities face severe utility services issues, including in water, wastewater, and electricity. A loss of essential management and technical skills has also contributed to the decline in service quality and reliability. Metro water services alone suffer from an investment gap of R9 billion per year. These inefficiencies threaten economic growth and job creation and increases poverty. Government transferred substantial monetary allocations to local government in the successive Budgets to support water services, but the outcome and value for money of these transfers is low. To address this, an incentive grant system is being explored for 2025/26 to increase investments, change management and governance structures, promote professional management, and ensure transparency, starting with metros.

These reforms are commencing in the 2024/25 municipal financial year with the conditions being introduced in the Urban Settlement Development Grant (USDG). Thereafter, the reform will be extended to other revenue-generating trading services.

2024/25 USDG Financing Component for Trading Services

Municipalities must submit the following to the transferring officer and the National Treasury to qualify for making an application for the financing component:

- A council approved turnaround strategy to the Department of Human Settlement (DHS) and the National Treasury by 31 July 2024;
- A roadmap on the institutional reforms for improved management and governance to be submitted to DHS and National Treasury by 30 September 2024; and
- A business and investment plan that is consistent with the services development plan by 30 September 2024.

In support of these conditions, National Treasury will issue a guidance note by 1 April 2024, on requirements for turnaround strategies, institutional reforms and business plans for the financing component on trading services.

2025/26 onwards Improving the efficiency of urban utility services

Beyond 2024/25, the intention is to extend the reform agenda beyond water services to other revenue-generating trading services, including electricity and solid waste management. The Explanatory Memorandum, **Annexure W1**, to the 2024 Division of Revenue Bill provides the following direction on future work on municipal fiscal frameworks linked to trading/ utility services.

The grant reforms will aim to:

- Increase the level of investments in utility services (water, wastewater, electricity and solid waste) by leveraging grant finance with loan finance, linked to improved operational and financial performance of services providers;
- Catalyse changes in the structure, management, and governance of utility services businesses to support improvements in operational, technical and financial performance;
- Promote professional management with a single point of management accountability for utility services in cities, suitable managerial autonomy and the technical skills necessary to manage an effective service; and
- Promote and ensure full financial transparency, including by making the financial relationship between municipalities and the utility services explicit.

2.7. Criteria for the release of the Equitable Share:

- The criteria for the release of the equitable share were covered in Circulars No. 122 remains relevant and are still applicable for the release of equitable share instalments in the 2024/25 financial year.
- Failure to comply with the 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.

3. Revenue Management

3.1. Update on Municipal Debt Relief (MFMA Circular No. 124)

Accounting Guidance

Municipalities whose Municipal Debt Relief applications were approved must fully account for and correctly report on the write-off of their Eskom arrear debt and related benefits. Municipalities should note the guidance in this regard provided in *MFMA Circular No. 124: Supplementary Guide on the accounting- and mSCOA reporting requirements that* can be accessed on the MFMA website at the following link: http://mfma.treasury.gov.za/Circulars/Pages/default.aspx.

It is recommended that all municipalities familiarise themselves with the guidance as far as it relates to correctly budgeting- and accounting for free basic services as well as raising and paying their bulk accounts.

Debt relief reporting requirements

Municipalities approved for debt Relief (in terms of their National Treasury approvals), must ensure that their MFMA s.71 statements, over-and-above the normal MFMA s.71 requirements, include the following as a minimum:

- The municipality's self-assessment in the format of the compliance certificate issued in MFMA Circular No. 124: Annexure A2 (signed by the Municipal Manager) – municipalities should use the latest format of the compliance certificate issued during February 2024 available under MFMA Circular No. 124 and included as **Annexure B** to this circular;
- The municipality's progress towards restricting free basic services to the national policy limits (condition 6.6) and in the format included as **Annexure C** to this circular;
- The municipality's progress towards achieving a minimum average quarterly collection of 80 per cent (condition 6.7) and in the format included as **Annexure D** to this circular;
- If the municipality's 2023/24 and/ or 2024/25 MTREF is not funded, the MFMA Section 71 statement must monthly include the municipality's progress against its approved Budget Funding Plan – if the municipality has an approved the Financial Recovery Plan (FRP), the monthly FRP progress report must include the municipality's progress against the components of the FRP aimed to achieve a funded budget and revenue enhancement initiatives;
- The high-level summary of its monthly property rates reconciliation (in the National Treasury template format already shared with the municipality during the application process); and
- The municipality's progress in addressing any variances evident from its monthly property rates reconciliation; etc.

3.2. Smart Meter Grant

With regard to the smart meter grant referred under 2.1 above, the National Treasury has targeted MFMA Circular No. 124 debt relief applicants for the initial implementation of this grant.

The potential beneficiaries of the smart meter grant will be invited by National Treasury and a compulsory template will be circulated for completion by municipalities. This invitation will be sent out before 15 March 2024. Furthermore, the grant conditions require a council resolution endorsing the application.

A completed template with supporting documentation and council resolution must be submitted to revenuemanagement@treasury.gov.za and sadesh.ramjathan@treasury.gov.za before 30 April 2024.

The applications will be evaluated before 31 May 2024 and allocations will be completed determined the commencement of the municipal budget year.

3.3. Transversal tender RT-29

The National Treasury is finalising the RT-29 transversal tender for a smart metering solution, and the appointed panel is available to all municipalities from March 2024. The transversal tender is targeting smart meter solutions for the water and electricity functions, STS meters compliance and load reduction systems. It will also enable municipalities to implement bi-directional smart metering systems. Municipalities are once again cautioned not to contract any smart metering systems or solutions without considering the RT-29 transversal tender which provides a competitive pricing comparison and cost saving on procurement. Municipalities wishing to participate in the RT-29 transversal must make their interest known to the Office of the Chief Procurement Officer (OCPO) on the email TCcontract1@treasury.gov.za. These municipalities must show evidence of a budget allocation in the current budget as well as future budgets for participation.

4. Conditional Grant Transfers to Municipalities

4.1. Criteria for the rollover of conditional grant funds

In terms of Section 21 of the Division of Revenue Act, 2023 (Act No.5 of 2023) (DoRA) in conjunction with the Division of Revenue Amendment Act, 2023 (Act No. 24 of 2023), the Act requires that any conditional allocation or a portion thereof that is not spent at the end of the 2023/24 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 2023 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 2023 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 the service provider was appointed for delivery of the project before 29 March 2024; or
    b) Proof of project tender and tender submissions published and closed before 31 March 2024 or with the appointment of contractor or service provider for delivery of service before 30 June 2024 in cases where additional funding was allocated during the course of the financial year of the project;
    c) Incorporation of the Appropriation Statement; and
    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 reflecting 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 2024, 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 2023 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 2024;
3. Accurate disclosure of grant performance in the 2023/24 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 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 2023/24 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 2024 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 2023/24 allocation to the municipality. In cases where 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 2023/24 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 carefully considered;
3. Funding for projects procured through Regulation 32 and 37 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 March 2024. All invoices issued to the municipality before 31 March 2024 should be paid within the same year against the allocated conditional grants. i.e invoices must be paid within 30 days.

4.2. Unspent conditional grant funds for 2023/24

The process to ensure the return of unspent conditional grants for the 2023/24 financial year will be managed in accordance with Section 21 of the DoRA. In addition to the previous MFMA Circulars, the following practical arrangements will apply:

Step 1: Municipalities must submit their June 2024 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 2024. The unspent grant values must be determined based on the guidance that was provided in *m*SCOA 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 21(2) of the 2023 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 2024.

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 22 October 2024;
Step 5: National Treasury will communicate the unspent conditional grants amount by 12 November 2024. 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 18 November 2024; and
Step 6: Any unspent conditional grant funds that should have but has not been repaid to the National Revenue Fund by 18 November 2024, and for which a municipality has not requested a repayment arrangement, will be offset against the municipality's 04 December 2024 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.

5. Funding choices and management issues

Given the current economic crisis the country faces, 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. Municipalities are advised to consider all the advice

provided in MFMA Circular No 126, 123 and other previous circulars under this topic to ensure the adoption of surplus and funded budgets.

5.1. Employee related costs

The *Salary and Wage Collective Agreement* for the period 01 July 2021 to 30 June 2024 has come to an end and a new agreement is under consultation, which is anticipated to consider the current fiscal constraints faced by government. Therefore, in the absence of any information in this regard from the South African Local Government Bargaining Council (SALGBC), municipalities are advised to consider their financial sustainability when considering salary increases. It has been observed over the previous years that salary increases were above inflation and this has posed challenges to most municipalities' sustainability. In addition, municipalities that could not afford such increases did not apply for exemption as provided by SALGBC.

Therefore, municipalities are urged to consider projecting salary and wage increases that would reflect their affordability given the current economic challenges. The 2022 State of Local Government Finance Report revealed that 157 municipalities 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.

5.2. 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 consider the fiscal constraints. Municipalities should also consider guidance provided above on salary increases for municipal officials during this process. Any overpayment to councilors 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 councilor(s) concerned.

5.3 Governance, performance, and investment matters

South Africa has reached a stage where all of government including municipalities need to play in pivotal role in igniting the economy of the country. There is a need for a concerted effort to put initiatives that will attract the investments which will stimulate the economy. The investments take place in the local government and municipalities in particular as the custodian of the spatial planning and enabling infrastructure.

Critical infrastructure such as water, sanitation and electricity to stimulate the economy is owned, maintained and developed by the municipalities. In the last 30 years, there has been investment in ensuring that access to basic services – water, electricity and refuse - is improved markedly.

However, there has been little to no investment on bulk infrastructure such as water treatment works, wastewater treatment works and electrical substations which are the backdrop for enabling investment in municipalities.

Of concern is that budget for operation and maintenance have been negligible. If the trends continue without arresting the decline, the municipalities will in all likelihood not experience

growth. This will reduce the prospect for economic growth leading to high unemployment and less economic activities in general.

As such, the municipalities need to take the responsibility to create initiatives which will attract more investment. Key initiatives to improve this are investing in bulk and connector infrastructure as well as strengthening good governance.

The budget allocation to address infrastructure requirements are not sufficient. As such, the municipalities should improve governance and the overall financial health which will allow for the financier to be attracted to borrow municipalities to finance enabling infrastructure.

Urban management and in particular cleaning of the environment is critical for ensuring that municipal area is attractive. Thus, ability to attract investment should also include clearly defined initiatives that ensure the city is continuously clean. This will retain existing investors and also enable the municipalities to attract new investors who wishes to locate in the municipal area.

A firm's decision to invest is influenced by factors such as infrastructure and land availability, the institutional and regulatory environment, skills availability and innovation levels and the availability of enterprise support and finance. Municipalities have key roles that influence a decision to invest and expand in a particular space. Poorly performing spaces – such as industrial parks, CBDs, logistics hubs, townships – discourage investment and encourage disinvestment. Poorly performing economic assets, such as roads, ports, rail, communications, do the same. Many of the reasons for poor performing spaces and assets lie within the ambit of the public sector, but not all within the local sphere. In some instances, municipalities are directly responsible for what needs to be done, in other areas the municipality needs to mediate inter-governmental solutions.

To turnaround these spaces and unlock their economic potential the immediate focus must be on getting the basics right first –

- Ensure reliable and sustainable service delivery – water, sanitation, stormwater, roads, lighting and waste management;
- Ensure effective land governance – urgently resolve inter-governmental issues that inhibit performance;
- Undertake bulk infrastructure repair and maintenance;
- Address business and community safety issues;
- Operationalise and manage public open spaces and assets; and
- Manage the spaces – at minimum put in place municipal transversal teams responsible for ensuring the basics are in place.

The quality and transparency of municipal governance has a direct impact on economic performance. Dysfunctional municipalities discourage new investment and result in job loss. Ensuring the effective management of municipal businesses through evidenced-based decision making and sound financial management is essential to attract and retain firms. Improving the efficiency and transparency of municipal business processes that impact on the private sector – such as registering property, getting electricity connections, construction permits, obtaining wayleaves, getting a water connection, and issuing an informal trader permit – goes a long way to building business confidence and municipal credibility.

5.4 Environmental Pollution

The deteriorating quality of water resources in urban and rural areas due to pollution, failing infrastructure such as wastewater treatment and the lack of enforcement of by-laws, legislation and urban management, exacerbates water scarcity, and increases costs of providing potable water.

Municipalities are urged to anticipate the imminent approval of the water pricing strategy, which introduces a waste discharge charge. This penalty underscores the need for municipalities to ensure that they comply with and enforce all legislation and by-laws governing urban and environmental management. This requires municipalities to prioritise effective and efficient service delivery, including sufficient investment in asset maintenance, expansion and renewal for solid waste management, wastewater treatment, as well as by-law enforcement to mitigate the continuous pollution of streams and rivers.

Collaboration among municipalities, sector departments, NGOs, citizens, and the private sector are essential for mobilising resources to prevent further deterioration and restoration of water resources. Such efforts need to only prevent pollution at source but also safeguard water quality for future generations, making the strategic investment in water resources a cornerstone of sustainability, economic growth and healthy environments.

6. Municipal Standard Chart of Accounts (*m*SCOA)

6.1. Go Live on Version 6.8 of the Chart

*m*SCOA version 6.8 will go live on 20 March 2024, whereafter municipalities will be able to upload their tabled budget (TABB) and tabled project files (PRTA) data strings for the 2024/25 MTREF on the GoMuni portal.

After going live on version 6.8 of the chart, all the reports available on the LGDRS will be aligned to *m*SCOA chart version 6.8. This includes the format of the Section 71 report for Q3 and Q4 of 2023/24.

The Municipal Budget and Reporting Regulations (MBRR) Schedules (A to F) and non-financial data string (A1S) was also aligned to version 6.8 of the chart. A **protected** version of the MBRR Schedules for version 6.8 of the chart and A1S is available on the on the MFMA Webpage on the link below:

http://mfma.treasury.gov.za/RegulationsandGazettes/Municipal%20Budget%20and%20Reporting%20Regulations/Pages/default.aspx

The reports on the Local Government and Reporting System (LGDRS) are populated from financial and non-financial data strings. Municipalities must use the linkages on GoMuni referred to above and not the formulas in the regulated Municipal Budget and Reporting (MBRR) Schedules when generating their A schedule from the financial system.

In terms of the *m*SCOA Regulations, municipalities must generate the regulated MBRR schedules that is tabled and adopted by Council directly from their financial ERP systems and not import or captured it on the system at a later stage. This is necessary to ensure that there is 'one version of the truth', namely the data in the financial ERP system is the same as the report tabled and adopted by Council and the information submitted to the National Treasury and other stakeholders.

6.2. *m*SCOA data strings credibility

Municipalities must verify the credibility and accuracy of the tabled budget (TABB) and project file (PRTA) data strings **prior and post** to uploading it to the National Treasury Local Government Database and Reporting System (LGDRS). These data strings will be the sole source used by National and Provincial Treasuries to analyse and determine if the municipality's budget is funded and the credibility is therefore of utmost importance.

Registered users from municipalities, provincial treasuries and National Treasury have full access to their data on the LGDRS and can draw the information to verify the accuracy of the figures for their respective municipalities or province (in the case of provincial treasuries). The LGDRS reports can be accessed by registered users on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

From 2025/26, the National Treasury will open the access to all reports available on the LGDRS to the public. Municipalities should make a concerted effort to resolve their *m*SCOA data strings credibility issues as soon as possible to avoid facing the consequences of financial misconduct in terms of Section 171(1)(d) of the MFMA.

The LGDRS also provides information on municipal budgets and performance to the public through the Municipal Money portal. The information on the Municipal Money portal is sourced from the Consolidated Section 71 Reports published quarterly by the National Treasury. The Municipal Money portal is part of South Africa's Open Government Partnership (OGP) 5th National Action Plan to improve transparency and public participation in government processes and a link to the Municipal Money portal is available on the OGP website (76 countries and 104 municipalities are members).

6.3. Regulating the minimum business processes and system specifications for *m*SCOA

The National Treasury commenced with the work to regulate the minimum business processes and system specifications for *m*SCOA towards the end of 2025/26. The following working groups will be established to ensure that relevant stakeholders are consulted during the review processes:

a. **Corporate governance** including internal and external audit, oversight committees, performance management, IT system requirements and management, municipal websites, document management, reporting mechanisms;
b. **Municipal budgeting, planning and financial modelling** including IDP, Budgets Management, Revenue, Human Resources (HR) /Payroll, Assets;
c. **Financial accounting** including general ledger, accounts receivables and payables, financial reporting, AFS reporting, insurance management, consolidation reporting;
d. **Costing and reporting** including cost planning and cost management and reporting;
e. **Project accounting** including project creation and planning, project management and reporting, contract management;
f. **Treasury and cash management** including cash management and reporting, grant management and reporting, investment management and reserves, borrowings management, provisions and contingent liabilities;
g. **Supply chain management** including supply chain management and inventory;
h. **Full asset life cycle management** including maintenance management and asset management;
i. **Real estate management** including property register and rental management and general processes;
j. **Human resource and payroll management** including human resources, time management, payroll management and reporting;
k. **Revenue management**, customer care, credit control and debt collection including revenue management and billing, credit control, customer management, debt collection, indigent management;
l. **Valuation roll management**; and
m. **Land use building control** including land use and building control.

Municipalities are urged to ensure that the officials that participate in the working groups have the technical knowledge and experience to participate meaningfully in these forums. Integrated Consultative Forums will also be held quarterly to keep **all** stakeholders informed and provide them with an opportunity to provide inputs on the business processes and system specification that will be regulated. A dedicated email address will be created for comment and inputs relating to the review processes underpinning these Regulations.

7. Submitting documents to the GoMuni Upload Portal

7.1. Submissions to the National Treasury

Municipalities are reminded to submit documents and queries to the correct portals/ mailboxes. These portals/ mailboxes are:

- **https://lg.treasury.gov.za/ibi_apps/welcome** (GoMuni Upload Portal) – All documents required in terms of legislation by approved registered users, including: • *m*SCOA Data Strings; • Budget-related, in-year and year-end documents and schedules (A, B and C); and • Revenue and MFRS Documents (as per MFMA Circular No. 126);

- **lgdataqueries@treasury.gov.za** – Database related and submission queries; and

- **lgdocuments@treasury.gov.za** – Only Provincial Treasuries may send contact details to lgdocuments@treasury.gov.za.

Any document/ queries that are submitted to the incorrect portal/ mailbox will not be processed and the submission status report will continue to reflect the documents as outstanding.

7.2. Updating of contact details on GoMuni

From 1 April 2024, municipalities (registered users) will be able to make changes/ additions to their own contact details directly on the LGDRS. To municipalities and their respective provincial treasury must select and update the relevant details on GoMuni under Database/Contacts/Reporting/Contact information on the following link:

https://lg.treasury.gov.za/ibi_apps/signin

Municipalities must ensure that their contact details on GoMuni are updated as soon as changes occur.

7.3. Submission of additional reports

From 14 March 2024, municipalities whose debt relief applications were approved will be required to submit reports to the GoMuni Upload portal as indicated in MFMA Circular No 124 dated 31 March 2024. The list of the required debt relief reports is attached as **Annexure A.**

7.4. Procurement spend reporting

In order for government to fulfil its social responsibility to channel procurement spending towards certain designated groups and to unlock economies of scale in government procurement expenditure, a single standardised view needs to be created into the

procurement spend information across all spheres of government on a transactional level for spend and trend analysis purposes.

The OCPO designed and built a Data Warehouse that serves as common repository for procurement related data with the necessary capabilities to produce standardised information in a dashboard format via various Business Intelligence tools. Currently procurement spend data of all National and Provincial departments from 2017 to date is hosted and analysed in the Data Warehouse.

From 1 March 2024, municipalities must on monthly basis report all goods and services related payments at a transactional level monthly. Towards this end, municipalities must complete and submit the template attached as **Annexure E** and submit it to the GoMuni Upload portal under the folder Documents/ Other. These reports are due by the 15th of the month that follows the reporting month. The first report is therefore due on 15 April 2024. This information is only required for municipalities and not for municipal entities.

A Data Upload Tool is also available that allows municipalities to capture their spending data manually or extract the relevant information from the municipality's payment system automatically. Information captured on the Data Upload Tool will be submitted directly into the OCPOs Data Warehouse once the various online input validations to ensure the accuracy and completeness of the data has been passed. To access the tool, an email request must be sent to **ocpodatarequest@treasury.gov.za** to obtain a User ID and Password that is institution specific. Training on the use of the OCPO Data Upload Tool as well as technical integration information will be provided after the institution has received a User ID and Password.

The submission status of the OCPO Spend Report will be included on the status report of document submissions available on the LGDRS. Municipalities that opt to use the Data Upload Tool instead of submitting the excel template to GoMuni must submit a 'not applicable form' to the GoMuni Upload portal for their non-submission is not classified as outstanding.

8. The Municipal Budget and Reporting Regulations

8.1 Assistance with the compilation of budgets

If municipalities require advice with the compilation of their respective budgets, specifically the budget documents or **Schedule A**, 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
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	Matjatji Mashoeshoe	012-315 5553	Matjatji.Mashoeshoe@treasury.gov.za
	Pitso Zwane	012-315 5171	Pitso.Zwane@Treasury.gov.za
	Oreal Tshidino		Oreal.Tshidino@Treasury.gov.za
City of Tshwane and City of Johannesburg	Willem Voigt	012-315 5830	WillemCordes.Voigt@treasury.gov.za
	Makgabo Mabotja	012-315 5156	Makgabo.Mabotja@treasury.gov.za
	Enock Ndlovu	012-315 5385	Enock.Ndlovu@treasury.gov.za
City of Ekurhuleni	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
	Lunathi Dumani		Lunathi.dumani@treasury.gov.za
KwaZulu-Natal	Kgomotso Baloyi	012-315 5866	Kgomotso.Baloyi@treasury.gov.za
Msunduzi	Lunathi Dumani	012-315 5866	Lunathi.dumani@treasury.gov.za
eThekwini	Sifiso Mabaso	012-315 5952	Sifiso.mabaso@treasury.gov.za
uMhlathuze	Kevin Bell	012-315 5725	Kevin.bell@treasury.gov.za
Limpopo	Sifiso Mabaso	012-315 5952	Sifiso.Mabaso@treasury.gov.za
	Jabulile Ngwenya		Jabulile.ngwenya@treasury.gov.za
Mpumalanga	Mandla Gilimani	012-315 5807	Mandla.Gilimani@treasury.gov.za
	Sibusisiwe Mchani	012-315 5539	Sibusisiwe.Mchani@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	012-315 5807	Mandla.Gilimani@treasury.gov.za
Technical issues on GoMuni Website	Data management		lgdataqueries@treasury.gov.za
Local government Conditional Grants	Conditional Grants team	012-315 5183	Sello.mashaba@treasury.gov.za
			Unathi.lekonyana@treasury.gov.za
			Pretty.mavhungu@treasury.gov.za
			Marvin.ngobeni@treasury.gov.za
			Akanyang.modise@treasury.gov.za

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
08 March 2024

ANNEXURE A – LIST OF REQUIRED REPORTS TO BE SUBMITTED TO NATIONAL TREASURY FOR DEBT RELIEF PROGRAMME (TEMPLATE)

ANNEXURE B – MUNICIPAL CERTIFICATE OF COMPLIANCE FOR DEBT RELIEF PROGRAMME (TEMPLATE)

ANNEXURE C – MUNICIPAL DEBT RELIEF – MONTHLY REPORTING – INDIGENT HOUSEHOLDS INFORMATION (TEMPLATE)

ANNEXURE D – MUNICIPAL DEBT RELIEF – MONTHLY REVENUE COLLECTION REPORTING (TEMPLATE)

ANNEXURE D – PROCUREMENT SPENT REPORTING (TEMPLATE)

9.	REPORT BY THE MUNICIPAL MANAGER ON OUTSTANDING RESOLUTIONS

No report submitted as outstanding resolutions serves at Section 80 Committees.

10.	ITEMS FOR NOTING

10.1	REPORT/S BY THE EXECUTIVE MAYOR

NONE

10.2	REPORT/S BY THE SPEAKER

NONE

10.3	REPORT/S BY THE MUNICIPAL MANAGER

NONE

11.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER]

11.1	PROTECTION SERVICES: (PC: CLLR R PHEIFFER)

NONE

11.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR JC ANTHONY]

NONE

11.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)

11.3.1	PROPOSED EMPLOYMENT EQUITY PLAN 01 OCTOBER 2023 – 30 SEPTEMBER 2028 FOR APPROVAL

Collaborator No:
IDP KPA Ref No: Good Governance
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: PROPOSED EMPLOYMENT EQUITY PLAN 01 OCTOBER 2023 – 30 SEPTEMBER 2028 FOR APPROVAL

2. PURPOSE

To approve the appended Employment Equity Plan 01 October 2023 – 30 September 2028 as consulted by the Employment Equity Committee of Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Employment Equity plan submitted was on 13 October 2023 to the Employment Equity Committee for consultation. The municipality should have a 5-year plan in place to measure the targets and achievements against which is reported annually to the Department of Labour. The purpose of the plan is to set out targets based on the Western Cape Economic Active Population, and it addresses barriers that may exist in policies and practices. The plan was workshopped by the Employment Equity Committee and revised based on inputs that was received from the Committee. The committee exists of employees that represent the different groups as per the Employment Equity Act and Regulations and Senior Management. The revised plan is attached as **APPENDIX 1.** The plan is reviewed on an annual basis to ensure that the information is updated.

5. RECOMMENDED

(a) that Council notes that the plan was workshopped by the Employment Equity Committee and revised as per the inputs received; and

(b) that the Employment Equity Plan 1 October 2023 – 28 February 2028 be approved by Council.

6. Background and Discussion

6.1 Background

The Municipality had an Employment Equity Plan that reached it's 5 years end life in 2018. The organogram was amended in 2017 and was populated with implementation on 1 July 2018. With the knowledge of the Department of Labour Human Resources started working on a new plan after the final placements were completed in 2019. Whilst compiling a new plan the targets used for appointments were amended to reflect the new organogram numbers and the annual reports to the Department of Labour was based on the appointment figures and funded posts on the organogram of 2017.

6.2 Discussions

The Employment Equity Committee was established through election processes and had its first meeting on 13 October 2013 after Council approved the Employment Equity Policy on 23 November 2022. The Committee has representatives of all the groups as per the Employment Equity Regulations published in terms of the Employment Equity Act as amended. The Municipality uses the Western Cape

Economic Active Population as per Stats SA – 2022 Government Gazette. The plan was submitted to the Employment Equity Committee, workshopped and amended through discussions and inputs received in the committee.

It is now submitted for approval for the period 1 October 2023 – 28 February 2028.

6.3 Financial implications

As per the approved budget.

6.4 Legal implications

The recommendations comply with the legislation.

6.5 Staff Implications

The staff are represented by elected representatives from the different groups as per the Employment Equity Policy. The targets per band are used at every recruitment and selection process and reported on annually to the Department of Labour.

6.6 Risks

The employer face non-compliance findings should we fail to adhere the applicable legislation. Addressed in the content of the item, plan and policy.

6.7 Previous Council Resolutions

9TH COUNCIL MEETING: 2022-11-23: ITEM 11.3.1

RESOLVED (majority vote with 2 abstentions)

that Council approves the draft Employment Equity Policy for implementation.

6.8 Comments for Senior Management

The draft plan served before the Directors meeting and all Directors are represented on the Employment Equity Committee where the consultations took place.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-03-20: ITEM 7.3.2

(a) that Council notes that the plan was workshopped by the Employment Equity Committee and revised as per the inputs received; and

(b) that the Employment Equity Plan 1 October 2023 – 28 February 2028 be approved by Council.

FOR FURTHER DETAILS CONTACT:

NAME	*Annalene De Beer*
POSITION	*Director Corporate Services*
DIRECTORATE	*Corporate Services*
CONTACT NUMBERS	*021-808 8018*
E-MAIL ADDRESS	*Annalene.debeer@stellenbosch.gov.za*
REPORT DATE	*23 February 2024*

APPENDIX 1

labour
Department:
Labour
REPUBLIC OF SOUTH AFRICA

EEA13

PLEASE READ THIS FIRST ⬇	DEPARTMENT OF LABOUR

PURPOSE OF THIS FORM

Section 20 requires designated employers to prepare and implement an Employment Equity Plan which will achieve reasonable progress towards employment equity in the employer's workforce. An Employment Equity Plan must state-

(a) The objectives to be achieved for each year of the plan

(b) The affirmative action measures to be implemented as required by section 15(2);

(c) Where under representation of people form designated groups has been identified by the analysis, the numerical goals to achieve the equitable representation of suitably qualified people from designated groups within each occupational level in the workforce, the timetable within which this is to be achieved, and the strategies intended to achieve those goals;

(d) The timetable for each year of the plan for the achievement of goals and objectives other than numerical goals;

(e) The duration of the plan, this may not be shorter than one year or longer than five years;

(f) The procedures that will be used to monitor and evaluate the implementation of the plan and whether reasonable progress is being made towards implementing employment equity;

(g) The internal procedures to resolve any dispute about the interpretation or implementation of the plan;

(h) The persons in the workforce, including senior managers, responsible for monitoring and implementing the plan; and

(i) Any other prescribed matter.

EMPLOYMENT EQUITY PLAN OF STELLENBOSCH MUNICIPALITY

01 October 2023 – 30 September 2028

Employer Details

Trade name	**Stellenbosch Municipality**
DTI Registration name	-
PAYE/SARS No	**7950701799**
EE Ref No	**1571**
Industry/Sector	**Local Government**
Province	**Western Cape**
Tel No	**021 808 8025**
Fax No	**021 886 6749**
Postal address	**P.O. Box 17**
	Stellenbosch
Physical address	**Plein Street**
	Stellenbosch
Province	**Western Cape**
Name & Surname of the Municipal Manager/Accounting Officer	
	Garaldine Mettler
Email address	**municipal.manager@stellenbosch.gov.za**

1. INTRODUCTION

Section 20 requires that a designated employer prepares and implements an Employment Equity Plan which will achieve reasonable progress towards employment equity. An Employment Equity Plan must state the following:

a. The objectives to be achieved for each year of the plan should meet the SMART principle as follows:-
   - Specific
   - Measurable
   - Attainable
   - Relevant; and
   - Time bound

b. Barriers and Affirmative Action Measures must be aligned with those indicated in the audit analysis (section 19(1)) and meet the following requirements:
   - Include timeframes in order to track progress in the implementation of these AA Measures.
   - These timeframes should be within the duration of the EE Plan (no “on-going” permitted) and
   - Include responsible persons to monitor the implementation of these AA Measures (not names of people but designations).

c. The workforce profile, numerical goals and targets with exact timeframes according to the duration of the plan which must be accompanied by strategies to achieve them as informed by the findings in the audit analysis (as per section 19(2)).

d. Non-numerical goals according to paragraph b above (no need to repeat the table)

e. The duration of the plan which may not be shorter than 1 year or longer than 5 years (it must have a start and end date in terms of day, month, and year).

f. Procedures to monitor and evaluate the implementation of the plan (which must state clear roles of stakeholders involved in the monitoring of the plan including timeframes when the monitoring takes place).

g. Internal procedures to resolve any dispute about the interpretation or implementation of the plan (include the stakeholders involved in resolving the dispute and timeframes allocated for each step of the process)

h. The persons in the workforce, including senior managers, responsible for monitoring and implementing the plan.

i. Any other prescribed matter.

NB: It is advisable that at least 6 months before the expiry of the EE Plan a designated employer should prepare a subsequent EE Plan (Successive EE Plan as required by Section 23)

DURATION OF THE PLAN

Section 20 indicates that the duration of the Employment Equity Plan may not be shorter than one year or longer than five years. The duration of the plan must have a specific start and end date, as reflected below: (***Please note that the template shown below is based on a 5-year plan***)

Start date: (01 October 2023) to End date: (30 September 2028)

2. OBJECTIVES FOR EACH YEAR OF THE PLAN

The objectives for each year of the plan, which should be specific, measurable, attainable, relevant and time bound, are reflected in the table below:

TIMEFRAMES (e.g.)		**OBJECTIVES**
YEAR 1	01 October 2023- 30 September 2024	• Barriers and affirmative measures are met: 1. Advertising positions 2. Job classification and grading 3. Remuneration & benefits 4. Succession & experience planning 5. Corporate Culture
YEAR 2	01 October 2024- 30 September 2025	• Barriers and affirmative measures are met: 1. Advertising positions 2. Job classification and grading 3. Remuneration & benefits 4. Succession & experience planning 5. Corporate Culture
YEAR 3	01 October 2025- 30 September 2026	• Barriers and affirmative measures are met: 1. Advertising positions 2. Job classification and grading 3. Remuneration & benefits 4. Succession & experience planning 5. Corporate Culture
YEAR 4	01 October 2026- 30 September 2027	• Barriers and affirmative measures are met: 1. Advertising positions 2. Job classification and grading 3. Remuneration & benefits 4. Succession & experience planning 5. Corporate Culture • Drafting a new EE Plan
YEAR 5	01 October 2027- 30 September 2028	• Ensure all WC EAP goals are met • Ensure that all the objectives and affirmative measures as mentioned above are met

3. BARRIERS AND AFFIRMATIVE ACTION MEASURES

The barriers and Affirmative Action Measures identified in the EE analysis conducted must be included in the EE Plan. These measures must include time-frames to track progress in the implementation of the AA Measures. The timeframes must have specific dates and be within the duration of the EE Plan (no "ongoing" permitted). The designations of responsible persons to monitor the implementation of these AA Measures should be specified.

