



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-01-29

NOTICE OF THE 28TH MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY WEDNESDAY, 2025-01-29 AT 10:00

TO	The Speaker, Cllr Q Smit [Chairperson] The Executive Mayor, Ald JS Fasser The Deputy Executive Mayor, Cllr M Slabbert The Council Whip, Cllr P Crawley	
COUNCILLORS	RA Adams J Andrews Ald JC Anthony R Cupido ZJ Dalling MM Danana JA Davids I De Taillerfer R Du Toit A Ferns E Groenewald AJ Hanekom RB Hendrikse SC Heneke J Joon O Jooste X Kalipa TO Kumm N Mananga-Gugushe C Manuel EP Masimini	NE Mcombring XL Mdemka NM Mkhontwana NR Ndalasi L Nkamisa M Nkopane N Ntsunguzi N Olayi GA Petersen WC Petersen RO Pheiffer WF Pietersen MG Rataza Ald JP Serdyn SR Schäfer A Tomose RB Van Rooyen M Van Stade E Vermeulen J Williams

Notice is hereby given in terms of Section 29, read with Section 18(2) of the *Local Government: Municipal Structures Act, 117 of 1998*, as amended, that the **28TH MEETING** of the **COUNCIL** of **STELLENBOSCH MUNICIPALITY** will be held in the **COUNCIL CHAMBER, PLEIN STREET, STELLENBOSCH** on **WEDNESDAY, 29 JANUARY 2025** at **10:00** to consider the items on the Agenda.

SPEAKER
CLLR Q SMIT

A G E N D A
28TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY
2025-01-29

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	(SEE PINK DOCUMENTATION)	

1.	OPENING AND WELCOME
2.	MAYORAL ADDRESS
3.	COMMUNICATIONS BY THE SPEAKER
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7.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S
7.1	27 TH COUNCIL MEETING: 2024-11-27

The minutes of the 27th Council meeting: 2024-11-27 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2024-11-27

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MINUTES

**27TH MEETING OF THE
COUNCIL OF STELLENBOSCH MUNICIPALITY**

2024-11-27 AT 10:00

MINUTES
27TH MEETING OF COUNCIL
OF STELLENBOSCH MUNICIPALITY
2024-11-27

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	(SEE PINK DOCUMENTATION)	

MINUTES

27TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2024-11-27

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	NE Mcombring
J Andrews	XL Mdemka
Ald JC Anthony	NR Ndalasi
ZJ Dalling	L Nkamisa
JA Davids	M Nkopane
I De Taillerfer	N Olayi
R Du Toit	GA Petersen
A Ferns (left mtg earlier)	WC Petersen
E Groenewald	RO Pheiffer
RB Hendrikse	WF Pietersen
SC Heneke	Ald JP Serdyn
J Joon	MJ Slabbert
O Jooste	SR Schäfer
X Kalipa	A Tomose (left mtg earlier)
TO Kumm	RB Van Rooyen
N Mananga-Gugushe	M Van Stade
C Manuel	E Vermeulen
EP Masimini	J Williams

1.	OPENING AND WELCOME
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The Speaker welcomed all present at the 27th Council meeting.

2.	MAYORAL ADDRESS
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- Verlede week, 21 November 2024 is titelaktes. Hierdie gebeurtenis is die voortsetting van my missie as Burgemeester om historiese en nuwe titelaktes aan hul regmatige eienaars oor te dra, en weg te beweeg van 'n stelsel waar inwoners bloot huurders van die staat is. Sedert 2016 is ongeveer 2 500 titelaktes regoor ons munisipaliteit oorgedra—'n bewys van toewyding om huiseienaars te bemagtig. 'n Titelakte bied meer as net eienaarskap; dit bied finansiële sekuriteit, waardigheid en 'n poort tot ekonomiese deelname. Die munisipaliteit sal voortgaan om titelaktes aan huiseienaars oor te dra.
- This year's Mayoral Garden Competition has been our biggest yet! Now in its third year, the competition received an incredible 290 entries, adding 100 more entries than last year. It's fantastic to see our community's enthusiasm for gardening grow each year. Altogether, we have 13 winners, including four grand prize recipients, who share in an impressive prize pool of R45 000, with R11 000 in Checkers vouchers to enjoy.

Thank you to our partners for the competition:

Remgro (TBC)
Bandakhanya
Hadeco Bulbs
Buco Hardware
The Birchery Terrarium Store

Our winners are:

1st Prize: Belinda Wildschutt from Meerlust
2nd Prize: Daphne Niemand from Ida's Valley
3rd Prize: Esua Floris from Groendal
4th Prize: Nkuleko Mpoza from Kayamandi

- Neem asseblief kennis van die waardasiekennissgewing en die beswaarproses en nodige dokumente wat daarmee gepaard gaan. Die Algemene Waardasierol is 'n omvattende rekord van die eiendomswaardes binne die munisipaliteit. Hierdie waardes bepaal tariewe en belasting, wat plaaslike dienste, projekte en infrastruktuur van die munisipaliteit finansier. U het vanaf 7 November 2024 tot 17 Januarie 2025 kans om by verskeie munisipale kantore en die munisipale webwerf die waardasierol te besigtig. Indien u beswaar teen die waardasie wil aanteken teen 'n spesifieke eiendom en nie die waardasierol in die algemeen nie, moet dit op die nodige beswaardokument gedoen word. Alle eiendomseienaars word aangemoedig om die waardasierol te besigtig.
- One can feel the magic of the Festive season in the air, and the municipality is busy finalising the planning for the Festive Market and the annual Festival of Lights. The Festive Market will be in the Stellenbosch Town Hall from 25 – 29 November 2024, and the Festival of Lights on Die Braak, 30 November and 1 December 2024.
- Aandag Cloetesville Gemeenskap! Ons het opwindende nuus vir eerste keer huiseienaars in die Bekostigbare Behuising/GAP Behuisingsmark! MDW Cape Town INC, in samewerking met die Stellenbosch Munisipaliteit, stel 'n Eerste Keer Huiseienaar Inisiatief bekend, hier in Cloetesville!
- Hierdie program is ontwerp om gesinne op die behuisingswaglys te ondersteun en jou te lei op jou pad na die besit van jou eie huis.
Meer besonderhede is beskikbaar op die munisipale webwerf.
- Jonkershoek Picnic site is open again for use by the public. This is a well-loved picnic area, and we ask the public to take care of the facility and be mindful of other users. Also be aware certain areas are still under rehabilitation due to storm damage. Check the municipal website for the rates.

- Over the past two weeks, Mayor Gesie van Deventer met with representatives from IMATU and SAMWU to reflect on the shared journey of the past eight years. These unions play a vital role in fostering collaboration, advocating for staff well-being, and supporting improved service delivery. Thank you for your support.
- Yesterday, the Fire Chief, Mr Wayne Smit and staff came to say farewell in true firefighter style. I trust that the support for the investments under my leadership will continue and that the value of their work will never go unnoticed.

3.	COMMUNICATION BY THE SPEAKER
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“Executive Mayor
 Deputy Mayor
 Council whip
 Members of the Mayoral Committee
 MPAC Chair
 All Councillors
 Municipal Manager
 Directors
 Members of the Administration
 Members of the public

Birthdays

The following Councillors celebrated their birthdays during November:

Ald Serdyn	– 1 November
Cllr Tomose	– 3 November
Cllr Adams	– 4 November
Cllr Mkhontwana	– 9 November
Cllr Mdemka	– 26 November
Cllr Kalipa	– 28 November

Recess

13 December 2024 – 10 January 2025

Urgent matters

Item 15.1 – Item by Municipal Manager (By-Law Implementation)

Amendments

10.3.2
 10.3.4
 10.9.2
 10.10.1

Consensus items

8.2
 10.6.1
 16.1
 16.2

In Committee (Amendment)

22.1

4.	COMMUNICATION BY THE MUNICIPAL MANAGER
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- The Municipal Manager bid farewell to the Executive Mayor who is retiring at the end of November 2024.
- Gender Based Violence is a profound and widespread problem in South Africa and this year's theme is about advancing collective action to end violence against women and children.
- It is the start of the festive season. If you will be travelling, please ensure that your vehicle is roadworthy before you embark on a long journey. Please be safe and look after your children and loved ones.

5.	DISCLOSURE OF INTERESTS
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NONE

6.	APPLICATIONS FOR LEAVE OF ABSENCE
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6.1 The following applications for leave of absence were approved in terms of the Rules of Order By-Law of Council:-

Cllr MM Danana	- 27 November 2024
Cllr N Mkhontwana	- 27 November 2024
Cllr N Ntsunguzi	- 27 November 2024

6.2 Permission was granted to Cllrs A Ferns and A Tomose leave the meeting earlier.

6.3 Absent

Cllr A Hanekom	- 27 November 2024
Cllr Rataza	- 27 November 2024

7.	CONFIRMATION OF THE MINUTES OF PREVIOUS MEETING/S
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7.1	26TH COUNCIL MEETING: 2024-10-30
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The minutes of the 26th Council meeting: 2024-10-30 **were confirmed as correct without any changes.**

8.	STATUTORY MATTERS
8.1	INTEGRATED DEVELOPMENT PLAN (IDP) COMMUNITY INPUTS AND COMMENTS SUBMITTED WITHIN THE PUBLIC PARTICIPATION PERIOD IN 09 – 30 SEPTEMBER 2024

Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT: INTEGRATED DEVELOPMENT PLAN (IDP) COMMUNITY INPUTS AND COMMENTS SUBMITTED WITHIN THE PUBLIC PARTICIPATION PERIOD IN 09 – 30 SEPTEMBER 2024

2. PURPOSE

To submit the following to the Council for notification the IDP community inputs and comments submitted within the public participation period of 09 – 30 September 2024 for the 3rd review of the 5th Generation Integrated Development Plan (IDP) 2022 – 2027, attached as **ANNEXURE A**.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In terms of legislation, a municipality is required to conduct a public participation process to solicit community input and comments in preparation for the review of the IDP and budget for the new financial year. In preparation for the drafting of the 3rd review of the 5th Generation IDP 2022 – 2027, open days and a stakeholder engagement were held.

The public participation period commenced on 09 September 2024 and concluded for input and comments on 30 September 2024 at 16:30. The public participation open days occurred at designated venues from 10 - 16 September 2024. A stakeholder engagement was held on 25 September 2024.

The community input and comments will be submitted to the ward councillors to discuss with their respective ward committees and to review (if so required) their ward priorities for the 2025/26 financial year and / or outer financial years in line with the community inputs received.

In addition, the community input and comments will also be submitted to the various directorates for consideration in their respective strategies, projects, programmes, and master plans.

A copy of the combined IDP input and comments are herewith submitted to the Council and are attached as **ANNEXURE A**. As noted above, the due date for submission(s) was 30 September 2024 @ 16:30, however, the municipality received late submissions until 02 October 2024.

27TH COUNCIL MEETING: 2024-11-27: ITEM 8.1**NOTED**

- (a) the community inputs and comments received during 09 – 30 September 2024 public participation process, attached as **ANNEXURE A**;
- (b) the Ward Councillor will, in consultation with the Ward Committee, review the ward priorities of the respective ward; and
- (c) the [re]prioritised ward priorities and community inputs will be considered by the municipality for implementation in the 2025/26 and / or outer financial years.

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 – 808 8025
E-MAIL ADDRESS	Geraldine.Mettler@ Stellenbosch.gov.za
REPORT DATE	01 November 2024

8.2	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR OCTOBER 2024
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR OCTOBER 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 2024/2025 to report the deviations to the 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 (2024/2025) stipulate that SCM deviations be reported to the Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during October 2024.

27TH COUNCIL MEETING: 2024-11-27: ITEM 8.2

NOTED

the Monthly Financial Statutory Reporting: Deviations for October 2024.

FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
POSITION	Senior Manager SCM
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8137
E-MAIL ADDRESS	Dalleel.Jacobs@ Stellenbosch.gov.za
REPORT DATE	04 November 2024

8.3	GRANTS ADJUSTMENTS BUDGET 2024/2025
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: GRANTS ADJUSTMENTS BUDGET 2024/2025**2. PURPOSE**

Is to table the adjustments budget for the 2024/2025 financial year to Council for approval. The adjustments budget emanates from the approval letter received, dated 29 October 2024, from Western Cape Provincial Government for the roll-over of the unspent portion of the conditional Community Library Service Grant for the 2023/2024 financial year.

3. DELEGATED AUTHORITY**FOR APPROVAL BY MUNICIPAL COUNCIL****4. EXECUTIVE SUMMARY**

Approval was granted for the roll-over of the unspent conditional Community Library Service Grant relating to the 2023/2024 financial year. Attached as **APPENDIX 1** is an executive summary by the Accounting Officer.

27TH COUNCIL MEETING: 2024-11-27: ITEM 8.3**RESOLVED** (majority vote with 5 abstentions)

- (a) that the Adjustments Budget for 2024/2025 as set out in **APPENDIX 1-5**, be approved;
- (b) that the Adjustments Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 3**, be approved; and
- (c) that the Service Delivery and Budget Implementation Plan be adjusted accordingly inclusive of the non-financial information (performance measurement).

FOR FURTHER DETAILS CONTACT:

NAME	MONIQUE STEYL
POSITION	SENIOR MANAGER: FINANCIAL MANGEMENT SERVICES
DIRECTORATE	FINANCIAL SERVICES
CONTACT NUMBERS	021 808 8512
E-MAIL ADDRESS	Monique.Steyl@ Stellenbosch.gov.za
REPORT DATE	15 November 2024

9.	ITEMS FOR NOTING
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9.1	REPORT/S BY THE EXECUTIVE MAYOR
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NONE

9.2	REPORT/S BY THE SPEAKER
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NONE

9.3	REPORT/S BY THE MUNICIPAL MANAGER [MS G METTLER]
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NONE

10.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER]
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10.1	PROTECTION SERVICES: [PC: CLLR J FASSER]
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10.1.1	REVIEW OF STELLENBOSCH MUNICIPALITY CLOSED CIRCUIT TELEVISION (CCTV) POLICY
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Collaborator No: 776637
IDP KPA Ref No: Safe Valley
Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT:REVIEW OF STELLENBOSCH MUNICIPALITY CLOSED CIRCUIT TELEVISION (CCTV) POLICY

2. PURPOSE

To submit the reviewed Stellenbosch Municipality Closed Circuit Television (CCTV) Policy to Council for approval.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Policy on Stellenbosch Municipality Closed Circuit Television (CCTV) was approved by Council on the 29th of May 2019. The review of the policy is to remain abreast of changing technology and risks with regards to safety.

The reviewed policy addresses the shortcomings identified by the department.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.1.1**RESOLVED** (majority vote with 4 abstentions)

that Council considers and approves the reviewed Policy on Closed Circuit Television (CCTV).

FOR FURTHER DETAILS CONTACT:

NAME	Joan Felix
POSITION	Manager: Traffic and Law Enforcement
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021- 808 8441
E-MAIL ADDRESS	Joan.Felix@ Stellenbosch.gov.za
REPORT DATE	8 November 2024

10.1.2	NANSANA MUNICIPALITY, UGANDA TRAINING INTERVENTION 12-16 AUGUST 2024: FEEDBACK ON THE IMPLEMENTATION OF NEIGHBOURHOOD WATCH AND COMMUNITY SAFETY PROGRAMS
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Collaborator No: 776636

IDP KPA Ref No: Safe Valley

Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT: NANSANA MUNICIPALITY, UGANDA TRAINING INTERVENTION 12-16 AUGUST 2024: FEEDBACK ON THE IMPLEMENTATION OF NEIGHBOURHOOD WATCH AND COMMUNITY SAFETY PROGRAMS

2. PURPOSE

Progress report on the implementation of Neighbourhood Watches and further training provided to the communities of the Nansana Municipality, Uganda.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality was accepted as a Strong Cities Network member on 25 July 2023. Since then, three knowledge-sharing engagements took place whereby information was shared with partnering cities on various crime prevention initiatives. An engagement was held in Cape Town in December 2023 where much interest was shown in Stellenbosch's Neighbourhood Watch support programs and safety initiatives, particularly the safety monitors (eyes and ears) project.

An invitation was received from the Mayor of Nansana Municipality, Ms Regina Bakitte, via the Strong Cities Network platform. Mr Gary Boshoff, Mr Charl Kitching and Ms Joan Felix were invited to provide input, training, sharing of policies, implementation plans, support plans etc. of safety initiatives, especially those related to the establishment of Neighbourhood Watches and similar safety projects. Stellenbosch Municipality was identified as a leader in the design, development and implementation of local safety projects with Neighbourhood Watches as the main pillar of such programs and projects. The municipality was therefore invited to share its knowledge and expertise with the other partner cities of the Strong Cities Network.

Training was conducted in Uganda from 13 – 15 May 2024. A subsequent request to return and deliver practical advice and follow up interventions was received, and Director Boshoff and Mr Kitching was invited to Uganda from 12 – 16 August 2024.

Positive feedback was received from the participants and the leadership of Nansana Municipality. This resulted in the strengthening of the partnership and agreement to roll the program out to other areas in the Nansana Municipality. The local leaders requested Stellenbosch Municipality to possibly assist with the supply of reflective vests, torches and whistles. A follow up visit will be scheduled in April or May 2025 to continue with the training and to increase the do a handover of the items and assist with further roll out of the Neighborhood Watch Program in Nansana Municipality.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.1.2**RESOLVED** (majority vote with 5 abstentions)

- (a) that Council notes the report on progress made with Neighbourhood Watch training in the Nansana Municipality, Uganda;
- (b) that Council supports the sourcing of Neighbourhood Watch equipment to Neighbourhood Watches established in the Nansana Municipality; and
- (c) that Council permits the Protection Services Department to approach potential donors who could support the Nansana Municipality with the provision of basic Neighbourhood Watch equipment.

FOR FURTHER DETAILS CONTACT:

NAME	Charl Kitching
POSITION	Senior Manager
DIRECTORATE	Protection Services
CONTACT NUMBERS	021- 808 8815
E-MAIL ADDRESS	Charl.kitching@ Stellenbosch.gov.za
REPORT DATE	28 October 2024

10.1.3	FIRE MANAGEMENT PLAN (OCTOBER 2024)
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Collaborator No: 776252

IDP KPA Ref No: Safe Valley

Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT: FIRE MANAGEMENT PLAN (OCTOBER 2024)**2. PURPOSE**

Stellenbosch Municipality (the Municipality), like the rest of the Western Cape, continue to be threatened by veld fires. During 2019 Council adopted its first Stellenbosch Municipality Integrated Fire Management Plan (SFMP, January 2019). 5 Year since the latter document was approved it has now been reviewed and updated.

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality.

4. EXECUTIVE SUMMARY

The SFMP (2024) (**ANNEXURE A**) has been prepared as update and 5-year review of the plan adopted by Council in 2019. The purpose of the document is to provide the necessary information for sound veld fire management with an emphasis on the Municipality's legal obligations as landowner. As stated above the Municipality continues to be threatened by veld fires. The dominant vegetation type within the region is both fire-prone and fire-dependent. This is exacerbated by the expansion of urban areas, infestations of alien vegetation and windy, hot and dry summer periods typical of the region. The primary goal of the SFMP is to ensure that veld fires are able to serve greater good than harm. It aims to eliminate loss of life, human injury, economic and environmental losses as a result of veld fires.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.1.3**RESOLVED** (majority vote with 1 abstention)

- (a) that Council adopts the Stellenbosch Municipality Integrated Fire Management Plan (October 2024) as its 2nd Generation Integrated Fire Management Plan; and
- (b) that continuous communication be done with the communities regarding the risk of fires.