POLICY	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			**BARRIERS** (***PLEASE PROVIDE NARRATION***)	**AFFIRMATIVE ACTION MEASURES** ***(PLEASE PROVIDE NARRATION)***	**TIME-FRAMES**		**RESPONSIBILITY (Designation)**
	CATEGORY	**PROCEDURE**	**PRACTICE**	**(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)**	**(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)**	**START DATE**	**END DATE**	
Recruitment and Selection	Advertising of vacant position			There is a perception that advertisements are written/compiled to benefit certain employees	Adherence to the competency guidelines as per the Municipal Staff Regulations GN890	01 October 2023	30 September 2028	Directorate section / departmental Head where post is collaboration with Senior Manager HR (SMHR) and for approval by Director Corporate Services (DCS)

POLICY	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			**BARRIERS** (***PLEASE PROVIDE NARRATION***)	**AFFIRMATIVE ACTION MEASURES** ***(PLEASE PROVIDE NARRATION)***	**TIME-FRAMES**		**RESPONSIBILITY (Designation)**
	CATEGORY	**PROCEDURE**	**PRACTICE**	**(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)**	**(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)**	**START DATE**	**END DATE**	
Recruitment and Selection	Selection criteria			Qualification and experience too high	Minimum requirements ito MSR to be implemented	01 October 2023	30 September 2028	SMHR and DCS
	Appointments			Take too long	Target to fill post within 90 days of interview date			
	Job classification and grading			No job descriptions	Develop job description for each budgeted post on organogram			
	Remuneration and benefits			As per policies	Have post evaluated and regularly revised. Benefits approved on National level			
	Terms & conditions of employment			In contract of employment	Clear and unambiguous provisions within contract of employment			
	Work environment and facilities			Improve workspaces	Safe and clean workplaces with standard ablution facilities. Address the ablution facilities for female workers in the field.			

POLICY	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			**BARRIERS** **(*PLEASE PROVIDE NARRATION*)** **(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)**	**AFFIRMATIVE ACTION MEASURES** ***(PLEASE PROVIDE NARRATION)*** **(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)**	**TIME-FRAMES**		**RESPONSIBILITY (Designation)**
	CATEGORY	**PROCEDURE**	**PRACTICE**			**START DATE**	**END DATE**	
Recruitment and Selection	Succession & experience planning			No succession plans in Directorates	Identify individuals for succession planning within departments	01 October 2023	30 September 2028	SMHR and DCS
	Reasonable accommodation			Staff not performing functions appointed for	Ensure staff follow function and performs job designation duties as per JD's and organogram			
	Retention of designated groups			No policy on retention of staff	Retention and Attraction chapter in Recruitment and Selection policy to retain staff from designated groups or current staff			
Performance Management	Performance and Evaluation			No performance measurement policy	Implement performance agreements and measurement in line with MSR provision			

POLICY	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			**BARRIERS** **(*PLEASE PROVIDE NARRATION*)** **(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)**	**AFFIRMATIVE ACTION MEASURES** ***(PLEASE PROVIDE NARRATION)*** **(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)**	**TIME-FRAMES**		**RESPONSIBILITY (Designation)**
	CATEGORY	**PROCEDURE**	**PRACTICE**			**START DATE**	**END DATE**	
HR Strategy	Corporate culture			Change culture within Directorates	Provide workshops and programmes for Directorates to adjust the organisational culture			SMHR
Employee Assistance	HIV&AIDS prevention and wellness			No regular awareness	Regular wellness programmes to monitor and ensure wellness of staff	01 October 2023	30 September 2028	SMHR
Employment Equity	Assigned senior manager(s) to manage EE implementation			All Directors and Senior Managers	All Directors and Senior Managers. SMHR and Director Corporate Services play a monitoring role.			SMHR and DCS
	Time off for employment equity consultative committee to meet				As per policy			

POLICY	BARRIERS AND AFFIRMATIVE ACTION MEASURES							
	Tick (√) one or more cells for each category below to indicate where barriers exist in terms of policies, procedures and/or practice			**BARRIERS** **(*PLEASE PROVIDE NARRATION*)** **(Briefly describe each of the barriers identified in terms of policies, procedures and/or practice for each category)**	**AFFIRMATIVE ACTION MEASURES** ***(PLEASE PROVIDE NARRATION)*** **(Briefly describe the affirmative action measures to be implemented in response to barriers identified for each category)**	**TIME-FRAMES**		**RESPONSIBILITY (Designation)**
	CATEGORY	**PROCEDURE**	**PRACTICE**			**START DATE**	**END DATE**	
Finance	Budget allocation in support of employment equity goals				Annual staff budget to include EEP goals and targets	01 October 2023	30 September 2028	CFO – Chief Financial Officer

4. WORKFORCE PROFILE, NUMERICAL GOALS AND TARGETS

Workforce profile information is a snapshot of the workforce at a particular date and time, which is used below to conduct an analysis of the workforce and, at the same time, serve as baseline information for the setting of numerical goals and targets.

4.1 SNAPSHOT OF THE CURRENT WORKFORCE PROFILE

The workforce profile snapshot tables used for the conducting of the analysis to inform this plan are used below as a baseline for the setting of numerical goals and targets for each year of the plan.

Workforce profile snapshot date 30/09/2023

Table 1: Snapshot of workforce profile for all employees, including people with disabilities

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	3	1	0	0	1	0	1	**0**	0	**6**
Senior management	**0**	**7**	**0**	**4**	**1**	**2**	**0**	**0**	**0**	**0**	**14**
Professionally qualified and experienced specialists and mid-management	7	27	1	12	11	16	1	10	**0**	**0**	**85**
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	49	114	2	24	58	94	0	17	**0**	**0**	**358**
Semi-skilled and discretionary decision making	84	157	0	6	56	94	0	3	**0**	**0**	**400**
Unskilled and defined decision making	104	128	0	0	24	30	0	0	**0**	**0**	**286**
TOTAL PERMANENT	**244**	**436**	**4**	**46**	**150**	**237**	**1**	**31**	**0**	**0**	**1149**
GRAND TOTAL	**244**	**436**	**4**	**46**	**150**	**237**	**1**	**31**	**0**	**0**	**1149**

Table 2: Snapshot for workforce profile for people with disabilities ONLY

Occupational Levels	Male				Female				Foreign Nationals		Total
	A	C	I	W	A	C	I	W	Male	Female	
Top management	0	0	0	0	0	0	0	0			0
Senior management	0	0	0	0	0	0	0	0			0
Professionally qualified and experienced specialists and mid-management	0	0	0	0	0	1	0	0			1
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	0	0	0	0	1	0	0	0			1
Semi-skilled and discretionary decision making	0	1	0	1	0	0	0	1			3
Unskilled and defined decision making	1	0	0	0	0	0	0	0			1
TOTAL PERMANENT	0	1	0	2	1	1	0	1			6
Temporary employees	0	0	0	0	0	0	0	0			0
GRAND TOTAL	0	1	0	2	1	1	0	1			6

4.2 NUMERICAL GOALS

Numerical goals must include the entire workforce profile, and **NOT** the difference that is projected to be achieved by the end of this EE Plan. Below are two tables on numerical goals, one covering all employees, including people with disabilities, and the other covering people with disabilities **ONLY.**

It should be noted that Stellenbosch Municipality has an Organizational Structure that has 1985 post but of which only plus minus 1292 is budgeted for and therefore our plan is based on budgeted posts which is vacant.

Please note that Stellenbosch Municipality will use the Economic Active Population Percentage for the Western Cape to derive at its **numerical goals**.

Start date: 01 October 2023 DD / MM / YYYY

End date: 30 September 2028 DD / MM / YYYY

Numerical goals for all employees, including people with disabilities

Occupational Levels	Male				Female				Total Permanent	Vacant+ Funded
	A	C	I	W	A	C	I	W		
WC-EAP	23%	27%	0.5%	7.2%	18.6%	21.8%	0.4%	6.1%	100%	
Top management	**0**	**3**	**1**	**0**	**0**	**1**	**0**	**1**	**6**	**6**
Current	0	3	1	0	0	1	0	1		**100%**
GENDER %	**4/66.66%**				**2/33.34%**				0	0
Senior Management **(T18-22)** Current workforce	**0**	**7**	**0**	**4**	**1**	**2**	**0**	**0**	**14**	**0**
Senior Management Current workforce %	**0%**	**50%**	**0%**	**28.6%**	**7.1%**	**14.3%**	**0%**	**0%**	**100%**	**14**
GENDER %	11/78.6%				3/21.4%				**100%**	
Professionally Qualified/ Mid-Management **(T14-T17)** Current workforce	7	27	1	12	11	16	1	10	**85**	**13**
Professionally Qualified Current workforce %	**8.2%**	**31.7%**	**1.2%**	**14.7%**	**12.9%**	**18.8%**	**1.2%**	**11.7%**	**100%**	
Total funded+ vacant Professionally Qualified/ Mid-Management										**98**
CURRENT GENDER %	**47/55.3%**				**38/44.7%**				100%	
TOTAL FUNDED+ VACANT GENDER %	**47/47.9%**				**38/38.8%**					
Skilled Technical (T9-T13) Current workforce	49	114	2	24	58	94	0	17	**358**	**57**
Skilled Technical Current workforce %	**13.6%**	**31.8%**	**0.6%**	**6.7%**	**16.2%**	**26.3%**	**0%**	**4.7%**	**100%**	
Total funded+ vacant Skilled-Technical										**415**
GENDER %	**189/52.7%**				**169/47.3%**				100%	
TOTAL FUNDED+ VACANT GENDER %	**189/45.5%**				**169/40.7%**					
Semi- skilled Current workforce	84	157	0	6	56	94	0	3	**400**	**49**
Semi- skilled Current workforce %	21%	39.2%	0%	1.5%	14%	23.5%	0%	0.75%	**100%**	
Total funded+ vacant Semi-skilled										**449**
GENDER %	**247/61.7%**				**153/38.3%**				100%	
TOTAL FUNDED+ VACANT GENDER %	**247/55%**				**153/34.1%**					
Unskilled Current workforce	104	128	0	0	24	30	0	0	**286**	**24**
Unskilled Current workforce %	**36.3%**	**44.7%**	**0%**	**0%**	**8.4%**	**10.4%**	**0%**	**0%**	**100%**	
Total funded+ vacant Unskilled										**310**
Goals vs WEAP= %	**232/81.1%**				**54/18.9%**				100%	
TOTAL FUNDED+ VACANT GENDER %	**232/74.8%**				**54/17.4%**					
Current workforce	**244**	**436**	**4**	**46**	**150**	**237**	**1**	**31**	**1149**	
Current workforce %	21.2%	37.9%	0.4%	4%	13%	20.6%	0.08%	2.7%	**100%**	
GRAND TOTAL VACANT + FUNDED										**1292**
CURRENET GENDER %	**730/63.5%**				**419/36.5%**				100%	
TOTAL FUNDED+ VACANT GENDER %	**730/56.5%**				**419/32.4%**					

Numerical goals for people with disabilities ONLY

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
WC-EAP	23%	27%	0.5%	7.2%	18.6%	21.8%	0.4%	6.1%	
Top management									
Current workforce vs EAP									
Senior management									
Current workforce vs EAP									
Professionally qualified and experienced specialists and mid-management									
Current workforce vs EAP									
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents									
Current workforce vs EAP									
Semi-skilled and discretionary decision making									
Current workforce vs EAP									
Unskilled and defined decision making									
Current workforce vs EAP									
GRAND TOTAL									
Current workforce vs EAP									

Directorates will identify posts for differently abled individuals as posts become vacant and will utilize the principles contained within the policy to fill and give preference to these individuals.

5. PROCEDURES TO MONITOR AND EVALUATE THE IMPLEMENTATION OF THE PLAN

All the structures for monitoring and evaluating the progress of the plan should be specified with clear roles and responsibilities for the stakeholders involved including time frames when the monitoring takes place.

STAKEHOLDER	ROLE/RESPONSIBILITY	FREQUENCY
▪ Human Resources	▪ Consultation between Employees and Employer on labour relation matters	▪ Monthly
▪ Employment Equity Committee	▪ Report on the status of Employment Equity in the Quarterly Report	▪ Quarterly

6. DISPUTE RESOLUTION MECHANISMS

A clear process to be followed to resolve disputes arising from the interpretation and implementation of the EE Plan, including the responsible persons and timeframes for each step to resolve the dispute.

- SALGA Grievance Procedure as per Main Collective Agreement

7. SENIOR MANAGERS ASSIGNED TO MONITOR AND IMPLEMENT THE PLAN

Director: Corporate Services and the Senior Manager: Human Resources

8. ANY PRESCRIBED MATTER CAN BE INCLUDED.

- Service Delivery Budget Implementation Plan (SDBIP)
- Integrated Development Plan (IDP)
- Performance Management System

SIGNATURE OF THE MUNICIPAL MANAGER / ACCOUNTING OFFICER

MUNICIPAL MANAGER / ACCOUNTING OFFICER

I, GARALDINE **LIZETTE METTLER,** Municipal Manager of **STELLENBOSCH MUNICIPALITY**

hereby declare that I have read, approved and authorized this EE Plan.

Signed on this _____ day of _____ 2023.

At place: _____

SIGNATURE

11.4	FINANCIAL SERVICES: (PC: CLLR J FASSER)

NONE

11.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)

NONE

11.6	INFRASTRUCTURE SERVICES : (PC : CLLR P JOHNSON)

11.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME

Collaborator No: 764144
IDP KPA Ref No: Green & Sustainable Valley
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME

2. PURPOSE

For Council to note the progress of the Municipality's as well as Provincial Government initiatives regarding the loadshedding mitigation initiatives underway, in order to ultimately reduce the impact of electricity loadshedding in the Municipality.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

4.1 Eskom in 2022-23, advised the Municipality to prepare an application to serve at their Loadshedding Committee, for the Municipality to be considered as a curtailment customer. Upon receipt of the said application, Eskom then rejected the application. A follow up meeting was held with Eskom and the outcome is that a revised application must be resubmitted for representation to the Eskom Loadshedding Committee. The draft application has been prepared and is due to serve at the Eskom Loadshedding Committee at the end of April 2024. Note that this is still on a load curtailment premise.

4.2 The Municipality has advertised a tender on 03 February 2024, for the possible purchase of 20MW of electricity from an Independent Power Producer (IPP), with a closing date being 20 March 2024.

4.3 The Supervisory Control and Data Acquisition (SCADA) project is continuing on track with the implementation and the fitting of main substations with the additional equipment. Two main substations have been completed to date.

4.4 Municipal Court Building: Inverter has been successfully installed to ensure business continuity.

4.5 An official order for five generators was issued to the service provider and the expected delivery date was originally middle of March 2024 however the service provider indicated that they are experiencing challenges and it is expected that the generators will be delivered and installed by end of April 2024. The department has engaged the Contract Management Section to pursue possible consequence management against the service provider for not meeting their original delivery date.

4.6 The tender for the Stellenbosch Fire Station battery storage system closed on 26 February 2024 with tender evaluation underway at present.

4.7 **Provincial Initiative to Establish a 50MW Solar Plant**

Provincial Government Western Cape (PGWC) has appointed a Project Manager and Transactional Advisory Consultancy Team to facilitate a possible 50 MW Independent Power Producers project, with the following deliverables:

- Inception report has been completed by the Project Team.
- A Feasibility Study is now underway at present.
- The service level agreement between Province, their Project Management firm and the Municipality has been provided by PGWC and commented on by the Municipality.
- The Memorandum of Understanding between PGWC and Stellenbosch Municipality for the Energy Resilience programme has been signed and finalised.
- Provincial Government has expressed concerns about the Municipality's 20MW IPP tender, as per Item 4.2 above, and has been requested to submit these concerns in writing.

4.8 **Provincial Project: Municipal Pooled Buying initiative**:

The Provincial Government held a series of workshops with the Municipality's Legal, Financial and Technical teams. The Municipality has submitted comments during 2023 to PGWC. A follow up workshop is to be scheduled by PGWC by end March 2024.

5. RECOMMENDATION

that Council notes the Alternative Energy Generation project updates identified by the AEG Committee and the latest progress with the Alternative Energy Generation projects in implementation at present.

6. DISCUSSION / CONTENTS

6.1 Background

Under previous circumstances, the Constitution did not allow Local Government to enter the generation of electricity and the Electricity Regulation Act did not allow municipalities to purchase electricity from any company other than Eskom. Through the promulgation of Electricity Regulation Act Regulations, on 16 October 2020, this changed, and municipalities are now allowed to generate electricity and purchase electricity from other electricity providers other than Eskom.

6.2. Discussion

Progress to date on the various initiatives are as follows:

6.2.1 **Outcome of Eskom Engagements**

Various meetings and interactions have taken place with Eskom.

The following feedback has been received from Eskom so far:

- Application for load curtailment has not been granted by Eskom. Eskom has formally responded on 19 January 2024 indicating that the application cannot be considered since the Municipality's load curtailment application seems to be interpreted by Eskom as not in line with the NRS 048-9 principles. At the meeting held with Eskom on 7 February 2024, Eskom recommended that the Municipality revise our application for reconsideration. The revised application was tabled at the AEG Steering Committee before resubmission to Eskom' Loadshedding Committee.

- As an immediate objective and for the proposed strategies to materialize, an agreement with Eskom on curtailment is still of crucial importance.

- As part of the long-term loadshedding mitigation strategy, the municipality will be initiating self loadshedding but for this to take place it necessitates the installation of a Supervisory Control and Data Acquisition (SCADA) system and a fully operational control room.

- The objective is still to obtain approval from Eskom and sign an agreement as soon as possible. This strategy is dependent on the approval from Eskom. Without the approval from Eskom, the Municipality is at risk of not being able to implement any of the strategies to mitigate the impact of loadshedding.

6.2.2 **Loadshedding Mitigation Investigations Concluded to Date**

Extensive analysis has been undertaken and the following conclusions were reached:

1. Various strategies were investigated at the Alternative Energy Steering Committee:

- Installation of big renewable plants via Independent Power Producers (IPPs).

- Mass roll-out of consumer Small Scale Embedded Generation (SSEG) Photovoltaic (PV) systems.

- Energy switching by consumers.

- Energy efficiency of municipal facilities including streetlights.

2. Various strategies that would qualify as load shedding mitigation were also investigated including the following:

- Use of batteries to store electricity in order to provide the required load during load shedding. This has been found to be not financially viable.
- Use of batteries plus a Solar (PV) station with batteries to curtail the required load to mitigate the impact of loadshedding were investigated and found to be not financially viable,

3. Extensive analysis has shown that it would be easier to mitigate the impact of load shedding by becoming a load curtailment consumer rather than being a self-load shedding consumer. The following strategies have been analysed, and found to be affordable and qualify for load curtailment:

3.1 Large consumer load curtailment strategies together with own generation facilities.

- To enable load curtailment, the Municipality will have to design and implement tariffs to encourage participation by large consumers.

3.2 Using the geyser remote control system.

- Extensive communication and engagement with the municipality's customers will be required as the implementation of this strategy will result in some instances to customers being without hot water for extended periods especially during peak hours. Council to note that it has since come to light that technology changes might influence the viability of this strategy. The department is investigating all options and will report on the outcome.

6.2.3 **Proposed Load Curtailment Strategy**

Taking the above into consideration the following load shedding mitigation strategy is proposed:

6.2.3.1 Load curtailment

Load Curtailment is usually for 4 hours from 14h00 to 18h00.

The large load curtailment consumers will be used to reduce the load by 10% from 14h00 to 18h00 during the majority of load curtailment days.

6.2.3.2 The geyser control system

The geyser control system will be used to curtail the load by 10% from 18h00 to 22h00 however it has since come to light that technology changes might influence the viability of this strategy. The department is investigating all options and will report on the outcome.

In cases where curtailment is required for more than 8 hours per day or for higher stages of load shedding, the following will apply:

6.2.4 The maximum amount of load curtailment / geyser control will be used to meet the requirements. This may incur additional costs to the municipality in order to compensate the customer for the extended period they would be without hot water.

6.2.5 When all possible curtailment has been applied and the requirements are still not met, the municipality will have to apply self loadshedding. To enable to self loadshedding the following is required:

- A SCADA remote control facility equipped network
- A proper operating system control room.
- A minimum staff complement of x 4 System network operators with administrative support.

Due to the costs involved in above load curtailment strategies, it is also proposed to contract with an Independent Power Producer (IPP) with renewable power to supply 20 MW of power to the Stellenbosch Main substation. This will not assist with loadshedding mitigation but will reduce the Eskom bulk purchase expenditure and may thus reduce the total cost of load shedding mitigation strategies.

6.2.6 **Municipal Initiatives**

6.2.6.1 **Appoint Alternative Energy Independent Power Producers (IPP's)**

The Municipality has advertised a tender on 03 February 2024, for the possible purchase of 20MW of electricity from an Independent Power Producer (IPP), with a closing date being 20 March 2024.

Possible second Tender: Three sites were identified by Stellenbosch Municipality with the view to establishing IPP's. The Municipality is continuing to facilitate a possible separate tender process to procure IPP's as follows:

- Erf RE/119 Idas Valley for possible Biomass.
- Erf 181/0 Stellenbosch (below reservoir) for possible photovoltaic site.
- Erf 279/0 Stellenbosch (Droëdyke site opposite landfill) for possible photovoltaic site.

As a result of extensive investigations that are still required to be conducted to ensure that the tender specifications adhere to the Municipality's needs and ensuring the responsiveness of bidders, this tender will be the second tender to be issued. The Municipality is continuously engaging with other Municipalities who are also following the same process to learn from their experiences, but this tender will only be advertised once the evaluation for the 20 MW IPP tender process has been concluded.

6.2.6.2 **Implementation of Supervisory Control and Data Acquisition (SCADA)**

The completion of Phase 1 which is the remote **monitoring** of seven main substations is scheduled for completion by 30 June 2024. The total cost estimate for this phase R12 600 051.28 (VAT incl). To date 47% of this phase has been completed.

The total estimated cost to complete Phase 2 (implementation of remote **switching** at the 7 main substations) and Phase 3 (remote monitoring of the 11 kV substations is R35 916 310.15 (VAT incl). These phases are proposed for implementation in the 2024/25 financial year.

6.2.6.3 **Municipal Critical Buildings and Plants**

The investigation for the most suitable alternative energy for the key infrastructure (water- and wastewater plants) to ensure continued service delivery is underway.

The progress on the four municipal buildings identified for business continuity is;

- Municipal Court – Battery backup installation (16 kVA inverter with 10 kWh battery back) has been installed.

- Fire Station – The tender for the supply and installation of a 100 kVA inverter and 400 kWh battery storage closed on 26 February 2024 and tender evaluation is underway.
- NPK Building – Investigation for the most feasible option is underway.
- Main Building –. Preliminary investigations have revealed that the existing electrical wiring of the main building is not suitable for the installation of an inverter with battery back-up. The existing electrical wiring must first be separated into essential and non-essential loads, and this will require the complete rewiring of the Main Building. Detailed investigations for the most suitable solution are underway.

6.2.6.4 **Provincial Initiative to Establish a 50MW Solar Plant**

Provincial Government Western Cape (PGWC) has appointed a Project Manager and Transactional Advisory Consultancy Team to facilitate the 50 MW IPP project.

The following deliverables are applicable to this process:

- Inception report has been completed by the Project Team.
- Feasibility Study now underway.
- The service level agreement between the Project Manager and the Municipality has been provided by PGWC and commented on by the Municipality.
- The Memorandum of Understanding between PGWC and Stellenbosch Municipality for the Energy Resilience programme has been signed.
- Provincial Government has expressed concerns about the Municipality's 20MW IPP tender, as per Item 4.2 above, and has been requested to submit these concerns in writing.

6.2.7 Decisions taken by the AEG Steering Committee on prioritized projects

- The Department to drive the process to get the geyser load control system fully operational and integrated into the control room however it has since come to light that technology changes might influence the viability of this strategy. The department is investigating all options and will report on the outcome.

- The Department to continue with the discussions with bulk consumers and develop details of the product to become load curtailment consumers.

- The Department to continue with the IPP tender for 20 MW IPP at Main substation and the signing of a Power Purchase Agreement (PPA) to deliver power within 2 years after signing of the PPA. The tender is currently in the advertisement stage.

- The Department undertakes the tariff study and get the cost of supply study and tariffs approved by NERSA.

- The Department to continue with investigations into the Small-Scale Embedded Generation (SSEG) impact and possible strategies and option to use SSEG consumer batteries as load shedding mitigation.

- The Municipality continues participating in the Provincial 50 MW IPP project.

- The Municipality continues participating in the Provincial Pool Buying project.

- The Department facilitates projects for the upgrading of the substations to enable self loadshedding.

- The Department conduct investigations on possible affordable network upgrades to absorb more than 20 MW into the network.

6.3 Financial Implications

This report has further financial implications to the municipality than what has been mentioned in this report, but the exact impact will only become known once all the investigations have been concluded.

6.4. Legal Implications

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

6.5. Staff Implications

It is foreseen that 4 staff members would be required operate the control room which is required to manage self loadshedding.

A minimum staff complement of x 4 System Network Operators with Administrative support for the Network systems control room.

Further to the above, specialized technical staff would be required to facilitate and implement the loadshedding initiatives. The department has identified vacancies that need to be funded and filled in order to enable the loadshedding initiatives.

6.6. Previous / Relevant Council Resolutions

"40TH COUNCIL MEETING: 2021-01-27: ITEM 11.5.1

RESOLVED (nem con)

(a) that Council approves the investigation into alternate methods of electricity generation and purchases;

(b) that Council approves the joint investigation to be done by University of Stellenbosch, Council for Scientific and Industrial Research (CSIR), and the Western Cape Government;

(c) that Council accepts the initiating of the following processes as may be required:

i. Municipal Systems Act, Section 78(1) processes

ii. Municipal Finance Management Act, Section 33 investigation processes

iii. Electricity Regulation Act, Section 13; and

(d) that Council considers the funding of such investigations and implementation of completed investigations within the determination of the 2021/22 budget process.

16TH COUNCIL MEETING: 2023-08-23: ITEM 11.6.3

NOTED

The progress of the Alternate Energy Generation initiatives and studies.

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.6.1

NOTED

The Alternative Energy Generation strategies identified by the AEG Committee and the progress with the Alternative Energy Generation projects initiated.

6.7. Risks / Challenges: Implications and Mitigation

- With both initiatives (Municipal 20 MW tender and Provincial 50 MW proposed tender) currently underway, Provincial Government has raised a concern that the Municipal 20 MW tender currently being advertised, may inhibit or jeopardise the future possible 50MW tender currently being developed by the Transaction Advisor team.
- They also have concerns that no draft Power Purchase Agreement was included in the 20MW tender. The PGWC were requested to submit their concerns in writing to the Municipality.
- A meeting was facilitated with the Provincial Government Heads of Department of the Department of Local Government, and Department of Infrastructure on 26th January 2024, to discuss the above matters.
- The implementation of the load shedding mitigation strategies is still subject to the approval of the municipality's load curtailment application by Eskom's Load Shedding Committee. Regular follow-up engagements are being held with Eskom and the Municipality's revised application has been re-submitted for advice by the Eskom team, who are also the representatives at the Loadshedding Committee.
- To enable self-loadshedding, a significant capital investment will be required. The Department is implementing in phases the upgrades to the electrical network and has budgeted accordingly.
- The identified resources (vacancies and equipped operational control room) will be budgeted, for the strategies and initiatives to be realised.
- The existing ICT network infrastructure needs to be upgraded, but it will be a phased in approach over time, so that the existing bandwidth of the ICT network is sufficient to deal with the volume of the SCADA traffic. The ICT Department is investigating solutions to enable a functioning SCADA on the ICT network.
- The preliminary simulations investigation that was conducted by the Municipality's service provider revealed that the maximum suitable size for a solar plant without batteries that can be absorbed into the Stellenbosch network is 20MW.
- Therefore, in order for both the Provincial 50MW power plant and the 20MW Municipal power plant to be accommodated into the current Stellenbosch electrical network, upgrades will be required by the electrical network. These plants must be connected to the Main substation to be able to transfer the load to the various load centres. To enable the existing electrical network to absorb both the 50 MW and 20 MW capacities at the Main Substation, the Department has submitted for consideration its proposed MTREF budget for the anticipated upgrades.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-08-16: ITEM 7.6.1

that Council notes the Alternative Energy Generation project updates identified by the AEG Committee and the latest progress with the Alternative Energy Generation projects in implementation at present.

FOR FURTHER DETAILS CONTACT:

NAME	**Shane Chandaka**
POSITION	***Director Infrastructure Services***
DIRECTORATE	***Infrastructure Services***
CONTACT NUMBERS	***021 808 8213***
E-MAIL ADDRESS	shane.chandaka@stellenbosch.gov.za
REPORT DATE	***11 March 2024***

11.7	PARKS, OPEN SPACES AND ENVIRONMENT: (PC: J WILLIAMS)

NONE

11.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: CLLR C VAN WYK)

11.8.1	REQUEST FOR THE APPROVAL AND ADOPTION OF THE FINAL DRAFT STELLENBOSCH MUNICIPALITY BUSKING POLICY, 2024

Collaborator No: 764000
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: REQUEST FOR THE APPROVAL AND ADOPTION OF THE FINAL DRAFT STELLENBOSCH MUNICIPALITY BUSKING POLICY, 2024

2. PURPOSE

To provide Council with the pertinent facts in order to obtain approval of the Final Draft Stellenbosch Municipality Busking Policy, 2024.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch is known for its rich cultural heritage and is home to a diverse community of artists, musicians and performers. Busking provides these artists and performers with a platform to showcase their skills and interact with a diverse audience.

The aim of the Busking Policy is to encourage artistic expression of these artists and musicians while addressing potential concerns related to noise, public safety, and the overall well-being of the community of Stellenbosch. The implementation of the Busking Policy will have several benefits, contributing to the cultural, social and economic vibrancy of the Municipality.

At the 17th Council Meeting dated 25 October 2023, Council resolved that the draft Stellenbosch Municipality Busking Policy be advertised to solicit public comments, and thereafter will be evaluated and resubmitted to Council for consideration. The subject Policy was advertised in the Eikestadnuus and Paarl post on 02 November 2023, with a closing date of 04 December 2023. Copy of the advertisement attached as Appendix 2 to this report.

5. RECOMMENDATIONS

(a) that Council take note of the final Draft Stellenbosch Municipality Busking Policy was advertised for a period of 30 days, and that copies of the proposed Policy was placed at the venues as indicated in the advertisement, copy attached as **APPENDIX 2** to this report,

(b) that Council **approves and adopts** the final Draft Stellenbosch Municipality Busking Policy, attached as **APPENDIX 1**; and

(c) that Council **approves** that the Final Draft Stellenbosch Municipality Busking Policy be promulgated.

6. DISCUSSION / CONTENTS

6.1 Background

Busking is a form of informal entertainment in a public place, typically on the street, for voluntary donation from passers-by. Buskers, also known as street performers, often use their talents to attract crowds and earn money from the tips and contributions. While busking can be a way for artists to make a living, it also adds cultural vibrancy and entertainment value to public spaces.

A number of concerns have been raised by the Local Tourism Organisations and stakeholders in the tourism fraternity regarding the demeanour of buskers on the streets of Stellenbosch and Franschhoek central business districts which has prompted the need for the establishment of a Policy to manage busking activities in the Stellenbosch Municipality. The item served before Mayco on 11 October 2023 as guidelines and was referred back to the department for refinement.

As part of the development of the Stellenbosch Municipality Busking Policy, an internal consultation session was conducted with Community and Protection Services on 26 May 2023, in addition the document was also circulated to the LTO's for comments. The comments and inputs received have been incorporated into the Draft Busking Policy, attached as **APPENDIX 1**.

The envisioned Stellenbosch Municipality Busking Policy will contribute towards creating a harmonious environment that will balance the interests of the performers, local businesses, residents and visitors.

Public Participation Process

On 25 October 2023, Council resolved that the Department advertise the subject Policy for public comment, and during the advertising period the following comment were received from Visit Stellenbosch:

Comment	Response
Visit Stellenbosch opposes the use of any pre-allocated busking sites	The Policy has been amended as follows: "buskers are not permitted to enter the demarcated areas of restaurants to solicit donations" and does not make reference to busking sites.

6.2 Discussion

Busking adds vibrancy and diversity to the local culture of an area by showcasing a variety of artistic talents and expressions. This can enhance the cultural identity of the Stellenbosch Municipality and provide a unique experience for both residents and tourists. Buskers also attract crowds of people, which can lead to increased foot traffic in commercial areas and can benefit local businesses.

A well-regulated busking scene can become a tourist attraction in its own rights, drawing visitors to the area and can potentially increase tourism-related revenue. To maximise the benefits associated with busking it is essential that the Municipality establish and enforce a Busking Policy. The Policy addresses issues such as

performance locations, noise levels, time restrictions, permit requirements and dispute resolution mechanisms. Overall, it provides a structured framework for managing public performances, balancing the interest of performers, residents, businesses, and the municipality.