FOR FURTHER DETAILS CONTACT:

NAME	Schalk van der Merwe
POSITION	Environmental Planner
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021 808 8679
E-MAIL ADDRESS	schalk.vandermerwe@stellenbosch.gov.za
REPORT DATE	11 October 2024

10.2	SPORTS, YOUTH AND CULTURE: [ACTING PC: CLLR J FASSER]
10.2.1	RETURN ITEM: CONSIDERATION OF IN PRINCIPLE DISPOSAL OF VAN DER STEL SPORTS FACILITY TO THE PREFERRED BIDDER IN THE TENDER PROCESS AND APPROVAL OF INFORMATION STATEMENT FOR PUBLIC COMMENT ON THE 30-YEAR LEASE AGREEMENT

Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT: RETURN ITEM: CONSIDERATION OF IN PRINCIPLE DISPOSAL OF VAN DER STEL SPORTS FACILITY TO THE PREFERRED BIDDER IN THE TENDER PROCESS AND APPROVAL OF INFORMATION STATEMENT FOR PUBLIC COMMENT ON THE 30-YEAR LEASE AGREEMENT

2. PURPOSE

To inform Council that the tender process for the lease of the van der Stel Sports Facility to manage the facility for a period of 3 years has run its course, and a preferred bidder was identified through this process. The tender award is subject to a final decision by council, to dispose of the property through a long-term lease of 30 years, in terms of the Asset Transfer Regulations. Council must consider and approve the information statement and consider in-principal decision to confer long term rights on the property (a 30-year lease). The views of National and Provincial Treasury also needs to be solicited before a final decision to lease the property can be made. The allocation of the tender for the management of the facility and capital investment by the successful bidder and the Accounting Officer's acceptance of the recommendations of the Bid Adjudication Committee will become null and void if Council does not make a final decision after the public participation process and after considering the comments received in the process. The award is "subject to" Council's approval of the lease agreement and the clause suspends the decision award by the accounting officer until Council makes a final resolution.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality is the owner of Erf 235 on which Van Der Stel Sport Complex is situated.

Stellenbosch Municipality is currently managing the facility. The facility is fully fenced and consists of two (2) rugby fields, one (1) soccer field, two (2) cricket fields, one (1) hockey field and one (1) swimming pool. Other facilities on the premises include a pavilion with a seating capacity of 1250, toilets, cloak rooms, function rooms, clubhouse, storeroom, and a demarcated parking area.

Also situated on Erf 235 is Stellenbosch Bowling Club as well as Stellenbosch Tennis and Squash Clubs and other facilities such as the taxi rank, parking area and other buildings. This information statement is only relevant to the sport complex, excluding the Stellenbosch Bowling Club, Tennis Club and the facilities mentioned above.

A public participation process was followed to get the input/comments from the public. After receiving the public comments, a decision was taken to follow the route of a tender process to appoint a service provider to manage the facility and invest capital into the Van der Stel Sport complex over a period of 30 years to improve and maintain the facility.

The tender was advertised, but no compliant bidders tendered. The tender was re-advertised and only one bid was received from STELLENBOSCH FOOTBALL CLUB.

The bidder submitted a bid with a proposed capital investment amount of R395m which amount represents the estimated capital outlay which will form part of the upgrade to capital assets which will remain Council property. It also includes all maintenance of the facility over the next 30 years as part of their responsibility to manage the property. This amount was used for bid evaluation purposes after the responsiveness was evaluated, in terms of the tender specifications. The bidder indicated that the bidder would spend the full amount within the first five years after awarding the tender. A lease agreement must be entered into with the bidder in which all the provisions of the capital spending will be included.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.2.1

RESOLVED (majority vote with 2 abstentions)

- (a) that Council in principle approves a 30 (thirty year) lease of the van der Stel Sports grounds to STELLENBOSCH FOOTBALL CLUB for the management and development of Erf 235;
- (b) that Council notes that although the following three entities are situated on erf 235 namely World Tennis Foundation, Van der Stel Bowling Club, and parking for Medi-Clinic, these entities are excluded from the lease agreement;
- (c) that Council notes that the views of National and Provincial Treasury needs to be solicited before a final decision to the awarding of the tender can be made;
- (d) that Council approves the Information statement attached as **APPENDIX A** for public participation process; and
- (e) that the item return to Council after the public participation process and the views from National and Provincial treasury has been solicited for consideration before a final resolution by Council.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021-8088165
E-MAIL ADDRESS	albertvandermerwe@stellenbosch.gov.za
REPORT DATE	20 November 2024

10.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
10.3.1	CLOSURE OF MUNICIPAL OFFICES DURING THE FESTIVE SEASON

Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT: CLOSURE OF MUNICIPAL OFFICES DURING THE FESTIVE SEASON

2. PURPOSE

To request Council's approval to close the Municipal Offices during the 2024/2025 festive season.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Over the years there have been numerous decisions by Council with regard to the closure of the municipal offices. In 2020 the Council resolved to close the offices between Christmas and New year. The 2024/2025 festive season therefore will see offices close between midday on 24 December 2024 until 08h00 on Thursday 2 January 2025 in terms of the standing Council resolution.

Management has received a vast number of requests from employees for annual leave for 2 and 3 January 2025. In the light of these leave applications, Council is therefore requested to extend the office closure until 08h00 on 6 January 2025. The previously agreed guidelines attached as **APPENDIX 1** will also apply to the extra two days for the 2024/2025 festive period.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.3.1

RESOLVED (majority vote with 1 abstention)

- (a) that Council approves the closure of the Municipal Offices from 13h00 on 24 December 2024 until 6 January 2025 at 08h00;
- (b) that employees be informed that annual leave must be submitted on the dates the offices are closed;
- (c) that no additional leave be granted to staff;
- (d) that the Municipal Manager ensures that the operations of the municipality continue through inter alia the attached guidelines;
- (e) that the Council resolution of 25 November 2020 remain in place for future years; and
- (f) that proper communication with the community be done to inform them that all essential services will continue during this period and inform them of how to get hold of the essential services. That this is not additional leave to staff, but part of the normal leave compliment be emphasised.

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	12 November 2024

10.3.2	ERF 13246, STELLENBOSCH: DUTCH REFORM CHURCH: WELGELEGEN: APPLICATION TO ENFORCE FALL-BACK CLAUSE: WAY FORWARD
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: ERF 13246, STELLENBOSCH: DUTCH REFORM CHURCH: WELGELEGEN: APPLICATION TO ENFORCE FALL-BACK CLAUSE: WAY FORWARD

2. PURPOSE

The item is returned to Council for consideration.

3. DELEGATED AUTHORITY

Council must consider the matter.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality and the Dutch Reform Church: Welgelegen concluded an Exchange of Land Agreement in 1995 in terms whereof erf 13246, Stellenbosch (municipal land) was exchanged for two residential erven in Die Boord, being erven 12758 and 12759 (church land) on an equal in value basis. The Agreement, however, has a fall-back clause, indicating that the land must be transferred back to the Municipality should it no longer needed for church purposes. Seeing that the Dutch Reform Church: Welgelegen does not want to use the property for church purposes they have requested that the fall-back clause be enforced, as per the Agreement. An agreement must be reached on the value at which the property is bought back, as per the Agreement.

On 24 February 2021 Council considered the matter and, *inter alia*, decided to mandate the Municipal Manager “to negotiate a mutually agreed price to buy back erf 13246, Stellenbosch from the Dutch Reform Church, Welgelegen” The council resolution *inter alia* mandated the Municipal Manager to negotiate an agreed price with the church.

Following the above decision, a formal offer was made to the Dutch Reform church, based on the current municipal valuation. Following the above offer, the Dutch Reform Church as submitted a counteroffer, based on a valuation obtained by them. In terms of the council resolution the Municipal Manager is now reporting back on the negotiations.

The item served again before Council in May 2021 and was referred back to the administration for further discussion. The Municipal Manager met with the church on 15 February 2022 where the fall-back clause was discussed and the necessary history pertaining the transaction was obtained. Options, as well as an updated counteroffer, approved by the Church’s Council, was submitted after the meeting (**APPENDIX 1**). At the Mayco meeting on 23 March 2022 the item a was again referred back for further discussion. An agreement that Council should consider the way forward as the municipal manager was not able to reach agreement with the church on the value at which the buyback must be done.

We have not been able to reach any consensus with the church. Council should make the church a final offer for the erf, if they do not want to accept it the erf will remain in their possession and the municipality will have to institute legal action should they want to sell it otherwise as the parties were not able to reach an agreement on the re-

purchase of the erf. The item served before Mayco in April 2022 and was referred back for legal input. The item was resubmitted for consideration in July 2023 but referred back for legal input.

We received a legal opinion (it is not attached due to the confidentiality thereof) indicating that due to the fact that the value of the property cannot be determined from the agreement the enforcement of the fall-back clause may be problematic.

The municipality received a letter from the attorneys (**Appendix**) of the church requesting a response to indicate whether the municipality is going to buy the erf back or renounce the buyback right and allow the church to deal with it as they wish. Further discussions with the church took place and it was alluded that they may want to use the property to build an old age home and correspondence would have been sent in this regard. We however received an email to which the same letter on April 2024 was attached demanding that we denounce on the fall back clause and attaching a legal opinion indicating they are not bound by the buyback clause and can deal with it as they please.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.3.2

RESOLVED (majority vote with 1 abstention)

Amended recommendations:

that Council notes that:

- (a) failing to reach consensus on the buy-back price of item 10.3.2, the property described as erf 13246, the Council resolves as follows:
- (b) To rescind previous Council decisions pertaining to the buy-back of erf 13246;
- (c) That Council waives its buy-back right as per paragraph 13 of the RUILOOREENKOMS of 12 May 1995;
- (d) The current agricultural zoning and land use rights of the property remains unchanged, and
- (e) Should the owners, or subsequent owners of the property apply for any rezoning or altered land use rights, that no structural or material alterations to or on the property may commence before the developers have obtained final rezoning or land use rights from the Municipality.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director: Corporate Services
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088750
E-MAIL ADDRESS	Annalene.deBeer@ Stellenbosch.gov.za
REPORT DATE	12 November 2024

10.3.3	REPORT TO COUNCIL ON FARM 1653 LA MOTTE
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: REPORT TO COUNCIL ON FARM 1653 LA MOTTE**2. PURPOSE**

To provide a feedback report to Council regarding Erf 1653 La Motte.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

In February 2024 Property Management Section was requested to conducted an investigation regarding the different uses on this erf. It is one of the large properties with different uses on the property, most of which, is not accommodated in terms of zoning or sub- division. It was resolved that the property must be subdivided and resolutions taken on those parts of the property that is not used for municipal services.

An investigation was conducted on the uses of the property and herewith the information found. The property was donated to the Stellenbosch Municipality by the Cape Winelands Municipality and registered in the name of the Stellenbosch Municipality in 2017.

It is the department's suggestion that:

- a) those properties required for Municipal Services be subdivided from the bigger property;
- b) it be noted that the property donated to WC Province for a school, is already in the process of been subdivided from the bigger property and transferred to the department of education;
- c) that those properties Council are prepared to lease be subdivided from the bigger property and legalised through lease agreements;
- d) that a decision is made what the future of the rest of the property before any further subdivisions are made.
- e) that the zoning of the properties in a) and b) be brought in line with the usage after subdivision.

The current zoning is Agriculture. The Letter to the Education department was not send off as they are waiting for the subdivision for them to register the property in their name. The notices to the occupiers of the houses have been delivered recently. A update report will be provided in February 2025. In the meantime it is recommended that council consider the subdivision of the properties that the municipality are using.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.3.3**RESOLVED** (majority vote with 5 abstentions)

- (a) that those properties required for Municipal Services be subdivided from the bigger property (marked as building 1, 6 and 7) and be retained as they are required for municipal use;
- (b) that it be noted that the property donated to WC Province, for a school (marked as 5), is already in the process of been subdivided from the bigger property and transferred to the department of education; and
- (c) that eviction proceedings be instituted against people who live in properties and who do not vacate the properties after given notice to vacate.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene de Beer</i>
POSITION	<i>Director: Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-8088018</i>
E-MAIL ADDRESS	<i>annalene.debeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>2024-11-12</i>

10.3.4	REPORT BACK ON THE REMOVAL OF RESTRICTIVE CONDITIONS AND FALLBACK CLAUSE: ERF 6128, STELLENBOSCH
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: REPORT BACK ON THE REMOVAL OF RESTRICTIVE CONDITIONS AND FALLBACK CLAUSE: ERF 6128, STELLENBOSCH

2. PURPOSE

To report back on the stale mate regarding the development of erf 6128.

3. DELEGATED AUTHORITY

The Municipal Council must consider the matter.

4. EXECUTIVE SUMMARY

The current owners of erf 6128, Stellenbosch bought the property in 2013 for an amount of R12 000 000. The property was registered in their name on 3 March 2014.

They have subsequently demolished the existing buildings, with the view of redeveloping the site for retail shops and offices which will service the community and upgrade the visual impact of the entrance to Stellenbosch.

With the submission of their building plans, they were, however informed that the property must first be rezoned from Light Industrial to General Business Zone to accommodate the proposed development. They subsequently submitted a rezoning application, together with an application for the relaxation of the restrictive title deed conditions B.1 and 2, i.e. that the property may only be used for industrial purposes, failing which the property shall revert to the Municipality, subject to certain conditions. It should also be noted that the restriction on the title deed condition in terms of the fallback clause is only applicable on a portion of the property. The proposed development also is in line with the Municipalities SDF.

The Planning and Development Department has requested that Council consider the matter, i.e. whether they are going to enforce the title deed conditions (buy back the property) or whether the conditions can be removed from the title deed of the erf.

Council at a Special In-Committee meeting of 2021-09-29 item 12.4.2 mandated the Municipal Manager to enter into discussions with landowners to facilitate an amicable solution given by the buy-back clause. The Municipal Manager subsequently met with the owner on 10 March 2022. An agreement, subject to council approval, was reached that an item will be re-submitted to Council to request Council to approve that the restrictive conditions contained in paragraph 2.B.1 and 2.B.2 of the title Deed T10083/2014, as set out in paragraph 6.2.1, be removed, subject thereto that the necessary processes set out in Section 33(4) of the Stellenbosch Land-use Planning By-Law be followed.

Council resolved on 25 May 2022

- (a) that council agrees not to invoke the fallback condition provided that a written agreement is reached that: the development applied for (**APPENDIX 2**) is completed within a period of 24 months and in accordance with the prevailing planning provisions; and
- (b) that should the property be sold prior to the development as per (b) above the fallback clause will be invoked and the property will fall back to the municipality as per the existing restrictive condition in the title deed.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.3.4**RESOLVED** (majority vote with 1 abstention)**Amended recommendations:**

that Council notes:

- (1) As the owners have withdrawn their rezoning and subsequent appeal, Council resolves as follows:
- (2) As the property is currently in a state of disrepair, due to vandalism:
 - (a) that all previous Council decisions pertaining to the rezoning and land use applications be rescinded, and
 - (b) that the Municipal Manager be mandated by Council to instruct the owners to repair and restore the property pertaining to all safety and health concerns as directed by the Municipal Manager, and
 - (c) that the Municipal Manager be mandated by Council to invoke the stipulations of Problem Property By-Law, and all other statutory instruments available to ensure that the property be repaired as per the Municipal Managers' instructions within the timeframe as per the Municipal Managers' instructions.

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	2024- 11-15

10.3.5	APPROVAL OF THE INFORMATION STATEMENT. PORTION OF FARM 528 AND PORTION OF FARM 529C ALSO FORMERLY KNOWN AS MOUNTAIN BREEZE CARAVAN PARK
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: APPROVAL OF THE INFORMATION STATEMENT. PORTION OF FARM 528 AND PORTION OF FARM 529C ALSO FORMERLY KNOWN AS MOUNTAIN BREEZE CARAVAN PARK

2. PURPOSE

The purpose of this report is for Council to approve the information statement regarding a possible sale on auction of the property as per the Council Resolution on 30 October 2024.

3. DELEGATED AUTHORITY

Council must consider the matter.

4. EXECUTIVE SUMMARY

At the Council meeting held on 28 July 2021, Council decided to provide an opportunity for the public to submit written inputs on the most possible future use of the facility, before deciding on a way forward. The public notice requested inputs on/before 3 September 2021. Various written submissions were received. Council resolved on 30 March 2022:

- (a) that Council take note of all the proposals received;
- (b) that Council identifies Portions 528 and 529C, Stellenbosch as not currently needed for minimum municipal services;
- (c) that a call for proposal for development of the facilities for Cycling, hiking groups, an Eco-education and Adventure centre for school groups along with overnight facilities be advertised;
- (d) that the existing buildings and infrastructure be use for the above purpose;
- (e) that the facility to be leased for a period of 5 years; and
- (f) that successful lessee enter into a rental agreement with the municipality and be responsible for the security, maintenance and the payment of all services of the facility.

The Administration reported to Council in October 2024 that there are several challenges to implement the Council resolution as intended on 30 March 2022. Council reviewed and rescinded the decision of 30 March 2022 and took a new decision:

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.3.4**RESOLVED** (majority vote with 2 abstentions)

- (a) that Council approves the Information statement for public participation; and
- (b) that it be noted that the item will return to Council for the consideration of an in-principle decision after the public participation process.

NAME	Annalene de Beer
POSITION	Director
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088018
E-MAIL ADDRESS	Annalene.deBeer@ Stellenbosch.gov.za
REPORT DATE	2022 – 07-11

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)
10.4.1	WRITE-OFF OF IRRECOVERABLE DEBT IN RESPECT OF SPORT GROUNDS

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: WRITE-OFF OF IRRECOVERABLE DEBT IN RESPECT OF SPORT GROUNDS

2. PURPOSE

To gain approval from Council to write-off the balance of the long outstanding accumulated debts of all sport codes / Councils and to ensure the finalization of all the various lease agreements with the Sport Councils.

This will give the Council the opportunity to build conditions that will benefit the whole of the community, whilst it will free up the Clubs to maintain the leased properties more effectively and that Revenue be managed properly and effectively by Finance.

3. DELEGATED AUTHORITY

Council to approve in terms of Par 1 and 3 of the Irrecoverable Debt Policy and MFMA.

4. EXECUTIVE SUMMARY

This report contains all information in respect of sport grounds which outstanding debt has prescribed due to various reasons and circumstances and is therefore, according to legislation, no longer recoverable and/or it will be no longer financially viable to continue with further litigation to recover this outstanding debt due to the lack of sign agreements/contracts.

To prevent the municipality from incurring further expenditure that may be regarded as wasteful and fruitless, it is recommended that the outstanding balances as per this report, plus any further costs and interest levy after date of this report, be written off as irrecoverable. It is further recommended that all levies after date of this report be for the account of Council through the Internal Billing processes till finalization and sign of all contracts/agreements with Sport Councils and that the Municipal Manager be instructed to sign, as a matter of urgency, all agreements/contracts to ensure effective management of revenue to the municipality.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.4.1

RESOLVED (majority vote with 4 abstentions)

- (a) that the outstanding balances as per this report, plus any further costs and interest levied after the date of this report, only be written off as irrecoverable, after the following conditions has been complied with:
 - (i) that the new contracts with the sport clubs are firstly signed before 31 January 2025 for implementation on 1 February 2025;

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- (ii) that the new contracts with the sport clubs clearly indicates that the Sport Clubs are responsible for Property Rates and Service Charges (Water, Electricity, Refuse and Sewerage or any Sundry charges) and are paying such regularly;
 - (iii) that the sport clubs are informed about their responsibility for the payment of future municipal accounts from the February 2025 accounts, for services that are rendered to them;
 - (iv) that all Eskom accounts paid by the Municipality, be recovered from the sport clubs effectively from the February 2025 accounts;
 - (v) that all levies after date of this report be for the account of Council through the Internal Billing processes till finalization and sign of all contracts/agreements with Sport Councils; and
 - (vi) that the Municipal Manager be authorised to sign all agreements/contracts to ensure effective management of revenue to the municipality.

FOR FURTHER DETAILS CONTACT:

NAME	JP WAGENER
POSITION	Manager Revenue
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8531
E-MAIL ADDRESS	pieter.wagener@ Stellenbosch.gov.za
REPORT DATE	13 November 2024

10.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
10.5.1	APPROVAL OF THE DRAFT LAND AVAILABILITY AGREEMENT BETWEEN THE STELLENBOSCH MUNICIPALITY AND CROWIE PROPERTY GROUP (PTY) LTD FOR THE DEVELOPMENT OF FARMS 81/2 AND 81/9, STELLENBOSCH FOR SOCIAL HOUSING

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

21 November 2024 and 27 November 2024

1. **SUBJECT: APPROVAL OF THE DRAFT LAND AVAILABILITY AGREEMENT BETWEEN THE STELLENBOSCH MUNICIPALITY AND CROWIE PROPERTY GROUP (PTY) LTD FOR THE DEVELOPMENT OF FARMS 81/2 AND 81/9, STELLENBOSCH FOR SOCIAL HOUSING**

2. **PURPOSE**

To seek Council's approval to enter into a Land Availability Agreement (LAA) with Crowie Property Group (Pty) Ltd, the developer selected through the Municipality's tender process, to develop and manage the social housing project envisioned on Farms 81/2 and 81/9, Stellenbosch.

3. **DELEGATED AUTHORITY**

Council

4. **EXECUTIVE SUMMARY**

The Western Cape Provincial Administration has designated Stellenbosch Municipality as a "Leader Town" with the capacity to participate in the Social Housing Programme. This initiative aims to provide high-quality, well-managed rental housing for low- and moderate-income households in well-located areas of the Municipality.

As part of this program, Stellenbosch Municipality has leased two specific sites, Farm 81/2 and Farm 81/9, Stellenbosch on a 40-year lease. This decision followed a public consultation process and was approved by the Council on July 29, 2020. The Municipality is responsible for facilitating these developments under the National Social Housing Programme, guided by the Social Housing Act (2008).

The Council now needs to agree to the signing of the specific LAA between the Municipality and Crowie Property Group (Pty) Ltd. Included in the agreement is a set of municipal incentives that will assist in creating a financially viable project. These incentives have been agreed by the Municipality's senior management team and are in line with existing capital incentives for government financed housing projects as well as operational incentives linked to the Municipality's indigency policy.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.5.1**RESOLVED** (majority vote with 1 abstention)

- (a) that Council approves the draft Land Availability Agreement (LAA) between Crowie Property Group (Pty) Ltd and the Stellenbosch Municipality;
- (b) that Crowie Property Group (Pty) Ltd prepares a detailed project plan for approval by Council before the rights to the land on a 40-year leasehold basis is entered into;
- (c) that Council endorses the capital and operational incentives contained in the draft LAA as per **ANNEXURE 2**;
- (d) that the Municipal Manager be authorised to sign the draft LAA and negotiation minimum amendments if required and submit to Council for condonation; and
- (e) that the Municipal Manager be authorized to sign any additional information or documentation required as may be necessary to ensure compliance with regulatory requirements and to facilitate the effective implementation of the project.

FOR FURTHER DETAILS CONTACT:

NAME	Lester van Stavel
POSITION	<i>Manager: Housing Development</i>
DIRECTORATE	<i>Planning & Economic Development</i>
CONTACT NUMBERS	<i>021 808 8462</i>
E-MAIL ADDRESS	<i>Lester.vanstavel@ Stellenbosch.gov.za</i>
REPORT DATE	

10.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
10.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – NOVEMBER 2024

Collaborator No: 776792
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 21 November 2024

1. SUBJECT: STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – NOVEMBER 2024

2. PURPOSE

For Council to note the progress of the Municipality's as well as Provincial Government initiatives regarding the Alternative Energy Programme projects which are underway at present.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

- 4.1** The draft application for load curtailment was submitted to Eskom on 07 March 2024 and is due to serve at the Eskom Loadshedding Committee. Though the indication from Eskom was that this application would serve at the April 2024 Loadshedding Committee, confirmation has been received from Eskom that the application has not yet served. At the meeting held on 31 July 2024, further proposals were provided by Eskom for the Municipality to amend the current application so that Eskom's Loadshedding Committee can take it into consideration. A revised application was submitted to Eskom on 22 August 2024. The Stellenbosch Load Curtailment Application Finalization meeting with Eskom was held on 15 October 2024 to finalize the load curtailment application. Eskom will respond in writing to the Municipal request submitted previously.

Given the considerable amount of time, effort and resources put into this Application, and the fact that Eskom has changed their advice to the Municipality on multiple occasions and has not formally responded to the submitted applications, the Municipality is now considering making the Load-Shedding mitigation aspect of the AEG programme a secondary objective. The primary objective now is to mitigate the rising cost of Electricity from Eskom, especially since Loadshedding has not returned for more than 200 days.

- 4.2** A tender for the purchase of 20MW of electricity from an Independent Power Producer (IPP), was conditionally approved by the BAC on 16th September 2024. Consultation with the successful bidder to conclude the Power Purchase Agreement (PPA) will commence after the 21-day appeal period. A kick-off meeting was held with the winning bidder on 25 October 2024. The initial award was subject to appeal which has now lapsed. No appeals were received, and the contract is now conditionally awarded.
- 4.3** The Supervisory Control and Data Acquisition (SCADA) project is on track with the implementation of remote viewing at six of the seven main substations completed under Phase 1 of the project in the 2023/2024 financial year.

- 4.4** Phase 2 of the project commenced in October 2024 and will include the complete plant to master station verification/testing and implementation of remote switching at Gholf-, Jan Marais-, Markotter, Suidwal- and Cloetesville substations as well as the installation of the SCADA system and implementation of remote viewing and remote switching at Franschoek substation, which could not be completed in Phase 1.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.6.1

NOTED

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	<i>Nombulelo Zwane / Rendani Makungo</i>
POSITION	<i>Senior Manager: Electrical Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8770/ 021 808 8333</i>
E-MAIL ADDRESS	nombulelo.zwane@ Stellenbosch.gov.za / rendani.makungo@ Stellenbosch.gov.za
REPORT DATE	<i>08 November 2024</i>

10.6.2	SPECIAL PEDESTRIAN ROUTES PROGRAM
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Collaborator No:

IDP KPA Ref No: Good Governance & Compliance

Meeting Date: 27 November 2024

1. SUBJECT: SPECIAL PEDESTRIAN ROUTES PROGRAM

2 PURPOSE

For Council to note and to support the roll-out of the Special Pedestrian Routes Program.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The Municipality has decided to embark on a Special Pedestrian Routes program, in the interests of public safety. Taking into account the importance of a safer environment, the municipality is embarking on an investigation to make certain earmarked routes safer for vulnerable pedestrians and cyclists who use key arterial routes and roadways.

The Municipality has consulted members of the public as well as students and taken their opinions on board. The earmarked routes may include:

- increased lighting to improve visibility,
- possible camera and closed-circuit television (CCTV) installations,
- the option of panic buttons installed en-route,
- the cutting back of some tree branches in accordance with the applicable Municipal By-Laws, to allow the streetlight to filter through more clearly,
- the deployment of more officials to the Municipality's Control Room to monitor the additional CCTV;
- the possible payment of stipends for additional contract staff and / or neighbourhood watches, to improve responsiveness and oversight. This will boost job creation and skills transfer as well.
- the clear mapping, marking and signage of the routes.
- Cutting back of foliage and grass verges to improve visibility en-route.

The primary strategy is to create an environment for all who live, work in and visit Stellenbosch which has improved visibility, and has a safer look and feel through urban design elements.

The Municipality has proceeded with the identification of routes used by pedestrians and cyclists travelling within Stellenbosch Central area. The Provincial Department has assisted with the use of their GIS system. The identified routes will form the basis of the Special Pedestrian Routes Program.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.6.2**RESOLVED** (majority vote with 1 abstention)

- (a) that Council notes the need for, and roll-out of, the Special Pedestrian Routes Program;
- (b) that the Council supports the Special Pedestrian Routes Program in principle;
- (c) that a plan detailing the phased roll-out must be compiled and the feasibility of expanding the Program to other areas in the WC024 be investigated;
- (d) that Special Pedestrian Routes Program be advertised for public comment; and
- (e) that upon the completion of the public participation process, together with any comments/objections, the item be resubmitted to Council for final approval and adoption.

FOR FURTHER DETAILS CONTACT:

Name	Shane Chandaka
Position	Director
Directorate	Infrastructure Services
Contact Numbers	021 808 8213
E-mail Address	Shane.Chandaka@ Stellenbosch.gov.za
Report Date	22 November 2024

10.6.3	REQUEST FOR THE CLOSURE OF NAGTEGAAL ROAD, ONDER-PAPEGAAIBERG
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT: REQUEST FOR THE CLOSURE OF NAGTEGAAL ROAD, ONDER-PAPEGAAIBERG

2. PURPOSE

That Council takes note of this report and approves the proposals contained herein.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The Municipality had received requests from the public, for the permanent closure of Nagtegaal Road, at its intersection with Devon Valley Road, Onder-Papegaaiberg.

Nagtegaal Road is a narrow access road, 130m long, connecting the Devon Valley Road to Hoepe-Hoep Road. The road provides access to 38 erven but is being used as a “short cut” link between Devon Valley Road and the residential area. Nagtegaal Road has not been designed, and is therefore not suited, to accommodate the cut-through traffic.

In March 2024, the Municipality commissioned a detailed Traffic Impact Study (Annexure A) to confirm the nature and extent of the traffic impacts. The outcomes of the Traffic Impact Study supported the closure of Nagtegaal Road thus the Infrastructure Directorate has no objection to the proposed closure of the road.

Furthermore, the closure of the road would have negligible impact on the mobility of traffic through the area as well as current traffic patterns. Due the nature of proposed closure of the road as well as the impact of the residents in Nagtegaal Road and Hoep Hoep Road, it is proposed that a public participation process be followed first, after which the Item will return to Council for approval.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.6.3

RESOLVED (majority vote with 7 abstentions)

- (a) that the contents of this report, and its ANNEXURE be noted;
- (b) that the Proposed Nagtegaal Road Closure be duly advertised for public comment; and
- (c) that upon the completion of the public participation process, together with any comments/objections, the item be resubmitted to Council for final approval and adoption.

FOR FURTHER DETAILS CONTACT:

Name	Shane Chandaka
Position	Director
Directorate	Infrastructure Services
Contact Numbers	021 808 8213
E-mail Address	Shane.Chandaka@ Stellenbosch.gov.za
Report Date	13 November 2024

10.6.4	STELLENBOSCH STATION PARKING AREA PROGRESS REPORT
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Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

21 November 2024 and 27 November 2024

1. SUBJECT: STELLENBOSCH STATION PARKING AREA PROGRESS REPORT**2. PURPOSE**

To inform Council of the progress made as per the Council Resolution taken in November 2023 regarding the Stellenbosch Station Parking Area as well as a new site to be leased for public transport facilities.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

A Council Resolution taken in November 2023 regarding the Stellenbosch Station Parking Area (Erf 393), states that the Municipality must commence and make provision for the relocation of the public transport vehicles currently utilizing the parking area. Council also recommended that assessments be undertaken to determine the most appropriate parking management model for the Stellenbosch Station parking area, after the public transport operations would have been relocated.

The Municipality appointed a consultant to identify and analyse alternative public transport sites and the following are outcomes of the analysis:

- Bergzicht Public Transport Interchange was considered not suitable since it will not be able to accommodate the large volumes of public transport vehicles which need to be relocated.
- The PRASA property next to the railway line (Erf RE265) was considered suitable and pursued further by the Municipality. PRASA has agreed to lease the site to the Municipality in principle, and a Lease Agreement with PRASA is currently in the process of being concluded (see Locality Plan below).

Once the Lease Agreement is finalized, the process to relocate the public transport operators to the new facility will commence.

- The current Stellenbosch Station parking area can then be re-established as a parking area.
- It was agreed that the Municipality will manage the parking area.
- The perimeter of the parking area will be secured with fencing and access control will be implemented.
- The area could also be utilised for possible future e-hailing as well as tourist buses parking in the interim.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.6.4**NOTED**

the progress made to date and the status of the Stellenbosch Public Transport Interchange Area.

FOR FURTHER DETAILS CONTACT:

Name	Shane Chandaka
Position	Director
Directorate	Infrastructure Services
Contact Numbers	021 808 8213
E-mail Address	Shane.Chandaka@ Stellenbosch.gov.za
Report Date	22 November 2024

10.7	PARKS AND OPEN SPACES: [PC: CLLR N OLAYI]
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NONE

10.8	PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: [PC: CLLR M SLABBERT]
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10.8.1	PERMISSION TO ALLOW FOR AN EXTENSION OF MOBILE UNITS TO TRADE AT PRE-DETERMINED SITES WITHIN THE WC024 AREA
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 November 2024

1. **SUBJECT: PERMISSION TO ALLOW FOR AN EXTENSION OF MOBILE UNITS TO TRADE AT PRE-DETERMINED SITES WITHIN THE WC024 AREA**

2. **PURPOSE**

Is to request approval for the extension of the pilot for mobile trucks / kiosks, e.g. food trucks & coffee carts, etc. for a period of one (1) year.

3. **DELEGATED AUTHORITY**

Council.

4. **EXECUTIVE SUMMARY**

Mobile traders, often referred to as street vendors or food trucks, offer several benefits in cities. These mobile businesses have become increasingly popular and have a significant impact on urban areas. Some of the benefits are accessibility to the community, promotion of entrepreneurship. It acts as stimulus for local economic development and growth. Council approved a pilot for one year in pre-determined areas, the department would like to extend this period

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.8.1

RESOLVED (majority vote with 1 abstention)

- (a) that Council approves the extension of the Mobile Trading Pilot for another year; and
- (b) that a progress report be provided every 3 months on implementation to Mayco and Council.

FOR FURTHER DETAILS CONTACT:

NAME	Carmen Saville
POSITION	Local Economic Development Officer: LED & Tourism
DIRECTORATE	Planning & Economic Development
CONTACT NUMBERS	021 808 8151
E-MAIL ADDRESS	Carmen.saville@ Stellenbosch.gov.za
REPORT DATE	04 November 2024

10.9	COMMUNITY SERVICES: [PC: CLLR X KALIPA]
10.9.1	APPROVAL OF THE GRANT IN AID POLICY REVIEW

Collaborator No: 776174
 IDP KPA Ref No: Dignified Living
 Meeting Date: 21 November 2024

1. SUBJECT: APPROVAL OF THE 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

The Grant in Aid 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 17 and 67 of the Local Government: Municipal Finance Management Act, 2003 (Act 56 of 2003).

MFMA and audit requirements are strict in terms of mechanisms to ensure sound governance and financial practices are applied when donating public funds. Only 30 organisations complied with the requirements and the Department reviewed the policy to determine where changes can make it easier for organisations to comply whilst staying within the margins provided by the MFMA.

The revised Grant in Aid Policy attached as **ANNEXURE A** served at the Section 80 Committee meeting for Community Services where the following was resolved in the draft minutes **ANNEXURE B**:

COMMUNITY DEVELOPMENT COMMITTEE MEETING: 2024-10-03: ITEM 5.2.5

RESOLVED

that the Grant in Aid Policy Review is supported to serve to Mayco before going to Council meeting.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.9.1

RESOLVED (majority vote with 1 abstention)

- (a) that the revised Grant in Aid Policy be approved in principle for public comment; and
- (b) that the Policy be brought back to Council for consideration after the public participation process

10.9.2	FEEDBACK RECEIVED FROM TWO 2021-2022 GRANT IN AID (GIA) RECIPIENTS INDICATING CONTRAVENTIONS OF THE APPROVED GIA POLICY AND SIGNED MOA'S
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Collaborator No: 775728

IDP KPA Ref No: Dignified Living

Meeting Date: 21 November 2024 and 27 November 2024

1. SUBJECT: FEEDBACK RECEIVED FROM TWO 2021-2022 GRANT IN AID (GIA) RECIPIENTS INDICATING CONTRAVENTIONS OF THE APPROVED GIA POLICY AND SIGNED MOA'S

2. PURPOSE

To consider and discuss the feedback received in response to the communication sent to Grant in Aid recipients resulting from the Stellenbosch Council Meeting on 23 November 2022.

3. DELEGATED AUTHORITY

GiA donations are approved by council as part of the budget documents.

4. EXECUTIVE SUMMARY

Three grant receiving organisations were found to be in contravention of the Grant in Aid policy and signed MOA as discovered from their feedback reports. The discovery was documented and served at the Grants Committee on 15-08-2022 where it was supported and again on 14-11-2022 where the committee recommended that the decision relating to Smart Mission Entertainment and Ubuntu Hiking to be barred from participating in the Grant in Aid Programme stands and that more information must be requested from Franschhoek Rugby Club. On 23-11-2022 the item served at the Stellenbosch Council meeting where the recommendations were upheld and the Department was mandated to communicate the results of the Council decision to the applicable organisations. The circulated communication to the organisations is attached as **ANNEXURE 1-3**. Written responses were received from Franschhoek Rugby Club and Ubuntu Hiking.

At the Grants Committee meeting of 23-11-2023 it was recommended that the item be discussed with the Portfolio Councillor and Executive Mayor. On 28/11/2023 the item was discussed with the MMC, Cllr X Kalipa who in turn discussed the item with the Executive Mayor. Both the MMC and the Executive Mayor acknowledged the item without additional comment by signing the route form (**ANNEXURE 15**).

At the Grants Committee meeting of 30-01-2024 the recommendations were approved for submission to the Mayoral Committee. (**ANNEXURE 16**) The Executive Mayoral Committee resolved on 20-03-2024 (**ANNEXURE 17**) that the item is withdrawn and referred back for refinement and will be considered after the new policy was approved.

The new Grant in Aid Policy was approved on 21-02-2024 (**ANNEXURE 18**).

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.9.2

RESOLVED (majority vote with 5 abstention)

- (a) that the communication sent to all three applicants, and the written responses received from Ubuntu Hiking and Franschhoek Rugby Club, be noted;
- (b) that Ubuntu Hiking be instructed to pay back the amount of R1481.00;

-
- (c) that Council agree after careful consideration to change that **Ubuntu Hiking** be barred from participation in the Grant in Aid Donation Programme for a period of 12 months despite the stipulations of the Grant in Aid Policy paragraph 8.5;
- (d) that the Franschhoek Rugby Club be instructed to pay back the amount of R 40 000,00;
- (e) that Council agree, after careful consideration, to change the period that Franschhoek Rugby Club be barred from participating in the Grant in Aid Donation Programme for a period of 12 months despite the stipulations of the Grant in Aid Policy paragraph 8.5;
- (f) that Council consider to change the period to be barred from participating in the Grant in Aid Donation Programme for a period of 12 months despite the stipulations of the Grant in Aid Policy paragraph 8.5; and
- (f) that these two Organisations be informed of the decision.

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	02-10-2024

10.10	RURAL MANAGEMENT AND ENVIRONMENT: [PC: CLLR J WILLIAMS]
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10.10.1	PARADYSKLOOF NATURE AREA: ENVIRONMENTAL MANAGEMENT PLAN – 5 YEAR REVIEW
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Collaborator No: 776251
IDP KPA Ref No: Dignified Living
Meeting Date: 21 November 2024

1. SUBJECT: PARADYSKLOOF NATURE AREA: ENVIRONMENTAL MANAGEMENT PLAN – 5 YEAR REVIEW

2. PURPOSE

The Paradyskloof Nature Area (NA) Environmental Management Plan (EMP) was adopted by the Council during May 2019. This document was prepared to establish a distinct vision and overarching goal for the management of the Paradyskloof NA in context off and giving effect to relevant legislation and associated regulations. In the interest of adaptive management, the Paradyskloof NA EMP has now been reviewed after 5 years of implementation (**ANNEXURE A**).

3. DELEGATED AUTHORITY

For decision by the Council of Stellenbosch Municipality.

4. EXECUTIVE SUMMARY

Paradyskloof NA, an approximately 550 ha area consisting of Portion 2 of Farm 368 and portions of Farms 369 and 366 (municipal property), is situated on the south-eastern edge of Stellenbosch town above the neighbourhoods of Brandwacht and Paradyskloof. Most of the area (with specific reference to the northern and eastern mountainous area) is in a natural state with ±40 ha of mature pine still left within the old forestry area. The vegetation type of Paradyskloof NA is Cape Winelands Shale Fynbos and is a vulnerable terrestrial ecosystem.