6.3 Financial Implications

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

6.4 Legal Implications

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

6.5 Staff Implications

This report has no additional staff implications for the Municipality.

6.6 Previous / Relevant Council Resolutions:

During the 17th Council Meeting on 25 October 2023, Council resolved that the draft Stellenbosch Municipality Busking Policy, be advertised for public comment for a period of thirty (30) days; and that the item return to Council after the public participation process for consideration.

6.7 Risk Implications

The risks are addressed through the content of the report.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-08-16: ITEM 7.8.2

(a) that Council takes note of the final Draft Stellenbosch Municipality Busking Policy was advertised for a period of 30 days, and that copies of the proposed Policy was placed at the venues as indicated in the advertisement, copy attached as **APPENDIX 2** to this report; and

(b) that Council **approves and adopts** the final Draft Stellenbosch Municipality Busking Policy, attached as **APPENDIX 1**.

APPENDICES

Appendix 1: Draft Final Stellenbosch Municipality Busking Policy,2024
Appendix 2: Copy of the advertisement

FOR FURTHER DETAILS CONTACT:

NAME	Joh-ne Jansen
POSITION	***Senior Economic Development Officer: Tourism & Business Development***
DIRECTORATE	***Planning and Economic Development***
CONTACT NUMBERS	***021 808 8144***
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REPORT DATE	***29 February 2024***

APPENDIX 1

STELLENBOSCH MUNICIPALITY

DRAFT BUSKING POLICY, 2024~~3~~

STELLENBOSCH MUNICIPALITY

DRAFT BUSKING POLICY,2024~~3~~

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1. DEFINITIONS

"Council" means the Municipal Council of Stellenbosch Municipality as referred to in section 157 of the Constitution;

"Official" means an employee in the service of the Municipality;

"Busker" means the person providing entertainment in the streets;

"Busking" means the provision of entertainment in the streets;

Types of busking performances may include, but not limited to:

- Performing with an instrument or multiple instruments, conventional or self constructed;
- Performing a song, dance routine, mime, clowning, juggling, puppetry, comedy, magic, reciting, or living statue act;
- Actively working in an artistic medium (this excludes pre-built static displays and artworks advertising or promoting a company, event or charity);
- Performing a Circle Act.

"Permit" shall mean any permit issued in accordance with the provisions of this policy

"Nuisance" is not defined but can include low-level nuisance affecting people living, trading or carrying on a business locally, as well as major disturbance affecting the whole community. It may also include the reduction of the living and working amenity and environment of other persons living and working in the area

"the Policy" means the Stellenbosch Municipality Busking Policy which may be amended and approved from time to time

~~**"Busking Sites"** means those sites that are designated sites where busking is permitted by those holding a valid Busking permit~~

"Regulations" means regulation prescribed by the Stellenbosch Municipality under this policy

2. PURPOSE AND OBJECTIVES

2.1 The purpose of this Policy is to outline the Council's approach to Busking within the Stellenbosch Municipality.

2.2 The policy aims to encourage activities that contribute to the vibrancy and diversity of the Stellenbosch Municipality

2.3 The purpose of the policy is to provide a platform for artists and performers to showcase their skills and interact with a diverse audience.

2.4 ~~The policy identifies locations in the town centres of the Stellenbosch Municipality as suitable busking sites.~~

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2.~~4~~5 The policy contributes towards creating a harmonious environment that will balance the interests of the performers, local businesses, residents and visitors.

3. APPLICATION REQUIREMENTS AND FEES

3.1 All applications must be made on an application form provided by the Stellenbosch Municipality (Economic Development and Tourism Department) and must be accompanied by an ID document size photograph of the performer, accompanied by the correct application fee (tariff to be confirmed)

3.2 The following information is required for **all applications:**

3.2.1 Name and address (where the application is made by a group, the names and addresses of all members of that group);

3.2.2 Contact details;

3.2.3 Type of entertainment to be performed and description of equipment to be used;

3.2.4 Copy of ID document;

3.2.5 How many people are involved in the performance

3.3 If a group is performing, each member of the group needs to register

3.4 Prior to obtaining a Busking Permit, Buskers will be required to sign the Busker's Code of Conduct

4. CONDITIONS

4.1 The busking permit must be displayed when performing and must be produced immediately upon request to either an Authorised Officer or Law Enforcement Officer;

4.2 Busking is ~~only~~ permitted ~~at any of the designated sites~~ in the central business districts of the Stellenbosch Municipality between the hours 08:00 and 21:00. Performances may only last for 45 consecutive minutes at any one location, after 45 minutes the busker must move to a different location at least one full street block away;

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4.3 Busking will only be permitted by the person(s) named on the permit, and may not be used by, or transferred to, another person;

4.4 The volume levels must be kept to a reasonable level, within the guidance set by the Stellenbosch Municipality: Roads and Streets By-law, 2021;

4.5 Busking must only be carried out in a location with sufficient space for the entertainment (and considering the number of buskers and the expected audience size);

4.6 The Busking must not be carried out in a way that causes an obstruction to pedestrians or traffic or disturbance, nuisance or undue interference with, or inconvenience to or risk to safety of themselves and of persons using the Street;

4.7 Buskers must ensure that the area in which they are working is kept clean;

4.8 Buskers under the age of 18 must have an adult accompanying them at all times;

4.9 Buskers are not permitted to sell goods and services, or conduct one-one consultations for money, a fee or reward;

4.10 Licenced buskers are encouraged to set out a hat or instrument case for voluntary donations. The donations container must not obstruct pedestrian traffic;

4.11 Buskers must cooperate with reasonable requests by any member of the South African Police Services and , Stellenbosch Municipality Law Enforcement Section~~, or any other such designated department or official~~. If buskers do not comply with all busking rules and regulation and relevant legislation, the following actions will be taken:

4.11.1 The busker may be told to lower the volume or find a new location;

4.11.2 A performance may be stopped;

4.11.3 A compliance notice may be issued in terms of a relevant by-law;

4.11.4 A fine may be issued in terms of relevant by-laws; and

4.11.5 The permit may be revoked.

4.12 No pyrotechnics, fireworks or similar shall be used as part of the entertainment;

4.13 Buskers must not busk with pets or other animals unless they have the Council's prior written permission;

4.14 Buskers must not commit any acts of harassment against any person. Harassment includes (but is not limited to) violence or threats of violence, abusive or insulting words or behaviour, and damage or threats of damage to property belonging to another person.

5. BUSKING ~~SITES~~

5.1 ~~Busking will be controlled and limited to the following proposed designated sites~~ Busking will be limited to the central business districts of Stellenbosch and Franschhoek;

~~5.1.1 Stellenbosch: Corner of Andringa & Church Street; Corner of Dorp & Andringa Street; Corner of Church & Bird Street; and Die Braak.~~

~~5.1.2 Franschhoek: R45 – Lambrechts Road to Uitkyk Street~~

~~(Please refer to Appendix 1)~~

5.2 Busking ~~anywhere other than the designated sites during~~ outside of the controlled hours is unlawful and will not be permitted;

5.3 Buskers are not to enter the demarcated areas of restaurants to solicit donations.

6. DECISION MAKING

6.1 Busking ~~licences~~ permits will normally be granted on the following basis:

6.1.1 Six-month or shorter period depending on the circumstances;

6.1.2 Subject to compliance with the Standard Conditions, unless expressly removed or varied by Council;

6.1.3 To permit busking between the hours of 08:00 and 21:00 on any day of the week.

6.2 Council may establish a busking committee to evaluate the applications for busking. The committee should comprise of:

6.2.1 Officials from Planning and Economic Development;
6.2.3 Manager: Traffic and Law Enforcement Services;
6.2.4 Manager: Community Development.

6.3 Busking ~~licences~~ permit will be determined according to the procedure prescribed through the Council's regulations, as follows:

6.3.1 All applications will be decided on their individual merits and those which provide all the relevant documentation, unless there have been previous enforcement/compliance issues and

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provided the Busking is sought within the approved times and centres of Stellenbosch Municipality.

6.3.2 Preference will be given to buskers who reside in the Stellenbosch Municipality and who are registered on the busking database.

6.4 Decisions regarding applications will be determined by the authorised official or appointed committee who takes over the responsibilities of these applications.

6.5 Refusal of Applications

The Stellenbosch Municipality may refuse an application of any of the grounds listed in Table 1 below:

Table 1 – Refusal of Applications	
Refusal reason	**Relevant considerations include**
That the applicant could be reasonably regarded as not being fit and proper person to hold a permit	▪ Previous history of non-compliance with ~~licence~~ permit conditions ▪ Previous complaints about conduct that have been substantiated ▪ Advice from SAPS or law enforcement
That the performance may pose risk, hazard or uncertain outcomes for people	▪ Performance includes dangerous materials: flammable materials and chemicals, fire, fireworks, smoke, flairs, heated elements, or anything giving off a level of heat or toxicity that poses a threat or harm or damage to members of the public and public property ▪ Performance includes dangerous implements: knives, spears, swords, spikes, and sharp implements of any kind that pose a threat of harm to the general public
That there is not enough space in the street in respect of which the application is made for busking to take place without causing nuisance to occupiers or undue interference with, or inconvenience to, or risk to the safety of persons using the street, or other streets within the vicinity of the street	▪ The type of performance and equipment being used ▪ Number of people in the band or performance ▪ Proximity to road junctions, pedestrian crossings, stations, bus stops etc.

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6.6 Right of Appeal

6.6.1 The applicant may appeal against a decision where their application has been refused as referred to in section 6.5;

6.6.2 An appeal must be lodged to the Municipality, within 21 days of the notification of decision.

6.7 Revocation of permit

6.7.1 Where a Stellenbosch Municipality Law Enforcement Officer requests that a Busking ~~licence~~ permit be considered for revocation, the general procedure set out for determining variation applications shall be followed.

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6.7.2 Stellenbosch Municipality may revoke a permit on any of the following grounds:

6.7.2.1 That there has been a breach of the conditions of the permit;

6.7.2.2 That nuisance has been caused to occupier or undue interference with, or inconvenience to, or risk to the safety of persons using the street, or other streets within the vicinity of the street, has been caused as a result of the busking taking place;

6.7.2.3 That nuisance has been caused as a result of the street entertainment to occupiers of property in or in the vicinity of the street in respect of which the licence was granted.

7. ENFORCEMENT

7.1 The Stellenbosch Municipality will seek to ensure that any person who is granted a Busking ~~licence~~ permit complies with the Standard Conditions attached to the permit, and that appropriate action is taken for non-compliance;

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7.2 Any person who:

7.2.1 busks in any street to which the Policy applies without the authority or a permit; or

7.2.2 is concerned with the organisation or management of busking which is not authorised by a permit; and

7.2.3 contravenes any condition of his/her permit.

Shall be guilty of an offence and will be issued with a written warning, if the offender fails to act after notice to comply their permit will be suspended or revoked.

7.3 Where a Busking permit is required, and the Busking is taking place or about to take place without a permit or in breach of the Conditions of a permit, the following options are available to an authorised official or a police officer:

7.3.1 they may require that the Busking either cease or not take place;

7.3.2 where unlicensed Busking is taking place, equipment (including instruments) connected with the Busking may be seized;

7.3.3 proceedings may be initiated to prosecute the person for offences under this policy.

7.4 Where the Busking is in breach of the conditions of the permit, a Stellenbosch Municipality Law Enforcement Officer~~the Authorised Official~~ or South African Police Officer may request that the Council considers revoking the permit.

8. POLICY REVIEW PROCESS

8.1 This policy shall come into effect on the date of the council resolution;

8.2 This policy may be reviewed annually and when required by way of Council Resolution.

SCHEDULE 1

BUSKER CODE OF CONDUCT

BUSKERS WILL:

Respect the right of business to operate without undue disturbance by entertainers outside their premises.

Exhibit good conduct and character while performing (no nudity, swearing, performing while intoxicated, etc.)

Abide by all municipal By-laws and Provincial statutes and regulations while performing.
Not solicit donation; however unsolicited donations are permitted in a receptable such as a musical instrument case, box or hat.

I have read and understood the Buskers Code of Conduct.

Name: (Please Print) _____

_____
Signature or Signature of Guardian (Buskers under the age of 18)

_____
Date

APPENDIX 2

STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

NOTICE 145/2023

PUBLIC NOTICE: INTERESTED AND AFFECTED PARTIES
CALL FOR PUBLIC COMMENT ON DRAFT STELLENBOSCH MUNICIPALITY BUSKING POLICY, 2023

Notice is hereby given that Council intends to adopt the Draft Stellenbosch Municipality Busking Policy, 2023. Interested and affected parties are hereby invited to submit written comments during the 30 days advertising period.

You are hereby invited to submit written comments in connection with the Draft Stellenbosch Municipality Busking Policy, 2023 by electronic mail to the Manager: Economic Development and Tourism at Lesley.vangensen@stellenbosch.gov.za on or before 4 December 2023.

The Draft Stellenbosch Municipality Busking Policy, 2023 will be available on the Stellenbosch Municipality's website (www.stellenbosch.gov.za) and hard copies will be available at the local libraries and satellite offices as reflected in the table below.

Area	Place
Stellenbosch CBD	Library, Plein Street, Stellenbosch PMU Building (Mark Street) Ward 7: Jan Marais Eco Centre Ward 10: Lapland (Municipal Building)
Franschhoek	Ward Office: Ward 1 (Mooiwater Building) Ward Office: Ward 2 (Groendal Community Hall)
Kylemore	Kylemore Ward Office
Pniël	Library, Main Road, Pniël Pniël Ward Office
Wemmershoek	Ward 3: Wemmershoek Ward Office (Community Hall)
Jamestown	Jamestown Library Jamestown Ward Office
Cloetesville	Cloetesville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloetesville, Stellenbosch
Ida's Valley	Ward Office: Ward 5 (Ida's Valley Sport Ground) Ward Office: Ward 6 (Library, Rustenburg Rd.) Library, Sonnebloem Street, Ida's Valley,
Kayamandi	Kayamandi Ward Offices (Kayamandi Corridor) Library, Masithandane Street, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Ward Office (Vlottenburg Primary School)
Klapmuts	Klapmuts Ward Office (Klapmuts Multi-Purpose Centre)
Ward 19	De Novo Ward Office (Primary School in De Novo)

Enquiries or requests for more information on the process may be directed to Economic Development and Tourism Section: Lesley van Gensen Tel: (021) 808-8197 or E-mail: Sharon.pedro@stellenbosch.gov.za during normal office hours.

Ms Garaldine Mettler
Municipal Manager

KENNISGEWING 145/2023

PUBLIEKE KENNIS: BELANGHEBENDE PARTYE
OPROEP OM OPENBARE KOMMENTAAR OP KONSEP STELLENBOSCH MUNISIPALITEIT STRAATOPTREDE BELEID, 2023

Kennis word hiermee gegee dat die Raad van voorneme is om die Konsep Stellenbosch Munisipale Straatoptrede Beleid, 2023 aan te neem. Belanghebende partye word hiermee genooi om hul kommentaar op skrif binne die volgende 30 dae periode in te dien.

U word genooi om skriftelike kommentaar in verband met die Konsep Stellenbosch Munisipale Straatoptrede Beleid, 2023 per e-pos aan die Bestuurder: Ekonomiese Ontwikkeling en Toerisme by Lesley.vangensen@stellenbosch.gov.za voor of op 4 Desember 2023 te stuur.

Die Konsep Munisipale Straatoptrede Beleid, 2023 vir die Stellenbosch Munisipaliteit is beskikbaar op die webtuiste vir Stellenbosch Munisipaliteit (www.stellenbosch.gov.za) en afskrifte sal beskikbaar wees by plaaslike biblioteke en satelliet kantore gelys hieronder.

Gebied	Plek
Stellenbosch Sentrale Sakekern	Biblioteek, Plein Straat, Stellenbosch PMU Gebou (Mark Straat) Wyk 7: Jan Marais Ekosentrum Wyk 10: Lapland (Munisipale Gebou)
Franschhoek	Wyk Kantoor: Wyk 1 (Mooiwater Gebou) Wyk Kantoor: Wyk 2 (Groendal Gemeenskap Saal)
Kylemore	Kylemore Wyk Kantoor
Pniël	Biblioteek, Hoofstraat, Pniël Pniël Wyk Kantoor
Wemmershoek	Wyk 3: Wemmershoek Wyk Kantoor (Gemeenskap Saal)
Jamestown	Jamestown Biblioteek Jamestown Wyk Kantoor
Cloetesville	Cloetesville Wyk Kantoor (Wyk 16 en 17) Biblioteek, Vredelust Straat, Cloetesville, Stellenbosch
Idas Vallei	Wyk Kantoor: Wyk 5 (Idas Vallei Sport Grond) Wyk Kantoor: Wyk 6 (Biblioteek, Rustenburg Straat) Biblioteek, Sonnebloem Straat, Idas Vallei,
Kayamandi	Kayamandi Wyk Kantoor (Kayamandi Korridor) Biblioteek, Masithandane Straat, Kayamandi, Stellenbosch
Vlottenburg	Vlottenburg Wyk Kantoor (Vlottenburg Laerskool)
Klapmuts	Klapmuts Wyk Kantoor (Klapmuts Veeldoenige Sentrum)
Wyk 19	De Novo Wyk Kantoor (Laerskool in De Novo)

Navrae en versoeke vir meer inligting oor die proses kan gerig word aan die Ekonomiese Ontwikkeling en Toerisme eenheid: Lesley van Gensen Tel: (021) 808-8197 of per Epos: Sharon.pedro@stellenbosch.gov.za tydens normale kantoor ure.

Ms Garaldine Mettler
Munisipale Bestuurder
Stellenbosch Munisipaliteit
KENNISGEWING 145/2023

11.9	COMMUNITY SERVICES:(PC: CLLR X KALIPA)

NONE

11.10	RURAL MANAGEMENT: (PC: CLLR J JOON)

NONE

11.11	MUNICIPAL MANAGER

11.11.1	ADOPTION OF THE REVISED RISK MANAGEMENT POLICY AS WELL AS THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2023/24 FINANCIAL YEAR

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: ADOPTION OF THE REVISED RISK MANAGEMENT POLICY AS WELL AS THE REVISED STRATEGIC AND OPERATIONAL RISK REGISTER FOR THE 2023/24 FINANCIAL YEAR

2. PURPOSE

To submit the Risk Management Policy as well as the Strategic and Operational Risk Register for the 2023/24 financial year to Council for approval.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Municipal Governance best practice as well the Municipal Finance Management Act (MFMA), Act 56 of 2003, requires municipalities to have an effective risk management mechanism to stay abreast of prevalent risks and to determine the risk appetite. To ensure effectiveness, a municipality must focus its attention and resources on the areas of most significant risk and concern to stakeholders.

To this end, Stellenbosch Municipality has undertaken the practice of adopting a Risk Management Policy which identifies, explains and gives structure to risk management in the Municipality. Due to the changing dynamics in the external environment which impacts municipal services, amendments and revisions had to be done to the Risk Management Policy as necessitated to ensure that the municipalities remain appropriately responsive to the risk environment.

The same approach and diligence are applied by Stellenbosch Municipality with regards to the practice of adopting a Strategic and Operational Risk Register which identifies strategic and operational risks at a corporate level to ensure that risks which could hamper service delivery and the strategic objectives are identified and linked to appropriate actions to mitigate the risks.

The Stellenbosch Municipality is committed to effective risk management in order to achieve the municipality's vision, service delivery, and strategic objectives and to ensure appropriate outcomes for the community.

5. RECOMMENDATIONS

(a) that Council approves the Revised Risk Management Policy for the 2023/24 financial year; and

(b) that Council approves the Revised Strategic and Operational Risk Register for the 2023/24 financial year.

6. DISCUSSION

Municipal Governance best practice as well the Municipal Finance Management Act (MFMA), Act 56 of 2003, requires municipalities to have an effective risk management mechanism to stay abreast of prevalent risks and to determine the risk appetite. To ensure effectiveness, a municipality must focus its attention and resources on the areas of most significant risk and concern to stakeholders.

The Stellenbosch Municipality is committed to effective risk management in order to achieve the municipality's vision, service delivery, and strategic objectives and to ensure appropriate outcomes for the community.

Effective risk management requires a cultural shift in favour of continuous risk identification and mitigation. This requires risk management to be culturally mainstreamed into the general practice of local government at all levels. This Risk Management Policy aims to provide a framework of risk management that enables this.

During the first and second quarters of the current financial year, risk assessments were completed as legislated. The latter are completed to ensure that the risk register is a reflection of the risks that needs to be mitigated and that council are informed.

These risks include (see annexed Risk Register for detail):

<u>Strategic Risks:</u>

- Availability and cost of electricity – moved up to number one.
- Increased risk of land invasion.
- Scarcity of landfill space.
- Business Continuity.
- Climate Change.

<u>Operational Risks:</u>

- Timeous Capital Spending.
- Material misstatements in the AFS that constitutes non-compliance with Section 122 of the MFMA.

6.1 Background

In terms of Section 60 of the MFMA the Municipal Manager must take reasonable steps to ensure that the municipality maintain effective financial and risk management as well as internal controls.

The principal aim of the risk assessments process is to:

- Identify the risks threatening the achievement of the IDP's objectives of each directorate;
- Assess the key risks facing each directorate; and
- Identify the processes / functions / directorates / persons the municipality and top management relies upon to manage the identified risks.
- Align the mentioned risk management process with processes as established by provincial and national government (as communicated to the municipality).

6.2 Financial Implications

The financial impact will be quantified as part of the 2023/24 approved budget and adjustment budget.

6.3 Legal Implications

Section 62 of the MFMA

General Financial Management Functions

(1) The accounting officer of a municipality is responsible for the managing of financial administration of the municipality, and must for this purpose take all reasonable steps to ensure –
(a) That the resources of the municipality are used effectively, efficient and economically;
(b) That full and proper records of the financial affairs of the municipality are kept in accordance with any prescribed norms and standards;
(c) that the municipality has and maintains effective, efficient and transparent systems–
(i) *of financial and **risk management** and internal control.*

6.4 Staff Implications

None.

6.5 Risk Implications

As indicated in the annexed Risk Management Policy.

6.6 Comments from Senior Management:

Supported.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-03-20: ITEM 7.11.1

(a) that Council approves the Revised Risk Management Policy for the 2023/24 financial year; and

(b) that Council approves the Revised Strategic and Operational Risk Register for the 2023/24 financial year.

ANNEXURES

Annexure 1: Revised Risk Management Policy for the 2023/24 financial year;

Annexure 2: Revised Strategic and Operational Risk Register for the 2023/24 financial year.

FOR FURTHER DETAILS CONTACT:

NAME	***Helena Priem***
POSITION	***Chief Risk Officer***
DIRECTORATE	***Office of the Municipal Manager***
CONTACT NUMBERS	***X8157***
E-MAIL ADDRESS	***helena.priem@stellenbosch.gov.za***
REPORT DATE	***8 March 2024***

ANNEXURE 1

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RISK MANAGEMENT POLICY





STELLENBOSCH MUNICIPALITY

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DOCUMENT REVIEW AND APPROVAL

Previous Updates

	Reviewer	Date of Review	Council Adoption Date
1.	Nigel Abrahams	June 2012	
2.	Nigel Abrahams	December 2013	December 2013
3.	Helena Priem	June 2015	
4.	Helena Priem	March 2017	
5.	Helena Priem	September 2017	
6.	Helena Priem & Shireen de Visser	October 2018	28 November 2018
7.	Shireen de Visser & Helena Priem	November 2020	
8.	Helena Priem	October and November 2021	30 March 2022
9.	Helena Priem	November 2023	

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1. PREAMBLE / POLICY STATEMENT

The overall objective of *reducing risk* and *optimizing opportunities*, as far as reasonably practical, is to ensure that the municipality successfully realises the strategic objective set to the benefit of the broader community.

The concept of risk in the municipal environment is complex and diverse. The success of a risk management strategy is therefore dependent on all departments working together in a consistent and integrated manner to optimally tackle risk and optimise opportunities for success.

The Stellenbosch Municipality is committed to effective risk management to achieve the municipality's vision, service delivery, and strategic objectives and to ensure appropriate outcomes for the community. The municipality is committed to a process of risk management that is aligned to the principles of Leading Practice and recognised Governance Frameworks applicable to local government.

The Risk Management Policy of Stellenbosch Municipality outlines the following:

- mandatory environment for risk management;
- an integrated approach to the management of risk;
- mechanisms to bring the management discipline together;
- management of risks consistent with the approved risk acceptance level; and
- annual risk management framework to identify, report and review prevailing risks.

As part of the risk management framework different risk related or assurance provider functions will align their various goals and reporting processes into one cohesive and structured framework. The municipality's key business risks exposures, whether they are insurable or not, will be identified, assessed, and appropriately managed. The framework considers various risk functions as it determines concepts such as risk tolerance and appetite limits.

Effective risk management is imperative to the municipality, with its diverse key processes and an intrinsic risk profile. The realisation of the municipality's Integrated Development Plan (IDP), strategic goals and objectives depends on all role-players being able to take calculated risks in a way that does not jeopardise service delivery. Sound management of risk will enable all role-players to anticipate and respond to changes in our environment, as well as make informed decisions under conditions of uncertainty and inherent risk.

Management is responsible for the execution of risk management in the achievement of the municipality's strategy. Every employee, partner, contractor, and specialist have a part to play in this important endeavour.

MUNICIPAL MANAGER

Geraldine Mettler

2. INTRODUCTION

Risks are uncertain future events which could influence the achievement of the Municipality's objectives. **Risk** is the chance of an event occurring which will have an impact (usually a threat rather than an opportunity) upon the achievement of the municipality's business objectives. No municipality has the luxury of functioning in a risk-free environment and municipalities are especially vulnerable to risks associated with fulfilling their mandates.

Risk management is the process whereby the Municipal Manager, the Risk Management team and other key members of the senior management proactively, purposefully, and regularly identify and define current as well as emerging *business*, *financial* and *operational* risks. This allows them to either simultaneously or with due expedition, identify appropriate and cost-effective methods of mitigating and the exposure to such risk. Stated differently risk management is the identification and evaluation of actual and potential risk areas as they pertain to the Municipality as an entity, followed by a process of either termination, transfer, acceptance (tolerance) or mitigation of those risks through a system of appropriate internal controls and other measures. The risk management process entails the planning, arranging, and controlling of activities and resources to minimise the impacts of all risks to levels that can be tolerated by stakeholders whom the Council has identified as relevant to the Municipality.

Risk management cuts across all levels, functions, and process in a municipality, incorporating human health and safety, security, legal and regulatory compliance, public acceptance, environmental protection, product quality, project management, efficiency in operations, governance, and reputation. Risk management is part of the responsibilities of, not only management, but of all municipal personnel and an integral part of all municipal processes, including strategic planning and all project and change management processes.

The process and practice of risk management should aim to optimise the cost benefits and aim to go beyond compliance for the sake of compliance to a greater focus on value creation. Risk management addresses strategic risks that will prevent the achievement of the objectives of the municipality.

Effective risk management requires a cultural shift in favour of continuous risk identification and mitigation. This requires risk management to be culturally mainstreamed into the general practice of local government at all levels.

Through this revised policy Stellenbosch Municipality puts into practice its commitment to implement risk management and institutionalise a culture of IRM within the municipality. This policy forms the basis for the accompanying IRM Framework and Implementation Plan which is designed to help achieve the objective of implementing an effective IRM process and to ensure compliance with the legislative framework.

3. STRATEGIC INTENT

This Policy seeks to assist Stellenbosch Municipality in ensuring that Good Governance principles with regards to risk management are applied throughout the municipality, thereby establishing an efficient and productive administration that can focus on service delivery. The fundamental principles underpinning this Risk Management Policy will assist the municipality to achieve, among other things:

- more sustainable and reliable delivery of services;
- informed decisions underpinned by appropriate rigour and analysis;
- innovation;

- reduced waste;
- prevention of fraud and corruption;
- better value for money through more efficient use of resources; and

4. OBJECTIVES OF RISK MANAGEMENT

The objectives of risk management are to assist management in making more informed decisions which:

- provide a level of assurance that significant risks are effectively managed;
- enhanced decision making, by promoting a more innovative, less risk averse culture in which calculated risks are taken in pursuit of opportunities to the benefit of the municipality;
- minimisation of fraud and corruption;
- promote a risk awareness ethic in all Departments/Directorates and improve risk transparency to stakeholders;
- transparency to stakeholders;
- improved performance, outputs and outcomes;
- improving the early detection of risks thereby placing management in a better position to effectively deal with new and emerging risks;
- assist management in ensuring more effective reporting, compliance with applicable laws, regulations, and other corporate governance requirements; and
- provide a sound basis for integrated risk management and internal control as components of good corporate governance.

5. REGULATORY CONTEXT

In terms of Section 62 (1) (c) (i) of the Local Government: Municipal Finance Management Act (Act 56 of 2003) (MFMA): -

(1) The accounting officer of a municipality is responsible for managing the financial administration of the municipality, and must for this purpose take all reasonable steps to ensure:

(c) That the municipality has and maintains effective, efficient and transparent systems;

(i) Of financial and risk management and internal control;

The above risk management responsibilities can be delegated to municipal officials in terms of Section 79 (1) (b) of the MFMA.

The above is furthered by MFMA Section 165 regarding internal audit. Section 165: -

(a) requires internal audit to follow a risk-based audit plan and Section 165 (2)(b)

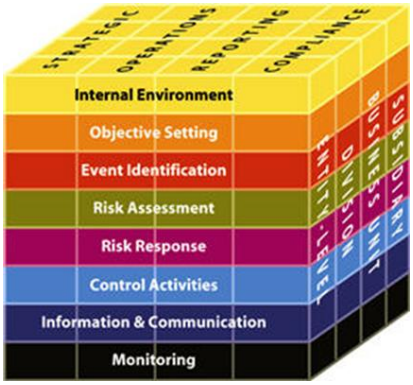
(iv) requires internal audit to advise the Accounting Officer and report to the Audit Committee on risk and risk management.

The risk management practices of Stellenbosch Municipality are furthermore guided by the following frameworks:

- Committee of Sponsoring Organizations of the Treadway Commission: Enterprise Risk Management – Integrated Framework (COSO ERM Framework)
- Public Sector Risk Management Framework (PSRMF)
- King Codes of Governance Principles
- International Organization for Standardization – Standard 31000 (ISO 31000)

The Municipality is continuously implementing new initiatives and redesigning systems and processes to align with the best practices espoused by the risk management frameworks and improve risk management maturity.

The enterprise risk management process comprises eight components:



Enterprise Risk Management Process (COSO ERM Framework)

6. Objective Setting

Objectives are set at the strategic level, establishing a basis for operations, reporting, and compliance objectives. Objectives are to be aligned with the Municipality's risk appetite.

6.1 Strategic Objectives

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Objectives are first set at the strategic level, establishing a basis for operational objectives. Once the strategic objectives are identified and approved, the Risk Management Unit facilitates a strategic risk assessment to identify and assess the risk environment associated with each strategic objective.

6.2 Operational Objectives

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The operational objectives are identified during the development of the Service Delivery and Budget Implementation Plan (SDBIP) and reflected as a Key Performance Indicator (KPI). The full list of KPIs for 2018-2019 can be found in the Municipality's SDBIP for 2018-2019.

Risk actions for operational risks should manage the risks in a manner that will ensure the KPIs impacted by risk are achieved.

6.3 Event identification

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Event identification is the process of identifying potential events affecting Stellenbosch Municipality's ability to successfully implement strategy and achieve objectives.

6.3.1 Opportunity Identification

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Events can have positive outcomes too. These events are commonly known as opportunities.

Including opportunities in the risk management of the Municipality will prevent a culture of only focusing on risk events and missing the opportunities among the risks and assist with the creation of a culture of designing risk responses in such a way that it not only focusses on reducing or eliminating the risk but goes beyond and improve or innovate the whole strategic/operational process that is affected by the risk.

6.3.2 Risk Identification

Three processes are followed to identify risks:

1. Structured interviews

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Municipal officials are interviewed about the risks they are aware of and the emerging risks they can think of.

2. Benchmarking – Top 10 risks in the annual IRMSA Risk Report: South Africa Risks and risk registers of the Cape Winelands District Municipalities

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The risks in the IRMSA Risk Report and risk registers of the other district municipalities are used as a guideline. It is then established whether the risks are applicable to Stellenbosch Municipality.

3. Annual Risk Assessment Focus Areas

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Focus areas are determined by the Risk Management Unit, based on historical events, future predictions, and engagements at various internal and external platforms.

6.3.3 Risk Description

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A short, to the point description of the risk must be articulated. For ease, the cause of risk should be established first and secondly the background information related to the risk. The risk description can then be articulated using the cause and background information.

6.3.4 Cause of Risk

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Current and/or potential causes of the risk must be established and included in the risk register.

6.3.5 Risk Background

Supplementary and/or explanatory information is required to enable users of the risk reports, some of whom has no knowledge about the risk, to understand the risk.

6.3.6 Consequences

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The potential consequences should the risk materialise must be identified and included in the risk register.

6.3.7 Risk Classification

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After the risk has been identified, it can be classified according to its nature.

Stellenbosch Municipality classifies risks in accordance with the regulations and frameworks applicable to government institutions.