The area is used for a range of outdoor recreational activities, research, education and awareness opportunities, events as well as for service delivery purposes. The area also houses a clubhouse, refurbished by Stellenbosch Municipality (the Municipality).

Because of the area's ecological value, its value as public resource and its vulnerability to degradation due to past and present use it was important that an overarching management plan for the area (the Paradyskloof NA EMP [2019]) be put in place to ensure that it is managed in a sustainable manner. Having reviewed the Municipality's implementation of the 2019 EMP an updated Paradyskloof NA EMP (2024) is now presented to Council for adoption for the next 5-year period.

27TH COUNCIL MEETING: 2024-11-27: ITEM 10.10.1

RESOLVED (majority vote with 4 abstentions)

that Council approves the Paradyskloof Nature Area Environmental Management Plan (August 2024) as Paradyskloof Nature Area's 2nd generation environmental management plan and guiding document for the management of the area.

10.11	MUNICIPAL MANAGER (MS G METTLER)
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NONE

11.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
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11.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
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NONE

12.	REPORTS BY THE MUNICIPAL MANAGER (MS G METTLER)
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12.1	ESTABLISHMENT OF THE DISCIPLINARY BOARD
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 15 November 2021 and 27 November 2024

1. SUBJECT: ESTABLISHMENT OF THE DISCIPLINARY BOARD

2. PURPOSE

For Council to establish the Disciplinary Board in line with Stellenbosch Municipality's implementation of the Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings

To appoint the Disciplinary Board and the Designated Official as per the regulation.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The above-mentioned regulation R430 Municipal Regulations on Financial Misconduct Procedures and Criminal Proceedings hereto attached as **APPENDIX 1** for your information and attention and has been enforceable with effect from 1 July 2014.

The Current Disciplinary Board's 3-year term as required by this regulation expired on 23 November 2024. It is now required that Council appoint a new Board and the designated official.

27TH COUNCIL MEETING: 2024-11-27: ITEM 12.1**RESOLVED** (majority vote with 1 abstention)

- (a) that Council establishes the Disciplinary Board in line with these regulations and that the board consists of:-
- (i) Ms Reyhana Gani, a member of the Audit and Performance Audit Committee as nominated by the Committee;
 - (ii) the Chief Audit Executive;
 - (iii) the Chief Risk Officer; and
 - (iv) the Senior Legal Advisor
- (b) that Council designates the Municipal Manager as the designated official to whom reports on alleged financial offences against Councillors should go.

FOR FURTHER DETAILS CONTACT:

NAME	Faiz Hoosain
POSITION	<i>Chief Audit Executive</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	<i>0218088555</i>
E-MAIL ADDRESS	<i>Faiz.Hoosain@ Stellenbosch.gov.za</i>
REPORT DATE	<i>27 November 2024</i>

13.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
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NONE

14.	CONSIDERATION OF URGENT MOTIONS
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NONE

15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER
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15.1	STANDARD DRAFT BY-LAW TOWNSHIP ECONOMIES AND THE REGISTRATION OF SPAZA SHOPS
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Collaborator No:

IDP KPA Ref No: **VALLEY OF OPPORTUNITY**

Meeting Date: **27 November 2024**

1. SUBJECT: STANDARD DRAFT BY-LAW TOWNSHIP ECONOMIES AND THE REGISTRATION OF SPAZA SHOPS

2. PURPOSE

To inform Council of the Standard By-Law on Township Economies that was published by the Department of Cooperative Governance with a request that Municipality's adopt the By-Law. The Municipality put a in place for a registration process for Spaza Shops, ensuring regulatory compliance in response to the President's announcement on Sunday, 17 November 2024, that all Spaza Shops must register their businesses within 21 days.

3. DELEGATED AUTHORITY

Council for notification

4. EXECUTIVE SUMMARY

Spaza shops are vital to the local economy, especially in townships and rural areas. They provide essential goods, foster entrepreneurship, and create employment. However, challenges such as lack of formal registration, regulatory non-compliance, and health risks from foodborne illnesses necessitate a structured approach to registration and support especially in the light of recent events where children died due to food purchased from spaza shops.

The municipality, in line with national directives and the Standard Draft By-Law for Township Economies that was published, seeks to implement a formal registration process to address these challenges, promote inclusivity, and unlock economic growth.

The Standard By-Law should not be adopted as is, it should be adapted to address the Stellenbosch Municipality specific situation before it can be brought to Council for an in-principle approval for public participation. After a public participation the By-Law will be brought back to Council for approval and publication before implementation.

On 15 November circular 34 of 2024 was published by the Department of Cooperative Governance (**APPENDIX 1**) together with a draft standard By-Law (**APPENDIX 2**).

27TH COUNCIL MEETING: 2024-11-27: ITEM 15.1

NOTED

- (a) the Standard Township Economies By-Law;
- (b) that a By-Law will be brought back to Council for approval in principle before a public participation process is followed; and
- (c) that Council notes the department's plan for the registration of Spaza Shops within the WC024.

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	Manager: Economic Development and Tourism
DIRECTORATE	Planning and Economic Division
CONTACT NUMBERS	021 808 8179
E-MAIL ADDRESS	Lesley.vangensen@ Stellenbosch.gov.za
REPORT DATE	26 November 2024

16.	REPORTS SUBMITTED BY THE SPEAKER
16.1	REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPOSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/01

Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 27 November 2024

1. SUBJECT: REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPOSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/01

2. PURPOSE

To inform Council about the progress on repayment as per the agreement to settle the total amount fined by disciplinary Committee.

3. DELEGATED AUTHORITY

Council: for noting

4. EXECUTIVE SUMMARY

According to the Council resolution item 17.1, Council meeting 29 November 2023 Council accepted the recommendation by the Disciplinary Committee that Councillor Ayanda Tomose, be fined 75 % of the total cost to company of a ward administrator, for a period of three (3) months to Stellenbosch Municipality. Cllr Tomose must pay back these costs to the Municipality between January 2024 – October 2026, before this term of offices comes to an end.

27TH COUNCIL MEETING: 2024-11-27: ITEM 16.1

NOTED

the report to Council by the Speaker: Repayment Arrangement Of Proposed Sanctions by the Disciplinary Committee: Case Number 220422/01.

FOR FURTHER DETAILS CONTACT:

NAME	Office of the Speaker
POSITION	PA - SPEAKERS OFFICE
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 808 8941
E-MAIL ADDRESS	Speaker.Pa@ Stellenbosch.gov.za
REPORT DATE	18 November 2024

16.2	REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPOSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/02/01
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Collaborator No:

IDP KPA Ref No: *Good Governance*

Meeting Date: 27 November 2024

1. **SUBJECT: REPORT TO COUNCIL BY THE SPEAKER: REPAYMENT ARRANGEMENT OF PROPOSED SANCTIONS BY THE DISCIPLINARY COMMITTEE: CASE NUMBER 220422/02/01**

2. **PURPOSE**

To inform Council about the progress on repayment as per the agreement to settle the total amount fined by disciplinary Committee.

3. **DELEGATED AUTHORITY**

Council: for noting

4. **EXECUTIVE SUMMARY**

According to the Council resolution item 17.1, Council meeting 29 November 2023 Council accepted the recommendation by the Disciplinary Committee that Councillor Elliot Masimini, be fined 50 % of the total cost to company of a ward administrator, for a period of four (4) months to Stellenbosch Municipality. Cllr Masimini must pay back these costs to the Municipality between January 2024 – October 2026, before this term of offices comes to an end.

27TH COUNCIL MEETING: 2024-11-27: ITEM 16.2

NOTED

the Report to Council by the Speaker: Repayment Arrangement of proposed sanctions by the Disciplinary Committee: Case Number 220422/02/01.

FOR FURTHER DETAILS CONTACT:

NAME	Office of the Speaker
POSITION	PA - SPEAKERS OFFICE
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 808 8941
E-MAIL ADDRESS	Speaker.Pa@ Stellenbosch.gov.za
REPORT DATE	18 November 2024

17.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

18.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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SEE PINK DOCUMENTATION

The meeting adjourned at 13:00.**CHAIRPERSON:****DATE:****Confirmed on****without amendments.**

7.2	SPECIAL COUNCIL MEETING: 2024-11-29
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The minutes of a Special Council meeting: 2024-11-27 is attached as **APPENDIX 1.**

FOR CONFIRMATION

APPENDIX 1



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/1/5

2024-11-29

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MINUTES

SPECIAL MEETING OF THE COUNCIL OF STELLENBOSCH MUNICIPALITY

2024-11-29 AT 10:00

MINUTES
SPECIAL MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY
2024-11-29

ITEM	SUBJECT	PAGE
1.	OPENING AND WELCOME	
2.	MAYORAL ADDRESS	
3.	COMMUNICATION BY THE SPEAKER	
4.	COMMUNICATION BY THE MUNICIPAL MANAGER	
5.	OPPORTUNITY TO THE POLITICAL PARTIES TO ADDRESS THE OUTGOING MAYOR	
6.	APPLICATIONS FOR LEAVE OF ABSENCE	
7.	MATTERS FOR CONSIDERATION	
7.1	ELECTION OF THE EXECUTIVE MAYOR	
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7.2	ELECTION OF THE DEPUTY EXECUTIVE MAYOR	
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	7.2.2 Acceptance Speech by the newly elected Deputy Executive Mayor	8
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**MINUTES OF A SPECIAL MEETING OF STELLENBOSCH COUNCIL HELD ON
2024-11-29 AT 10:00 IN THE TOWN HALL, PLEIN STREET, STELLENBOSCH**

PRESENT

The Speaker, Cllr Q Smit [Chairperson]
The Executive Mayor, Ald JS Fasser
The Deputy Executive Mayor, Cllr MJ Slabbert
The Council Whip, Cllr P Crawley

COUNCILLORS

RA Adams	NM Mkhontwana
J Andrews	NR Ndalasi
Ald JC Anthony	L Nkamisa
ZJ Dalling	M Nkopane
JA Davids	N Olayi
I De Taillerfer	GA Petersen
R Du Toit	WC Petersen
A Ferns	RO Pheiffer
E Groenewald	WF Pietersen
RB Hendrikse	MG Rataza
SC Heneke	Ald JP Serdyn
J Joon	SR Schäfer
O Jooste	A Tomose
X Kalipa	GMM Van Deventer
TO Kumm	RB Van Rooyen
N Mananga-Gugushe	M Van Stade
C Manuel	E Vermeulen
NE Mcombring	J Williams
XL Mdemka	

OFFICIALS

Municipal Manager (G Mettler)
Director: Community and Protection Services (G Boshoff)
Director: Corporate Services (A De Beer)
Director: Infrastructure (S Chandaka)
Acting Chief Financial Officer (H Mitchell)
Chief Audit Executive (F Hoosain)
Senior Administration Officer (T Samuels)

1.	OPENING AND WELCOME
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The Speaker, Cllr Q Smit welcomed all present at the Special Council meeting in the Town Hall.

2.	MAYORAL ADDRESS OF OUTGOING MAYOR (GMM VAN DEVENTER)
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(Attached as an **APPENDIX**)

3.	COMMUNICATIONS BY THE SPEAKER
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Farewell Speech to the outgoing Executive Mayor, Cllr G van Deventer:

“The past 8 years was by far the most pleasant time I had in Stellenbosch with you as the Executive Mayor. During this time, I’ve carefully observed you as an individual, as a Mayor and as a human being. I want to leave you with the following departing words which I hope resonates with you and I hope you carry them with you into your future endeavours:

“I have measured you as a leader. The measurement of a leader is not always in the way that they project themselves in front of others. You (Gesie Van Deventer) can come across as strong as you like in front of others, but that is not your true measurement of a leader, because your true leadership of measurement lies in the fact that, behind the scenes – very quietly – you have fought battles that we don’t even know about. For that, Stellenbosch Council and the town of Stellenbosch owes you a gratitude. Thank you very much for what you have done.”

I thank you.”

4.	COMMUNICATIONS BY THE MUNICIPAL MANAGER
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Farewell Tribute to Mayor Gesie van Deventer

Speaker,
Ladies and Gentlemen,
Councillors,
Colleagues,
Our esteemed Mayor,

Today, we gather to bid farewell to a truly remarkable woman who has left an indelible mark on this town and its people—our beloved Mayor, Gesie van Deventer.

Mayor Gesie is more than just a leader; she is a teacher, a guide, a mother, a grandmother, and a steadfast friend. Her unwavering commitment to this town and its residents has been nothing short of extraordinary. She has always been available, working tirelessly behind the scenes—late into the night, on weekends, and even during holidays—to address emergencies and resolve issues, no matter the hour of the day.

Under her leadership, we witnessed the seamless collaboration between political leadership and the Administration. Her governance was like a well-oiled machine, ensuring good oversight, fiscal discipline, and exceptional service delivery. Through her dedication, Stellenbosch achieved clean audits year after year, and the municipality is now in a far stronger financial position than it was eight years ago.

During her tenure, Mayor Gesie oversaw monumental projects that have reshaped the town, particularly in infrastructure. From the maintenance and upgrades of water, electricity, and sanitation systems to long-term investments that ensure sustainability, her legacy will endure for generations to come.

Mayor Gesie also made history as the first-ever mayor to be elected for a second term, bringing stability, continuity, and an unparalleled sense of purpose to her office. Her vision and leadership have made Stellenbosch not just a municipality, but a community we are all proud to call home.

While it is difficult to say goodbye, we understand that there is a time for everything. Mayor Gesie, you have given so much of yourself to this town. You have earned the right to rest, to savor the simple joys of life, and to spend precious moments with your children, grandchildren, and your loving husband.

As you move into this new chapter, may your days be filled with peace, laughter, and the freedom to do all the things you love. Sleep in late, enjoy lazy mornings, read, bake, cook, take naps, make more of your delicious wine, and soak in the quiet joys of retirement.

Mayor Gesie, we will miss you deeply. We hope you'll miss us occasionally, too! May your retirement be blessed with good health, happiness, and countless cherished moments.

On behalf of everyone here, thank you for your tireless service, your unwavering dedication, and your immense contributions to Stellenbosch. You leave behind a legacy that will inspire and guide us for years to come.

May your next chapter be as fulfilling and beautiful as the one you have so graciously closed.

Thank you.

5.	OPPORTUNITY TO THE POLITICAL PARTIES TO ADDRESS THE OUTGOING MAYOR
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SPECIAL COUNCIL MEETING: 2024-11-29: ITEM 7.1.3

RESOLVED

that it be noted that the DA, ANC, GOOD, EFF, ACDP, FF+, PA and PDM offered congratulatory remarks.

6.	APPLICATION FOR LEAVE OF ABSENCE
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6.1 The following applications for leave of absence were approved in terms of the Rules of Order By-law of Council:-

Cllr Z Dalling	- 29 November 2024
Cllr MM Danana	- 29 November 2024
Cllr A Hanekom	- 29 November 2024
Cllr N Ntsunguzi	- 29 November 2024

7.1	ELECTION OF THE EXECUTIVE MAYOR
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Collaborator No:

IDP KPA Ref No: Good Governance and compliance

Meeting Date: Special Council: 29 November 2024

1. SUBJECT: ELECTION OF THE EXECUTIVE MAYOR

2. PURPOSE

To elect the Executive Mayor.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Executive Mayor resigned as Mayor from 11h00 on 29 November 2024 and council therefore needs to elect a new Executive Mayor. The resignation letter is attached as **APPENDIX 1**.

In terms of the Stellenbosch Municipality (WCO24) Establishment Notice, read with the subsequent amendment notices, Stellenbosch Municipality is a municipality with a mayoral executive system combined with a ward participatory system.

Section 55(1)(c) of the Municipal Structures Act states that:-

“If a Municipal Council chooses to have an Executive Mayor, it must elect an Executive Mayor, from among its members at a meeting that must be held within 14 days after the Council's election”. The procedures set out in Schedule 3 of the Municipal Structures Act apply to the election of an Executive Mayor.

The election takes place through secret ballot after nominations was called for. The nomination form (Attached as **APPENDIX 2**).

SPECIAL COUNCIL MEETING: 2024-11-29: ITEM 7.1.1

The Speaker called for nominations for the office of Executive Mayor. Only one (1), duly signed nomination was received for Cllr JS Fasser.

Schedule 3 of the Municipal Structures Act, (the **Election of municipal office-bearers**) reads as follows:

Single candidate

5. *If only one candidate is nominated, the person presiding must declare that candidate elected.*

RESOLVED (nem con)

The Speaker then **DECLARED**

Councillor JS Fasser as duly elected Executive Mayor of Stellenbosch Municipality.

The Speaker congratulated Councillor JS Fasser on his election as Executive Mayor.

7.1.2

ACCEPTANCE SPEECH BY THE NEWLY ELECTED EXECUTIVE MAYOR

INAUGURAL SPEECH BY THE EXECUTIVE MAYOR OF STELLENBOSCH MUNICIPALITY**CLLR JEREMY FASSER**

"Honourable Speaker, Cllr Quintin Smit

Alderman Advocate Cllr Gesie van Deventer

All Councillors Present

Municipal Manager of Stellenbosch Municipality, Ms Geraldine Mettler

All Our Honoured Guest Present

Members of the Media

And most importantly All our residents, of Stellenbosch

Ladies and gentlemen, good morning, molweni, goeie more.

Honourable Speaker,

Before I start my address, please allow me to express my sincere respect for our outgoing Executive Mayor, Alderman Advocate Gesie van Deventer, for her dedicated and, at times, unapologetic commitment to the residents of Stellenbosch Municipality.

Under the leadership of Advocate van Deventer, I had the privilege not only to serve my town as a councillor but to actively participate and execute a shared vision that enabled us to position Stellenbosch Municipality as one of the most sought-after towns in South Africa for living, business, employment, and leisure activities.

Honourable Speaker,

Leadership is an opportunity, a direction, a vision and a goal to create relationships, to build and establish partnerships.

And I quote: "Leadership is not about being in charge, Leadership is about taking care of those in your charge" by Simon Sinek.

Alderman Advocate Gesie van Deventer,

Ek staan vandag hier as 'n inwoner van Stellenbosch wat groot geword het in Cloeteville. Ek staan vandag hier as ons dorps se nuwe Uitvoerende Burgemeester. Ek staan vandag hier, omdat u dit moontlik gemaak het vir my om te groei en ontwikkel as 'n leier. Ek het struikelblokke oorkom en 'n harde pad geloop van waar ek vandaan kom. Maar dit het my geïnspireer om hard te werk en te glo dat waar ons vandaan kom, soos u weet, nie bepaal wat ons kan bereik nie.

Agbare Speaker, dit bring my tot my taak wat voor my staan. Daar is geen twyfel dat die standaard deur ons uittredende burgemeester gestel is nie. En agbare Speaker, die standaard is baie hoog gestel.

This period in our political history presents significant developments as we embark on a new phase of multiparty efforts aimed at addressing the consequences of prolonged maladministration and corruption at a national government level, which have resulted in unprecedented levels of unemployment and poverty and

Stellenbosch Municipality was not exempt during this era which showed a troubling indifference to the struggles faced by the unemployed, vulnerable, and marginalised individuals within our communities.

In addressing this Honourable Speaker, I find myself confronted with the following challenges:

1. To uphold exceptional standards of service delivery;
2. To enhance the inadequate living conditions of our marginalised communities;
3. Adjust to increasingly limited financial resources;
4. Demonstrate our empathy as a municipality towards the struggles of the underprivileged;

5. Fostering and building relations with all stakeholders to address the safety issues in our town, and
6. To foster and sustain the trust of our communities in our capacity to address their challenges.

The foundation of our municipality's success lies in the engaged involvement of our residents. We have endeavoured to guarantee that the perspectives of our community are acknowledged and integrated into our decision-making processes. Over the course of the past few years, we actively interacted with the public through a multitude of channels, such as written submissions, public meetings, Integrated Development Plan (IDP) open days, online platforms, and direct communication via email and telephone.

The IDP serves as the motherboard from which all initiatives should emerge, supported by a comprehensive financial plan and enabling policies to guarantee that the IDP continues to be a key and actionable resource in the municipality's approach to service delivery.

Honourable Speaker, while the current government at Stellenbosch Municipality and opposition parties may hold differing political views, it is essential that we approach our interactions with mutual respect. I firmly believe that collaboration enhances our capabilities. And this council is testament that we continuously work together in the best interest of our Town.

The DA government in Stellenbosch Municipality will always commit to represent the interests of all citizens, irrespective of their voting choices. This objective can be most effectively achieved when each constituency is represented by a credible and constructive voice within this Council. I will continue, as my predecessor did, to guarantee a political environment conducive to the fulfilment of our civic duties as representatives of our communities.

Therefore, Honourable Speaker, in the spirit of stability and continuity, I present to you the Executive Mayoral Committee: Executive Mayoral Committee:

1.	Cllr Jeremy Fasser	Executive Mayor
2.	Cllr Maynard Slabbert	Planning, LED, and Tourism
3.	Cllr Reginal Pheiffer	Infrastructure Services
4.	Cllr James Williams	Protection Services
5.	Cllr Lwando Nkamisa	Corporate Services
6.	Cllr Xolile Kalipa	Community Services
7.	Cllr Rozette du Toit	Human Settlements
8.	Cllr Charles Manuel	Rural and Environmental Management
9.	Cllr John Cornelius Anthony	Finance
10.	Cllr Tamryn Kumm	Sport, Youth, and Culture
11.	Cllr Ndipiwe Olayi	Parks and Open Spaces

7.1.3 POLITICAL PARTIES' RESPONSES

An opportunity is afforded to the political parties to offer brief responses.

SPECIAL COUNCIL MEETING: 2024-11-29: ITEM 7.1.3

RESOLVED

that it be noted that the DA, ANC, GOOD, EFF, ACDP, FF+, PA and PDM offered congratulatory remarks.

FOR FURTHER DETAILS CONTACT:

NAME	Garaldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 8088018
E-MAIL ADDRESS	Geraldine.Mettler@ Stellenbosch.gov.za
REPORT DATE	27.11.24

7.2	ELECTION OF THE DEPUTY EXECUTIVE MAYOR
-----	--

Collaborator No:

IDP KPA Ref No:

Good Governance and Compliance

Meeting Date:

Special Council: 29 November 2024

1. SUBJECT: ELECTION OF THE DEPUTY EXECUTIVE MAYOR

2. PURPOSE

To elect a Deputy Executive Mayor, should the post become vacant with the election of the Executive Mayor.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Executive Mayor resigned as Mayor from 11h00 on 29 November 2024 and council therefore needs to elect a new Executive Mayor. If the Deputy Executive Mayor is elected as Executive Mayor the post of Deputy Executive Mayor will be vacant and a new Deputy Executive Mayor will need to be elected. This item will only go ahead if the post become vacant with the election of the Executive Mayor.

If a Municipal Council chooses to have an Executive Mayor, it must, in terms of Section 55(1)(c) of the Municipal Structures Act, elect an Executive Mayor and, if the MEC for Local Government in the province so approves, also a Deputy Executive Mayor, from among its members at a meeting that must be held within 14 days after the Council's election, or within 14 days after the date with effect from which the type of the municipality has been changed.

Attached as **APPENDIX 2** is the Provincial Gazette: no. 7460, dated 31 July 2015, confirming the designation of the above as full-time councillors.

With reference to the status of the Deputy Executive Mayor, Section 60(2) of the Municipal Structures Act, 117 of 1998, states that "*the mayoral committee must consist of the deputy executive mayor (if any) and as many councillors as may be necessary for effective and efficient government, provided that no more than 20 per cent of the councillors or 10 councillors, whichever is the least, are appointed.*"

Hence, by virtue of section 60(2) of the Municipal Structures Act, a Deputy Executive Mayor must form part of the mayoral committee, if one is elected. Therefore, based on this legal provision, read with Item 9(b) of the Establishment Notice of Stellenbosch Municipality, the Deputy Executive Mayor of Stellenbosch Municipality is a full-time councillor as he/she is a member of the mayoral committee.

In terms of Section 4 of the Section 16 Amendment Notice, Stellenbosch Municipality is authorised to elect a Deputy Executive Mayor.

The procedures set out in Schedule 3 of the Municipal Structures Act apply to the election of a Deputy Executive Mayor.

The election takes place through secret ballot after nominations was called for. The nomination form (Attached as Appendix 1).

The current elected Executive Deputy Mayor, Cllr Jeremy Fasser was nominated and elected as Executive Mayor. During the acceptance of the nomination he indicated that if elected he resigns as Executive Deputy Mayor (see appendix 3).

It is therefore necessary to now elect a new Executive Deputy Mayor.

SPECIAL COUNCIL MEETING: 2024-11-29: ITEM 7.1.2

The Speaker called for nominations for the office of Deputy Executive Mayor. Only one (1), duly signed nomination was received for Cllr M Slabbert.

Schedule 3 of the Municipal Structures Act, (the ***Election of municipal office-bearers***) reads as follows:

Single candidate

5. *If only one candidate is nominated, the person presiding must declare that candidate elected.*

RESOLVED (nem con)

The Speaker then **DECLARED**

Councillor M Slabbert as duly elected Deputy Executive Mayor of Stellenbosch Municipality.

The Speaker congratulated Councillor M Slabbert on his election as Deputy Executive Mayor.

7.2.2	ACCEPTANCE SPEECH BY THE NEWLY ELECTED DEPUTY EXECUTIVE MAYOR
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(SEE SPEECH ATTACHED)

7.2.3	POLITICAL PARTIES' RESPONSES
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An opportunity is afforded to the political parties to offer brief responses.

SPECIAL COUNCIL MEETING: 2024-11-29: ITEM 7.2.3**RESOLVED**

that it be noted that the ANC, GOOD, EFF, ACDP, FF+, PA, PDM and DA, offered congratulatory remarks.

FOR FURTHER DETAILS CONTACT:

NAME	Garaldine Mettler
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Municipal Manager</i>
CONTACT NUMBERS	<i>021 8088018</i>
E-MAIL ADDRESS	<i>Geraldine.Mettler@ Stellenbosch.gov.za</i>
REPORT DATE	<i>27.11.24</i>

The meeting adjourned at 12:00.

CHAIRPERSON:

DATE:

Confirmed onwith/without amendments.

8.	STATUTORY MATTERS
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8.1	TABLING OF THE DRAFT ANNUAL REPORT 2023/24
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: TABLING OF THE DRAFT ANNUAL REPORT 2023/24

2. PURPOSE

To table to the Council the draft Annual Report 2023/24 for consideration and approval to be released for public comment.

Furthermore, it is also the purpose of this submission, after the approval of the draft Annual Report 2023/24 by the Council to be released for public comment, to refer the draft Annual Report 2023/24 to the Municipal Public Accounts Committee (MPAC) to fulfil the role of an Oversight Committee and to make a recommendation to the Council as contemplated in terms of Section 129(1) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA).

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The draft Annual Report must be tabled by the executive mayor within seven months after the end of the financial year and be made available for public inspection. The Accounting Officer must invite the public to provide input into the draft annual report. It has become a practice for the MPAC to also invite the public to make verbal representations at meetings where the report is being discussed.

A schedule with proposed dates for the MPAC meetings is also attached hereto as **Annexure A**. The Council resolved that MPAC has, as part of its terms of reference, the role of sitting as the Oversight Committee to consider the draft Annual Report 2023/24.

At the time of this submission to the Council, the socio-economic profile 2024 was not yet made available by the Western Cape Provincial Treasury. It is anticipated that the profile will be released towards the beginning of February 2025. As a result, the socio-economic profile in the draft Annual Report 2023/24 contains information based on the 2023 profile. This information will be updated with the socio-economic profile 2024 in the draft Annual Report 2023/24 during the public participation process.

5. RECOMMENDATIONS

- (a) that the Council takes note of the draft Annual Report 2023/24;
- (b) that the Council takes note that the Municipal Manager will make the draft Annual Report 2023/24 public for comment on the official website of the Stellenbosch Municipality, the local print media, and at the offices of the municipality for 21 days;

- (c) that the commencement of the public participation process will be the date the draft Annual Report 2023/24 is published on the municipal website;
- (d) that the Council refers the draft Annual Report 2023/24 (**ANNEXURE B**) to the MPAC to consider the draft Annual Report 2023/24 and to make a recommendation to the Council as contemplated in terms of Section 129(1) of the MFMA;
- (e) that the Council takes note of the proposed dates for the MPAC meetings where the draft Annual Report 2023/24 will be discussed, as detailed in **ANNEXURE A**. These dates are subject to change. The final dates will be published on the municipality's website and in the local media;
- (f) that the Council approves the MPAC's mandate to co-opt two members of the public with expertise in specific fields to assist and advise the MPAC; and
- (g) that the Council approves that the co-opted members can be remunerated in line with the recommendations of the National Treasury Regulation in this regard.

Rates for additional nominated community members as per Treasury Regulation 20.2.2. The once-off preparation tariff was used as a guide since the National Treasury does not have guidance in that regard. Consultation must take place to decide if the rate will remain the same.

Tariff	Number of co-opted Members	Not exceeding no. of hours	Remuneration
Per-hour tariff for attendance of meeting as a member	2	45 hours	R 337.00 per hour
Once-off Tariff for duties performed in preparation	2	6 hours	R 2 698 (for six hours)

6. DISCUSSION

6.2 Background

he MFMA promotes transparency and accountability for the financial and non-financial affairs of all municipalities and municipal entities through in-year and annual reporting. This can be achieved where there is a clear link between the strategic objectives agreed upon with the community, the Integrated Development Plan (IDP), the Budget, the Service Delivery and Budget Implementation Plan (SDBIP), performance agreements of senior management and officials, in-year reports, annual financial statements, the annual performance report, and the annual report.

All this forms one process to ensure that the actual performance is reported against what was planned and contained in the IDP. In this manner, the annual reporting reflects financial and non-financial performance for the financial year that ended and was audited. It is therefore a post-financial year document.

It is necessary to gather and compile a variety of financial and non-financial performance data about the municipality for the annual report. It offers a reliable account of the municipality's operations and results for every financial year. It will eventually function as an important historical document for the town, demonstrating the advancement, expansion, and development of municipal performance and services.

In terms of Section 121(3) of the MFMA, the annual report of a municipality or municipal entity must include the following core components. These core components are normally annexed to the draft annual report:

- a) The Annual Financial Statements as submitted to the AGSA (Section 121(3)(a));
- b) the AGSA's audit report in terms of section 126(3) on those financial statements (Section 121(3)(b));
- c) the annual performance report of the municipality prepared by the municipality in terms of Section 46 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) (Section 121(3)(c));
- d) the AGSA's audit report in terms of section 45(b) of the MSA (Section 121(3)(d)); and
- e) particulars of any corrective action taken or to be taken in response to issues raised in the audit reports referred to in paragraphs (b) and (d) in the MFMA (Section 121(3)(g)).

The Council should take notice that the draft Annual Report 2023/24 must be submitted to the Council within seven months after the financial year, thereby satisfying Section 127(2) of the MFMA.

Furthermore, the Council should also take notice that the draft Annual Report 2023/24 is complete, as it contains all relevant information, and all the core components listed in Section 121(3) of the MFMA.

6.3 Financial Implications

There are no financial implications beyond what was approved in the 2023/24 MTREF Budget.

6.4 Legal Implications

Section 121(3) of the MFMA states that the annual report of a municipality must include—

- (a) *the annual financial statements of the municipality, and in addition, if section 122(2) applies, consolidated annual financial statements, as submitted to the Auditor-General for audit in terms of section 126(1);*
- (b) *the Auditor-General's audit report in terms of section 126(3) on those financial statements;*
- (c) *the annual performance report of the municipality prepared by the municipality in terms of section 46 of the Municipal Systems Act;*
- (d) *the Auditor-General's audit report in terms of section 45(b) of the Municipal Systems Act;*
- (e) *an assessment by the municipality's accounting officer of any arrears on municipal taxes and service charges;*
- (f) *an assessment by the municipality's accounting officer of the municipality's performance against the measurable performance objectives referred to in section 17(3)(b) for revenue collection from each revenue source and for each vote in the municipality's approved budget for the relevant financial year;*

-
- (g) *particulars of any corrective action taken or to be taken in response to issues raised in the audit reports referred to in paragraphs (b) and (d);*
 - (h) *any explanations that may be necessary to clarify issues in connection with the financial statements;*
 - (i) *any information as determined by the municipality;*
 - (j) *any recommendations of the municipality's audit committee; and*
 - (k) *any other information as may be prescribed.*

Section 127(2) of the MFMA states that, *"The mayor of a municipality must, within seven months after the end of a financial year, table in the municipal council the annual report of the municipality and of any municipal entity under the municipality's sole or shared control."*

Furthermore, Section 127(3) of the MFMA states that *"If the mayor, for whatever reason, is unable to table in the council the annual report of the municipality, or the annual report of any municipal entity under the municipality's sole or shared control, within seven months after the end of the financial year to which the report relates, the mayor must— (a) promptly submit to the council a written explanation referred to in section 133(1)(a) setting out the reasons for the delay, together with any components of the annual report listed in section 121(3) or (4) that are ready; and (b) submit to the council the outstanding annual report or the outstanding components of the annual report as soon as may be possible."*

6.5 Staff Implications

This report has no additional staff implications for the municipality.

6.6 Risk Implication

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: 2025-01-22: ITEM 6.1

- (a) that the Council takes note of the draft Annual Report 2023/24;
- (b) that the Council takes note that the Municipal Manager will make the draft Annual Report 2023/24 public for comment on the official website of the Stellenbosch Municipality, the local print media, and at the offices of the municipality for 21 days;
- (c) that the commencement of the public participation process will be the date the draft Annual Report 2023/24 is published on the municipal website;
- (d) that the Council refers the draft Annual Report 2023/24 (**ANNEXURE B**) to the MPAC to consider the draft Annual Report 2023/24 and to make a recommendation to the Council as contemplated in terms of Section 129(1) of the MFMA;
- (e) that the Council takes note of the proposed dates for the MPAC meetings where the draft Annual Report 2023/24 will be discussed, as detailed in **ANNEXURE A**. These dates are subject to change. The final dates will be published on the municipality's website and in the local media;
- (f) that the Council approves the MPAC's mandate to co-opt two members of the public with expertise in specific fields to assist and advise the MPAC; and
- (g) that the Council approves that the co-opted members can be remunerated in line with the recommendations of the National Treasury Regulation in this regard.

Rates for additional nominated community members as per Treasury Regulation 20.2.2. The once-off preparation tariff was used as a guide since the National Treasury does not have guidance in that regard. Consultation must take place to decide if the rate will remain the same.

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Once-off Tariff for duties performed in preparation	2	6 hours	R 2 698 (for six hours)

ANNEXURES

Annexure A: Schedule of MPAC Meetings

Annexure B: Draft Annual Report 2023/24

FOR FURTHER DETAILS CONTACT:

NAME	Geraldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Office of the Municipal Manager
CONTACT NUMBERS	021 808 8025
E-MAIL ADDRESS	Municipal.Manager@ Stellenbosch.gov.za
REPORT DATE	13 January 2025

ANNEXURE A



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DRAFT MPAC MEETING SCHEDULE TO REVIEW THE DRAFT ANNUAL REPORT 2023/24

Date:	06, 07, 10, 17 February and 03 March 2025
Time:	09:00
Venue:	Council Chambers

Objectives

1. To discuss and evaluates the content of the Draft Annual Report 2023/24; and
2. To ensure a credible annual and oversight report is recommended to Council for approval.

Date	Time	Activity	Responsible Officials
06 February 2025	09:00 – 11:00	Orientation	To be confirmed
	11:30 – 14:30	Review of Chapters 1, 2 and 3	MPAC and MM
07 February 2025	09:00 – 13:00	Review of chapters 4, 5 and 6	MPAC and MM
10 February 2025	09:00 – 10:00	Public Hearing	MPAC / Public / Council
	10:30 – 14:00	Site Visit	MPAC
17 February 2025	10:00 – 10:30	Feedback discussion on Chapters and other outstanding matters	Directorate: Corporate Services MM, Director: Corporate Services and Snr Managers
	10:30 – 11:30		Directorate: Financial Services MM, CFO and Snr Managers
	11:30 – 12:30		Directorate: Infrastructure Services MM, Director: Infrastructure Services and Snr Managers
	12:30 – 13:30		Directorate: Planning and Economic Development MM, Director: Planning and Economic Development and Snr Managers
	13:30 – 14:30		Directorate: Community and Protection Services MM, Director: Community and Protection Services and Snr Managers
03 March 2025	09:00 -10:00	Signing of the Annual Report Oversight Report 2023/24	MPAC and MM


Cllr W Pieterse
MPAC Chairperson

ANNEXURE B



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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

2023/24

ANNUAL REPORT

*Providing our residents,
stakeholders and investors, with
information about the municipality's
operations and financial performance.*





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List of Abbreviations

Abbreviation	Description	Abbreviation	Description
ABS	Access to Basic Services	MIQ	Municipal Data and Intelligence
ACDP	African Christian Democratic Party	MM	Municipal Manager
AGSA	Auditor-General of South Africa	MMC	Member of the Mayoral Committee
AH	Agri-Hub	MMF	Municipal Managers Forum
AMEU	Association of Municipal Electricity Utilities	MOBI	Municipal Benchmarking Initiative
ANC	African National Congress	MOU	Memorandum of Understanding
ANPR	Automatic Number Plate Recognition System	MPAC	Municipal Public Accounts Committee
APAC	Audit and Performance Audit Committee	MPC	Multipurpose Centre
ATC	Adam Tas Corridor	MPI	Municipal Productivity Index
BAC	Bid Adjudication Committee	MRF	Material Recovery Facility
BBBEE	Broad-Based Black Economic Empowerment	MSA	Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000)
BEC	Bid Evaluation Committee	mSCOA	Municipal Standard Chart of Accounts
BICLS	Bulk Infrastructure Development Contribution Levies	mSDF	Municipal Spatial Development Framework
BPAMS	Building Plan Approval Management System	MTAB	Metropolitan Transport Advisory Board
CAC	Civic Amenity Centre	MTECH	Medium Term Expenditure Committee
CAPEX	Capital Expenditure	MVA	Mega Volt Amp
CBD	Central Business District	NDP	National Development Plan
CBP	Community-Based Planning	NDOHS	National Department of Human Settlements
CCTV	Closed Circuit Television	NASHO	National Association of Social Housing Organisation
CDW	Community-Development Worker	NDoPW&I	National Department of Public Works and Infrastructure
CEB	Compressed Earth Block	NDPW	National Department of Public Works
CEO	Chief Executive Officer	NEMA	National Environment Management Authority
CFO	Chief Financial Officer	NPV	Net profit value
CGI	Compliance and Governance Index	NGO	Non-Governmental Organisation
CIGFARO	Chartered Institute of Government Finance, Audit and Risk Officers	NHBRC	National Housing Building Regulation Council
CITP	Comprehensive Integrated Transport Plan	NMT	Non-Motorised Transport
CoCT	City of Cape Town	NPO	Non-Profit Organisation
COGTA	Cooperative Governance and Traditional Affairs	NRTLEC	National Road Traffic Legislation Enforcement Code
COPE	Congress of the People	NT	National Treasury
CRSES	Centre for Renewable and Sustainable Energy Studies	OHS	Occupational Health and Safety
CWDM	Cape Winelands District Municipality	OPEX	Operating Expenditure
DA	Democratic Alliance	ODAs	Other Development Agency's
DAG	Development Action Group	PDO	Predetermined Objectives
DC	Development Cost	PDoHS	Provincial Department of Human Settlement
DCAS	Department of Cultural Affairs and Sport	PDoI	Provincial Department of Infrastructure
DEA and DP	Department of Environmental Affairs and Development Planning	PIE	Prevention of Illegal Evictions