6.4 Risk Type

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The Municipality can be exposed to different types of risks which may be internal or external to the Municipality.

Internal risks are risks emanating from within the Municipality and over which the Municipality has largely control over its occurrence.

External risks are risks emanating from outside the Municipality and the Municipality has little or no control over its occurrence.

6.5 Risk Level

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Risks have been arranged into five main levels:

- Strategic Risks: Risks that affect the Municipality's ability to achieve its strategic goals, based on strategic planning, corporate or operating structure or business models.
- Operational Risks: Risks associated with the functioning of operational processes, people, information systems and management involved in the daily operations of the Municipality.
- Project Risks: Specific risks associated with the implementation and completion of projects that have or could have a substantial impact on the objectives and/or finances of the Municipality.
- Incident Risks: Risks that come to light / incidentally occur during the financial year but were not captured in the risk register at the time of occurrence.
- Emerging Risks: Newly developing or changing risks which are difficult to quantify, and which could have a significant impact on the Municipality. In some cases, the risk cannot be identified and measured with reasonable accuracy due to a lack of information and/or understanding.

7. MUNICIPALITY'S RISK MANAGEMENT APPROACH

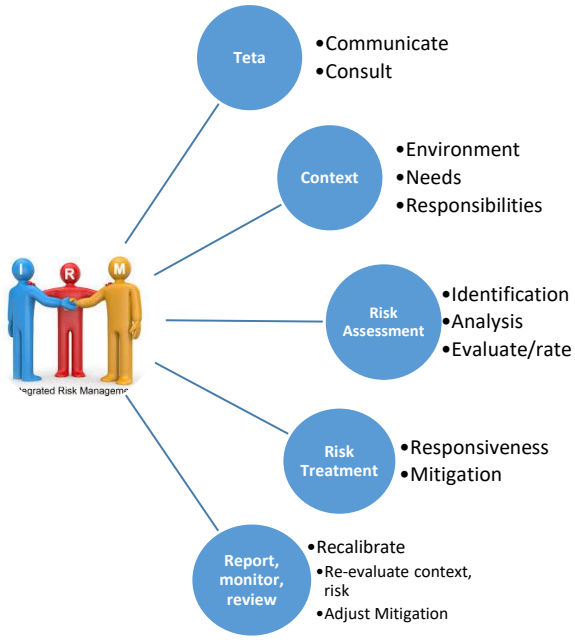
The risk management principles contained in this policy will be applied at both strategic and operational levels within the Municipality.

Our positive approach to risk management means that we will not only look at the risk of activities that could go wrong, but also the impact of not taking opportunities or not capitalising on corporate strengths. All risk management activities will be aligned to the Municipality's aims, objectives, and priorities, and aims to protect and enhance the reputation and standing of the Municipality.

The Integrated Risk Management (IRM) Approach consist of 5 key steps, including:

i. Communication and consultation;
ii. Context establishment;
iii. Risk assessment;
iv. Risk Treatment; and
v. Report, monitor and review.

Illustration 1: Integrated Risk Management Approach



7.1 Communication and Consultation

Communication and consultation with external and internal stakeholders should take place during all stages of the risk management process.

7.2 Establishing Context

The environment in which Stellenbosch Municipality functions sets the foundation for the other components of risk management. By understanding the needs, responsibilities, and environment in which the municipality operates, objectives are set. Management then sets goals and objectives to assist in achieving the overall strategic objectives.

7.3 Risk Assessment

The risk assessment stage includes four steps, including, *risk identification, risk analysis, risk evaluation and revision of risks where changes to the risk universe occurred.*

7.3.1 Risk Identification

Risk identification aims to identify future uncertain events from internal or external sources that could affect implementation of the municipality's strategy or achievement of the objectives. These events may have positive or negative impacts, or both. Events do not occur in isolation. One event can trigger another, and events can occur concurrently.

Management should understand how events interrelate. By assessing the interrelationships, one can determine where risk management efforts are best directed.

7.3.2 Risk Analysis

Risk analysis assesses management's confidence in the effectiveness of the control mechanisms driving the various systems (including the IT environment) and processes practiced within the municipality. Internal Controls can be preventative, detective or corrective by nature.

Note: Management evaluates controls to ensure they are still appropriate, relevant, economical (cost effective) and efficient.

7.3.3 Risk Evaluation (Ratings)

Uncertainty around potential future events relevant to Stellenbosch Municipality and its activities are evaluated from two perspectives, namely likelihood and impact which helps to determine the **risk exposure (risk rating)** to the municipality. By calculating the risk exposure (risk rating), management gets to understand the extent to which potential events might impact on their objectives. Stellenbosch uses a 10 by 10 rating scale for impact and likelihood. The inherent risk rating is calculated by multiplying the impact and likelihood ratings of the risk.

Table 1: Impact Rating

When determining the impact rating, the worst-case scenario that could materialise when there is no control intervention considered.

IMPACT RATING		
Rating	**Assessment**	**Description**
10	Catastrophic	- Critical event resulting in the long-term cessation of the majority or all core organisational activities. - Inability to achieve the Municipality's strategy and objectives. - Requires external support.
9	Critical	- Critical event resulting in the long-term cessation of several core organisational activities. - Drastically reduced ability to achieve the Municipality's strategy and inability to achieve the majority of objectives. - Requires intervention from Council.
8	Major	- Major event resulting in the long-term cessation of a core organisational activity. - Severely reduced ability to achieve the Municipality's strategy and inability to achieve certain objectives. - Material at organisation level. - Requires intervention from the Municipal Manager and Audit Committee involvement.
7	Significant	- Significant long-term disruption of services. - Significantly reduced ability to achieve the Municipality's strategy and objectives. - Requires intervention from the Director.
6	Moderate	- Short/medium term disruption of services. - Reduced ability to achieve the Municipality's strategy and objectives. - Requires intervention from the Head of Department.
5	Marginal	- Disruption of normal operations/services. - Limited effect on the achievement of the Municipality's strategy and objectives. - Requires intervention from the Line Manager.
4	Immaterial	- Irritation in rendering or receiving services. - No material impact on achievement of the Municipality's strategy and objectives. - Can be dealt with by senior staff.
3	Minor	- Impact will be coped with in short term through normal operational processes performed by staff.
2	Insignificant	- Impact of adverse event is minimal.
1	Negligible	- Impact of adverse event has little (if any) impact on services.

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Table 2: Likelihood Rating

When determining the likelihood rating, the likelihood that the risk and its worst impact will materialise when there are no controls in place, is considered.

	LIKELIHOOD RATING	
Rating	**Assessment**	**Description**
10	Certain	91%-100% chance of occurring
9	Almost Certain	81%-90% chance of occurring
8	Expected	71%-80% chance of occurring
7	Probable	61%-70% chance of occurring
6	Possible	51%-60% chance of occurring
5	Potential	41%-50% chance of occurring
4	Occasional	31%-40% chance of occurring
3	Remote	21%-30% chance of occurring
2	Improbable	11-20% chance of occurring
1	Rare	0%-10% chance of occurring

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The rating determines the risk exposure. Through this management gets to understand the extent to which potential events might impact on their objectives on a scale from 1 as a minimum and 100 as a maximum.

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Table 3: Inherent Risk Exposure

Inherent Risk Exposure: The inherent risk exposure is deermined by comparing the inherent risk rating agains the risk appetite.		
INHERENT RISK EXPOSURE		
Inherent Risk	**Magnitude**	**Definition**
0 – 25	**Low Risk**	Level of inherent risk is **within the risk appetite** – Low level of control intervention required, if any.
26 – 50	**Moderate Risk**	Unacceptable level of risk – **Moderate level** of control intervention required to achieve an acceptable level of residual risk.
51 - 75	**High Risk**	Unacceptable level of risk – **High level** of control intervention required to achieve an acceptable level of residual risk.
76 – 100	**Extreme Risk**	Extreme level of risk – Immediate level of control intervention required to achieve an acceptable level of residual risk.

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Table 4: Current Control Effectiveness

Current controls' effectiveness in mitigating risks is assessed on a 0-1 reduction scale. The more effective the control, the more it mitigates the inherent risk and the less is the residual risk.

The residual risk rating is calculated by multiplying the inherent risk rating with the current control effectiveness rating.

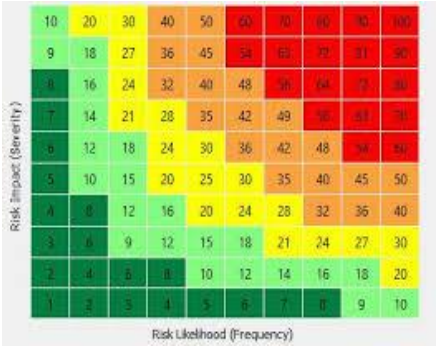
Current Control Effectiveness Ratings: Effectiveness of mitigating risks is assessed on a 0-1 reduction scale. The more effective the control, the more it mitigates the inherent risk and the less the inherent risks.		
Effectiveness	**Quallification Criteria**	**Rating**
Very Effective	Controls are **pro-actively managing the risk** causes and impacts, preventing the risk from materialising and or rare occassions when the risk does materialise. The **impact is minor.**	0.2
Effective	Controls are managing the risk causes and impacts as planned and **result in effective risk mitigation.**	0.4
Moderately Effective	Controls are managing the risk causes and impacts to some extent, but its risk **mitigation effect is inadequate.**	0.75
Only Inherent Controls in place	Common, non-designed controls that exist in the normal course of operations, resulting in **inherent risks remaining unchanged**.	1

Table 5: Residual Risk Exposure

The residual risk exposure is determined by comparing the residual risk rating to the risk appetite of the Municipality.

Current Control Effectiveness: The more effective the control, the more it mitigates the inherent risk which effectively result in decreased residual risk.		
CONTROL EFFECTIVENESS		
Effectiveness	**Qualification Criteria**	**Rating**
Very Good	Risk exposure is effectively controlled and managed	0 – 25
Satisfactory	Majority of risk exposure is effectively controlled and managed	26 – 50
Weak	There is room for some improvement	51 - 75
Unsatisfactory	Some of the risk exposure appears to be controlled, but there are major deficiencies	76 – 100

Table 6: Risk Matrix (10X10)



A risk matrix is a matrix that is used during risk assessment to define the level of risk by considering the category of probability or likelihood against the category of consequence severity. This is a simple mechanism to increase visibility of risks and assist management decision making.

It is very important for a management to understand the risk exposure to the municipality to base decisions on calculated risks. This assists the municipality to continuously deliver services despite risks. However, a management must also decide how much risks the municipality is able to absorb when deciding an appropriate mitigations strategy.

7.3.4 Risk Appetite

It is not always efficient to manage risks to zero residual risk or very low residual threshold because of the time, cost and effort that will be required, and which could result in the cost / benefit dynamics to become skewed. On the other hand, it is also poor management practice to accept risks which create unnecessary exposure for the institution. The risk appetite should be directly related to

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the strategy setting of the Municipality. The risk appetite should enable consistency in decision making at all levels through improving risk understanding.

It should also improve the ability of the Audit & Performance Audit Committee and the Risk & Fraud Management Committee to challenge recommendations and/or action plans of management/risk champions by providing a benchmark of what level of risk is defined as acceptable, and therefore should derive real value from the assessment of risk over and above compliance purposes.

The Stellenbosch Municipality has set its risk appetite level at 31 residual rating (Impact X Likelihood) and the risk tolerance level at 51. Any risk with a residual rating between 31 – 50 is exceeding the risk appetite and any risk with a residual rating of 51 and higher is exceeding the risk tolerance levels.

The Municipality has committed itself to aggressively pursue managing risks to be within its risk appetite to avoid exposures to losses and to manage actions that could have a negative impact on the reputation of the Municipality.

This risk appetite and tolerance levels are illustrated in the Heat Map below:

Risk Appetite and Tolerance Levels

Risk Impact										
10	10	20	30	40	50	60	70	80	90	100
9	9	18	27	36	45	54	63	72	81	90
8	8	16	24	32	40	48	56	64	72	80
7	7	14	21	28	35	42	49	56	63	70
6	6	12	18	24	30	36	42	48	54	60
5	5	10	15	20	25	30	35	40	45	50
4	4	8	12	16	20	24	28	32	36	40
3	3	6	9	12	15	18	21	24	27	30
2	2	4	6	8	10	12	14	16	18	20
1	1	2	3	4	5	6	7	8	9	10
	Risk Likelihood									

LEGEND:

Dark Green	Well within risk appetite
Light Green	
Yellow	Within risk appetite
Orange/Amber	Exceeding risk appetite but within risk tolerance level
Red	Exceeding risk tolerance level

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7.3.5 Cost of Controls

The cost of controls includes all costs associated with maintaining the current controls for the financial year. Costs associated with replacing the controls when it reaches the end of its useful life are apportioned across financial years according to the expected useful life of the control components.

Implementation costs are not included in the cost of controls. The current controls are already in place and the implementation costs have been incurred in the past.

7.3.5.1 Cost of Risk vs Cost of Controls

The cost of controls is adjusted for its effectiveness and compared to the financial exposure of the risk as indicated by the following formula:

financial exposure - [cost of controls x (1 + current controls effectiveness rating)]

A positive value indicates that the cost of controls is less than the financial consequences of the risk (value creation). A negative value indicates the cost of controls is more than the financial consequences of the risk (value destruction) and a review of controls is required to align the cost of controls with the cost of risk.

7.3.5.2 Controls Cost Effectiveness

The controls cost effectiveness is calculated by comparing the value of the cost of controls vs cost of risk against the financial exposure and expressing it as a percentage.

This figure can be seen as the Municipality's return on investment in the control environment since the Municipality is investing money to maintain the control environment and expecting a return in the form of prevented financial losses.

The controls cost effectiveness figure allows the Municipality to compare the costs of controls of risks of different magnitude to determine whether the controls are cost effective in relation to the cost of the risk. This can be used to allocate funds to improve the control environment where it will reap the most financial benefits.

7.4 Risk Treatment

This component aims to identify and evaluate possible responses to the risk exposures or risk incidents that are rated equal or above the municipality's risk acceptance level. The risk acceptance level (RAF) helps determine the most appropriate response to bring risks back to an acceptable level.

7.5 Risk Response

Having assessed relevant risks, management determines how it will respond to align the risks with the Municipality's risk appetite and risk tolerance, in other words how to bring the residual risk rating within acceptable levels.

7.5.1 Type of Response

Risk responses fall in one or more of the following categories:

- Avoidance – avoiding the risk, e.g. by choosing a different strategy or terminating the activity that produces the risk;
- Treatment – treating the risk, e.g. by implementing or improving the internal control system;
- Transfer – transferring the risk to another party more competent to manage it, e.g. contracting out services, establishing strategic partnerships and buying insurance;
- Acceptance – accepting the risk where cost and strategy considerations rule out alternative strategies.
- Exploit – exploiting the risk factors by implementing strategies to take advantage of the opportunities presented by such risk factors.

7.5.2 Risk Action Plans

The action plans to reduce the risk (referred to as risk actions) are developed according to the following criteria:

Residual Risk Level	Risk Actions
Unsatisfactory	The current controls are not effective at mitigating the risk. Comprehensive action is required, which can include new controls, enforcing current controls more strictly and redesigning the systems and processes to eliminate the cause(s) of the risk.
Weak	The current mitigation of the risk is adequate, but the control environment should be improved. The current controls should be enforced more strictly and/or new controls should be implemented.
Satisfactory	Current controls should be continuously monitored and evaluated for effectiveness. Any deficiencies identified should be addressed immediately or result in the creation of an additional risk action.
Very Good	All current controls are in place although continuous monitoring and discussion will assist in the risk assessment process.

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The proposed risk actions must be practical. The person responsible for the implementation of the risk action, referred to as the risk action owner, must have or be able to obtain the funds, personnel, assets, skills, and time required to implement the risk action.

Additionally, the future cost of controls when the risk action has been implemented must be calculated to determine the effect on the cost of controls vs cost of risk. Risk actions that will result in a negative value should not be implemented unless it mitigates material risks of a non-financial nature.

7.5.3 Implementation of Risk Actions

Along with the development of the risk action, the estimated timeframe to implement the risk action must be determined. The implementation of risk actions for risks with high likelihoods or high impacts should be fast-tracked.

The risk action owner is responsible for the implementation of the risk action and can delegate responsibilities to other staff and engage with internal and external role players to successfully complete the risk action on time.

Risk action plans should be tracked and progress should be added on a quarterly basis to ensure risks are mitigated accordingly.

7.6 Control Activities

Policies and procedures are established and implemented by the Municipal Manager, Senior Management, Management, and the Risk Management Unit to help ensure the risk responses are effectively carried out. Control activities occur throughout the Municipality, at all levels and in all functions. They include a range of activities as diverse as approvals, authorisations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.

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7.7 Reporting, Monitoring and Review

Risk management changes over time. Risk responses that were once effective may become irrelevant; control activities may become less effective, or no longer be performed; or the municipality's objectives may change. This can for example be due to the arrival of a new Council or new officials, changes in the municipality's organisational structure or direction, or the introduction of new processes and even external changes. In the face of such changes, management needs to determine whether the functioning of each risk management component continues to be effective.

The system of enterprise risk management is monitored, and modifications made if necessary. This is accomplished through ongoing monitoring activities, separate evaluations, or a combination of the two.

Monthly monitoring occurs in the normal course of management activities. The Risk Management Unit monitors the enterprise risk management of the Municipality on an ongoing basis.

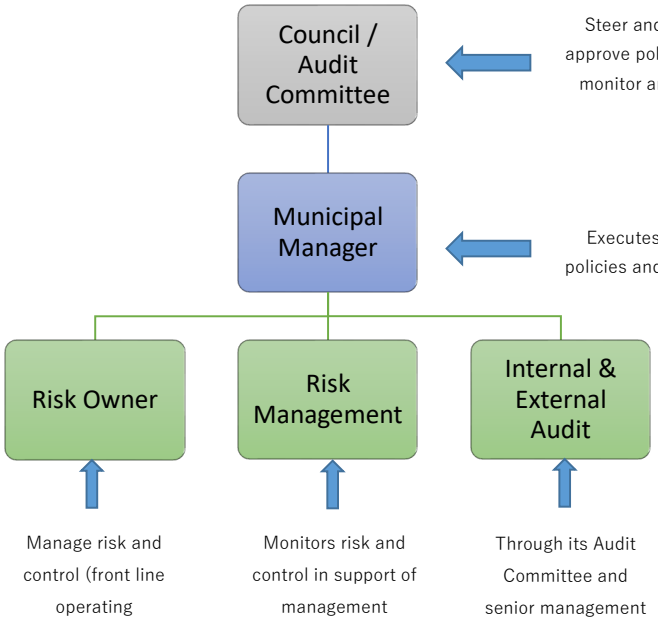
The scope and frequency of separate evaluations will depend primarily on an assessment of risks and the effectiveness of ongoing monitoring procedures. The Risk Management Unit and Internal Audit can perform separate evaluations.

8. LINES OF ASSURANCE

In principle there are 5 lines of assurance applicable in a municipal risk management context. Each of the five lines plays a distinct role within the municipality's wider governance framework. When each performs its assigned role effectively, it is more likely the municipality will be successful in achieving its overall objectives. Everyone in a municipality has some responsibility for internal control, but to

help assure that essential duties regarding risk management are performed as intended. Effective assurance mechanisms ultimately places Council in a position to increasingly receive unbiased information about the municipality's most significant risks and about how management is responding to those risks.

Illustration 1: The five lines of assurance:



9. .....ETHICS IN RISK MANAGEMENT

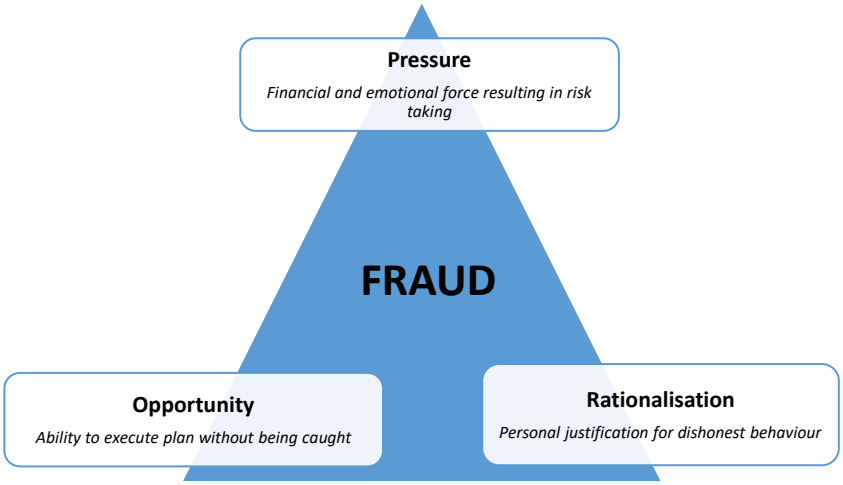
Risk management, even when software is used, is performed by humans. The effectiveness of risk management activities is directly influenced by the ethical behaviour of the people responsible for risk management, which includes their professionalism and commitment in executing their risk management responsibilities.

A lack of ethics is a contributing factor to a variety of risks, either being the cause of the risk itself or the cause of ineffective control measures.

Therefore, risk management initiatives can only be successful in an environment of ethical behaviour with adequate ethics risk management processes. It is found in many organisations that despite people being aware of relevant procedures, poor ethics will continue to result in fraudulent conduct.

THE FRAUD TRIANGLE

A framework for spotting high risk fraud situations



There are multiple reasons for people to take the risk of conducting fraud, which can include, amongst other things:

- Poor internal controls
- Poor training
- Poor supervision
- Lack of action against perpetrators
- Ineffective programs and policies
- Weak Ethical culture

10. ROLE PLAYERS IN RISK MANAGEMENT PROCESS

Every person within Stellenbosch Municipality has a role to play in the risk management process. The primary responsibility for identifying and managing risks lies with management.

10.1 Municipal Council

The Municipal Council takes an interest in risk management to the extent necessary to obtain comfort that properly established and functioning systems of risk management are in place to protect Stellenbosch Municipality against significant risks.

10.2 Audit & Performance Audit Committee

The committee is independent and responsible for oversight of the municipality's control, governance, and risk management. The committee's primary responsibility is providing an independent and objective view of the effectiveness of the Municipality's risk management process.

The chairperson of the Risk & Fraud Management Committee takes responsibility for reporting risks management within Stellenbosch Municipality to the Audit & Performance Audit Committee on a quarterly basis.

10.3 Risk & Fraud Management Committee (RFMC)

The Risk & Fraud Management Committee is headed up by the Accounting Officer of the Municipality. The members of the RFMC is appointed by the Accounting Officer (chairperson) and consists of the Directors (members), Chief Risk Officer and the Chief Audit Executive (invitee). A member of the Audit and Performance Committee as appointed by the committee will now be part of and a member of the Risk and Fraud Committee.

The role of the Risk & Fraud Management Committee (RFMC) is to review the risk management progress and risk management maturity, the effectiveness of risk management activities, the key risks facing the municipality and the responses to address these key risks.

The role of the RFMC is to:

- adopt a strategic risk register annually outlining the key risks the municipality is exposed to and collectively determine the risk exposure prevalent and recommend acceptable levels of risk;
- consider the operational risks of each department;
- consider risks identified on a quarterly basis and advise the committee on necessary changes to the identified risk, mitigation strategy to the strategic risks;
- recommend financial consideration to Finance in the identification of critical investment needs when managing identified risks;
- advise Council on the strategic and operational risks prevalent.

10.4 Risk Management Implementers

The risk implementers occupy key positions at all levels throughout the organisation, owning various processes in the realisation of the strategic goals of the municipality and providing different roles of assurance.

10.4.1 Accounting Officer (Municipal Manager)

The Accounting Officer is ultimately responsible for risk management within the Municipality. By setting the tone at the top, the Accounting Officer promotes accountability, integrity and other factors that will create a positive control environment.

10.4.2 Directors / Risk Owners

Directors support the Municipality's risk management philosophy, integrating it into operational routines of their directorates and manage and monitor risk within their areas of responsibility.

The play a critical role as risk owners as well as risk champions. They are ultimately accountable for the risk management at a strategic (corporate) level and of the risks in their directorates.

10.4.3 Senior Management / Risk Champions

Senior Management has the responsibility to integrate the risk management strategy and policy into their department's operational routines. To do this they must champion risk management in their respective departments.

The risk champion's primary responsibilities are to intervene when risk management efforts are being hampered and to provide guidance and support on the management of problematic risks and risks of a transversal nature that require the involvement of multiple people to address.

10.4.4 Middle Management / Senior Officials / Action Owners

Middle management and senior officials have the responsibility to implement the plans to mitigate the risks, known as risk action plans. They are therefore the action owners.

Action Owners implement the responses to the risks identified in the risk assessment.

10.5 Integrated Risk Management Unit

The Risk Management Unit resides within the office of the Municipal Manager, who is also the chairperson of the Risk & Fraud Management Committee. The Chief Risk Officer has delegated authority for ensuring that risk management functions at all levels of the municipality, on behalf of the Municipal Manager.

The Risk Management Unit is therefore responsible for:

- Implementing a framework of risk management within the municipality;
- Supporting the Risk & Fraud Management Committee to implement, review and provide effective oversight into the implementation of the risk management framework at all levels of the municipality;
- Providing coordination and facilitation support to all departments in the development and implementation of the risk management framework;
- Reporting on the implementation of the strategic and operational risk registers to the RFMC on a quarterly basis.

10.5.1 Chief Risk Officer

The Chief Risk Officer is the custodian of the risk management strategy and coordinator of risk management activities throughout Stellenbosch Municipality. The Chief Risk Officer supports the municipality to structure and embed risk management and leverage its benefits to enhance performance.

The primary responsibilities of the Chief Risk Officer are to bring to bear his/her specialist expertise to assist Stellenbosch Municipality to embed risk management and leverage its benefits to enhance performance. With reference to the risk governance, this will more specifically include:

a. Working with senior management to develop the vision for risk management and risk management philosophy;
b. Developing, in consultation with management, the municipality's risk management framework incorporating:
    i. Risk management strategy;
    ii. Risk management policy;
    iii. Risk identification and assessment methodology;
    iv. Risk appetite and tolerance; and
    v. Risk classification

10.6 Risk Management Assurance Providers

10.6.1 Internal Audit Services

The core role of Internal Audit Services in risk management is to provide an independent, objective assurance to the Accounting Officer, Municipal Council, Risk & Fraud Management Committee, and the Audit & Performance Audit Committee on the effectiveness of risk management. Internal Audit Services also assists in bringing about a systematic, disciplined approach to evaluate and improve the effectiveness of the entire system of risk management and provide recommendations for improvement where necessary. Internal Audit Services must determine whether the risk management process is efficient and effective.

10.6.2 External Auditor / Auditor-General of South Africa (AGSA)

The Auditor-General provides an independent opinion on the effectiveness of risk management. In providing an opinion the Auditor-General focuses on:

- Determining whether the risk management strategy, policy and implementation plan are in place and appropriate;
- Assessing the implementation of the risk management strategy, policy and implementation plan;
- Reviewing the risk assessment process to determine if it is sufficiently robust to facilitate timely and accurate risk rating and prioritisation;
- Determining whether management action plans to mitigate the key risks are appropriate and implemented effectively.

11. RISK UNIVERSE

Many risks are universal, affecting other institutions as well. The universal nature of these risks can enable the Municipality to compare its risk register with the risk registers of other institutions to identify risks that may have been missed in the initial risk assessment and learn more about the mitigation strategies of others, to incorporate it into the risk management of the Municipality.

The Municipality's risk register is compared with the annual IRMSA Risk Report: South Africa Risks and the risk registers of the other municipalities that are part of the Cape Winelands District Municipality.

12. INTEGRATION OF RISK MANAGEMENT PLANS/POLICIES

There are many separate plans and policies available that individually deal with fraud, IT, occupational health and safety, disaster management and compliance. These plans and policies contain risk information and risk mitigation plans.

All the different risk information and mitigation plans should be integrated into a single risk register, to provide a detailed and complete profile of the Municipality's risks.

13. COMBINED ASSURANCE

Combined assurance will optimise and maximise the level of risk, governance, and control oversight over the Municipality's risk landscape, by integrating, coordinating, and aligning the risk management and assurance processes within the Municipality.

A Combined Assurance Model for the top 10 strategic and operational risks will be created and updated quarterly to ensure the Municipality's most significant risks receive adequate assurance.

The combined assurance activities of the Municipality will be conducted in accordance with the Combined Assurance Framework.

14. BUSINESS CONTINUITY

Business continuity is an integral part of risk management.

In the event of extended service outages caused by factors beyond the Municipality's control, the Municipality must be able to restore services to the widest extent possible in a minimum time frame.

A Business Continuity Framework is in place to direct business continuity activities, including impact analysis, plans, governance structures and quality assurance.

15. REPORTING, MONITORING & REVIEW

The Chief Risk Officer is responsible for the monitoring and revision of this policy. The policy shall be revised and approved by Council when operational needs require this, but at least once during every term of Council.

Any queries or requests for amendments relating to this policy should be directed to the Chief Risk Officer, Tel No. 021 – 808 8157 or e-mail helena.priem@stellenbosch.gov.za.

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8.16. DEFINITIONS AND ABBREVIATIONS

Definition	Explanation
Accounting Officer	Municipal Manager
AGSA	Auditor General of South Africa
Audit and Performance Committee	An independent committee constituted to review the control, governance, and risk management within the Institution, established in terms of section 77 of the PFMA, or section 166 of the MFMA
Chief Risk Officer	Senior official who is the head of the risk management unit
Combined Assurance	Integrating and optimising all assurance services and functions, so that taken as a whole, these enable an effective control environment, support the integrity of the information used for decision-making by management, the municipal council, and its committees to maximise risk and governance oversight and control efficiencies, and optimise overall assurance to the audit and risk committee, within the municipality's risk appetite.
Control	Control activities are the policies and procedures that help ensure that management's risk responses are carried out. Control activities occur throughout the municipality, at all levels and in all functions. They include a range of activities as diverse as approvals, authorisations, verifications, reconciliations, reviews of operating performance, security of assets and segregation of duties.
Enterprise Risk Management	A process, effected by the municipality's accounting officer, management, and other personnel, applied in strategy setting and across the enterprise. It is designed to identify potential events that may affect the municipality and manage risk to be within its risk appetite, to provide reasonable assurance regarding the achievement of municipal objectives.

Definition	Explanation
Ethics	Ethics has to do with defining what is meant by right and wrong or good and bad, and with justifying according to some rational system.
Event	*means* an incident or occurrence from internal or external sources that affects the achievement of the municipality's objectives.
Good Governance	The process whereby public institutions conduct public affairs, manage public resources, facilitate development, and guarantee the realization of human rights in a manner essentially free of abuse and corruption, and with due regard for the rule of law and principles of ethics.
Impact	*means* a result or effect of an event. The impact of an event can be positive or negative. A negative event is termed a "risk".
Inherent	refers to the impact that the risk will have on the achievement of objectives if the current controls in place are **not** considered.
Internal Auditing	An independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.
Integrated Risk Management	A continuous, pro-active, and systematic process to understand, manage and communicate risk from a municipal-wide perspective in a cohesive and consistent manner. It requires an ongoing assessment at every level and in every sector of the municipality, aggregating these results at the executive level, communicating them, and ensuring adequate monitoring and review.
King IV Report	King 4 report on corporate governance in South Africa, 2016, and specifically part 6.2: Supplement for municipalities.

Definition	Explanation
Likelihood/probability	*means* the probability of the event occurring.
Mitigation/Treatment	After comparing the inherent risk score with the risk appetite and tolerance, risks with unacceptable levels of risk will require treatment plans (additional action to be taken by management)
MFMA	Municipal Finance Management Act (Act No. 56 of 2003)
Operational Risks	Operational risks could include the risk of loss resulting from inadequate or failed internal processes, people, and systems, or from external events. This would typically include risks associated with business continuity; fraud; people; processes and systems.
Risk	Risk is about the uncertainty of events, including the likelihood of such events occurring and its effects, both positive and negative, on the achievement of the municipality's objectives. Risks include uncertain events with a potential positive effect on the municipality (i.e. value creation opportunity) not being captured or not materialising.
Risk Acceptance Level (RAF)	~~Risk appetite can be defined as the amount and type of risk that a municipality is willing to accept to meet their strategic objectives.~~ Municipalities will have different risk appetites depending on their maturity, location, culture, and objectives. A range of appetites exist for different risks, and these may change over time.
Risk Appetite	Risk appetite can be defined as the amount and type of risk that a municipality is willing to accept to meet their strategic objectives. ~~means the amount (level) of risk the municipality is willing to accept.~~
Risk Champion	A person who by virtue of his/her expertise or authority champions a particular aspect of the risk management process, but who is not the risk owner.