Abbreviation	Description	Abbreviation	Description
DEDAT	Department of Economic Development and Tourism	PMS	Performance Management System
DEFF	Department of Environment, Forestry and Fisheries	PID	Project Initiation Document
DOE	Department of Education	PPDO	Provincial Predetermined Objectives
DORA	Division of Revenue Act	PPP	Public Private Partnership
DSD	Department of Social Development	PRASA	Passenger Rail Agency of South African
DWS	Department of Water and Sanitation	PSDF	Provincial Spatial Development Framework
ECD	Early Childhood Development	PSP	Provincial Strategic Plan
EE	Employment Equity	PT	Provincial Treasury
EHP	Emergency Housing Policy	RBIG	Regional Bulk Infrastructure Grant
EIA	Environmental Impact Assessment	REFSO	Renewable Energy Finance and Subsidy Office
EPWP	Expanded Public Works Programme	RTIA	Road Traffic Infringement Agency
ESTA	Extension of Security of Tenure Act	RFP	Request for Proposal
FBAR	Final Basic Assessment Report	RTMC	Road Traffic Management Corporation
FPSU	Farmer Production Support Unit	RTS	Refuse Transfer Station
GAMAP	Generally Accepted Municipal Accounting Practice	RUMC	Rural-Urban Market Centre
GDP-R	Gross Domestic Product - Regional	SAB	South African Breweries
GRAP	Generally Recognised Accounting Practice	SABS	South African Bureau of Standards
HCE	Housing Consumer Education	SALGA	South African Local Government Association
HDA	Housing Development Agency	SAMDI	South African Management Development Institute
HR	Human Resources	SAMRAS	South African Municipal Resource Accounting System
HSDG	Human Settlements Development Grant	SAMWU	South African Municipal Workers Union
IBR	Inverted Box Rib	SANEDI	South African National Energy Development Initiative
ICT	Information and Communication Technology	SANS	South Africa National Standards
IDP	Integrated Development Plan	SAPS	South African Police Service
IFRS	International Financial Reporting Standards	SASSA	South African Social Security Agency
iGRAP	Interpretations of Standards of Generally Recognised Accounting Practice	SCA	Stellenbosch Civic Association
IHSP	Integrated Human Settlement Plan	SCMU	Supply Chain Management Unit
IIC	Infrastructure Innovation Committee	SDBIP	Service Delivery and Budget Implementation Plan
IMATU	Independent Municipal Trade Union	SHIs	Social Housing Institutions
IMESA	Institute of Municipal Engineers of South Africa	SDF	Spatial Development Framework
IMFO	Institute for Municipal Finance Officers	SEDA	Small Enterprise Development Agency
INEP	Integrated National Electrification Programme	SITA	State Information Technology Agency
IPC	Integrated Planning Committee	SMME	Small Medium Micro Enterprises
IPPS	Independent Power Producers	SMS	Short Message Service
IRDP	Integrated Residential Development Programme	SOP	Standard Operating Procedure



Abbreviation	Description	Abbreviation	Description
ISAMAO	Institute of South African Municipal Accounting Officers	SPA	Stellenbosch People's Alliance
ISSP	Informal Settlement Support Programme	SPLUMA	Spatial Planning and Land Use Management Act
ISUPG	Informal Settlements Upgrade Partnership Grant	SPV	Special Purpose Vehicles
IUDG	Integrated Urban Development Grant	SSI	Stellenbosch Safety Initiative
IWA	International Water Association	STOD	Sustainable Transit-Oriented Development Plan
IWAA	Integrated Water Availability Assessment	SU	Stellenbosch University
IWMP	Integrated Waste Management Plan	SWWTW	Stellenbosch Wastewater Treatment Works
IZS	Integrated Zoning Scheme	TASK	Tuned Assessment of Skills and Knowledge
JPI	Joint Planning Initiative	TIATCP	Technical Innovation Agency Technical Centre Programme
JSE	Johannesburg Stock Exchange	VTs	Vehicle Testing System
KIWMF	Kraaifontein Integrated Waste Management Facility	WC	Western Cape
KPA	Key Performance Area	WCO24	Greater Stellenbosch
KPI	Key Performance Indicator	WCWDM	Water Conservation and Water Demand Management
LED	Local Economic Development	WCWSS	Western Cape Water Supply System
LETRP	Large Employer Trip Reduction Programme	WMO	Waste Management Officer
LGMTEC	Local Government Medium Term Expenditure Committee	WoF	Working on Fire
LGSETA	Local Government Sector Education and Training Authority	WRC	Water Research Commission
LM	Local Municipality	WTP	Water Treatment Plan
LR	Labour Relations	WWF	World Wildlife Fund
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		



Introduction

The Stellenbosch Municipal Draft Annual Report 2023/24 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 council provides 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 2023 to 30 June 2024. 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 area.



Vision, Mission, and Values





CHAPTER 1: EXECUTIVE MAYOR'S FOREWORD AND EXECUTIVE SUMMARY

1.1 COMPONENT A: EXECUTIVE MAYOR'S FOREWORD



Cllr Adv Gesie van Deventer
Executive Mayor

Reflecting on the 2023/24 financial year, I present this annual report with immense pride. It highlights the progress we have made in striving towards our vision of Stellenbosch as a Valley of Opportunity for All. Our municipality continues to work tirelessly to create an environment where small businesses, entrepreneurs, and industries can flourish. This year, we have focused on attracting investment, driving economic growth, and creating job opportunities that will benefit every resident and visitor to our region.

At the heart of our efforts is the belief that Stellenbosch should be a place where people can thrive—where innovation and hard work are rewarded, and where the foundations for long-term prosperity are continually strengthened.

Through targeted interventions, we are laying the groundwork for a future that invites economic activity, draws visitors to our beautiful region, and enhances the quality of life for all.

Key Policy Developments

Our strategic priorities are closely aligned with the Provincial Growth and Development Strategy, as well as our own Integrated Development Plan (IDP). The focus has been on achieving impactful outcomes, especially in areas like economic development, infrastructure improvements, and sustainability. The IDP strategies have guided our actions to ensure we are making tangible progress toward building a thriving and inclusive local economy.

We have made significant strides in meeting key objectives, with our policies fostering sustainable development and laying the foundation for long-term growth. By aligning with both provincial and national priorities, we ensure that our policies are not just theoretical but result in meaningful improvements for our communities.

Key Service Delivery Improvements

One of the major successes of the year has been our investment in infrastructure maintenance and development, which remains at the core of our service delivery mandate. The largest portion of our capital budget was committed to infrastructure and engineering, with a direct focus on basic services such as water provision, electricity, roads, stormwater systems, sanitation, and refuse removal.

Our focus is clear: getting the basics right. By prioritising these essential services, we are using public funds responsibly to improve the daily lives of our residents. Notable projects include the upgrade of road networks, expansion of water and sanitation facilities, and improvements in waste management and recycling. These developments not only enhance service delivery but also ensure that we are building a resilient infrastructure for future generations.



Public Participation

Our success as a municipality is rooted in the active participation of our residents. We have worked hard to ensure that the voices of our community are heard and considered in our decision-making processes. Throughout the year, we engaged with the public through various platforms, including written submissions, public meetings, Integrated Development Plan (IDP) open days, online platforms, and direct communication via email and telephone.

By embracing these methods, we have fostered greater transparency and accountability while ensuring that the diverse views of our residents are taken into account. This ongoing dialogue strengthens the relationship between the municipality and the community, ensuring that we remain responsive to the needs and aspirations of all who live here.

Conclusion

As with every year, 2023/24 brought its own challenges, but together, we have faced them head-on, making considerable progress along the way. Our collective efforts have been rewarded with another clean audit—a significant achievement that underscores our commitment to financial responsibility and good governance. A clean audit reflects not only our sound fiscal management but also the trust that our residents place in us to deliver on our promises.

This past year has been a testament to the power of collaboration and determination. By working together, we have not only overcome obstacles but also laid the groundwork for an even more prosperous future for Stellenbosch. I am deeply grateful to our dedicated municipal staff, our partners, and, most importantly, our community members for their ongoing support and engagement.

As we look ahead, I remain optimistic about what we can achieve together. The 2023/24 financial year has been one of growth, learning, and accomplishment, and I am confident that we will continue on this positive trajectory in the years to come.

ADV GESIE VAN DEVENTER
EXECUTIVE MAYOR



1.2 COMPONENT B: EXECUTIVE SUMMARY

1.2.1 MUNICIPAL MANAGER'S FOREWORD



Geraldine Mettler
Municipal Manager

As we reflect on the accomplishments and challenges of the 2023/24 financial year, I am proud to share that Stellenbosch Municipality has once again demonstrated commendable performance in service delivery, governance, and financial management.

Despite the continued trials posed by external factors such as loadshedding, economic pressure, and climate challenges, we have remained steadfast in our commitment to delivering high-quality services to our residents.

The resilience of our community, officials, management team, and stakeholders has been tested this year, and I am delighted to report that we have emerged stronger and more united.

This Annual Report offers detailed insights into the municipality's performance over the past 12 months, showcasing how we have navigated these challenges while maintaining essential services and operational efficiency.

Our municipality faced some delays in infrastructure projects due to factors beyond our control, such as supply chain disruptions and inflationary pressures. However, we ensured that basic service delivery—water, electricity, refuse removal, and emergency services—remained uninterrupted. Our proactive management and collaborative efforts with stakeholders have enabled us to minimise the impact on our residents.

I am especially proud to announce that Stellenbosch Municipality has once again received a clean audit opinion from the Auditor-General of South Africa (AGSA). This achievement underscores our commitment to sound financial management, robust internal controls, and adherence to audit standards. It is a reflection of the hard work, diligence, and dedication of our management team, officials, and the entire Council.

In 2023/24, we continued to make sizable investments in infrastructure development, maintenance, and upgrades, prioritising the needs of our growing population and businesses. With a focus on basic service delivery, we have committed significant resources to ensure the sustainability and efficiency of our water, electricity, sanitation, and road networks. Our values of innovation, integrity, accountability, and transformation have guided these efforts, as we work toward creating an environment that supports economic growth and dignified living conditions for all residents.

Public participation remains a key pillar of our governance. We have worked hard to engage with our communities through various platforms—public meetings, online forums, and written submissions—ensuring that the voices of our residents are heard and that they play an active role in shaping the future of our municipality.

Stellenbosch continues to thrive despite the economic challenges we face. Higher-than-normal inflation, supply chain disruptions, and energy security issues have created a difficult environment, yet through effective collaboration with stakeholders, we have built resilience. Our response to these challenges demonstrates the strength of our leadership and our capacity to adapt and overcome.



I would like to extend my heartfelt gratitude to the Executive Mayor, the Mayoral Committee, the entire Council, the Audit and Performance Audit Committee (APAC), and my management team for their unwavering dedication and strategic vision throughout this year. It is through their leadership and collaboration that we have been able to achieve the successes outlined in this report.

Finally, I wish to thank all municipal employees for their passion, hard work, and commitment. It is an honour to serve alongside you as we work together to realise our vision of becoming a true Valley of Opportunity and Innovation for all.

May this Annual Report for 2023/24 serve not only as a record of our achievements but as a motivation for continued excellence and progress in the years to come.

MS GERALDINE METTLER
MUNICIPAL MANAGER



1.2.2 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

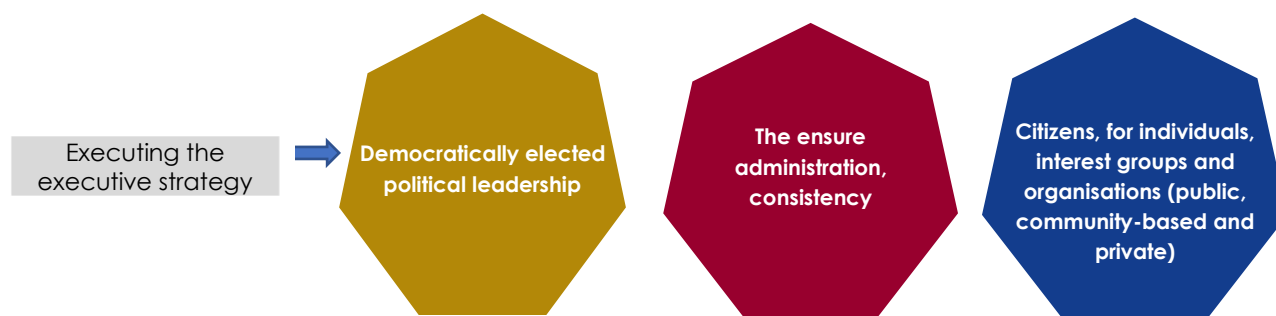
SFA 1: Valley of Possibility	Predetermined Objectives <ol style="list-style-type: none"> 1.1 Create an environment conducive to business development and job creation. 1.2 To facilitate and coordinate support for emerging entrepreneurs by utilising internal SCM processes and linking SMMs with opportunities 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.
Predetermined Objectives <ol style="list-style-type: none"> 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 2: Green and Sustainable Valley
SFA 3: Safe Valley	Predetermined Objectives <ol style="list-style-type: none"> 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.
Predetermined Objectives <ol style="list-style-type: none"> 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 4: Dignified Living
SFA 5: Good Governance and Compliance	Predetermined Objectives <ol style="list-style-type: none"> 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.



1.2.3 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.

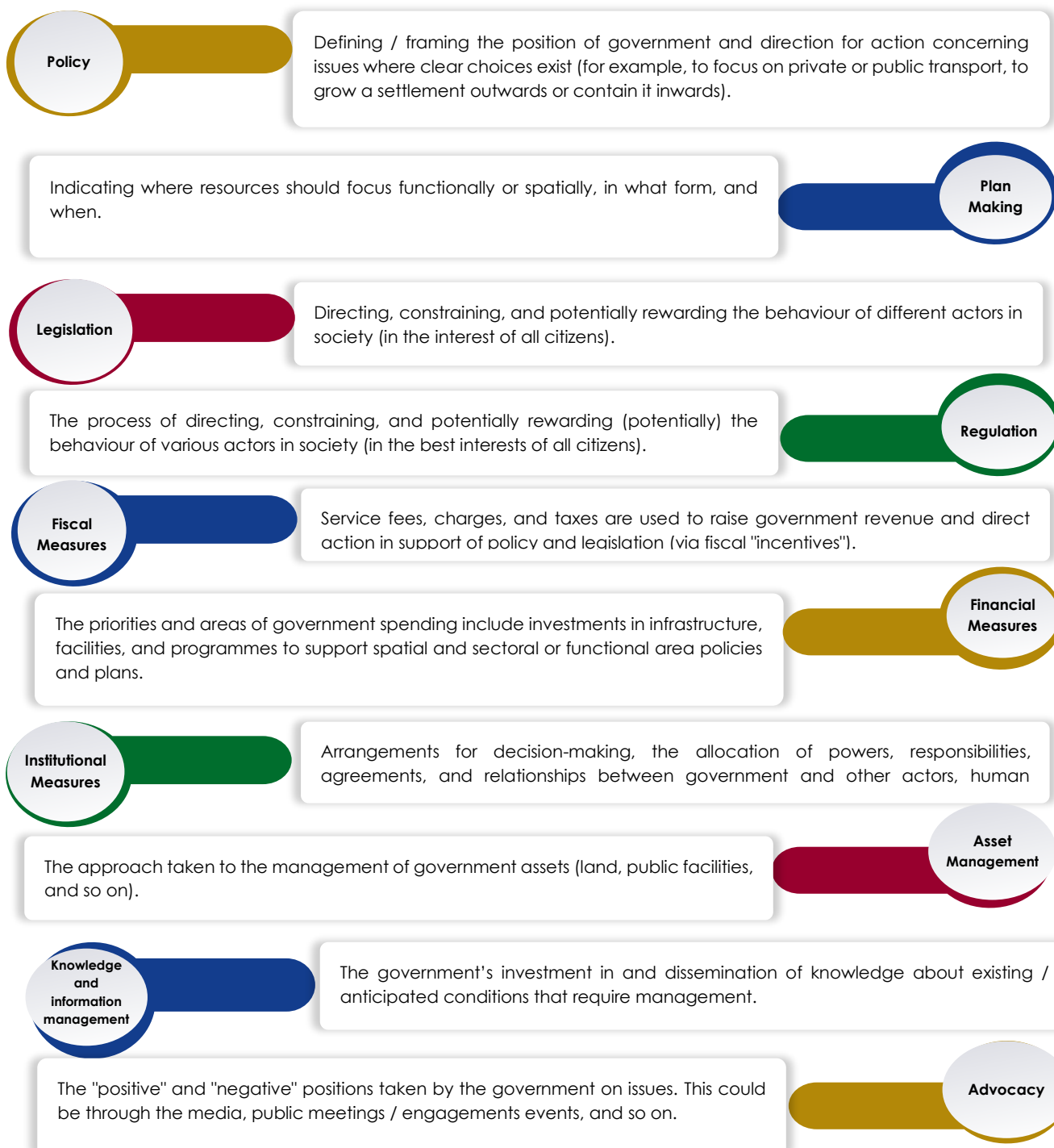
Participatory processes present an opportunity for visionary local leaders to implement a shared agenda and show tangible and measurable results through collectively addressing the ward priorities.



1.2.4 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.

1.2.5 THE TOOLS OF GOVERNANCE



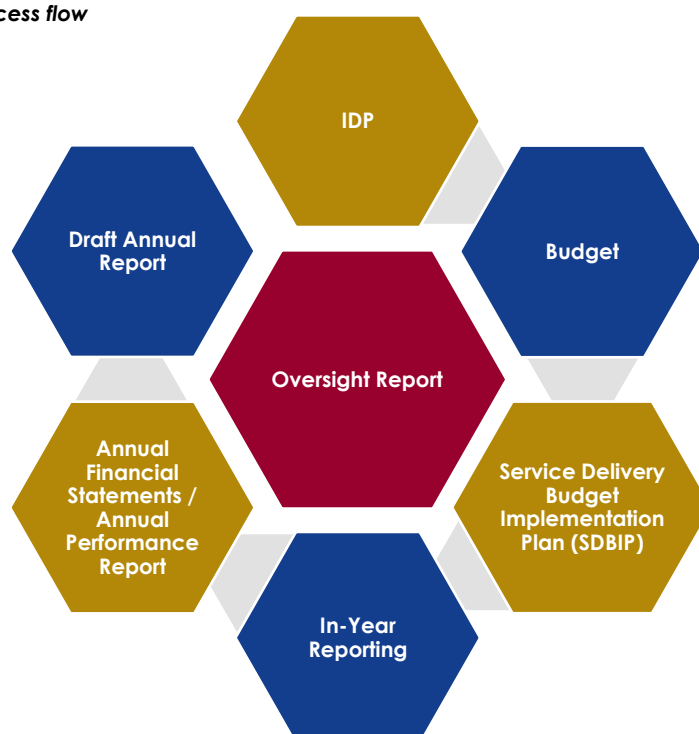


Planning techniques are used to bridge the gap between local experiential knowledge, the technical needs of strategy development, and the demand for strategic frameworks to be ready to cope with rapid decision-making to reduce the risk of unforeseen issues.

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

Figure 2: Accountability Process flow





1.2.6 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 8 (excl. mobile / satellite clinics)	Immunisation Rate 64.5%	Maternal Mortality Ratio (per 100 000 live births) 60.2	Teenage Pregnancies – Delivery rate to women U/18 12.5%	
Safety and Security			The annual number of reported cases in 2022/23		
	Residential Burglaries 869	DUI 251	Drug-related Crimes 1 463	Murder 77	Sexual Offences 207
Access to Basic Service Delivery		Percentage of households with access to basic services, 2022/23			
Water in dwelling 86.4%		Refuse Removal 87.3%		Electricity 96.9%	
				Sanitation 96.8%	
				Housing 87.3%	
Road Safety 2021/22		Labour, 2023		Socio-economic Risks	
Fatal Crashes	31	Unemployment Rate		Risk 1	Job losses
Road User Fatalities	39	(narrow definition)		Risk 2	Low learner retention
		15.2%		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%		17.2%	

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



1.2.6.1 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 metropolitan municipality. 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 just a few kilometres from the breathtaking Boland mountain ranges.

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, Klappmuts, Elsenburg, Raithby, Jamestown, Koelenhof and Vloottenburg (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 Stellenbosch University and several prestigious schools as well as Boland College. 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 - 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 enriched with arts and culture landmarks, featuring facilities like the Adam Small Theatre, Oude Libertas Amphitheatre (famed for its summer performances of music, theatre, and dance), Spier Amphitheatre, Theatre on Dorp Street, and Aan de Braak Theatre.

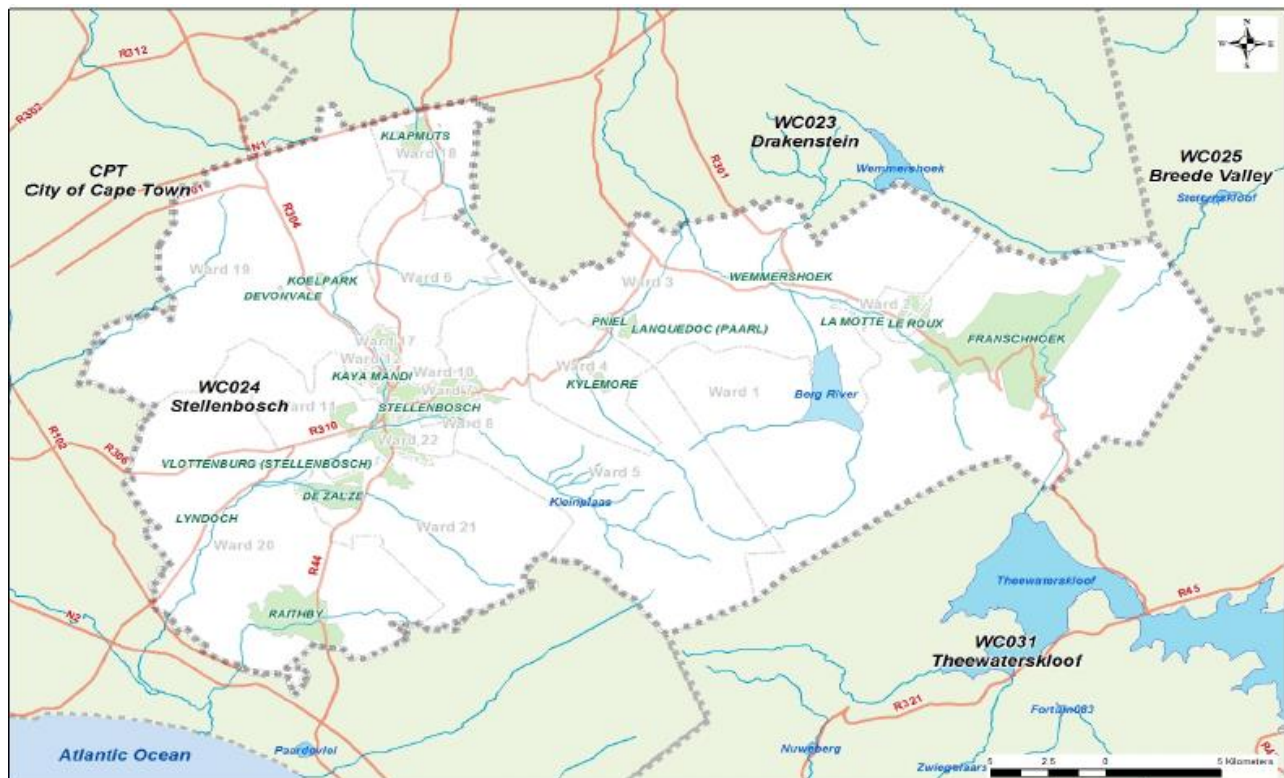


The following municipalities share their borders with Stellenbosch Municipality:

-  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





1.2.6.2 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	Tenantville, Lakay Street, Titus Street, Langsuid Street up to Lakay Street, Tennant Street, Lapan Street, Bell Street, Bird Street, La Colline (Dr Malan Street, Dan Pienaar Street, 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, Oliehouthout 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, Lorie 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 (Mgabadel Street), Monde Crescent
15	Kayamandi: Zone M, N, O, 4 th and 5 th Avenue, 10 th , 12 th and 14 th Street, Long Street, Retreat Street, Forest Drive, 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, Klapmuts Transfer Station, Trophy SA, DKL Transport Pty, Welgelee Estate).

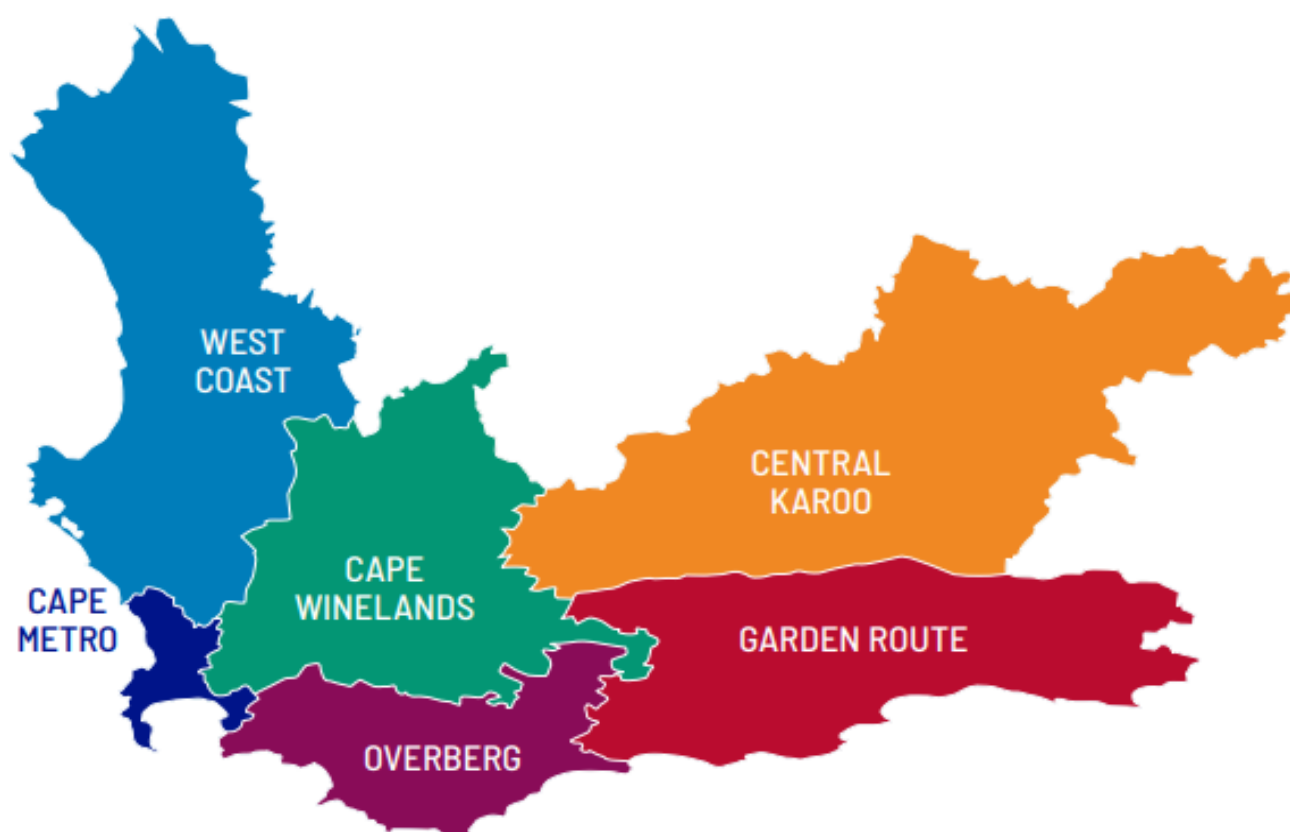


Ward	Areas
19	De Novo, Kromme Rhee, Vaaldraai, Muldersvlei, Koelenhof and surrounding Farms, Koelenhof Station, Slayley, Hunting, Koelenhof Farms, Poulter / Mariendahl, De Hoop, Nooitgedacht Village, Bottelary and Surrounding Farms, De Waalshof, Weltevrede 1, Weltevrede 2, Smartie Town.
20	Vlottenberg, 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:

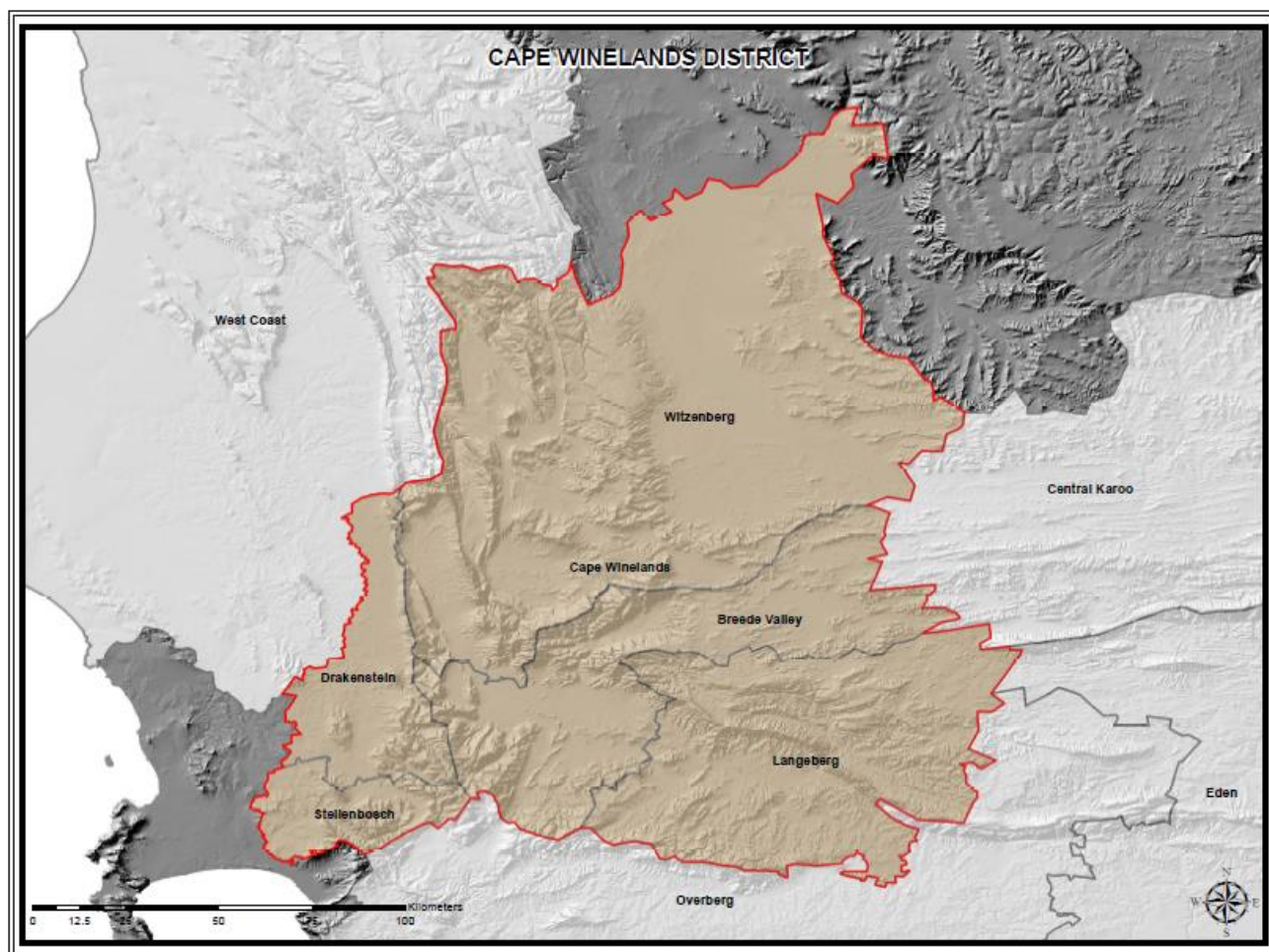
Map 2: Locality of Cape Winelands in relation to Provincial Boundaries





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.

1.2.6.3 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.

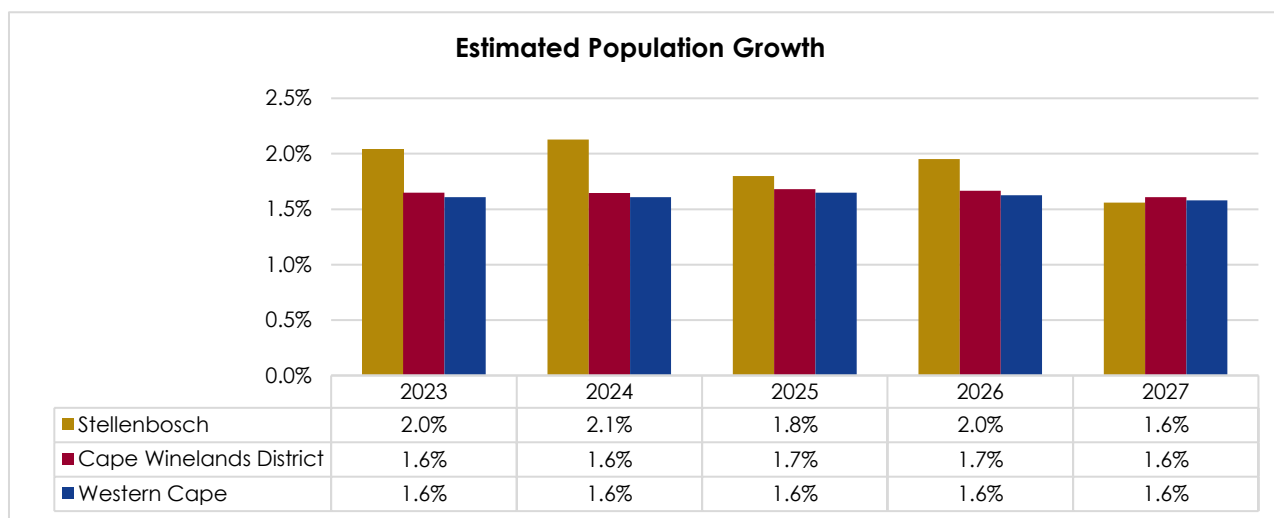
The GDPR performance, risk, and vulnerability factors can be read in detail within the Local Government Socio-economic Profile 2023 for the Stellenbosch municipal area.



1.2.6.4 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.

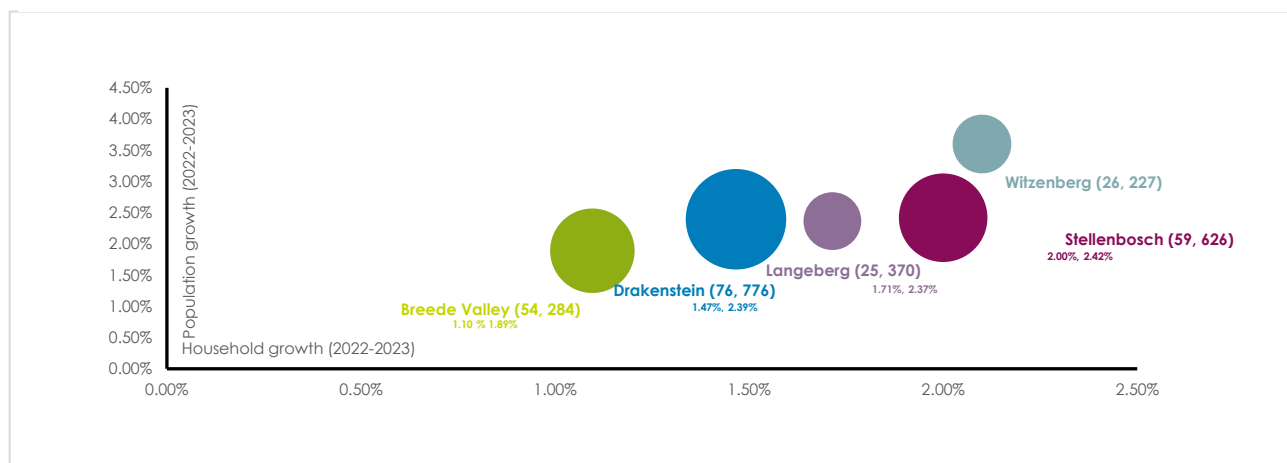
Graph 1: Estimated Population Growth



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 at 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**

1.2.6.5 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.



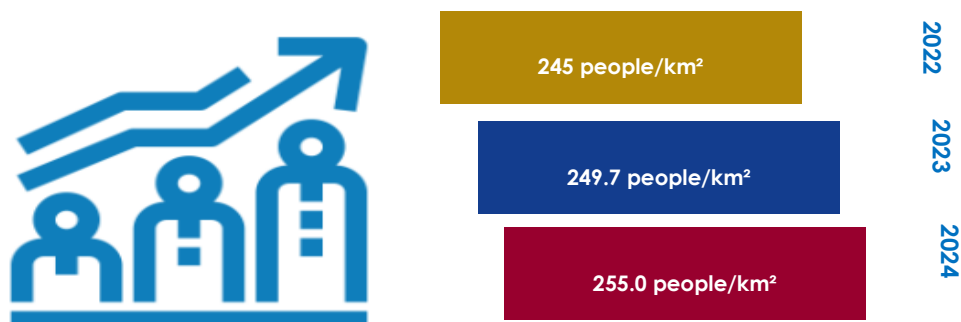
Amidst rapid urbanisation across the Western Cape, population density figures will aid public sector decision-makers in mitigating environmental, health, and service delivery risks. In 2022, the population density for WC024 was 245 recorded persons per square kilometer.

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/km ²	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



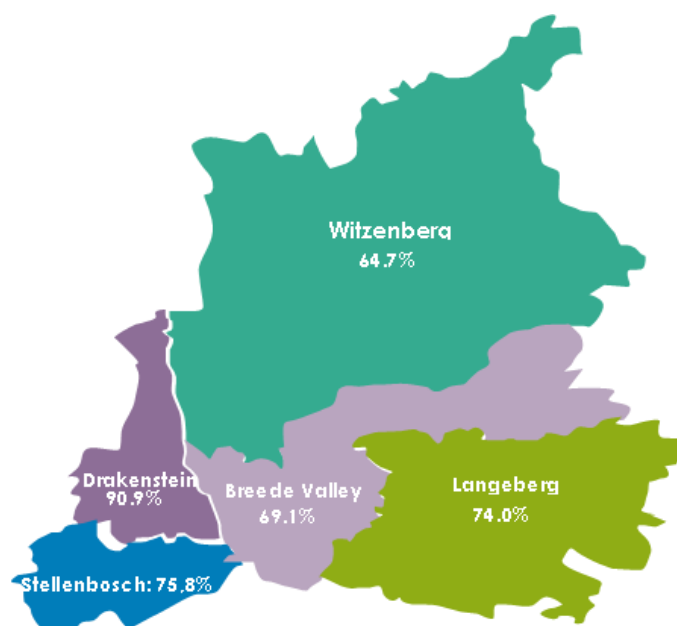
According to the above comparison, Stellenbosch has the highest density in the Cape Winelands District. This is helped a lot by the fact that the Municipal Spatial Development Framework (MSDF) says that urban development should stay within the limits of the urban edge.

The Stellenbosch Local Municipality **Map 4: Urbanisation trend**

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.

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.