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Definition	Explanation
Risk Management	Risk management is a systematic process to identify, evaluate and address risks pro-actively and continuously before such risks can impact negatively on the municipality's service delivery.
Risk Management Unit	A business unit responsible for coordinating and supporting the overall Institutional risk management process, but which does not assume the responsibilities of Management for identifying, assessing, and managing risk.
Risk & Fraud Management Committee	A committee appointed by the Accounting Officer / Authority to review the Institution's system of risk and fraud management.
Risk Owner	The person accountable for managing a particular risk.
Residual Risk	The remaining exposure after the mitigating effects of deliberate management intervention(s) to control such exposure (the remaining risk after Management has put in place measures to control the inherent risk).
Risk Policy	The statement of the overall intentions and direction of a municipality related to risk management.
Risk Tolerance	The amount of risk the Institution is capable of bearing (as opposed to the amount of risk it is willing to take).
Risk Universe	means the municipality's risks per risk classification compared and assessed against district, provincial, national, and international related industries.
Strategic Risks	Strategic risks are those internal and external events and scenarios that can inhibit a municipality's ability to achieve its strategic objectives. This would typically include risks associated with governance, the business model, and the industry/ economic environment.

Definition	Explanation

ANNEXURE 2

STELLENBOSCH MUNICIPALITY

REVISED RISK REGISTER 2023/2024

Risk														Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk II Description	Risk IL	Risk IL Description	Risk IR	Risk IR Description	Risk RI	Risk RI Description	Risk RL	Risk RL Description	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Description	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Availability and cost of electricity	Continuous and persistant loadshedding; sustainability of the national power supplier	Strategic	10.00	Catastrophic	10.00	Certain (91% - 100%)	100.00	Extreme Risk	10.00	Catastrophic	10.00	Certain (91% - 100%)	100.00	Extreme Risk	Alternative energy sources that flows in to network. Example: Wheeling of energy and pool buying of electricity						
																Alternative energy sources that flows in to network. Example Rooftop Solar Installations, and Municipal Energy Resilience Project with DEDAT.	Alternative Electricity Generation Initiative Underway. Resourced by Internal Project Manager. Energy Master Plan completed by CSIR (with funding from DEDAT). Electrical Master Plan underway. Cost of Supply Study underway (Consultant appointed). Feasibility study of battery storage underway at present via Stellenbosch University.		In progress	2023/02/13	2028/06/30
																Encourage public to install rooftop PV's			In progress	2023/06/21	2028/06/30
																Purchase electricity from IPP			In progress	2023/06/21	2028/06/30
																Request proposals to generate own electricity			In progress	2023/06/21	2028/06/30
																Take part in Western Cape Energy resilient initiative			In progress	2023/06/21	2028/06/30
Economic downturn due to civil unrest, crime and continious loadshedding.	Increase in criminal activities, civil unrest, reputational risk due to perceived increase in the said activities. Impact of prolonged loadshedding - not sufficient light at night as street lights, CCTV cameras and traffic lights not functioning that can lead to more criminal activities.	Strategic	10.00	Catastrophic	8.00	Expected (71% - 80%)	80.00	Extreme Risk	6.32	Moderate	5.06	Potential (41% - 50%)	32.00	Moderate Risk	Close relationships with SAPS and other law enforcement agencies						
															Combined control room						
															Combined SSI						
															Strategic camera placings						
																Frequent meeting interventions			In progress	2023/06/21	2024/06/30
Increase in community unrest due to the fact that growth in demand for housing exceeds the resources available for development.	Lack of bulk infrastructure; lack of identified and suitable land, unrealistic eviction judgements, housing backlogs, migration.	Strategic	8.00	Major	8.00	Expected (71% - 80%)	64.00	High Risk	6.93	Moderate	6.93	Possible (51% - 60%)	48.00	Moderate Risk	Emergency policy						
															Housing pipeline						
															Increased monitoring for illegal occupants.						
															TRA identification						
																Develop and implement an Integrated Human Settlement Communications Plan	Develop and implement an Integrated Human Settlement Communications Plan	Development of an Integrated Human Settlement Communications Plan has been initiated.	In Progress	2023/07/01	2024/06/30
																Ensure implementation of an annually reviewed Housing Communication Plan (Ensure that clarity is provided on the Municipality's Housing Delivery Strategy and Targets).			In Progress	2023/06/21	2024/06/30
																Improve internal buy-in to annual housing pipeline development process	Improve internal coordination and buy-in and comment on the annual housing pipeline development process.	Improved coordination and buy-in and comment on the annual housing pipeline development process facilitated via incorporation into the municipal CEF process and the annual review of the MSDF process. Improved consultation sessions with both internal Staff, Management and Councillors.	In Progress	2023/07/01	2024/06/30

STELLENBOSCH MUNICIPALITY

REVISED RISK REGISTER 2023/2024

Risk															Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk II Description	Risk IL	Risk IL Description	Risk IR	Risk IR Description	Risk RI	Risk RI Description	Risk RL	Risk RL Description	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Description	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Increased risk of land invasion.	Legal precedents set under disaster management declaration limiting municipal scope to evict. Illegal invasions and land grabs. Compromising housing development and housing opportunities	Strategic	9.00	Critical	10.00	Certain (91% - 100%)	90.00	Extreme Risk	5.69	Marginal	6.32	Possible (51% - 60%)	36.00	Moderate Risk	Arms tender finalised and awarded						
															Close relationships with SAPS and other law enforcement agencies, combined control room						
															Combined control room						
															Housing development continuing in response to housing demand						
															Legal panel in place to respond to legal matters						
															Security tender in place						
															Utilisation of municipal drones to monitor areas of potential land invasion.						
																Action Plan for improved security/protection of municipal owned land.	Improve the security / protection of vacant municipal owned property, especially those that are earmarked for future housing development.	Action Plan to be driven by the Directorate: Community and Protection Services. Improvement of the security / protection of vacant municipal land being implemented as budget allows.	In Progress	2023/07/01	2024/06/30
																Annual revision and submission of the Housing Pipeline for Council approval	Annual review of the Municipal Housing Pipeline to be approved by Council	Annual Review in process.	In Progress	2023/07/01	2024/05/31
																Develop and implement a municipal specific land banking strategy			In Progress	2023/06/21	2024/06/30
																Ensure implementation of an annually reviewed Housing Communication Plan (Ensure that clarity is provided on the Municipality's Housing Delivery Strategy and Targets).			In Progress	2023/06/21	2024/06/30
																Ensure the Implementation of a specific Social Housing Programme			In Progress	2023/06/21	2024/06/30
																Implementation of Municipal Land Invasion SOP	Improve the coordination with respect to illegal land invasions by annually reviewing and implementing the municipality's land invasion SOP (SOP to provide clarity on the municipality's approach to dealing with evictions). SOP to be reviewed annually.	Land Invasion SOP to be reviewed and implemented in conjunction with the Directorate: Community and Protection Services. Currently in process.	In Progress	2023/07/01	2024/06/30
																Monitoring of all 29 Informal Settlements within the WC024.	Bi-weekly monitoring of all 29 informal settlements within the WC024 with respect to informal settlement growth, demographics, and service levels. Submission of quarterly reports.	Bi-weekly monitoring of all 29 informal settlements in the WC024 is currently in process and ongoing.	In Progress	2023/07/01	2024/06/30
Ineffective service delivery due to geopolitical Instability	Global risk to commodities especially possible fuel rationing by government, energy related products, engineering services, certain food products. Possible communication infrastructure threats; possible deepening of world-wide recession. Current	Strategic	9.00	Critical	7.00	Probable (61% - 70%)	63.00	High Risk	7.79	Significant	6.06	Possible (51% - 60%)	47.25	Moderate Risk	Business Continuity						
															Communication Plan						
															Effect on income						
															Energy Plan						
															Fuel reserves						
															SCM Plan addressing affected commodities						
																Develop and implement Working from home policy			In Progress	2023/06/21	2024/06/30
Insufficient burial space in the greater Stellenbosch	Planning and funding; land availability. Insufficient funding. Compliance and impact of COVID-19 burials after experiencing a 2nd and 3rd wave.	Operational	8.00	Major	8.00	Expected (71% - 80%)	64.00	High Risk	3.58	Minor	3.58	Remote (21% - 30%)	12.80	Low Risk	Land use application has been approved						
															Part of approved SDF						
															Project plan approved for implementation						
																Implementation of Calcutta Memorial Park			In Progress	2023/06/21	2024/06/30

STELLENBOSCH MUNICIPALITY

REVISED RISK REGISTER 2023/2024

Risk														Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk II Description	Risk IL	Risk IL Description	Risk IR	Risk IR Description	Risk RI	Risk RI Description	Risk RL	Risk RL Description	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Description	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Losing the historic status of Stellenbosch w.r.t environment (trees, biodiversity, buildings, rivers, etc.)	Keeping the balance - development and the historic status; occurance of natural disasters.	Operational	6.00	Moderate	4.00	Occasional (31% - 40%)	24.00	Low Risk	3.79	Minor	2.53	Improbable (11% - 20%)	9.60	Low Risk	A tree management policy has been approved and implemented						
															Adherence to heritage planning legislation for developmental applications						
															Declared heritage zones						
															Heritage asset register completed						
															Maintenance heritage assets						
																Appoint more staff			In Progress	2023/06/09	2024/06/30
																Be part of any new developments and advise Engineering Services regarding tree characteristics			In Progress	2023/06/09	2024/06/30
																Encourage all stakeholder to continuously plant trees			In Progress	2023/06/09	2024/06/30
																Establish maintenance programme for Oak trees			In Progress	2023/06/09	2024/06/30
																Identify possible courses for staff			Started	2023/06/09	2024/06/30
																Implement Council approved heritage conservation advisory committee			In Progress	2023/06/21	2024/06/30
																Maintain Municipal Heritage asset register and map heritage and cultural assets and identify declared heritage zones			In Progress	2023/06/21	2024/06/30
																Revive the Treeworx application to monitor and assess the health and vitality of trees			In Progress	2023/06/09	2024/06/30
																Update the tree register monthly			Started	2023/06/09	2024/06/30
Water security	* Lack of sustainable source of water * Growing population - population and new development growth * Inadequate infrastructure systems * Polluted natural water sources * Dependency on external sources (CoC) * Limited water supply in region * Limited allocation from Water Authorities *Decreasing water availability	Strategic	8.00	Major	5.00	Potential (41% - 50%)	40.00	Moderate Risk	3.58	Minor	2.24	Improbable (11% - 20%)	8.00	Low Risk	Boreholes						
															Drought management plan in place						
															Ensure that there is sufficient generating power to stabilise water levels						
															Water demand meters						
															Water warriors						
																High Level mitigating action taken with drilling for water			In Progress	2023/06/21	2024/06/30
Business Continuity	Disasters, electricity outages; hacking of systems.	Strategic	8.00	Major	5.00	Potential (41% - 50%)	40.00	Moderate Risk	6.93	Moderate	4.33	Occasional (31% - 40%)	30.00	Moderate Risk	Disaster Management Plan for overall service delivery, operational disaster recovery site, JOC, Integrated ERP						
															ICT employee usage tools implemented						
															Off site data center						
																Ensure all staff have access to the necessary ICT equipment to perform functions remotely.	Directorate IT needs register implemented.	Directorate IT needs register implemented and in progress.	In Progress	2023/06/01	2024/06/30
																Ensure that all Directorates have a Business Continuity Plan in place that can be operationalised within days when needed.	Directorate Business Continuity Plan developed and implemented.	Directorate Business Continuity Plan has been developed and is being implemented.	In Progress	2023/06/01	2024/06/30
																Ensure that alternate client communication plan in place to deal with possibilities that may trigger the use of the Business Continuity Plan.	Alternate client communication plan developed.	Alternate client communication plan developed and ready to deal with possibilities that may trigger the use of the Business Continuity Plan.	In Progress	2023/06/01	2024/06/30

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Risk														Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk II Description	Risk IL	Risk IL Description	Risk IR	Risk IR Description	Risk RI	Risk RI Description	Risk RL	Risk RL Description	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Description	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Cyber attacks. Cybersecurity risk is the probability of exposure or loss resulting from a cyber attack or data breach on your organization.	Cyber attacks and cyber safety /security has become essential in municipalities. Investigate security gaps. Users opening unsafe/infected attachments	Strategic	9.00	Critical	6.00	Possible (51% - 60%)	54.00	High Risk	7.79	Significant	5.20	Potential (41% 50%)	40.50	Moderate Risk	New electronic system to monitor potential cyber threats is in place						
															Password Policy implemented						
															Staff awareness to not open susipsious email attachments						
																Awareness campaigns			In Progress	2023/05/25	2024/06/30
																Continuous security and penetration testing			In Progress	2023/06/21	2024/06/30
																IT to do gap analysis on security requirements			In Progress	2023/06/21	2024/06/30
Financial Sustainability.	Debt management; cashflow; changes patterns in revenue (more off the grid connections w.r.t water and electricity).	Strategic	10.00	Catastrophic	5.00	Potential (41% - 50%)	50.00	Moderate Risk	6.32	Moderate	3.16	Remote (21% - 30%)	20.00	Low Risk	Legal framework to lock in customer regarding off grid connections and fix cost charges						
															Revenue enhancement strategy.						
High Vacancy Rate	A skilled and capable workforce is necessary to support growth objectives, quality and timeous service delivery needs to be provided by all departments.	Operational	8.00	Major	4.00	Occasional (31% - 40%)	32.00	Moderate Risk	5.06	Marginal	2.53	Improbable (11% - 20%)	12.80	Low Risk	Communication between the user departments and human resources more stream lined and effective						
															Filling of posts in the recruitment and selection department to create capacity						
															Fully staffed Recruitment and Selection unit						
															Organsational and operational structure aligned and approved						
																Continious and advance planning to adress staff shortages, as well as optimal use of staff and existing skills.	Vacant positions on Org to be funded and filled. A new org submission for consideration is in process	Submission of new Organogram, prioritising current vacancies within the department to be funded and advertised	Started	2023/06/09	2024/06/30
Lack of integrated Information and Communication Technology	Disparite systems	Operational	6.00	Moderate	4.00	Occasional (31% - 40%)	24.00	Low Risk	5.20	Marginal	3.46	Remote (21% - 30%)	18.00	Low Risk	New server room completed						
															Position paper on integration						
															Role of ICT SteerCom in managing acquisition of new system and integration						
																All ICT SLAs for software applications have been reviewed by the legal and contract management department			In Progress	2023/06/21	2024/06/30
																Centralised ICT Procurement & Hardware Standardisation			In Progress	2023/06/21	2024/06/30
																ICT Management monitoring			In Progress	2023/06/21	2024/06/30
																Manual interface exception report monitoring by line management and ICT management			In Progress	2023/06/21	2024/06/30
																System status report to be presented to the ICT Steering Committee as a standing item in order to monitor system implementation. SAMRAS modules to be developed			In Progress	2023/06/21	2024/06/30
Loss off credibility and reputation due to perceived fraud and corruption.	Abuse of legislation; reputational risk and credibility; media statements and role of social media in reports etc.	Operational	6.00	Moderate	4.00	Occasional (31% - 40%)	24.00	Low Risk	2.68	Insignificant	1.79	Rare (0% - 10%)	4.80	Low Risk	Fraud prevention policy						
															Hotline						
															SALGA to address unintended consequence of regulations						
Material misstatements in the AFS that constitutes non-compliance with Section 122 of the MFMA.	System errors, transactions and events not recognised as they occur and accordingly nor recorded in the financial period it occurred.	Operational	6.00	Moderate	4.00	Occasional (31% - 40%)	24.00	Low Risk	3.79	Minor	2.53	Improbable (11% - 20%)	9.60	Low Risk	8 month AFS, systems upgrade and alignment						
															Actions to be reflected in detail in Audit Action Plan						
															Audit readiness is essential with a need for an external audit prior to the formal audit from AGSA.						
Timeous Capital Spending	Steady increase in budget allocation, growing population and demand for services, demand management	Operational	10.00	Catastrophic	8.00	Expected (71% - 80%)	80.00	Extreme Risk	8.66	Major	6.93	Possible (51% - 60%)	60.00	High Risk	Capex SDBIP indicators developed and monitored						
															Demand Management Plan and Committee						
																Financial Record keeping and Interventions	Reliable financial systems in place as well as reporting, good communication with user departments		In Progress	2023/06/21	2024/06/30

STELLENBOSCH MUNICIPALITY

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Risk															Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk II Description	Risk IL	Risk IL Description	Risk IR	Risk IR Description	Risk RI	Risk RI Description	Risk RL	Risk RL Description	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Description	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Climate Change	Changing weather patterns, unpredictabel rainfall/flash floods, drought and natural disasters, fires seasonal and other	Strategic	10.00	Catastrophic	8.00	Expected (71% - 80%)	80.00	Extreme Risk	5.83	Marginal	4.66	Occasional (31% - 40%)	27.20	Moderate Risk	Boreholes completed to mitigate drought.						
															Drought management plan in place						
															Water demand meters						
															Water warriors						
																Climate Change Impact Assessments and mitigating planning			In Progress	2023/06/21	2024/06/30
Differentiation in salary regimes and adjustments (increases) leads to inequality in renumeration to different levels of management in Local Government.	Section 56 employees salaries determined by minister, COGTA, while staff determined based on task evaluation system. As a result senior managers already earn more than directors and accounting officers, who have more responsibilities and accountability,	Strategic	8.00	Major	8.00	Expected (71% - 80%)	64.00	High Risk	7.59	Significant	7.59	Probable (61% - 70%)	57.60	High Risk	As the Section 56 salaries are determined by COGTA and although recommendations and resolutions from a council can be forwarded to adress the risk in the form of motivation why a higher salary should be considered, the final approval of these salary						
																Ongoing liaison with COGTA			In Progress	2023/06/21	2024/06/30
Scarcity of landfill space.	Unavailability of suitable land; costs of SLA's and alternative waste disposal; legislative requirements i.e EIA applications and approvals etc.	Strategic	8.00	Major	8.00	Expected (71% - 80%)	64.00	High Risk	6.93	Moderate	6.93	Possible (51% - 60%)	48.00	Moderate Risk	Consultant reappointed for resubmission of Licence Application and amended Basic Assessment Report.						
															Engagement with DEADP.						
															Waste management strategy						
																Waste being transported to CoCT facilities	Waste being transported to CoCT facilities at huge cost		In Progress	2023/06/21	2024/06/30
Urbanisation and growth.	Comprehensive understanding of the developmental needs in the greater Stellenbosch area; rapid and continued urbanisation; changes in the needs of the community; masterplans; housing pipeline; IDP and SDF alignment.	Strategic	6.00	Moderate	6.00	Possible (51% - 60%)	36.00	Moderate Risk	5.20	Marginal	5.20	Potential (41% - 50%)	27.00	Moderate Risk	Approved housing pipeline						
															Approved SDF						
															DBSA funding will be utilised for updating new CEF with spatial demand quantification.						
																Develop a municipal policy / strategy on housing delivery, including type of delivery			In Progress	2023/06/21	2024/06/30
																Develop an internal strategy for expediting regulatory approvals for obtaining development rights (Planning & Environmental)			In Progress	2023/06/21	2024/06/30
																Develop and implement an Inclusionary Zoning (Housing) Policy	Develop, approve and implement a Council policy on Inclusionary Zoning (Housing).	Inclusionary Zoning policy developed, approved by Council and currently being implemented.	Closed	2023/06/21	2023/06/30
																Develop and implement an Integrated Human Settlement Communications Plan			In Progress	2023/06/21	2024/06/30
																Ensure Alignment between the Business Plan of PDoHS and the budget of the Municipality. (Municipality not appointing service providers if PDoHS resolutions is outstanding	Ensure alignment between housing delivery programme and the MSDF, CEF and LTFP and PDoHS business plan. Ensure improved communication and coordination with the PDoHS.	Implemented improved coordination sessions with Spatial Planning for the MSDF and with the Capital Planning Forum for the CEF and LTFP. Improved communication with PDoHS ensured via the institution of Monthly engagements.	Closed	2021/07/01	2023/06/30
																Ensure Housing delivery programme is linked to MSDF, CEF and LTFP	Ensure Housing delivery programme is linked to MSDF, CEF and LTFP	Implemented improved coordination sessions with Spatial Planning for the MSDF and with the Capital Planning Forum for the CEF and LTFP.	Closed	2022/07/01	2023/06/30
																Improve communication and coordination with the PDoHS	Improve communication and coordination with the PDoHS	Improved communication with PDoHS ensured via the institution of Monthly engagements.	Closed	2022/07/01	2023/06/30
																Improve internal buy-in to annual housing pipeline development process	Improve internal coordination and buy-in and comment on the annual housing pipeline development process.	Improved coordination and buy-in and comment on the annual housing pipeline development process facilitated via incorporation into the municipal CEF process and the annual review of the MSDF process. Improved consultation sessions with both internal Staff, Management and Councillors.	In Progress	2023/07/01	2024/06/30

STELLENBOSCH MUNICIPALITY

REVISED RISK REGISTER 2023/2024

Risk															Control	Action Plan					
Risk Title	Risk Description	Risk Category	Risk II	Risk II Description	Risk IL	Risk IL Description	Risk IR	Risk IR Description	Risk RI	Risk RI Description	Risk RL	Risk RL Description	Risk RR	Risk RR Description	Control Title	Action Plan Title	Action Plan Description	Action Plan Current Status Summary	Action Plan Status	Action Plan Start Date	Action Plan Due Date
Breakdown of Waste Water Treatment Plants	Breakdown of Waste Water Treatment Plants due to electricity outages	Strategic	10.00	Catastrophic	10.00	Certain (91% - 100%)	100.00	Extreme Risk	6.32	Moderate	6.32	Possible (51% - 60%)	40.00	Moderate Risk	A skilled and capable workforce that supports the growth objectives						
															Regular asset maintenance						
															Safeguarding infrastructure sites and equipment and ensure safe return of staff and contractors to enable continuation of capital projects.						
															Supply of goods and services in place						
																Constant monitoring			In Progress	2023/05/18	2024/06/30
																Identification of procurement needs			In Progress	2023/05/18	2024/06/30
																Identify challenges caused by load-shedding			In Progress	2023/05/18	2024/06/30
																Planned actions in place of breakdowns, spills, etc			In Progress	2023/05/18	2024/06/30
																Skilled plant Operators			In Progress	2023/05/18	2024/06/30

11.11.2	PERMISSION TO JOIN THE INCA CAPACITY BUILDING FUND STUDY TOUR TO SWITZERLAND FROM 07TH JUNE 2024 TO 16TH JUNE 2024

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 March 2024 & 27 March 2024

1. SUBJECT: PERMISSION TO JOIN THE INCA CAPACITY BUILDING FUND STUDY TOUR TO SWITZERLAND FROM 07TH JUNE 2024 TO 16TH JUNE 2024

2. PURPOSE OF REPORT

To obtain Council approval to attend the INCA study tour on behalf of the municipality, in Switzerland over the period of 7 June 2024 to 16 June 2024.

3. DELEGATED AUTHORITY

In terms of 9.2 of the Cost Containment Policy 2019, only the municipal council in a council meeting can approve the international travel for any official or political bearer.

4. EXECUTIVE SUMMARY

Following the INCA Capacity Building Fund's Summer School held in 2022 and the Summer School held in Johannesburg from 5 – 7 February 2024, the INCA Capacity Building Fund (ICBF), is undertaking a study tour to Switzerland from 07 June 2024 to 16 June 2024. During the attendance, officials were selected to participate in the study tour.

The Chief Financial Officer, Mr Kevin Carolus, was nominated as one the 6 Municipal Chief Financial Officers to form part of the INCA study tour. The objective of the study tour is to have a dialogue with a South African group of municipal financial practitioners, who can represent the municipal sector and who are knowledgeable on the challenges municipalities are facing in South Africa. Subsequently, the group is expected to reflect on real and potential successes notwithstanding the challenges.

The INCA Capacity Building Fund (ICBF) will cover all costs related to the official programme including meals, transport, accommodation and excursions. State Secretariat for Economic Affairs (SECO) will cover the cost for the Visa application.

5. RECOMMENDATIONS

(a) that Council approves the request for attendance of the study tour in Switzerland over the period of 7 June 2024 to 16 June 2024; and

(b) that Council approves the daily allowance for the duration of the tour.

6. DISCUSSION / CONTENTS

6.1 Background

Following the INCA Capacity Building Fund's Summer School held in 2022 and the Summer School held in Johannesburg from 5 – 7 February 2024, INCA Capacity Building Fund (ICBF), is undertaking a study tour to Switzerland from 7 to 16 June 2024. During the attendance, officials were selected to participate in the study tour.

All the cost related to the study tour will be covered by INCA Capacity Building Fund (ICBF). Traveling, accommodation and transport cost will be fully provided for. State Secretariat for Economic Affairs (SECO) will cover the cost for the Visa application.

6.2 Motivation for international travel as per Clause 9 of the Cost Containment Policy

In terms of Clause 9 of the Cost Containment Policy 2019, the report to council for approval of international travel must include:

- A motivation why the international is seen as critical and fully setting out the anticipated benefit that the municipality will drive from attending the event, meeting or function.
- If international travel to the destination or event was previously undertaken, state what benefits if any derived from the previous attendance.
- The full cost of the international travel including travel allowances to be paid; and
- The proposed officials and political office bearers, not exceeding three, to travel and why they have been identified.

The Chief Financial Officer, Mr Kevin Carolus, was nominated to participate in the INCA study tour in Switzerland from 7 June 2024 to 16 June 2024. The aim of the study tour is to have a dialogue with a South African group of municipal financial practitioners, who can represent the municipal sector and who are knowledgeable on the challenges municipalities are facing in South Africa. Subsequently, the group is expected to reflect on real and potential successes notwithstanding the challenges.

The summer school aim to provide the South African delegation the opportunity to engage their counterparts on the practical implementation and experience of project/ programmes and initiatives that was raised during the summer school.

Other topics include:

- Examples of city/urban development and partnerships with the private sector
- Dealing with urban mobility
- Going green – the approach taken by cities/town in Switzerland

The study tour will provide valuable insights into Switzerland's approach to urban development, urban mobility and going green. The insights and knowledge gained during the study tour will contribute to the successful implementation of catalytic projects like the Adam Tas Corridor.

The INCA Capacity Building Fund (ICBF) will cover all costs related to the official programme including meals, transport, accommodation and excursions. State Secretariat for Economic Affairs (SECO) will cover the cost for the Visa application.

6.3 Financial Implications

The ICBF will cover all costs related to the official programme. The accommodation, meals and transport costs will be fully provided for. Delegates are responsible for the own spending money and or allowances should they elect to approach their councils in this regard.

6.4 Legal Implications

In line with the Cost Containment Policy.

6.5 Staff Implications

The CFO will be out of office for the period and an acting CFO will be in place for the period.

6.6 Previous / Relevant Council Resolutions

None.

6.7 Risk Implications

Addressed in the item.

6.8 Comments from Senior Management.

The item was not circulated for comments.

5.8.1 Municipal Manager

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-03-20: ITEM 7.11.2

(a) that Council approves the request for attendance of the study tour in Switzerland over the period of 7 June 2024 to 16 June 2024; and

(b) that Council approves the daily allowance for the duration of the tour.

ANNEXURES

Appendix 1: Invitation

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	municipal.manager@stellenbosch.gov.za
REPORT DATE	14 March 2024

APPENDIX 1

INCA
CAPACITY
BUILDING FUND

Pinewood Office Park
33 Riley Road,
Units F14 & 15
Woodmead
Sandton
P.O. Box 1847
Tel: 011 202 2200
Fax: 011 202 2231

27 February 2024

Mr Kevin Carolus
Chief Financial Officer
Stellenbosch LM

Dear Kevin,

INVITATION TO JOIN THE INCA CAPACITY BUILDING FUND STUDY TOUR 2024

Following on from the INCA Capacity Building Fund's Summer School held in 2022 and the Summer School held in the first week of this year, the ICBF is undertaking a Study Tour to Switzerland from 07th June 2024 to 16th June 2024.

The Study Tour is made possible by the grant support provided by SECO (State Secretariat for Economic Affairs) to the ICBF.

As an extension of the Summer School, the aim of the Study Tour is to provide an opportunity to staff at the Head Office of SECO to have a dialogue with a South African group of municipal financial practitioners, who can represent the municipal sector and who are knowledgeable on the challenges facing municipalities in South Africa. On the other hand the group is expected to reflect on real and potential successes notwithstanding the challenges.

As an extension of the Summer School the aim is to provide the South African delegation the opportunity to engage their counterparts on the practical implementation and experience of project / programmes and initiatives related to the discussion points raised during the Summer School.

Other topics include;

- Examples of city/urban development and partnerships with the private sector
- Dealing with urban mobility
- Going green – the approach taken by cities/town in Switzerland

It gives us great pleasure to extend an official strictly non-transferable invitation to you to be part of six municipal CFO's invited to join this year's Study Tour.

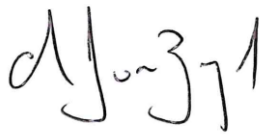
Your attention is drawn to the following –

The ICBF will cover all costs related to the official programme. The accommodation, meals and transport costs will be fully provided for. Delegates are responsible for the own spending money and or allowances should they elect to approach their councils in this regard. Should delegates utilise the telephone, consume beverages and utilise any other services it will be for their own account.

A valid passport is required, and the visa application will be facilitated and costs carried by SECO. Due to the time constraints and detailed arrangements that need to be made, the acceptance of this invitation at your earliest convenience will be highly appreciated.

Please obtain approval as soon as possible to be able to notify Joanne Whiting via email on joanne.whiting@inca.co.za before 1st March 2024.

Kind regards,



_____

AJ VAN ZYL

STUDY TOUR TO SWITZERLAND 7th JUNE to 15th JUNE - PERSONAL DETAILS

Full Names and Surname:	
Designation / Title:	
Name of Municipality:	
Home Address:	
Contact Numbers:	
- **Work**	
- **Cell Phone**	
- **Email**	
Special Dietary Requirements	
Medical Aid Details	
Allergies	
In case of emergency	
- **Contact Name**	
- **Contact Number**	
Passport No	
Passport Expiry Date	
Passport issued by which Country	

11.11.3	CONSIDERATION FOR ADDITIONAL FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2023 / 2024: (LOCAL TOURISM ORGANISATIONS)

Collaborator No:
IDP KPA Ref No: Good Governance and Compliance
Meeting Date: 20 March 2024

1. SUBJECT:CONSIDERATION FOR ADDITIONAL FUNDING OF EXTERNAL BODIES PERFORMING A MUNICIPAL FUNCTION AS PROVIDED BY THE POLICY FUNDING OF BODIES PERFORMING A MUNICIPAL FUNCTION, READ WITH SECTION 80(2) OF THE LOCAL GOVERNMENT SYSTEMS ACT, 32 OF 2000, FINANCIAL YEAR 2023 / 2024: (LOCAL TOURISM ORGANISATIONS)

2. PURPOSE

To discuss and consider the amendment to the funding application for the 2023 / 2024 financial year received from external bodies performing a Municipal function as provided by the Policy for the Funding of External Bodies Performing a Municipal Function, read with Section 80(2) of the Municipal Systems Act No. 32 of 2000, as approved by Council at the Special Council Meeting dated 27 June 2023.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

In terms of Section 7(2) of the Policy relating to External Bodies Performing a Municipal Function of which budget allocation is delegated to the Grants Committee to make recommendations to Council, as approved by Council.

The following body submitted an additional application to perform the local tourism function for Council for the 2023 / 2024 financial year:

Applicant	2023 / 2024 Additional Funding Requested in Rand Value	2023 / 2024 Total additional funding to be considered for approval.
Visit Stellenbosch	R280 000	R280 000
Franschhoek Wine Valley	R1 387 500	R250 000

Currently, Council allocated the above amount of R6 359 855 to the Local Tourism Organisations (LTO's) for the 2023/24 financial year.

5. RECOMMENDATIONS

(a) that an additional amount of R 280 000 be allocated to Visit Stellenbosch for the 2023 / 2024 financial year; and

(b) that an additional amount of R 250 000 be allocated to Franschhoek Wine Valley Tourism Association for the 2023 / 2024 financial year.

6. DISCUSSION /CONTENTS

6.1 Background

On the 27th of June 2023 at the Special Council Meeting, Council resolved the following:

a) That the amount of R4 341 300.00 be allocated to Visit Stellenbosch NPC for the 2023/24 financial year;

b) That the amount of R2 018 555.00 be allocated to Franschhoek Wine Valley Tourism Association for the 2023/24 financial year; and

A funding application against the Adjustment Budget 2023/2024 was made by Visit Stellenbosch and Franschhoek Wine Valley Tourism Association for a number of projects. (Annexure A) the request had a detailed breakdown which was put under the programme Safety Programme – Street Savvy in Stellenbosch and Business of Wine Tourism Conference.

Therefore, the proposed table below summarises the additional funding breakdown.

6.2.1 Budget Breakdown

Visit Stellenbosch (NPC) Appendix 1

	Type of project	Name of project	Performance targets / Deliverables	Amount in Rand	Departmental Comment	Recommended Funding
1	Destination marketing and branding. Overview of destination products and offerings with multiple tools assisting visitors.	Safety Programme – Street Savvy in Stellenbosch	Visible policing	R250 000	Safety in general is a function of the South African Police Service ("SAPS"), it is however noted that Council is part of the Winelands Security Initiative ("WSI") with the aim of creating safer communities and areas. The Department is therefore in support of the proposal.	***R250 000***
2	Wine Tourism	Business of Wine Tourism Conference	Bring the Business of Wine Tourism Conference to Stellenbosch. Attracts 100 international speakers to Stellenbosch.	R30 000		***R30 000***
	Total:					***R280 000***

6.2.2 Budget Breakdown

Franschhoek Wine Valley (NPC) Appendix 2

	Type of project	Name of project	Performance targets / Deliverables	Amount in Rand	Departmental Comment	Recommended Funding
1	Marketing and branding	Marketing and branding	Festivals / Events: • Bastille • Harvest Long Table at Boschendal • Literacy Festival • Explore Franschhoek • International Wine Masters Visit November 2023 • Restaurant Week • Champagne and Cap Classique Festival • Trade and Media Tastings in JHB and FHK • Business Tourism - MICE	R250 000	The initial amount requested for this project was R1 814 000. The Department however only allocated funding to the amount of R425 000 due to limited resources. An additional amount of R250 000 will be allocated towards Marketing and Branding.	***R250 000***
	Total:					***R250 000***

6.2.3 Request for Funding Letter (Visit Stellenbosch) Appendix 3

6.3 Financial Implications

The budget allocated for Local Tourism Authorities for the 2023/24 financial year is R6 359 855 on Ukey 20220630080640.

The following budgets were approved:

a) That the amount of R4 341 300.00 was allocated to Visit Stellenbosch for the 2023 /2024 financial year; and

b) That the amount of R2 018 555.00 was allocated to Franschhoek Wine Valley for the 2023 /2024 financial year; and

The Department has sufficient funds are availble for the recommended budget on Ukey 20230621063466.

6.4 Legal Implications

The recommendations in this report comply with Council's policies and applicable legislation and the approved Policy for the Financing of External Bodies Performing a Municipal function.

The applicant is required to submit quarterly reports reflecting accurately the application of the funds allocated and using the reporting template which will be provided by Council to them as specified in the Memorandum of Agreement ("MOA") which they are required to enter into with the Municipality.

6.5 Staff Implications

None

6.6 Risk Implications

Visit Stellenbosch is an entity funded to undertake a function of Council and is therefore also subject to reporting to the Auditor-General in terms of their Annual Financial Statements ("AFS") in terms of the Municipal Finance Management Act, Act 56 of 2000. Therefore, the Department will draft a reporting template to ensure that the financial reporting will be in accordance with the required financial reporting in terms of the relevant Generally Recognised Accounting Practices ("GRAP") and the MOA as signed with Council.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2023-08-16: ITEM 7.11.3

(a) that an additional amount of R 280 000 be allocated to Visit Stellenbosch for the 2023/2024 financial year breakdown as follow:

i) WSI safety sector informal car guard support R50 000;
ii) Papegaaiberg Nature reserve safety and forest guards R200 000;
iii) Wine Tourism Conference R30 000; and

(b) that an additional amount of R 250 000 be allocated to Franschhoek Wine Valley Tourism Association for the 2023 / 2024 financial year.

APPENDICES

Annexure A: Funding application

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	PLANNING AND ECONOMIC DEVELOPMENT
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@stellenbosch.gov.za
REPORT DATE	23 January 2023

ANNEXURE A

1 February 2024

Stellenbosch Municipality
Plein Street
Stellenbosch
7600

Dear Ms Municipal Manager and Local Economic Development Dept – Tourism

RE: REQUEST FOR FUNDING

Dear Madam / Sir

The importance of safety in tourism cannot be overstated, as it directly impacts a destination's appeal and reputation. Stellenbosch, a renowned tourist and wine-producing region, has unfortunately seen a rise in crime against tourists, which threatens to tarnish its image as a warm-hearted and safe destination for travellers. Implementing safety programmes is not just a necessity but a strategic move to enhance Stellenbosch's competitive edge. These initiatives aim to safeguard the town's aspirational brand, ensuring that it remains an enjoyable and secure destination. By doing so, Stellenbosch not only protects its guests but also encourages them to extend their stays and engage more deeply with the local culture and offerings, thereby boosting the local tourism sector's vitality and sustainability.

Moreover, taking a proactive stance in knowledge sharing, particularly through the organisation and hosting of the Business of Wine Tourism Conference, plays a pivotal role in elevating the region's wine tourism sector. This platform facilitates the exchange of best practices, innovative strategies, and vital information among stakeholders, from vineyard owners to tour operators. By leading such initiatives, Stellenbosch positions itself at the forefront of the industry, driving not just local but global advancements in wine tourism. The conference not only underscores Stellenbosch's commitment to excellence and leadership in the wine tourism arena but also enhances its attractiveness to tourists by promising enriched experiences. Through collaboration and knowledge exchange, the region can unlock new opportunities for growth, profitability, and international acclaim, further solidifying its status as a premier wine tourism destination.

Funding required for the following project in the 2023/2024 FY:

WSI: R 50 000

Support informal safety sector by formalising and supporting car guards on duty after 5pm and weekends. Provide a safer environment, especially at night. These individuals are vetted and contributes to a safer environment in the streets of Stellenbosch and over weekends when the Municipality parking marshalls are not on duty.

Pappegaaiberg Security and Safety Monitors/Guards R 200 000

Together with local community organisation we are coordinating a project to make outdoor activities safer and more accessible in this area. By developing a network of well-maintained hiking, running, and cycling trails tailored for various skill levels, the area will be enhanced with minimal environmental impact. Addressing safety concerns, security monitors patrol the trails, providing assistance and ensuring a secure environment for all users.

This initiative will increase the usage of the trails, attracting both residents and tourists and promoting a healthier lifestyle. Community engagement is a key pillar of the project, with input from residents shaping the development and maintenance of the trails, fostering a sense of ownership and community spirit.

As the project progresses, efforts continue to improve trail safety and expand the network, using technology and innovative methods to ensure the well-being of all users. The success of the Pappegaaiberg initiative serves as a model for other communities, showcasing the impact of collaborative efforts in creating inclusive and safe outdoor recreational spaces.

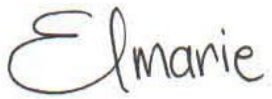
Buisness of Wine Tourism Conference: R 30 000.00

Host the Business of Wine Tourism Conference in Stellenbosch, a premier event dedicated to the intricacies of wine tourism commerce. This conference draws esteemed international speakers and over 140 delegates, integrating into the circular economy. Attendees traveling to Stellenbosch will contribute to the local economy by supporting hotels, restaurants, and vineyards. Additionally, the option for global delegates to participate virtually ensures widespread engagement and maintains the prominence of the Stellenbosch region and brand in the global market.

Total funding request: R 280 000

Thank you for taking the time to consider our request and we look forward to hearing from you soon.

With kind regards



Elmarie Rabe
For Visit Stellenbosch
elmarie@visitstellenbosch.org / 082 411 7741

12.	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]

NONE

13.	REPORTS BY THE MUNICIPAL MANAGER

13.1	QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 01 JULY 2023 TILL 30 SEPTEMBER 2023

Collaborator No:
File No:
IDP KPA Ref No: Good Governance
Meeting Date: 27 March 2023

1. SUBJECT: QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 01 JULY 2023 TILL 30 SEPTEMBER 2023

2. PURPOSE

To inform Council of the activities of the Audit Committee for the period 01 July 2023 till 30 September 2023 (1st Quarter). The Minutes of the meeting held for this period mentioned is herewith attached as **APPENDIX 1** which outlines the activities of the Audit and Performance Audit Committee.

3. DELEGATED AUTHORITY

Audit and Performance Audit Committee reports to Council periodically.

4. EXECUTIVE SUMMARY

In terms of Section 166 of the Municipal Finance Act (MFMA), Act No 56 of 2003, each municipality must have an Audit and Performance Audit Committee. The Audit and Performance Audit Committee is an independent advisory body which must advise Council, the political office bearers, the accounting officer, the management and staff of the municipality.

The Audit Committee has executed its duties and responsibilities during the period under review in accordance with its terms of reference as they relate to Council's accounting, internal auditing, internal control and financial reporting practices.

5. RECOMMENDATION

that Council takes note of the concerns and the report of the Audit Committee for the period 01 July 2023 till 30 September 2023

6. DISCUSSION / CONTENTS

6.1 Background

In terms of Section 166 (2) (a) the Audit and Performance Audit Committee must provide advice on matters relating to:

- internal financial control and internal audit;
- risk management;
- accounting policies;
- the adequacy, reliability and accuracy of financial reporting and information;
- performance management;
- effective governance;
- performance evaluation;
- compliance with the MFMA; and
- any issues referred to it by the Council.

The Audit and Performance Audit Committee will also review the annual financial statements in order to advise Council whether its finances are being managed efficiently and effectively. Furthermore, the Audit and Performance Audit Committee may respond to Council on issues raised by the Auditor–General in the audit report and carry out investigations into the financial affairs of the municipality if requested to do so by Council.

In order to execute its responsibilities effectively, the Audit and Performance Audit Committee will have access to the financial records and all other relevant information of the municipality.

6.2 Discussion

During this period the committee, amongst other matters, considered the following and would like to report the following in conjunction with the minutes of the meetings attached:

In respect of the external auditors and the external audit

- Reviewed External Audit Strategy and Engagement Letter
- Noted the pilot of the DATA led Audit under way between the municipality and the AGSA.
- Noted the areas added to the IA operational plan conducted on behalf of the AGSA.

In respect of financial statements

- Reviewed the Draft Unaudited AFS prior to the final submission to the AG.
- Raised certain concerns that were addressed by the CFO and that all the necessary updates be done to the AFS and that the updated AFS be forwarded timeously.

In respect of the Annual Performance report

- Enquired as to why the draft APR was not ready yet for submission to APAC.
- Noted that the financial chapter needed to be updated still to ensure accurate reporting.

In respect of internal control and internal audit

- Reviewed critical and significant issues raised by the internal audit processes and the adequacy of corrective action in response to such findings as detailed in the reports and follow-up reports.
- Reviewed the progress made by Internal Audit in the execution of its operational plan.
- Reviewed the report from Internal Audit relating to performance (PDO's) for Quarter 4 for the year ending 30 June 2023.
- Noted the feedback by Internal Audit on the progress made with the implementation of its Quality Assurance and Improvement Plan.
- Approved the revised Strategic and Operational Internal Audit Plan 2023/24.

In respect of Pre-determined Objectives

- Noted the reports in relation to Quarter 4 PDO's as reviewed by Internal Audit.
- Noted that there were no critical or significant issues raised by Internal Audit in the reporting the achievement of KPI's for the quarter under review to Council

In respect of risk management:

- Noted the verbal feedback by the Chief Risk Officer and the MM on Risk Management and ICT.

In respect of Fraud, Investigations and Consequence management:

- Noted the verbal feedback by the Chief Risk Officer relating to Fraud cases currently being investigated.
- Noted the fraud hotline is operational and that a new service provider has been appointed to independently manage the hotline.

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The recommendations comply with legislation.

6.5 Staff Implications

N/A.

6.6 Previous / Relevant Council Resolutions

N/A

6.7 Risk Implications

N/A

6.8 Comments from Senior Management

The Municipal Manager and Senior Managers are in support of this item.

APPENDICES

Appendix 1: Minutes of the Audit and Performance Audit Committee Meeting dated 28 August 2023

FOR FURTHER DETAILS CONTACT:

NAME	*Faiz Hoosain*
POSITION	*Chief Audit Executive*
DIRECTORATE	*Municipal Manager's Office*
CONTACT NUMBERS	*021-808 8555*
E-MAIL ADDRESS	*Faiz.Hoosain@stellenbosch.gov.za*
REPORT DATE	*27 March 2024*

APPENDIX 1

CONFIDENTIAL

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MINUTES

AUDIT AND PERFORMANCE AUDIT COMMITTEE MEETING [IN-COMMITTEE]

2023-08-28

MINUTES **AUDIT AND PERFORMANCE AUDIT COMMITTEE MEETING** **2023-08-28**

[IN-COMMITTEE]

PRESENT: Mr L Nene (Chairperson)
Mr V Botto
Mr T Lesihla
Ms J Williams

Office of the A-G: Ms L Klue-Knipe

Also Present: Cllr WF Pietersen (MPAC Chairperson)
Cllr J Fasser (Executive Deputy Mayor)

Officials: Municipal Manager (Ms G Mettler)
Chief Financial Officer (Mr K Carolus)
Director: Corporate Services (Ms A De Beer)
Director: Community & Protection Services (Mr G Boshoff)
Director: Planning and Economic Development (Mr A Barnes)
Chief Audit Executive (Mr F Hoosain)
Senior Internal Auditor (Ms Krige)
Senior Manager: Financial Management (Ms M Steyl)
Senior Manager: Revenue (H Mitchell)
Senior Manager: SCM (Mr D Jacobs)
Manager: Annual Financial Statements and Reporting (Mr L Syster)
Manager: PMS, IDP & PP (Mr G Cain)
Chief Risk Officer (Ms H Priem)
SC: Risk Management (Ms A Rooifontein)

****

1.	**OPENING AND WELCOME**

The Chairperson, Mr Nene, welcomed everyone present.

1.1	**COMMUNICATION BY THE CHAIRPERSON**

1.1.1	**CONFIRMATION OF THE AGENDA**

The underneath mentioned matters were added to the agenda under point nr 4 which are:

AG Strategy;

PDO report;

Internal Audit Plan; and

Fruitless and wasteful expenditure.

All member agreed on the discussion of these agenda items.

RESOLVED

that the confirmation of the Agenda will henceforth reflect under the Communication by the Chairperson.

1.2	**COMMUNICATION BY THE MUNICIPAL MANAGER**

The Municipal Manager informed the meeting that the matter regarding remuneration of APAC Members were discussed at Council who decided that it should remain as per the Audit and Performance Audit Committee Charter.

The Members raised their concern that the remuneration will not attract the correct calibre of members to serve on the Audit and Performance Audit Committee because of the amount of work which needs to be done. The stipend should be looked at differently because it is very different in other spheres of Government.

The Municipal Manager will convey the Members' sentiments to Council at their next sitting.

1.3	**DISCLOSURE OF INTERESTS**

The APAC members verbally and captured in the MS Teams chat confirmed that there was no interest to declare.

2.	APPLICATIONS FOR LEAVE OF ABSENCE

NONE

3.	CONFIRMATION OF MINUTES AND MATTERS ARISING

3.1	Confirmation of Minutes

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 3.1

The minutes of the Audit and Performance Audit Committee held on 2023-06-29 was **confirmed as correct without any changes.**

3.2	Matters arising from previous Minutes / Action points for consideration

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 3.1

The following matters arose from the previous minutes:

3.2.1	Internal Audit Plan

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 3.2.1

Internal audit plan was re-submitted and included in the agenda of this meeting.

3.2.2	Compliance

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 3.1

The MM informed the members that the Compliance Register in terms of all related legislation pertaining to Local Government is work in progress. The format is being looked at and will be discussed with the Chairperson.

3.2.3	Draft Business Continuity Plan

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 3.1

The Chief Risk Officer confirmed that the draft framework has served at the Management Forum for additional comment as well as the Risk Management Meeting. Comments were received and are being incorporated in the document. The draft document will serve at the next meeting.

4.	**AUDITOR-GENERAL**

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 4

The Senior Manager from the Auditor General presented the Audit Strategy and Engagement letter for 2022-2023 which included the AFS submission letter and the dispute resolution letter.

The mission of building public confidence which link to the Strategic vision for 2030 was highlighted. Key matters in the Engagement Letter not contained elsewhere such as the submission of quality information and assistance during the audit were mentioned. The committee was also informed that the Management Report was changed considerably and will now be in the form of storytelling (what is happening at the municipality) which is different from how it was done in the past.

Emphasis was made on the submission of the AFS by 31 August 2023, audit protocol in respect of turnaround times, adherence to the POPIA act, the allowance and disallowance of correction of misstatements in the AFS/APR, the audit dispute resolution process as well as making use of direct assistance from Internal Audit or use the work already completed by Internal Audit.

The pilot data led audit to be conducted at Stellenbosch municipality, the only municipality selected for this pilot, was introduced and explained to the members of the committee.

The AG was commended for moving with time in terms of the data led auditing presented.

Member Lesihla informed the committee that the municipality must be aware of what exactly the process entails as a lot of work and time must be put into the exercise.

The Members raised their concern regarding the cost of the audit and whether the regulatory audit adds value to the operation of the municipality. The AG noted the concern and added that they are looking at reducing the cost by appointing audit firms

in the municipality and awaits confirmation of their availability to assist as well the reliance on some of the work already done by Internal Audit.

RESOLVED

that the Audit Strategy as well as all the associated documents including the dispute resolution be noted.

5.	**FINANCIAL STATEMENTS**

5.1	Draft Unaudited Financial Statements for the year ending 30 June 2023. **(APPENDIX 2)** **FOR CONSIDERATION**

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 5.1

The CFO introduced the presentation of the draft unaudited financial statements were presented. The draft AFS was presented by the Manager; Financial Statements and Reporting with the assistance of the Senior Manager who responded to the questions regarding the statement of financial position and performance and noted the concerns raised.

The Chairperson raised concern regarding the amounts that were recorded as cell phone allowance which seemed quit exorbitant for the Municipal Manager, Directors and Councillors as well as the amount of Long Service awards. The CFO explained that the allowance Councillors is in line with the gazetted upper limits for Councillors. Senior Managements' allowance is in line with those of Councillors it is also expected of the Municipal Manager and the Directors to be available and in contact with Councillors and Staff.

The Finance Managers explained that the calculations for the employee benefits was done by Actuaries and is per the information provided by HR and then journaled as per their assumption.

The Chairperson acknowledged and commended the significant rise in the revenue of the Municipality.

It was also confirmed that no changes were made to the Accounting Policies.

RESOLVED

that the Draft AFS reviewed by the Committee for submission to the Auditor General, after the CFO confirmed that whatever is in the Audit file agrees with the information in the AFS, be supported for submission.

6.	**INTERNAL AUDIT AND INTERNAL CONTROL**

6.1	Internal Audit Report: PDO's Quarter 4 2022/2023 **(APPENDIX 3)** **FOR CONSIDERATION**

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 6.1

The Chief Audit Executive indicated that there is one housekeeping finding to be reported.

RESOLVED

that the Internal Audit Report: PDO's Quarter 4, be noted and that the housekeeping finding be discussed in the Management Forum.

6.2	Internal Audit Progress Report **(APPENDIX 4)** **FOR CONSIDERATION**

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 6.2

The Chief Audit Executive provided a summary of the progress in relation to execution of the operational plan.

RESOLVED

that the Internal Audit Progress Report, be noted.

6.3	Strategic and Operational Internal Audit Plan 2023/24 **(APPENDIX 5)** **FOR CONSIDERATION**

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 6.3

The CAE confirmed that the concerns raised in the previous meeting were addressed specifically in relation to the areas around climate change which were highlighted by the Committee. The plan was amended to include 200 hours for an assessment of the risk. Provision for the assistance to the Auditor-General was also captured in the plan.

The Chairperson enquired if the total hours include hours spent in Management meetings and was informed that the CAE only gets called to present an item to Management when needed. The Chairperson informed the Committee that it is not

good practice and that it should be relooked. The Municipal Manager noted the Chairpersons statement.

RESOLVED

that the Strategic and Operational Internal Audit Plan 2023/24, was approved.

7.	**QUALITY ASSURANCE AND IMPROVEMENT**

NONE

8.	**RISK MANAGEMENT**

NONE

9.	**FRAUD RESPONSE COMMITTEE: INVESTIGATIONS AND FRAUD**

NONE

10.	**FRUITLESS AND WASTEFUL EXPENDITURE REPORT**

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 7

The circulated report was presented by the CFO who engaged with the Service Provider.

The CFO informed the Committee that the report is a final draft and in detail explained the summarised findings in the report. He concluded that the report stated the one licence was irregular expenditure and the other three licences were not fruitless and wasteful expenditure.

RESOLVED

that the report is noted.

11.	ANNUAL PERFORMANCE REPORT

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2023-08-28: ITEM 8

Ms Williams noted that the report is not included in the agenda. The CFO informed the Committee that calculations and corrective measures needs to be finalised and will be submitted to the AG with the Annual Report.

RESOLVED

that the report be submitted to the Members for approval before submitted to the Auditor General.

11.	DATE OF NEXT MEETING

Before the meeting closed, gratitude and appreciation were expressed to Messr Botto and Lesihla as their term serving as members on the Committee came to an end.

The date of the next meeting will be communicated in due course.

The meeting adjourned at 19:00.

CHAIRPERSON: ……

DATE: ……

Confirmed on ……..…… **with/without amendments.**

13.2	**SUBJECT: EXTENSION OF THE BOUNDARIES OF THE JONKERSHOEK SPECIAL RATING AREA (SRA) FOR THE PERIOD FROM 1 JULY 2024 TO 30 JUNE 2025**

Collaborator No:
BUDGET KPA Ref No: **Good Governance and Compliance**
Meeting Date: **27 March 2024**

1. SUBJECT: EXTENSION OF THE BOUNDARIES OF THE JONKERSHOEK SPECIAL RATING AREA (SRA) FOR THE PERIOD FROM 1 JULY 2024 TO 30 JUNE 2025

2. PURPOSE

To inform Council to consider and possible approve the extension of the boundaries of the Jonkershoek Special Rating Area for the period from 1 July 2024 to 30 June 2025 in terms of Council Policy and Bylaw and Section 22 of the Municipal Property Rates Act (MPRA), ACT 6 of 2004 as amended.

3. DELEGATED AUTHORITY

COUNCIL

4. EXECUTIVE SUMMARY

Stellenbosch Municipality has an approved Special Rating Area Bylaw and Policy which give any owner within the jurisdiction of the municipality and who owns property within the proposed special rating area, the right to lodge an application to council for the establishment of a special rating area.

Any application for the establishment of a special rating area must include a motivation report and business plan.

The Jonkershoek Special Rating Area (SRA) was first established in 2015 for a period of 5 years and a further extension was granted from 2020 until 2025.

An application was received from the SRA for the extension of the current Jonkershoek Special Rating Area.

5. RECOMMENDATION

(a) that Council approves the application received for the extension the Special Ratings Area (SRA) in Jonkershoek, Stellenbosch with effect from 1 July 2024 to 30 June 2025; and

(b) that the approval be on condition that a Financial Agreement as envisaged in Paragraph 14.3 of the SRA policy be entered into between the municipality and the management structure of the Jonkershoek SRA before any payments are made towards the SRA.

6. DISCUSSION/CONTENTS

6.1 Background

Stellenbosch Municipality has an approved Special Rating Area Bylaw and Policy which give any owner within the jurisdiction of the municipality and who owns property within the proposed special rating area, the right to lodge an application to council for the establishment of a special rating area.

Any application for the establishment of a special rating area must include a motivation report and business plan.

The Jonkershoek Special Rating Area (SRA) was first established in 2015 for a period of 5 years and a further extension was granted from 2020 until 2025.

An application was received from the SRA for the extension of the current Jonkershoek Special Rating Area.

6.2 Discussion

Since the establishment of the Jonkershoek SRA in 2015, it has functioned well, and it has proven its ability to implement strategic business objectives within its budget. However, the need arose for the Jonkershoek SRA to extend its boundaries to service a larger community base. This is mainly due to a good record of effective service delivery within its current boundaries.

The Jonkershoek SRA is a sustainable and an established organisation within the community and continues to provide a service in addition to municipal activities in the area. Management of the SRA has fulfilled its mandate as outlined in the current business plan and the SRA has been well accepted by property owners within the Jonkershoek SRA. This is also clearly proven by the fact that more community members want to form part of this SRA.

6.2.1 What is a special ratings area (SRA)?

A Special Ratings Area is a provision within the law that allows for a specific demarcated geographical area to collect additional rates, over and above the current rates being paid to the municipality. Each municipality writes its own by-law that governs the rules and framework of acceptance and governance. Stellenbosch Municipality has a specific policy that provides guidance for the establishment, implementation and maintenance of a SRA.

The SRA provides an opportunity for each property owner to pay an additional percentage, or rate, of what they currently pay to the municipality. The aim of this is to provide additional finance to pay for value-adding services. It is a democratic process that requires that most of the property owners in the demarcated area support the application for the establishment of the SRA by means of a written vote. If approved by the municipality this would then enforce an additional SRA rate on all the property owners of the SRA area.

Approval of the establishment of a SRA lies exclusively with the municipal council.

6.2.2 What are the benefits of a special ratings area (SRA)?

This arrangement allows for a degree of management autonomy and self-control of urban or residential spaces that require improvement or in cases where the residents as a collective, wish to bring about improvement to their area.

This is beneficial to both the residents of the SRA as well as the municipality. Areas are improved by the residents themselves without there being any additional financial burden to the municipality.

6.2.3 How does a special ratings area (SRA) work?

The full process is quite complex and involves a high degree of public participation, especially in the phases before the SRA is approved by council and established. The

full process is set out and guided by the municipality's SRA policy, but can be summarised as follows:

- Support is gathered by property owners of a specific area for the establishment of a SRA. If a majority vote is obtained, application is made to the municipality in this regard.
- The council considers the application and approves or turns down the application.
- Assuming the application is approved, the SRA is established. A non-profit company (NPC) is registered. The management of this company is then responsible for implementing the business plan and achieving the goals of the SRA. All activities are performed by the NPC or employees and service providers. The municipality is not involved in the day-to-day operations of the NPC in any way.
- The approved budget of the SRA gets paid over to the NPC in equal monthly instalments while the municipality then recovers the money from property owners in the form of the SRA rates. The municipality adds the additional SRA rates to the consumer accounts of the property owners whose properties fall within the boundaries of the newly established SRA. This is a legally constituted rate in terms of the Municipal Property Rates Act and all affected property owners are obliged to pay. Money is then recovered by the municipality via the normal processes. Should a property owner default on these compulsory rates, normal debt collection processes will apply. There is therefore no cost to the municipality as the full cost of running the SRA is borne by the property owners themselves.

6.2.4 Application received

In terms of the abovementioned legislation and policy, an application to extend the boundaries of the current Jonkershoek SRA in the area known as Jonkershoek, Stellenbosch was submitted to the municipality on 8 December 2023.

Attached as Annexure A is a copy of the business plan and motivation document that accompanied said application. The proposed budget also forms part of this documentation.

6.2.5 The broad goals of the SRA can be summarised as follows:

- Reducing crime significantly.
- Creating a safe and clean public environment.
- Managing existing and new public infra-structure for the future benefit of all users of the area.
- Protecting property values;
- Supporting the promotion of the area as a safe and clean environment by promoting greening, energy efficiency and recycling.
- Supporting and promoting social responsibility in the area; and
- The sustained and effective management of the area.

6.2.6 The proposed boundaries for the extension of the Jonkershoek SRA is as follows:

Northern Boundary – From the intersection of Miniserie Street and Van Riebeeck Street to the intersection of Van Riebeeck Street and Neethling Street to include the residential properties south of Murray Street, along Murray Street towards the intersection of Bosman Street. Then all along Van Riebeeck Street Eastward where it meets up with the eastern border at the intersection of Van Riebeeck Street and Jonkershoek Road.

Eastern Boundary – From the intersection of Van Riebeeck Street and Jonkershoek Road along the eastern borders of Boland College and Kolonieland towards the Eerste River.

Southern Boundary- From the South-Eastern corner of Koloniesland Housing Estate, along the border of the Kolonieland Estate, westward along Noordwal- Oos towards the intersects with Die Laan, then continuing westward to include the residential properties in Die Laan Avenue to the intersection of Pastorie Street and Die Laan Avenue.

Western Boundary- From the intersection of Pastorie Street and Die Laan along Utopia and Miniserie Street, including all the residential properties in Miniserie Street until the boundaries intersects with Van Riebeeck Street.

6.2.7 Factors to be considered by the municipality

Paragraph 5 of the approved SRA policy sets out the factors that must be considered by the municipality when determining a special rating area.

These are:

"5. Factors considered when determining a special ratings area.

The council will consider instituting a special rating area where the requirements of Section 22 of the MPRA 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 areas mean an area in which more than 40% (forty percent) of the rates based municipal valuation value 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.

5.6 the majority of members of the local community who will be liable for paying any additional rate in the special rating area have consented to its establishment.

5.7 the procedural requirements of Section 22 of the MPRA 5 as well as the By-Law and the Policy are complied with, including the community consultation requirements, 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 extend the boundaries of the Jonkershoek SRA rest with the Council in its sole discretion.

The application for the extension of the Jonkershoek SRA, and the goals and objectives thereof comply in all aspects with the conditions as required by the SRA policy of the municipality.

6.2.8 Consultation with community

Section 22(2) of the MPRA requires that the municipality consult with the community on several issues. To this end, several meetings were held with the public where all aspects pertaining to the boundaries, the proposed areas of improvement and upgrade, the actual additional rates to be paid based on the proposed budget etc. were discussed in detail. An advertisement was also placed in the Eikestad newspaper on 7 December 2023 in compliance with the SRA policy wherein the public was invited to submit any comments or objections in connection with the establishment of the SRA directly to the community. The notice in the newspaper is marked as Annexure B to the item.

An objection was received from a member of the public that is not living within the boundaries of the proposed Jonkershoek SRA. This objection, as well as the response of the management structure of the proposed SRA are attached as Annexures C and D.

The administration is satisfied that there was sufficient consultation with the community.

6.2.9 Determination of an additional rate

Calculations were made based on the proposed budget as submitted and the properties situated within the boundaries of the proposed SRA.

The total proposed budget of the Jonkershoek Extended SRA amounts to R 1 835 3337 and a SRA rate of 0.1122 cent in the Rand was calculated as being sufficient to generate the funds required to cover the budget.

As is the case with normal property rates, SRA rates are also based on the municipal valuation of a property. Using the rate of 0.1122 c/R therefore, the owner of a property valued at R1 000 000 will therefore pay additional SRA rates of R1122 per year.

SRA rates are payable in addition to normal property rates and will be accrued and recovered from property owners via the normal billing cycle of the municipality.

6.3 Financial Implication

In terms of various policies and legislation, the municipality will levy an additional rate on the properties that fall within the boundaries of the proposed SRA. This levy will be in addition to normal monthly levies for rates and services and will be included in monthly accounts sent to property owners.

Collection of the additional rate will be done via the normal channels. Property owners who fail to pay their accounts will be subjected to the normal debt collection procedures as per the Credit Control and Debt Collection Policy of the municipality. In addition, provision will be made in the finance agreement as envisaged in paragraph 14.3 of the SRA policy that the municipality will not be liable to carry the burden of the irrecoverable debt.

The municipality will pay over to the NPC that has been formed for purposes of managing the SRA on a monthly basis, one twelfth or 8.33% of the proposed budget. The proposed budget amounts to R 1 835 337. Payments will therefore amount to R152 944.16 per month for the first year.

Accounting wise, the levies and payments will be accounted for in a manner compliant with the requirements of GRAP.

6.4 Legal Implication

Section 22, MPRA 2004 makes provision that a municipality may approve the establishment of a Special Ratings Area.

Extract from the Municipal Property Rates Act, Act 6 of 2004 as amended:

"Section 22. Special rating areas. ___

(1) A municipality may by resolution of its council-
  (a) Determine an area within that municipality as a special rating area;
  (b) Levy an additional rate on property in that area for the purpose of raising funds for improving or upgrading that area; and
  (c) Differentiate between categories of properties when levying an additional rate referred to in paragraph (b).

(2) Before determining a special rating area, a municipality must-
  (a) Consult the local community, including on the following matters:
    (i) The proposed boundaries of the area; and

    (ii) The proposed improvement or upgrading of the area; and

  (b) Obtain the consent of the majority of the members of the local community in the proposed special rating area who will be liable for paying the additional rate.

(3) When a municipality determines a special rating area, the municipality-
  (a) Must determine the boundaries of the area;
  (b) Must indicate how the area is to be improved or upgraded by funds derived from the additional rate;
  (c) Must establish separate accounting and other record-keeping systems regarding-
    (i) the revenue generated by the additional rate; and

    (ii) the improvement and upgrading of the area; and

  (d) May establish a committee composed of persons representing the community in the area to act as a consultive and advisory forum for the municipality on the improvement and upgrading of the area, provided representation, including gender representation, is considered when such a committee is established. Such a committee must be a subcommittee of the ward committee or committees in the area.

(4) This section may not be used to reinforce existing inequities in the development of the municipality, and any determination of a special rating

area must be consistent with the objectives of the municipality's integrated development plan.

(5) This section must be read with section 85 of the Municipal Systems Act if this section is applied to provide funding for an internal municipal service district established in terms of that section of the Municipal Systems Act.

Further to the provisions of the MPRA, council approved a Special Ratings Area (SRA) policy and an SRA Bylaw that was promulgated in the Provincial Gazette Extraordinary 8440 of 04 June 2021. The policy is reviewed every year as part of the budget related policies of the municipality.

In terms of paragraph 14.3 of the SRA policy a written financial agreement must be entered into between the municipality and the management structure of the SRA before any additional rates collected are paid over to the management structure by the municipality. This agreement must regulate:

- The mechanisms and manner of payment;
- How the additional rate is to be held by the management structure;
- Any parameters relating to the expenditure; and
- Any obligations on the management structure to take out and maintain appropriate insurance.

The Jonkershoek SRA will follow the model as set out in paragraph 8.2 of the SRA policy. With this model, the SRA establishes a Not-for-profit company (NPC) and the management structure of this company undertakes the planning, contracting, financial control and administrative functions within the Special Ratings Area.

It is important to note that the municipality will in no way be involved in the daily operations of the SRA. No additional services will be rendered, and no additional resources will be made available to the management of the NPC of the SRA. The municipality is in no way obliged to provide or make available any of its own resources in order to cooperate with any of the SRA initiatives.

Apart from the stipulations in the financial agreement, the municipality's function will be limited to paying the annual budget over to the NPC management structure in twelve equal monthly instalments and collecting the SRA rates from property owners by means of its billing and debt collection processes.

6.5 Staff Implications

The report has no staff implications to the Municipality.

6.6 Previous/Relevant Council Resolution:

17TH COUNCIL MEETING: 2023-10-25: ITEM 11.4.1

RESOLVED (majority vote with 1 abstention)

that Council extend the submission date to 30 November 2023 for the application or revision of a Special Rating Area.

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management

6.8.1 Chief Financial Officer

None

8.6.2 Director: Corporate Services

None requested

8.6.3 Director: Infrastructure Services

None requested

8.6.4 Director: Community & Protection Services

None requested

8.6.5 Director: Planning & Economic Development Services

None requested

6.8.6 Municipal Manager

Supports the recomemndations.

Annexures

A. Business Plan
B. Notice in Newspaper
C. Letter of Objection
D. Response letter from the management of the Jonkershoek SRA

FOR FURTHER DETAILS CONTACT:

NAME	Henry Mitchell
POSITION	***Senior Manager: Revenue & Expenditure***
DIRECTORATE	***Finance***
CONTACT NUMBERS	***021 808 8016***
E-MAIL ADDRESS	*Henry.Mitchell@stellenbosch.gov.za*
REPORT DATE	20 March 2024

ANNEXURE A

"A"

BUSINESS PLAN FOR THE JONKERSHOEK

Special Rating Area

SRA
JONKERSHOEK

Business Plan
(as amended from July 2024 to June 2025)

Compiled in accordance with the By-Law for establishment of Special Rating Areas, promulgated in the Provincial Gazette 7015/2012

This Business Plan covers the period 1 July 2020 to 30 June 2025 as set out in the following parts:
Part 1: Background and Introduction
Part 2: Motivation
Part 3: Implementation Plan and Budget

JONKERSHOEK SPECIAL RATING AREA Information:

Name:	Jonkershoek Special Rating Area
Contact Person:	Ms Thea Jordaan
Contact Telephone No:	021 8872486
Commencement Date:	1 July 2020
Municipality:	Stellenbosch

Principal Contacts

Ms Thea Jordaan (administration)
thea@jpstrust.co.za
Ms Belinda Hattingh (manager)
manager@jonkershoeksra.co.za
Mr D M (Niel) Hoogenhout (chairman of the board of directors)
dmhoogenhout@gmail.com

Directors

Charl Daniel Cillie	Michael John Ehret
Daniel Marais Hoogenhout	Michiel Wilhelm Dreijer
Frans Krone Krige	Petrus Johannes Dirkse Bekker
Martin Noel Heunis	Willem Jacobus van Aswegen

Boundaries of the JONKERSHOEK Special Ratings Area (Also to Map 1 & 2 with the extended boundaries shown on Map 3 below)

The existing boundaries are outlined below:

Northern Boundary – From the intersection of Merriman Avenue and Cluver Road along Cluver Road then following the northern boundary of erf 4165 and all erven facing Commanders Avenue up to Simonsberg Street and then along Simonsberg Street and the northern boundary of erven bordering Union Avenue and Rozendal Avenue up to Omega Street.

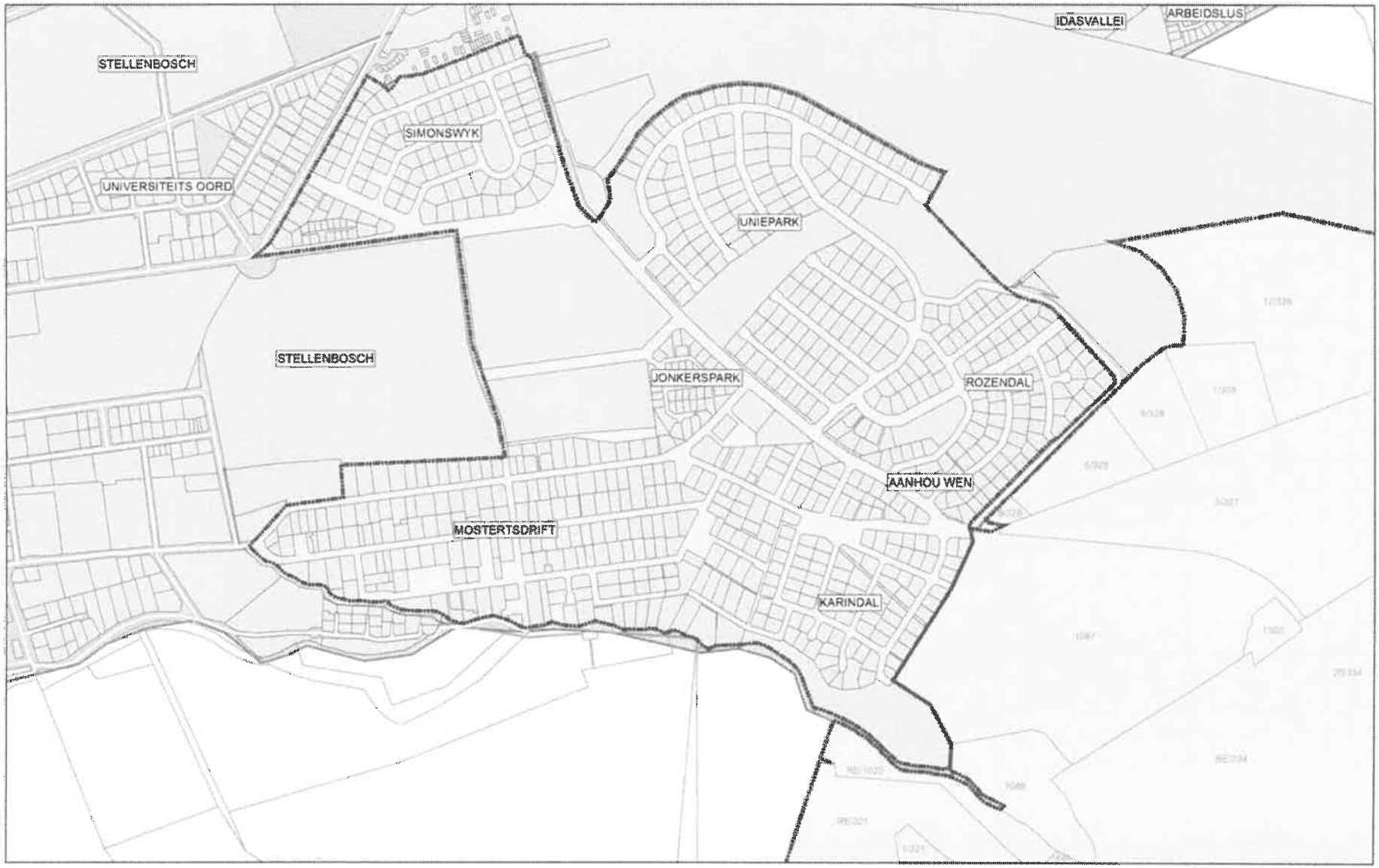
Eastern Boundary – From the intersection of Rozendal Avenue and Omega Street along the watershed boundary of all agricultural properties in the Jonkershoek Valley to include all residential and agricultural erven to the west until the boundary intersects with the Eerste River at the Karindal neighbourhood.

Southern Boundary – Along the Eerste River westward up to the South Eastern corner of the Koloniesland housing estate, along the border of the Koloniesland estate up to the Meulsloot and along the Meulsloot to where the boundary intersects with Van Riebeeck Street.

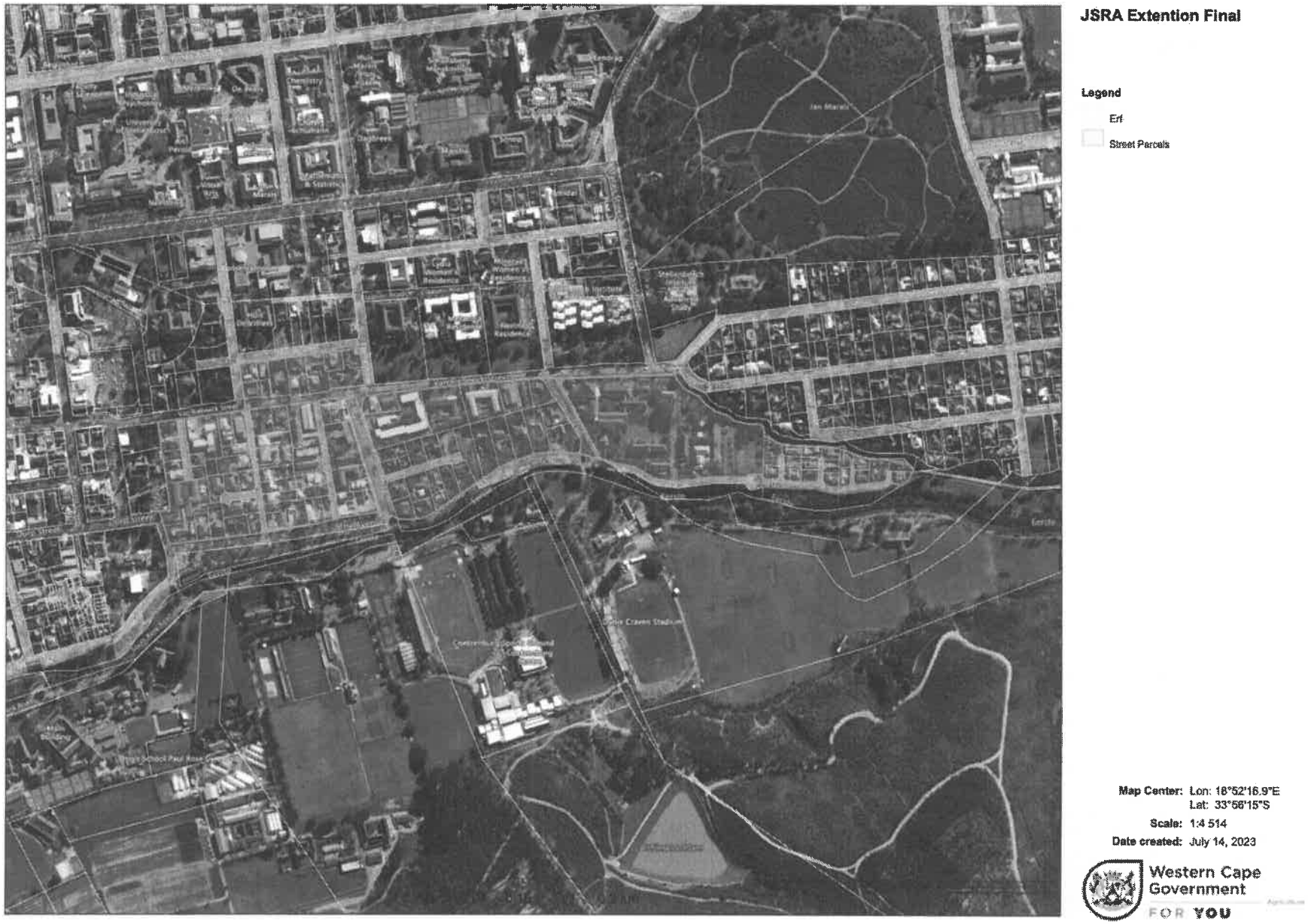
Western Boundary – From the intersection of Van Riebeeck Street and Jonkershoek Road, along Jonkershoek Road and from erf 1540 along the northern boundary of the erven on the northern side of Jonkershoek Road to Jannasch Street and northwards up to the intersection with Merriman Avenue and along Merriman Avenue to the intersection with Cluver Road.



Map 1 Existing Jonkershoek Special Rating Area agricultural area



Map 2 Existing Boundary of the residential component of the Jonkershoek Special Rating Area



Map 3 Extended Boundary of the residential component of the Jonkershoek Special Rating Area

Executive Summary

Over a number of years the Stellenbosch area increasingly became the target of criminal elements wishing to exploit the area and its residents. Property owners adjacent to nature reserves, green belts and rivers have been hit by criminals accessing neighbourhoods from these areas.

In 2012 the Stellenbosch Municipality approved the Special Rating Area By-law for the town thereby setting the platform for property owners to establish such areas in Stellenbosch. The first Business Plan for the Jonkershoek Special Rating Area was drawn up in 2014, approved by the requisite 60%+ majority of property owners within the boundaries and its first five year term started on 1 July 2015. The JSRA has been substantially successful in addressing problems and countering any potential for further urban decay and the further increase of crime in the area. The main purpose of the JSRA is to manage and implement additional public safety and urban management operations in addition to those services provided by the Stellenbosch Municipality. The additional municipal services typically include the provision of additional public safety, cleansing services, maintenance and/or upgrading of the urban public environment and/or infrastructure and social services that addresses social issues in the area. The area of the JSRA includes the rural farming area of the Jonkershoek valley.

The Jonkershoek SRA NPC was incorporated on 6 August 2015 as a Non Profit Company in terms of the Companies Act 71 of 2008. This amended Business Plan is for the boundary extension which aims to take effect from 1 July 2024 and falls within the Business Plan of the 2nd 5-year term for the period 1 July 2020 to 30 June 2025.

The boundaries as per the maps of the area of the JSRA in this business plan portrays the current and proposed extended boundaries.

Vision, and Goals of the JSRA

The vision of the JSRA is to establish and maintain a safe, clean, and attractive residential area. The continued operations of the JSRA will support the vision of the Stellenbosch Integrated Development Plan (see part 3.3 below).

The JSRA has the following goals:

- Reducing crime significantly by proactive visible patrolling and cooperation with existing SAPS and Stellenbosch Municipality Law Enforcement efforts as well as other security service providers in the area.
- Creating a safe and clean public environment by addressing issues of maintenance and cleaning of streets, pavements and public spaces.
- Manage existing and new public infrastructure for the future benefit of all the users of the area.
- Protect property values.
- Support the promotion of the area as a safe and clean environment by promoting greening, energy efficiency and recycling.
- Support and promote social responsibility in the area
- The sustained and effective management of the area.

Extending the JSRA Boundary

The proposed boundaries will extend as follows:

Western Boundary – From the intersection of Pastorie Street and Die Laan Avenue along Utopia and Minserie Street, including all residential properties in Minserie Street until the boundary intersects with the Van Riebeeck Street.

Northern Boundary – From the intersection of Minserie Street and Van Riebeeck Street along Van Riebeeck Street to the intersection of Van Riebeeck Street and Neethling Street to include the residential properties south of Murray Street, along Murray Street towards the intersection of Bosman Street. Then all along Van Riebeeck Street eastward where it meets up with the eastern border at the intersection of Van Riebeeck Street and Jonkershoek Road.

Eastern Boundary – From the intersection of Van Riebeeck Street and Jonkershoek Road, along the eastern borders of Boland College and Koloniesland towards the Eerste River.

Southern Boundary – From the South Eastern corner of the Koloniesland housing estate, along the border of the Koloniesland estate westward along Noordwal Oos towards the intersects with Die Laan Avenue, then continuing westward to include the residential properties in Die Laan Avenue to the intersection of Pastorie Street and Die Laan Avenue.

The steering committee comprising of vested interest holders of properties within the proposed extension have been meeting on a regular basis to understand the concept and process to extend the boundary of an existing SRA (Special Ratings Area) which would be of benefit to all stakeholders.

Property owners, tenants and businesses within the boundary would have immediate access to the services that a SRA provides 24/7 i.e. visible policing and improvements to public open spaces.

The JSRA extension has the full support of the existing JSRA board and will welcome new members of the extended area in being appointed as directors to the board as a fair representation of all property owners in the extended area.

STF as a stakeholder will clean the Eerste River and public spaces next the Eerste River within the extension boundaries. In addition to this there will be a presence of Public Safety Officers 24/7, supported by a patrol vehicle and a management component assisting in providing oversight with direct access to Law Enforcement members who are dedicated to Stellenbosch Municipality and can enforce the Municipal By-Laws. Furthermore, the JSRA will facilitate between Stellenbosch and property owners any defects and/or replacement of items, including improvements to the area through the many programs that are in place, since the JSRAs establishment in July of 2015, maintaining a clean and safe environment within which to "Live, Work and Play" .

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Part 1 : BACKGROUND AND INTRODUCTION

Stellenbosch has grown to be recognised today for its wine production and it is also renowned for its academic institutions. The University of Stellenbosch has approximately 32,000 students, and the surrounding communities and agricultural industries interact with the town and its business and academic institutions on a daily basis. While the central business district and industrial nodes offer support to industry the residential neighbourhoods offer a unique lifestyle opportunity for residents linked to spectacular mountain and rural scenery, access to nature on their doorstep and supported by all the modern amenities that this town can offer.

Unfortunately the area also became the target of criminal elements wishing to exploit the area and its residents. Most residents are aware of crime, concerned about crime or have been directly affected by crime in the area. Property owners adjacent to nature reserves, green belts and rivers have been hit by criminals accessing neighbourhoods from these areas and even the student community have experienced its fair share of criminal activity.



Figure 1 Locality map showing the position of the JSRA relative to the greater Stellenbosch area.

Together the residential communities of a number of Stellenbosch residential suburbs established Stellenbosch Watch with the intention to increase cooperation between neighbourhood watches and to ensure a coordinated fight against crime in Stellenbosch through improved communication between the Stellenbosch Watch, the South African Police Service (SAPS) and other law enforcement agencies.

In 2012 the Stellenbosch Municipality approved the Special Rating Area By-law for the town thereby setting the platform for property owners to establish such areas in Stellenbosch. Certain suburbs in cooperation with Stellenbosch Watch has identified the Special Rating Area (SRA) model as a basis to address problems and counter any potential for further urban decay and the further increase of crime in the area. The first Business Plan for the Jonkershoek Special Rating Area was drawn up in 2014, approved by the requisite 60%+ majority of property owners within the boundaries and its first five year term started on 1 July 2015. The main purpose of the JSRA is to manage and implement additional public safety and urban management operations in addition to those services provided by the Stellenbosch Municipality. The property owners from the area pay an additional rate (JSRA Levy) to fund additional municipal services for that specific area as set out in this business plan. The additional municipal services typically include the provision of additional public safety, cleansing services, maintenance and/or upgrading of the urban public environment and/or infrastructure and social services that addresses social issues in the area.

The Jonkershoek SRA NPC was incorporated on 6 August 2015 as a Non Profit Company in terms of the Companies Act 71 of 2008. This Business Plan is the first renewal for the second 5 year term of the JSRA for the period 1 July 2020 to 30 June 2025.

The JSRA Levy is collected by the Municipality from property owners in the area and paid over to the JSRA Non Profit Company (NPC). The budget is dedicated to the specific area only. The JSRA Levy paid by the property owners in the area means an equitable split based on municipal property valuation. The cost of the additional services allows individual property owners to benefit from a well-managed and safe neighbourhood including a shared sense of communal pride, safety and social responsibility.

The implementation of a properly managed SRA most often results in:

- A safer public environment to the benefit of all residents, visitors, businesses and property owners.
- Proactive and co-ordinated communication and direct consultation with the Municipal service directorates regarding service delivery to the area.
- An equitable distribution of the cost to all property owners for providing supplementary and additional services in the area in proportion to the municipal valuation of the property.
- The protection and tangible growth in property values and capital investments which encourages economic development in the area.

Part 2 : HISTORIC MOTIVATION

2.1 Urban Challenges

During 2014 and as part of the process to develop the first business plan, the Steering Committee commissioned a perception survey amongst property owners of the then proposed area. The survey focused on five general urban issues namely:

- Safety and security
- Litter and cleanliness
- Area lighting & traffic
- Urban management
- Social environment

Participants were also asked to rank the importance of the above listed issues at the end of the survey questionnaire. The survey questionnaire also provided the opportunity to express general comments and concerns in writing. The results of the perception survey along with additional research, newspaper reports and information available to the Steering Committee was used to develop an overall analysis of the urban challenges of the area.

Safety and Security

The survey results indicated a substantial concern amongst participants that crime was on the increase in the area. Overall reported crime showed an upward trend in Stellenbosch and property related crime such as residential burglaries and theft from motor vehicles showed significant increases. In general, crimes such as property related crime, house robberies and theft out of motor vehicles have a negative impact on the sense of safety in a neighbourhood. These are typically crimes that directly and negatively influence the attraction to and perception of safety in the area and significantly detract from the desirability of the area. Crime statistics illustrated the fact that the area experienced crime, high incidents of which could occur or originate from the public domain including assault, theft, theft from motor vehicles, robbery and house and business burglaries.

The survey also tested participant's opinion on the effectiveness of the then current policing efforts and also asked participants to provide a reason for their rating. 70% Regarded the security situation as fair to poor and noted the lack of SAPS visibility most frequently as a reason for the ineffectiveness of the SAPS.

Litter and cleanliness of the public environment

Most participants regarded the general state of cleanliness as very good. Only isolated incidents of litter were found in the area. Some participants indicated illegal dumping of mostly household and garden waste and builders' rubble was problematic.

The survey also indicated some problems with bin picking: Bin picking is mostly associated with the presence of homeless and unemployed people that frequent the area, especially on refuse collection days, to find food and recyclable materials from refuse bins. Sadly, this practice also results in additional littering when bin pickers sort the waste on sidewalks leaving the area littered and dirty. Significant numbers of homeless people and bin pickers frequent the Stellenbosch residential areas, especially on waste collection days.

Area lighting and traffic

The lighting of streets and pavements and the standards of traffic signs and road markings were regarded as mostly sufficient. Isolated incidents of poor lighting on public open spaces (parks) and overgrown street signage were mentioned.

Urban Management

Further to the issues of lighting, signage and cleaning in the public environment, some urban management problems were present in some of the public spaces in the area. Street furniture such as litter bins and benches were in a state of disrepair and some public open spaces had long grass and trees and shrubs that needed pruning and maintenance. It is clear that sidewalks were mostly maintained by the property owners themselves and the general impression of the area was of a green, attractive and well- maintained residential neighbourhood.

The social environment

50% of survey participants perceived homelessness as a problem in this part of Stellenbosch. The most frequently identified issues in the area in order of priority was begging, bin picking, theft and alcohol and drug abuse.

Bin picking creates various problems in any urban area as it supports vagrant communities through recycling of small amounts of material from bins. This in turn leads to anti-social behaviour including littering, aggressive begging and opportunistic criminal activity such as theft.

Conclusion of survey

The perception survey concluded with an opportunity for participants to rank each of the general themes of the survey in terms of its importance. 93% of the respondents ranked safety and security as the most important issue. The cleanliness of public areas was selected as the second highest priority area.

2.2 Establishment of the JSRA and the first business plan

2.2.1 What is an SRA?

The SRA model is based on international best practice aimed at preventing the degeneration of neighbourhoods and facilitating their upliftment, economic growth and sustainable development. The continuing success of this model is demonstrated by the fact that there are an increasing number of SRA's being established in Cape Town, currently numbering 43.

The Stellenbosch Municipality's first Special Rating Area By-Law was approved in 2012. It was designed to enable self-funded community initiatives within a clearly defined geographic area that aim to improve and or upgrade neighbourhoods by making use of a non profit company to manage the implementation supported by property owners in the SRA in accordance with the procedure set out in the By-Law and approved by the Town Council.

In the Stellenbosch Municipal area the JSRA and Techstel SRA (Technopark area) were both established in 2015. Other Stellenbosch residential and business areas are currently investigating the possibility of establishing SRA's.

2.2.2 JSRA established

After the survey mentioned in 2.1 above, the steering committee drew up the first 5 year business plan for the Jonkershoek Special Rating Area which was approved by the Stellenbosch Municipality. After the required public meetings and written approval from the requisite 60%+ majority, the Stellenbosch Town Council approved the business plan to commence on 1 July 2015.

Jonkershoek Special Ratings Area NPC was incorporated on 6 August 2015 as a non profit company in terms of the Companies Act 71 of 2008 of which the main purpose is to provide Community Based Private Urban Management within the public areas of the Special Ratings Area. The first board of directors was appointed and operations in accordance with the approved business plan commenced. Just prior to the final approval of the business plan the Northern boundary of the area was slightly amended by excluding the Simonsrust shopping centre and the Simonsrust cluster housing estate.

In order to vote at the members' meetings of the JSRA, property owners need to apply to become members of the JSRA. Membership ceases, inter alia, when the property is sold and hence new owners would need to apply to become members. Voting at the meetings of the JSRA occurs by show of hands, or if required, by each member having one vote per R5m of municipal valuation of their property. Owners in arrears with their municipal accounts by more than 60 days are not allowed to vote, unless a payment arrangement is in place with the Municipality. Full details of the legal requirements surrounding membership, eligibility to vote and the manner of voting are contained in the Memorandum of Incorporation which is available on request and will be on the JSRA website soon.

The JSRA manages its own finances and appoints its own auditors. The interests of members of the JSRA NPC are protected by the provisions of the Companies Act and the Special Rating Area By-Law which include the following:

- The JSRA retains control over the funds received for the implementation of the business plan, which monies may only be spent within the JSRA and only in accordance with the approved budget and business plan.
- The responsibility for the collection of rates and additional rates in terms of the JSRA business plan vests with the Municipality.
- The Municipality monitors the compliance of the Board with the provisions of the SRA By-Law and the Companies Act and the Finance agreement concluded between the Municipality and the JSRA.
- A councillor of the town council appointed by the Executive Mayor as observer is entitled to attend the board meetings (but not vote) of the JSRA.
- The JSRA is required to submit a 5 year business plan for approval by the Town Council.
- The JSRA is required to prepare audited annual financial statements and submit this to the Municipality.

2.2.3 How are the additional rates (JSRA Levy) calculated?

The current municipal valuation roll is used to determine the properties comprising the JSRA and the JSRA additional rate (levy) payable by each property owner is calculated using the current municipal valuation of that specific property.

The JSRA management prepares an annual budget taking into account the additional supplementary services required as identified in the business plan. The individual contributions by each property owner accordingly represents the value of that property owner's municipal valuation of his property, divided by the total municipal valuation of all properties within the geographic boundary of the JSRA multiplied by the total expenditure budget of the JSRA for a particular year commencing on 1 July.

The JSRA budget and proposed additional rates (levy) must be approved by the Town Council and advertised for comments and objections as part of the Council's budget process for implementation on 1 July.

Part 3 : IMPLEMENTATION PLAN AND BUDGET

3.1 Focus for the first 5 years.

The Jonkershoek Special Rating Area NPC ('JSRA') has been in existence since 2015 and focused on the following areas:

- The management of the JSRA operations
- The provision of extensive safety and security measures
- The cleaning, greening and maintenance of the public spaces in the area
- Monitor urban management issues related to public infrastructure in the area in co-operation with the relevant Municipal departments
- Assist with social upliftment in the area

It is proposed that these main areas of focus be retained, although the extent, content and budget allocation for the different areas will change as set out in the proposed budget.

3.2 Operational results for the 5 years 1 July 2015 to 30 June 2020

Management

After incorporation of the Jonkershoek SRA NPC and the appointment of the first Board of Directors, JPS Trust (Ms Thea Jordaan) was appointed to attend to the JSRA administrative functions: in particular to deal with financial matters including arrangements with the Stellenbosch Municipality regarding the levy collection, banking arrangements, payments, secretarial work etc. A manager with the specific focus on the security operations was appointed in March 2016. Ms Belinda Hattingh joined the team in this capacity and brought her extensive experience as an officer in the SAPS, supervising the security contractors with excellent results.

Safety and security

Patrol vehicles:
The contracted security company started out with 2 vehicles and 2 bicycles on patrol in the area. It was soon found that the bicycles were not very effective and the arrangement was changed to 3 vehicles. The current arrangement is for the security company to supply 3 dedicated vehicles with an armed officer per vehicle patrolling 24/7 in two shifts. The vehicles are highly visible and have been branded with the JSRA logo and signage. Two of the vehicles (cars) mostly patrol the residential areas and the third (a pick-up truck) concentrate on the agricultural areas in the Jonkershoek valley. The 9 dedicated officers have undergone extensive training and operate under the supervision of the JSRA manager. The vehicles are in constant radio and mobile phone contact with the operational control room and can respond to any emergency within minutes.



Control Room:
At first the JSRA used the services of the Stellenbosch Watch control room. When our security cameras became fully functional and online in 2018 we had to set up a dedicated control room for the JSRA. The control room is currently situated at the University of Stellenbosch Campus Security premises where we have 3 operators doing shift duty 24/7 (one operator per shift). These operators are employed and have been trained by our contracted security company under supervision of our JSRA Manager. The control room operators monitor our security cameras, monitor our WhatsApp groups and telephones and react to suspicious activities and complaints/ information received from residents. They are in constant radio contact with the 3 security patrol vehicles and dispatch them accordingly. They also monitor various other crime alert groups linked to the SAPS and Law Enforcement and react if needed in our area. They arrange emergency units as required by incidents. All incidents and patrols are captured in an incident management system.



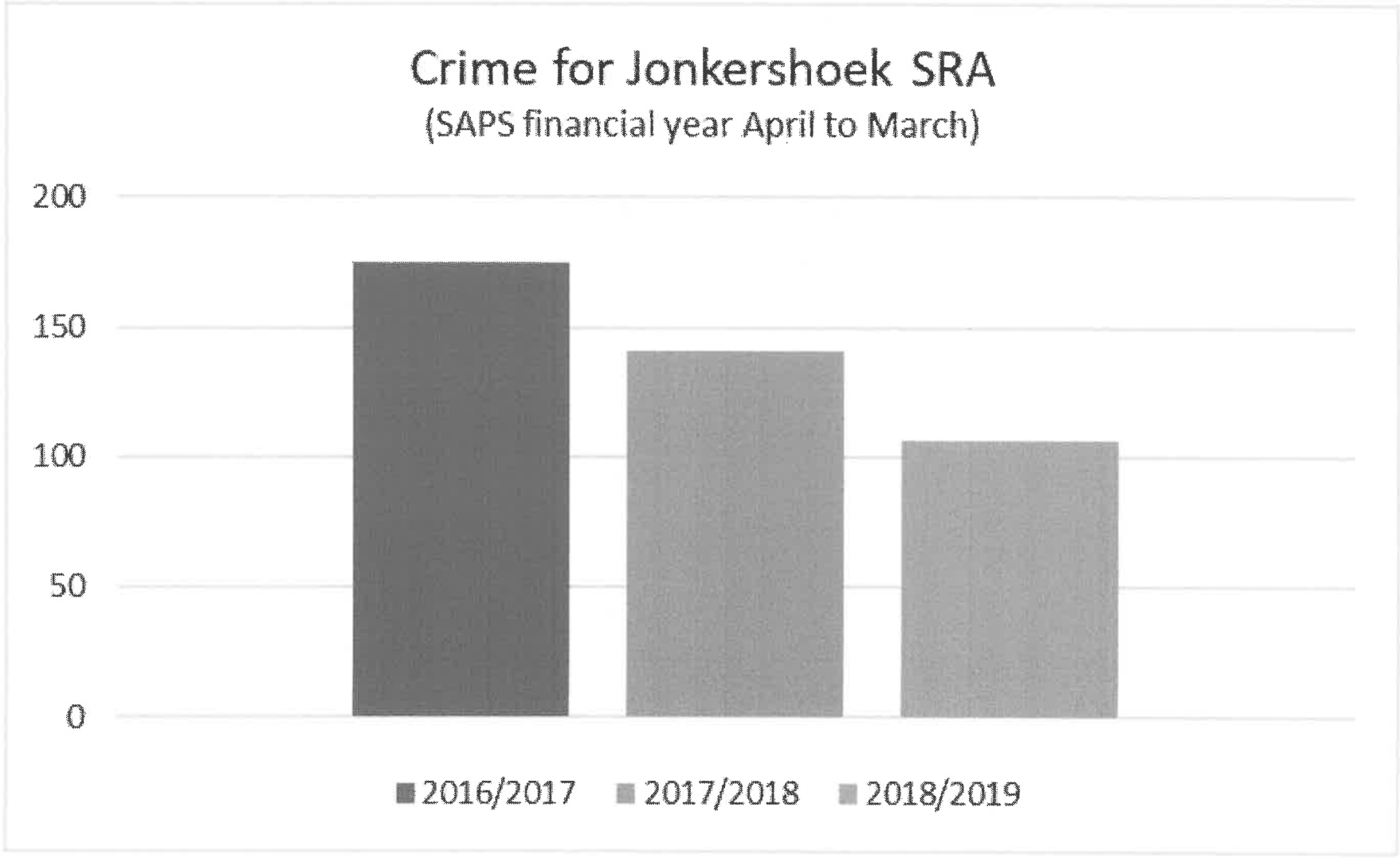
Security cameras:
The steering committee setting up the JSRA in 2015 realised that the JSRA operational budget would not be able to fund the capital cost of a security camera network and they approached JSRA members and residents for donations to fund the initial purchase thereof. Some R4.5 million was contributed by individuals and businesses. The first cameras were installed in 2016 with communication to the control room via wireless data links. This proved to be problematic as broadband, speed, weather, trees etc all affected the stability and quality of the images communicated. Fiber was the only option and the JSRA initiated the installation of a fiber network by Frogfoot, one of the bigger fiber operators. Frogfoot agreed to supply camera points at a nominal fee if the number of fiber internet users justified such a business model. Although the installation of the fiber network was disruptive in the neighbourhood, residents now have access to fast and reliable fiber internet service. The security cameras had to be reconfigured for fiber and the improved communication made a big difference to the effectiveness and stability of our camera surveillance. We currently have 63 cameras at 41 positions linked to the JSRA control room. The camera surveillance substantially improved the effectiveness of our security and crime prevention.

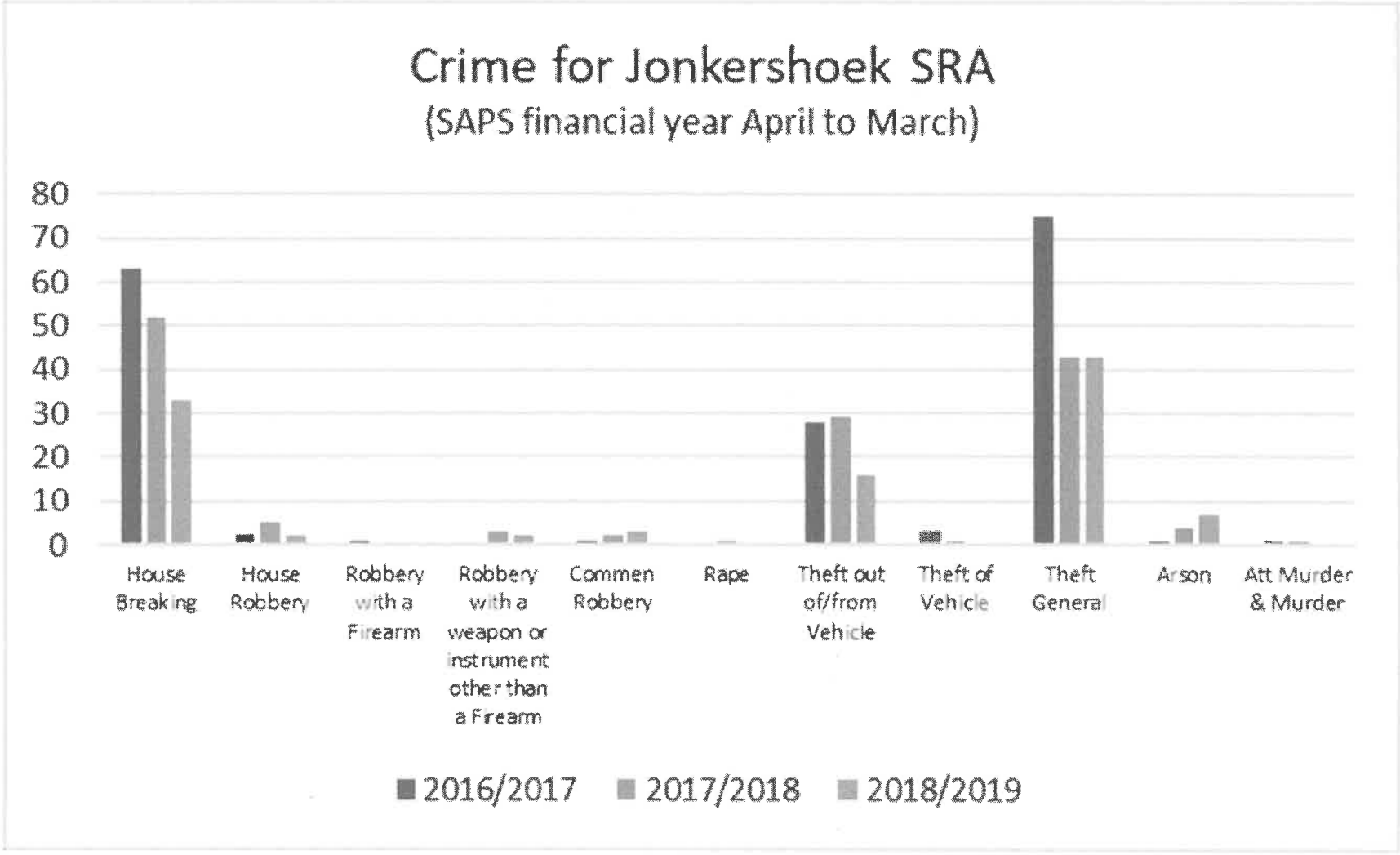






The original camera project envisaged the installation of License Plate Recognition (LPR) cameras at certain entry points to the JSRA area but it proved too expensive to acquire and maintain the software required to run a LPR system. The Stellenbosch Municipality installed a number of LPR cameras in and around the Stellenbosch area and the JSRA control room has access to the information and alerts generated of wanted and suspicious vehicles entering and exiting the area.

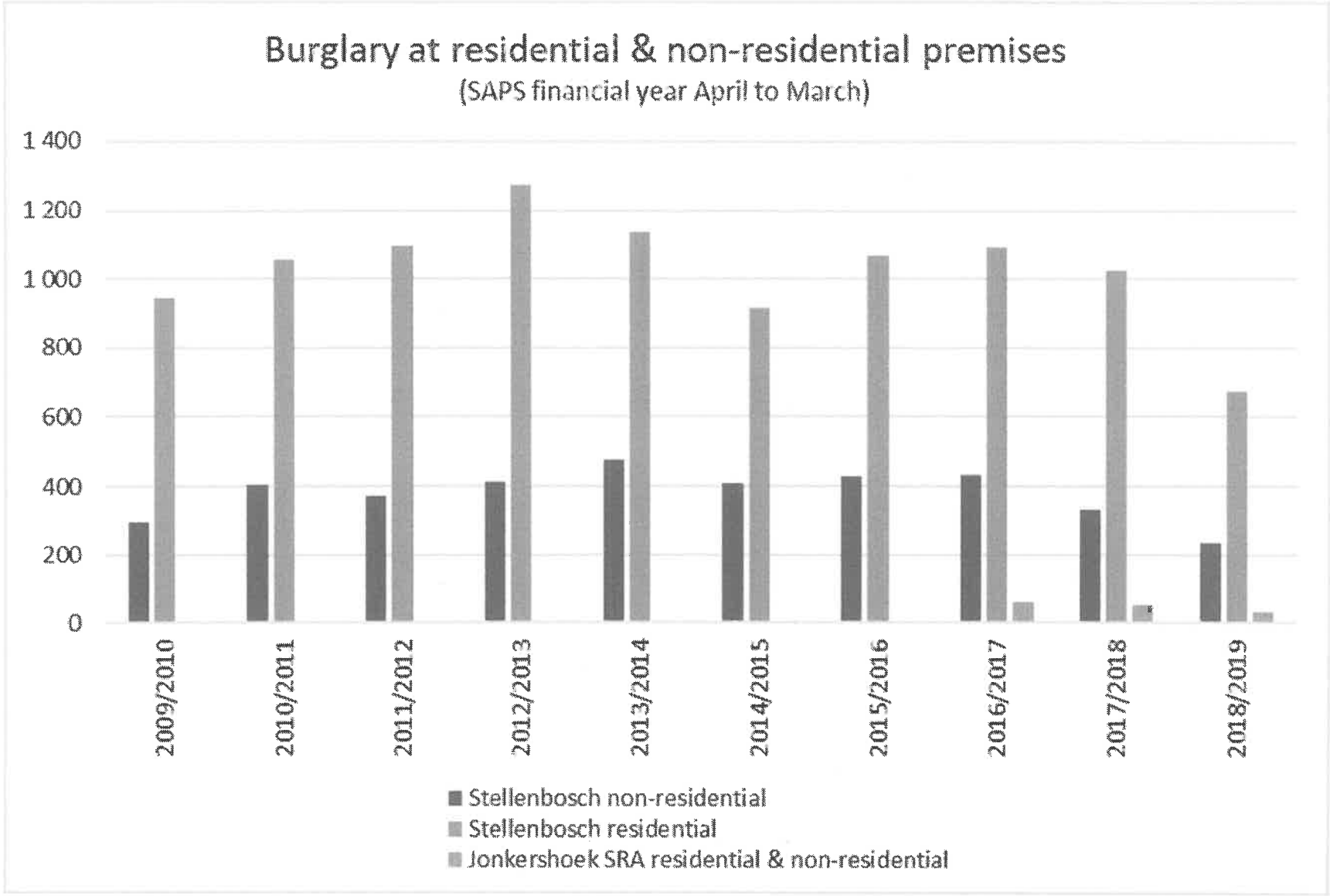

Crime for Jonkershoek SRA
(SAPS financial year April to March)
200
150
100
50
0
2016/2017
2017/2018
2018/2019

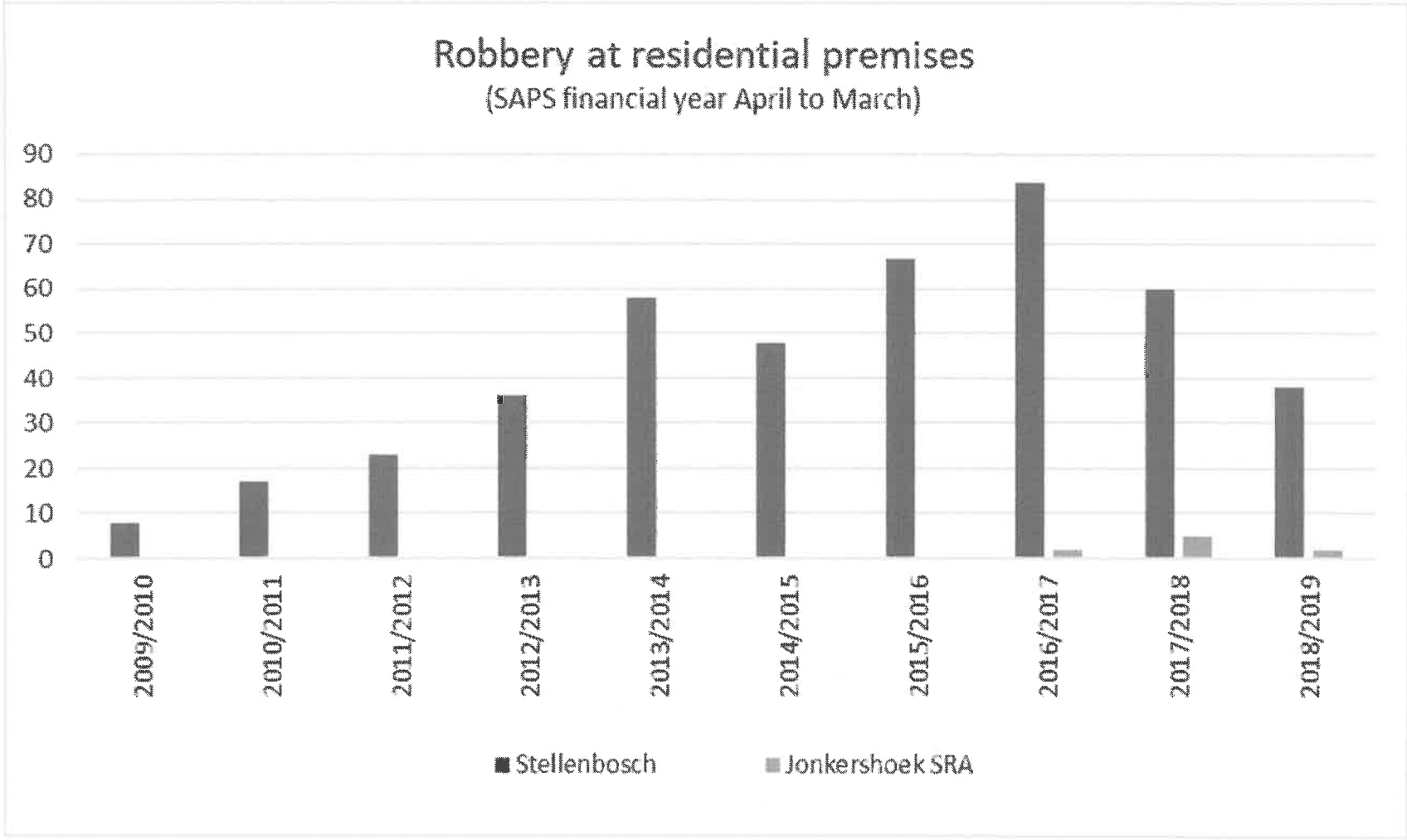


Reduction in crime:

The success in reducing crime in the area during the 3 years of the JSRA existence can be clearly seen from the bar charts above. These figures have been compiled on the SAPS financial year basis by the JSRA staff from its own incident management system. Reliable statistics for the JSRA area for the period before the introduction of the JSRA is not available but all indications are that crime reduced considerably. In comparison to other areas in the Stellenbosch district, the JSRA seems to have significantly less crime. This can be seen from the following charts compiled from information (also on SAPS financial year basis) obtained

from cimestatssa website regarding the whole of Stellenbosch with the JSRA's own information on crime in its area in the last 3 years (other crime categories show similar trends):





Another indicator of the success the establishment of the JSRA had, is insurance companies reporting significant reduction in insurance claims from our area and improvement in their loss ratio (relationship between premium and claims) since the establishment of the JSRA. The JSRA area is regarded as a "low risk" area and this should lead to a reduction in insurance premium cost to residents.

Cleaning and greening

Langverwacht Landscaping has been contracted to assist in the maintenance of the 5 parks in the JSRA area. A team of 10 staff are on duty one day a week and rotate the parks and other ad hoc areas as required.

Urban management

The JSRA Manager is in frequent contact with the relevant municipal departments regarding infrastructure such as road sign maintenance, picking up rubbish in streets and on sidewalks etc. In 2016 a fence was erected on the North-eastern border of the JSRA area. The JSRA was also instrumental in the Stellenbosch Municipality erecting improved lighting at a number of public parks in the JSRA area. The JSRA staff participate in a number of urban management and security initiatives and committees in the Stellenbosch area.

Social upliftment

Workshops for domestic workers regarding safety and security have been held for workers in the area. Funding was provided to the Prochorus Community Development project in the Jonkershoek valley enabling them to tile their facility, upgrade ablution facilities, repair damage from riots and install new shelves in their library. Recently the LAP Neighbourhood Watch (patrolling the areas of Lavanda, Aurora, Phyllaria Flats and the surrounding residential area) was supplied with windbreaker jackets sponsored by the JSRA.

Communication

The 8 Security WhatsApp groups are well supported by residents in the area and give a quick indication of any security related problem that may arise. There are also 4 Social WhatsApp groups, a Facebook page and website (http://www.jonkershoeksra.co.za). Crime bulletins are published monthly via email and WhatsApp groups. The JSRA will increase these groups to include residents in the extended area.

3.3 Amended operational plan for period: 1 July 2020 to 30 June 2025

Vision, and Goals of the JSRA

The vision of the JSRA is to establish and maintain a safe, clean, and attractive residential area.

The goals:

- Reducing crime significantly by proactive visible patrolling and cooperation with existing SAPS and Stellenbosch Municipality Law Enforcement efforts as well as other security service providers in the area.
- Creating a safe and clean public environment by addressing issues of maintenance and cleaning of streets, pavements and public spaces.
- Manage existing and new public infrastructure for the future benefit of all the users of the area.
- Protect property values.
- Support the promotion of the area as a safe and clean environment by promoting greening, energy efficiency and recycling.
- Support and promote social responsibility in the area

- The sustained and effective management of the area.

Intention of the JSRA

The continued operation of the JSRA will not reinforce previously existing inequalities nor be a substitute for Municipal services. The services of the JSRA will be 'over and above and on top of' services provided by the Municipality.

Consistency with Integrated Development Plan:
It is believed that the continued operation of the JSRA will support the vision of the Stellenboch IDP as follows:

- The JSRA initiatives will enhance the security and cleanliness of the area and hence contribute to the safe and dignified living of residents and visitors.
- The JSRA initiatives will stimulate employment creation as a result of the appointment of contractors to attend to the cleaning and greening 'top up' services and safety and security patrols.
- The JSRA is subject to the Companies Act and the Stellenbosch Municipal By-Law and oversight by the Municipality and as such contribute to good governance and compliance

Operations:

Management

The management will continue to build on its successes from the first 5 year term. Directors are elected by members for a 3 year term. Directors are not remunerated. The board will endeavor to ensure that all the required skills are contributed by directors. The appointed Manager and contractors will continue to contribute to the smooth running of operations.

Safety and security

Patrol vehicles for extended area:
To accommodate the extended boundaries, we envisage to add an extra patrol vehicle. It may also be necessary to increase the km travelled by vehicles during a shift. Visibility of armed patrols are of the utmost importance and routes, standing time and patrolling time will be closely monitored by the JSRA Manager.

Control Room for extended area:
Although the JSRA are very thankful for the University of Stellenbosch Campus Security for allowing our control room operators to share their facilities, it is envisaged that we may have to increase our operators from one per shift currently to two per shift. With the increase in the number of cameras to be monitored it is becoming difficult for one operator to monitor effectively. Limitations on space at Campus Security may result in the JSRA setting up its own control room at other premises and provision has been made in the budget for this.

Security cameras for extended area:
The extended area will include existing camera infrastructure that will be integrated into the JSRA technology systems to ensure operational effectiveness in the extended area. There is also a camera masterplan outlined by the steering committee that will guide the JSRA's camera expansion efforts in the extended JSRA. The cameras and related equipment purchased with the funds raised from donations were acquired in 2016. Most of these cameras are now reaching the end of their useful lives and will require replacement. It has also become evident that some of the original cameras will require upgrading to more up to date technology with better clarity and zoom functionality. In particular, some cameras require night vision technology and it will be more cost effective to install new cameras in certain

positions and move the older cameras to other positions. The installed cameras also require maintenance from time to time i.e. cleaning, adjustments, focus etc. The expected cost of the replacement, upgrading and maintenance has been included in the JSRA operational budget.
Certain high risk areas are not sufficiently covered by the existing cameras. As for the initial camera project, the plan is to again obtain donations for these additional cameras. Residents in a particular street or section of a street, may wish to fund a camera point in that particular area. Members and residents are invited to contact the JSRA should they have such a need. In general, a camera point with two cameras, control box and equipment will cost around R40,000 depending on the proximity of power and fiber connections. The JSRA management is continuously looking at areas that require improved coverage. Residents in such areas may be approached for funding contributions.

Reduction in crime for extended area:
As mentioned above, the JSRA has succeeded in its first 5 years to substantially reduce crime in our neighborhoods. We should build on this success with the objective to reduce crime ever further and aim at having a totally crime free JSRA. The extended boundaries pose new challenges to the JSRA management who seeks to fully integrate the extended JSRA and also deliver a considerable reduction in crime in the extended JSRA.
Property owners and residents should note that the JSRA may only focus on the public areas within the JSRA boundaries. The work of the patrol vehicles and cameras are to keep the streets and other public areas safe and free from crime. The JSRA will never replace the alarm companies and their armed response services to individual properties and residents.

Cleaning and greening for JSRA extended area

The JSRA landscaping contractor will continue to provide services in addition to the normal services provided by the Stellenbosch Municipality. Additionally, Stellenbosch Trail Fund (STF) will also be contracted to clean the Eerste River and public spaces along the Eerste River for the extended area.

Urban management and social upliftment

The JSRA management will continue its good relationship with the various Municipal departments and continually look at projects to improve the social environment.

Communication

The successful WhatsApp groups and email communications will be continued. The JSRA website will be upgraded and in the near future provide members and residents with access to a number of JSRA documents.

3.4 Financial

3.4.1 5-Year approved Budget of the JSRA: 1 July 2020 to 30 June 2025

The approved budget for each year of the Business Plan:

2020/21	2021/22	2022/23	2023/24	2024/25
R 4,555,685	R 4,849,690	R 5,162,024	R 5,493,842	R 5,846,387
+3.1%	+6.5%	+6.4%	+6.4%	+6.4%

3.4.2 Amended budget for extended JSRA: 1 July 2024 to 30 June 2025

The following values and calculations indicate how the amended budget for the extended JSRA is calculated. Below is the current rate of SRA Levy expressed as a Rand amount per month (excluding VAT) per R1million of property valuation. These amounts are based on Stellenbosch Municipality's approved property tax rates as per the respective tariff books for each year except 2024/25, which was estimated using an inflation rate of 6.4%.

2020/21	2021/22	2022/23	2023/24	2024/25
R 87	R 68	R 73	R 77	R 82

Stellenbosch monthly Municipal accounts are presented on a basis of including the VAT in the amounts shown and then indicating the amount of VAT included in a column to the right. If the table above is presented on the basis of including VAT it would amount to the following:

2020/21	2021/22	2022/23	2023/24	2024/25
R 100	R 79	R 84	R 89	R 95

The extended JSRA budget for 2024/25 is outlined in annexure B. The extended area budget for this period was calculated using the approximated 2024/25 JSRA levy of 0.0009892 equating to R82 per R1million of property valuation excluding VAT and an estimated total property valuation in 2024/25 for the extended area of R1,66B.

Annexure A

JSRA
5 Yr Budget 2021 to 2025

		Year 1 Total Excluding VAT	Year 2 Total Excluding VAT	Year 3 Total Excluding VAT	Year 4 Total Excluding VAT	Year 5 Total Excluding VAT
	EXPENDITURE					
1.	**Employee Related**	**420 036**	**453 639**	**489 930**	**529 124**	**571 454**
	Salaries	387 725	418 743	452 243	488 422	527 496
	Bonus Provision	32 310	34 895	37 687	40 702	43 958
2.	**Core Business**	**3 669 570**	**3 889 744**	**4 123 129**	**4 370 517**	**4 632 748**
	Landscaping & Environmental Upgrade	243 461	258 068	273 553	289 966	307 364
	Security Services	3 410 440	3 615 066	3 831 970	4 061 888	4 305 602
	- Patrols	*2 837 011*	*3 007 232*	*3 187 666*	*3 378 926*	*3 581 661*
	- Camera Monitoring	*448 675*	*475 595*	*504 131*	*534 379*	*566 442*
	- Camera Maintenance	*124 754*	*132 239*	*140 174*	*148 584*	*157 499*
	Social Upliftment	15 670	16 610	17 606	18 663	19 782
3.	**Depreciation**	**30 414**	**32 238**	**34 173**	**36 223**	**38 396**
4.	**General Expenditure**	**262 562**	**278 316**	**295 015**	**312 716**	**331 479**
	Accounting & administration Fee	88 583	93 898	99 532	105 504	111 834
	Advertising, Marketing & Promosions	4 973	5 271	5 586	5 923	6 278
	Auditor's remuneration	14 930	15 826	16 776	17 782	18 849
	Bank charges	3 173	3 364	3 566	3 780	4 006
	Computer expenses (including Website)	13 738	14 562	15 436	16 362	17 343
	Insurance	22 571	23 925	25 361	26 882	28 495
	Meeting expenses	3 352	3 553	3 766	3 992	4 232
	Printing and stationery	4 973	5 271	5 588	5 923	6 278
	Vehicle Expences	54 755	58 040	61 523	65 214	69 127
	Telephone and fax	26 074	27 638	29 297	31 055	32 918
	Other	25 440	26 966	28 584	30 299	32 117
5.	**Capital Expenditure**	**230 435**	**244 261**	**258 916**	**274 451**	**290 919**
6.	**Bad Debt Provision 3%**	**142 669**	**151 492**	**160 861**	**170 811**	**181 392**
	TOTAL EXPENDITURE	**4 755 685**	**5 049 690**	**5 362 024**	**5 693 842**	**6 046 388**
	INCOME					
		-4 755 685.47	**-5 049 690.17**	**-5 362 023.83**	**-5 693 842.20**	**-6 046 387.55**
	Estimated surplus 01 July 2020	**200 000.00**	**200 000.00**	**200 000.00**	**200 000.00**	**200 000.00**
1	**Nett revenue - SRA Levy**	**-4 555 685.47**	**-4 849 690.17**	**-5 162 023.83**	**-5 493 842.20**	**-5 846 387.55**
	% Increase	3.10%	6.45%	6.44%	6.43%	6.42%

Annexure B

AMENDED BUDGET FOR PERIOD: 2024 - 2025

	2024/25 Total Excluding VAT JSRA Budget as per Business Plan	2024/25 Total Excluding VAT JSRA Proposed Budget	2024/25 Total Excluding VAT JSRA Ext Area Proposed Budget	2024/25 Total Excluding VAT JSRA with Extended Area New 2024/25 Budget
EXPENDITURE				
1. Employee Related	571,454	571,454	-	571,454
Salaries	527,496	527,496	-	527,496
Bonus Provision	43,958	43,958	-	43,958
2. Core Business	**4,632,748**	**4,632,748**	**1,347,000**	**5,979,748**
Landscaping & Environmental Upgrade	307,364	307,364	60,000	367,364
Security Services	4,305,602	4,305,602	1,281,000	5,586,602
- Patrols	*3,581,661*	*3,581,661*	*1,175,000*	*4,756,661*
- Camera Monitoring	*566,442*	*566,442*	*90,000*	*656,442*
- Camera Maintenance	*157,499*	*157,499*	*16,000*	*173,499*
Social Upliftment	19,782	19,782	6,000	25,782
3. Depreciation	**38,396**	**38,396**	**-**	**38,396**
4. General Expenditure	**331,479**	**331,479**	**10,500**	**341,979**
Accounting & administration Fee	111,834	111,834	-	111,834
Advertising, Marketing & Promosions	6,278	6,278	-	6,278
Auditor's remuneration	18,849	18,849	-	18,849
Bank charges	4,006	4,006	-	4,006
Computer expenses (including Website)	17,343	17,343	-	17,343
Insurance	28,495	28,495	1,000	29,495
Meeting expenses	4,232	4,232	500	4,732
Printing and stationery	6,278	6,278	-	6,278
Vehicle Expences	69,127	69,127	5,000	74,127
Telephone and fax	32,918	32,918	2,000	34,918
Other	32,117	32,117	2,000	34,117
5. Capital Expenditure	**290,919**	**290,919**	**190,567**	**481,485**
6. Bad Debt Provision 3%	**181,392**	**181,392**	**47,878**	**229,270**
TOTAL EXPENDITURE	**6,046,388**	**6,046,388**	**1,595,945**	**7,642,333**
INCOME				
	-6,046,387.55	**-6,046,387.55**	**-1,595,945.22**	**-7,642,332.77**
Estimated surplus 01 July 2020	**200,000.00**	**200,000.00**	**-**	**200,000.00**
1 Nett revenue - SRA Levy	**-5,846,387.55**	**-5,846,387.55**	**-1,595,945.22**	**-7,442,332.77**
% Increase	**6.42%**			**26.40%**

ANNEXURE B

NOTICE

OF APPLICATION TO EXTEND THE BOUNDARY OF THE JONKERSHOEK SPECIAL RATING AREA (JSRA)

Notice is hereby given that:

1. Mias van der Westhuyzen, being the registered owner of Erf SB188/1992/2, 3 Keerom Street, Stellenbosch has applied to extend the boundary of the Jonkershoek Special Rating Area (JSRA) in terms of the Stellenbosch Municipality Special Rating Area By-Law, 2022/2023, read together with the Stellenbosch Municipality Special Rating Area Policy, 2022/2023 to include all rated properties in the area bound by the following streets: Pastorie, Minserie, Van Riebeeck, Neethling, Murray, Bosman, Rattray, Die Laan, Noordwal Oos and Coetzenburg.

2. The application, together with other particulars of the application is available for scrutiny at the Stellenbosch Municipality Financial Services office of Henry Mitchell, Town House Complex, Plein Street, Stellenbosch.

3. Any objections to the extension of the JSRA must be submitted in writing to the senior manager of revenue and expenditure, Henry Mitchell, PO. Box 17, Stellenbosch, 7600 or hand delivered to Henry Mitchell or emailed to henry.mitchell@stellenbosch.gov.za
   Objections must be received by no later than 31 December 2023.

4. A public meeting will be held, the purpose of which shall be to:
   i. Inform all attendees of relevant information pertaining to the application, and to
   b. Discuss the practical implications relating thereto.

DATE: 15 December 2023
TIME: 13:00
PLACE: Aunty Sophie's Kitchen
ADDRESS: 1 Noordwal Wes Street, Stellenbosch

ALL AFFECTED PROPERTY OWNERS IN THE PROPOSED EXTENDED JSRA ARE REQUESTED TO ATTEND THIS MEETING.

Enquiries, contact Marinus Louw at Tel: 083 385 2564

Eikestad Nuus Proof

ANNEXURE C

19 Quantum Street
Techno Park
Stellenbosch, 7600

P.O. Box 1554
Stellenbosch, 7599

Tel: +27 21 887 4777
Fax: +27 86 561 8293

info@abcsecurity.co.za
www.abcsecurity.co.za

Reg. No: CK 88/013937/23
VAT No: 4010103457
PSIRA No: 1211111

13 November 2023

Re. JSRA extension to include 'Die Laan"

Good day Mr Carolus

We have just had a meeting with Mr Henry Mitchell and Mr Pieter Wagener at the municipal offices concerning SRA's in Stellenbosch. We raised certain points of concern and they advised we address this correspondence to you.

As an introduction, we as ABC Security are in full agreement with SRA's and any other means of securing our town, Stellenbosch.
Our concern relates to the current discussion of the extension of the JSRA to include the "Die Laan" area. Currently a national company AM / TSU are the security service providers for the JSRA which was approved to them via an open process.

In our meeting with Mr Wagener and Mr Mitchell, it was explained that the Stellenbosch municipality only approves an SRA after a process has been followed, and the SRA committee appoints the service providers in the area they deem fit. The mere fact that the SRA has been agreed to be extended by the municipality, has far reaching effects and a negative impact on us as a local company.

ABC Security is a local Stellenbosch company and Stellenbosch is its only market. The service providers of the JSRA are an international company. We are mentioning this as the market share we will lose should the extension go ahead, leaves us with no recourse to move to another area. We do not have any opportunity to compete or participate in this extension.

As market trends dictate, once an SRA is set up in an area for amongst others, security, the inhabitants do migrate over to this service provider because the armed response patrol vehicle is already in their vicinity, although the vehicle patrols and secures public spaces, they do have representation already in the area.

The extension of the JSRA to include "Die Laan" will, without any opposition, be given to the current security service provider of the JSRA, without ABC Security having a chance to participate in doing the SRA.

19 Quantum Street
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PSIRA No: 1211111

In a small town like Stellenbosch, extension of SRA's mentioned will lead to the monopolisation of security services by a dominant security provider, eventually dictating pricing and service levels to the market, as well as not allowing smaller companies to grow and compete, throttling existing companies. As mentioned, we will lose a clientele base due to this decision and subsequently reduce our incoming revenue, which could lead to job losses.

We do agree that if "Die Laan' was set up as a separate independent SRA, we as service providers have a far greater opportunity to attain this business.

I suggest that certain additional by-laws are implemented, so as to prevent this possible gradual monoplisation of the economy.

I will gladly meet up with you and interested parties to discuss this matter in more depth.

I look forward to your response.

Yours faithfully

C J LEMMER
MANAGING MEMBER

ANNEXURE D

JSRA Extension - Die Laan Area

Veiligheids verteenwoordiger van Die Laan Area:

Marinus Louw

Herewith written feedback on ABC's concerns regarding the JSRA Extension

1. Section 7.3 of the Stellenbosch Municipality Special Rating Area By-Law states, *(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.*
    a. Only owners of ratable property who will be liable for paying the additional rate, may submit written objections. ABC's objection is thus an unlawful objection.
    b. It would also be unfair to the 60%+ residents who voted in favour of the JSRA extension, to allow a single business's profit seeking motives to receive attention above the safety and security needs of those who voted in favor of the JSRA extension and who will be liable to pay the additional monthly rate.

2. There are currently two SRAs in Stellenbosch. (1) JSRA and (2) Techno Park. The JSRA have decided to make use of AM as public security service provider for their current 5-year term and Techno Park have decided to make use of ABC as public security service provider for their current 5-year term. ABC's claims of "monopolisation of security services by a dominant security provider" are thus unfounded.

3. We believe that ABC's concerns are also about their alarm business. Monopolisation is an inflammatory term and is irrelevant for the context of the private security services market as all residents are free to choose the alarm service provider of their choice. Furthermore, as stipulated in the Business plan for the Jonkershoek Special Rating Area, Renewal September 2019, Compiled in accordance with the By-Law for establishment of Special Rating Areas, promulgated in the Provincial Gazette 7015/2012:

    "Property owners and residents should note that the JSRA may only focus on the public areas within the JSRA boundaries. The work of the patrol vehicles and cameras are to keep the streets and other public areas safe and free from crime. The JSRA will never replace the alarm companies and their armed response services to individual properties and residents."

14.	**CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER**

NONE

15.	**CONSIDERATION OF URGENT MOTIONS**

16.	**URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER**

17.	**REPORTS SUBMITTED BY THE SPEAKER**

NONE

18.	**REPORTS SUBMITTED BY THE EXECUTIVE MAYOR**

NONE

19.	**MATTERS TO BE CONSIDERED IN–COMMITTEE**

SEE PINK DOCUMENTATION (CONFIRMATION OF PREVIOUS IN-COMMITTEE MINUTES)

THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER, CLLR Q SMIT AND HE AGREES WITH THE CONTENT.