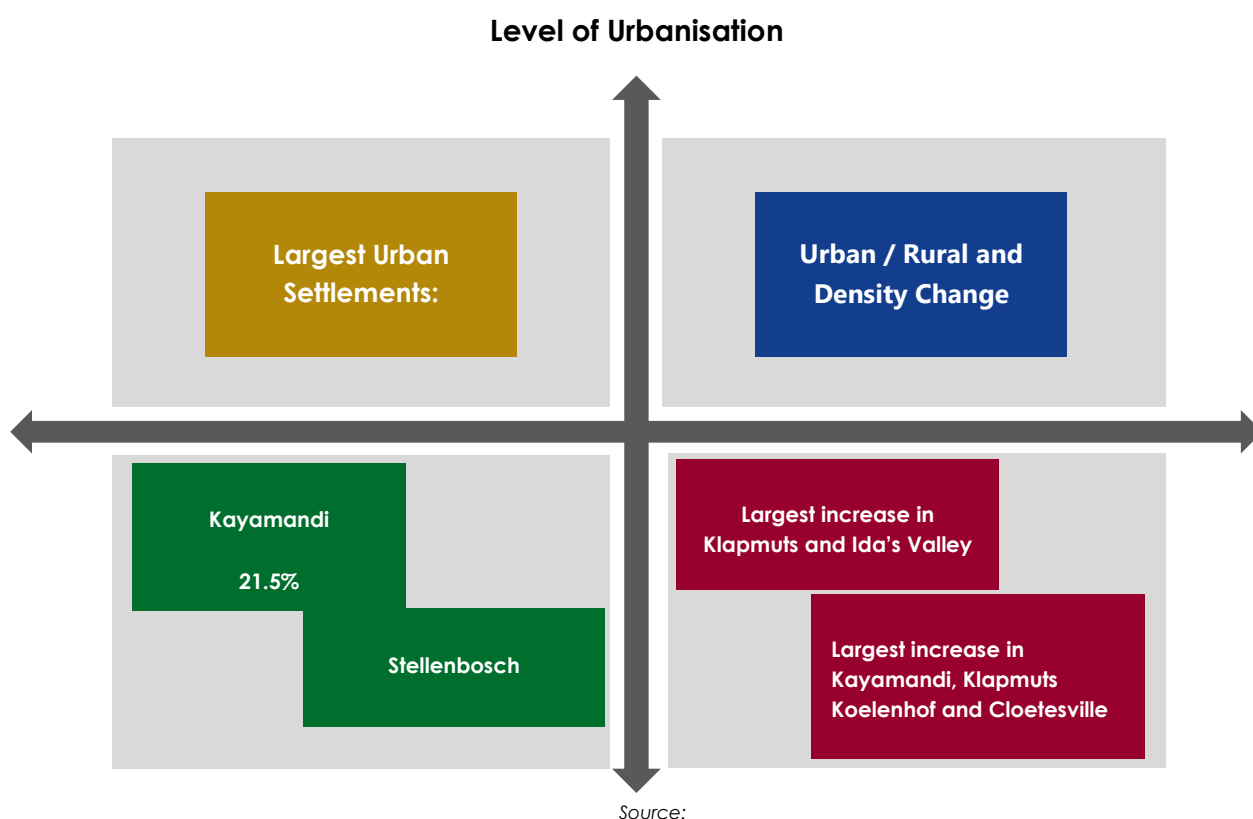
Noteworthy urbanisation growth has been observed in specific areas such as Klappmuts, Ida's Valley, Koelenhof, Cloetesville, Paradyskloof, and Franschhoek, while a population decline has been noted in Dalsig.



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 Klappmuts, 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



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

1.2.6.6 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.

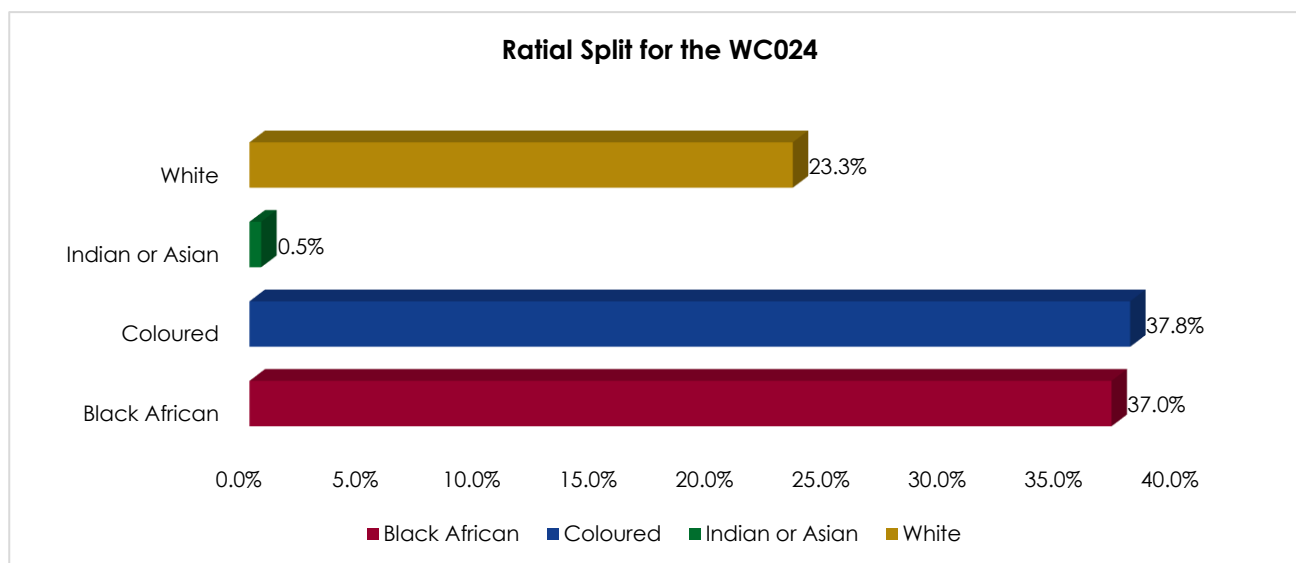
This cross-analysis highlights the intricate racial composition within the Stellenbosch community, underscoring the significance of cultural diversity and its potential impact on economic and social interactions.

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

1.2.6.7 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.

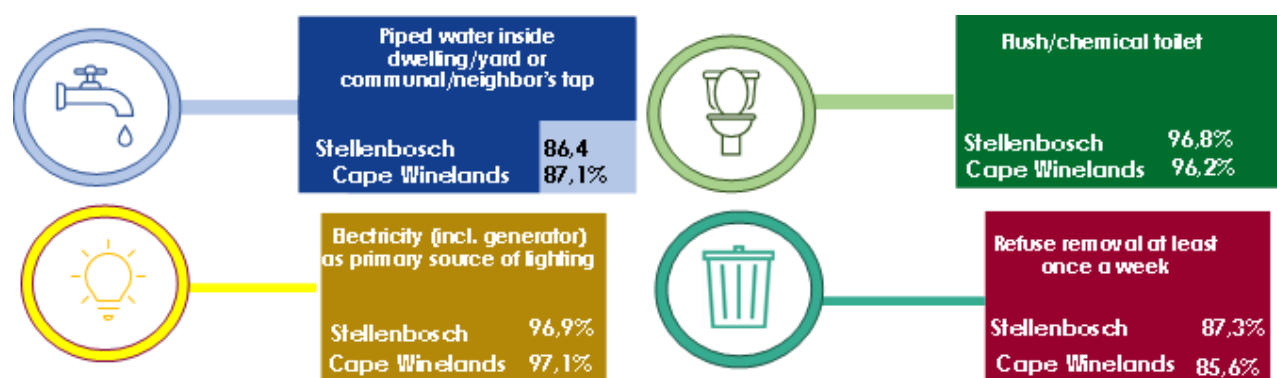
Housing and Household Services

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 R7 000 per month will receive free basic services as prescribed by national policy and in terms of approved 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%	7 283	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%
2023/24	5 584	100%	5 584	100%	5 584	100%	5 584	100%

Source: Municipal Indigent Register

1.2.6.8 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.



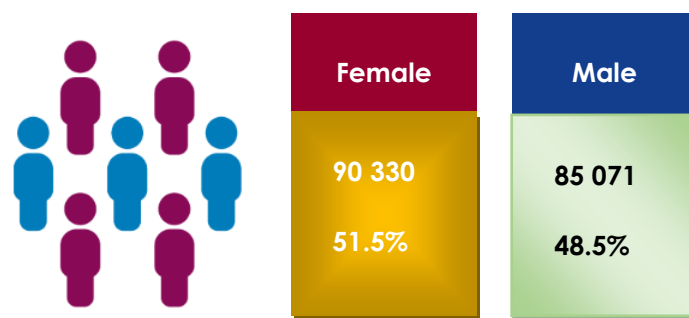
The table and figure below reflect the gender ratio within the Stellenbosch municipal area.

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

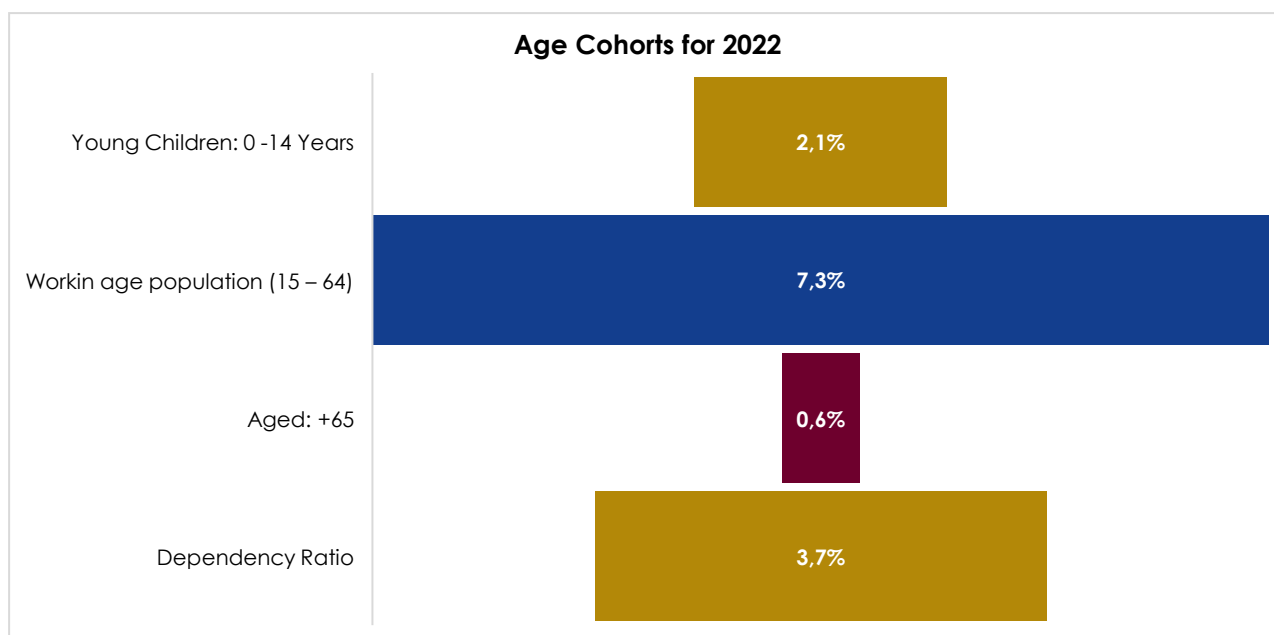
Source: Western Cape Local Government Social-Economic Profile 2023 and Statistics South Africa 2022

Figure 6: Ratio of % Females and Males



1.2.6.9 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

1.2.6.10 Education

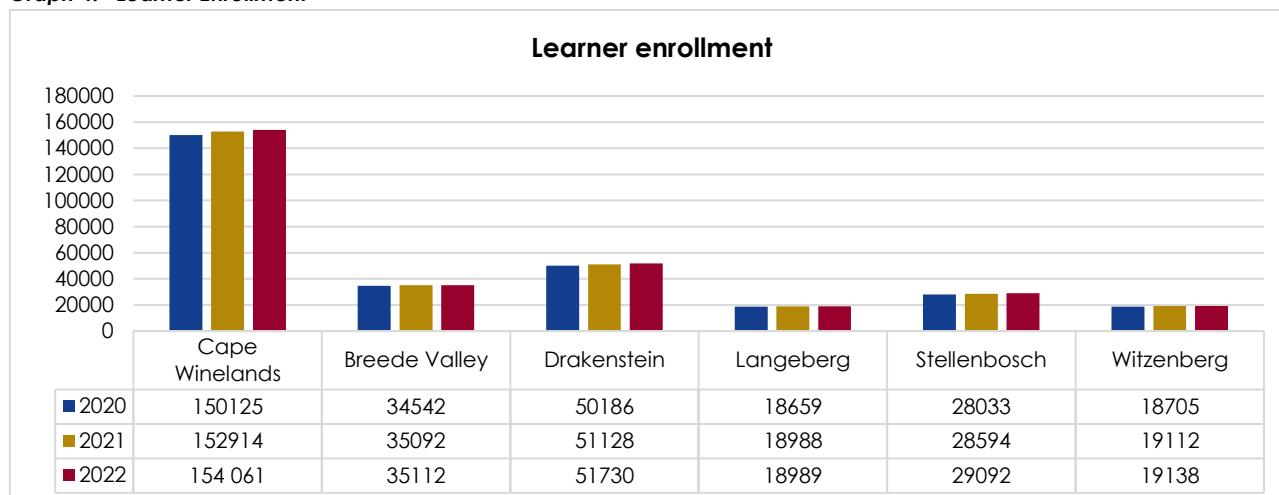
The socio-economic impact of education within municipalities is profound and complex, touching various aspects of community development and individual well-being. Quality education equips individuals with essential skills, knowledge, and critical thinking abilities, empowering them to participate meaningfully 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.

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

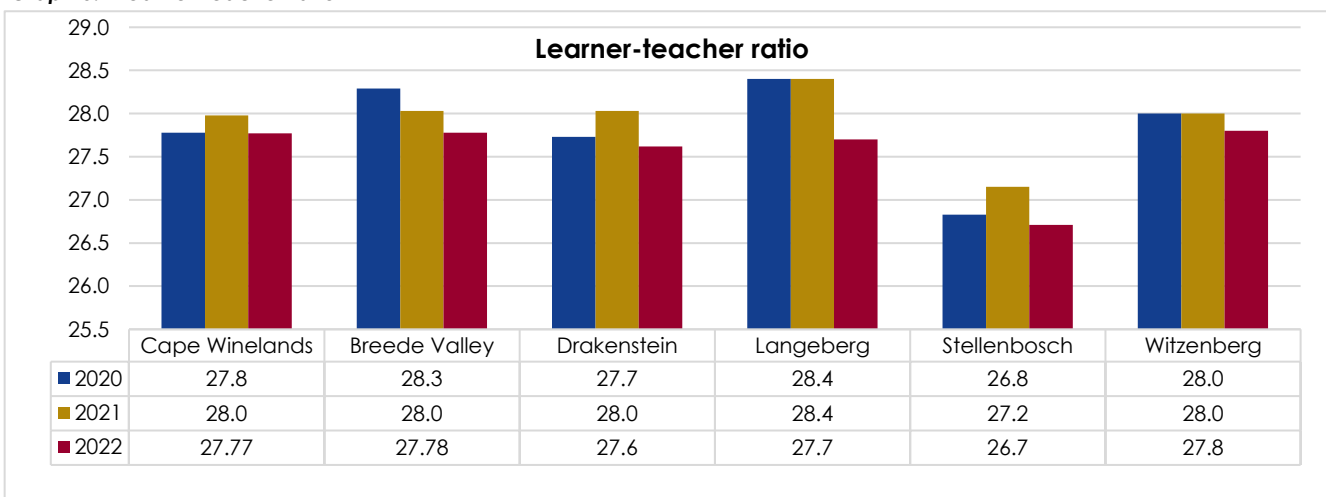
Learner enrollment in Stellenbosch experienced a notable surge from 28 033 enrolments in 2020 to 29 092 in 2022 which reflects an increase of 1 059 learners. It is evident that educational growth depicts a positive socio-economic trend within the region, presenting an enhanced emphasis on education and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

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

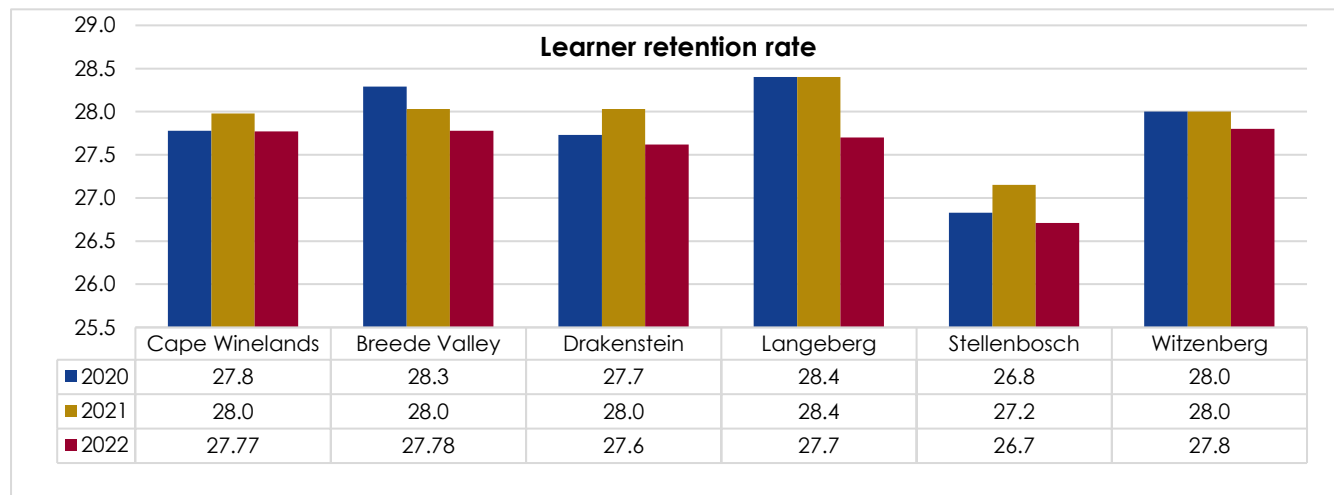
The learner retention rate measures the proportion of learners in Grade 12 who remained in Grade 10 two years prior. This can reflect essential socio-economic factors and personal circumstances that have a significant impact on education.

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.

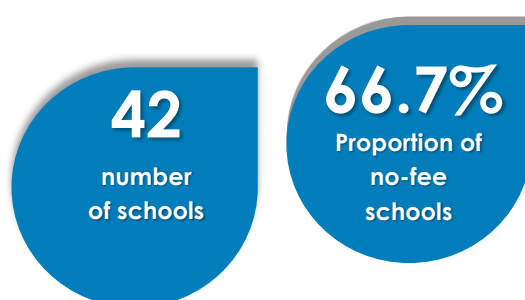
Graph 6: Learner retention rate



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 Klappmuts 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.

Education Outcomes

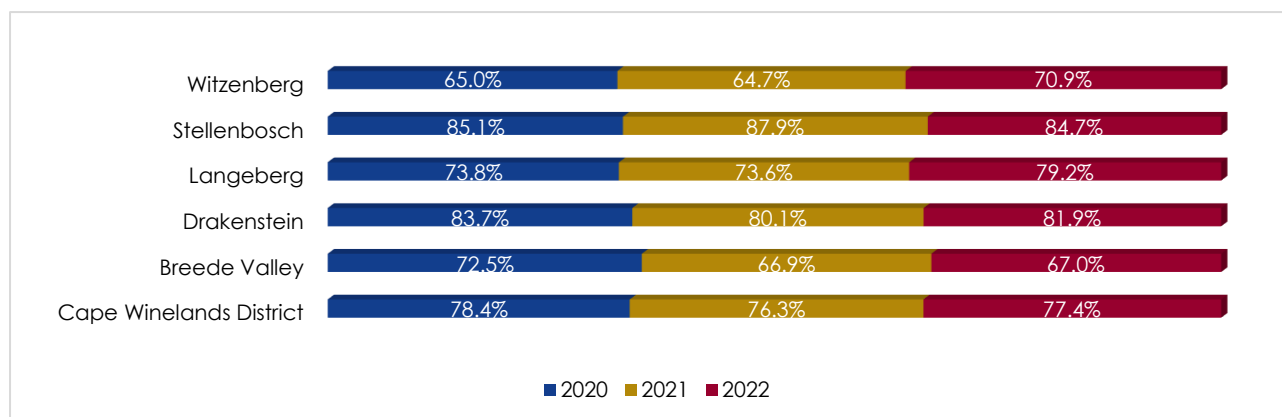
Education remains one of the key avenues through which the state is involved in the economy. In preparing individuals for future engagement in the labour market, policy choices and decisions in the sphere of education play a critical role in determining the extent to which future economic and poverty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





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

Graph 7: Education Outcomes



1.2.6.11 Healthcare Facilities

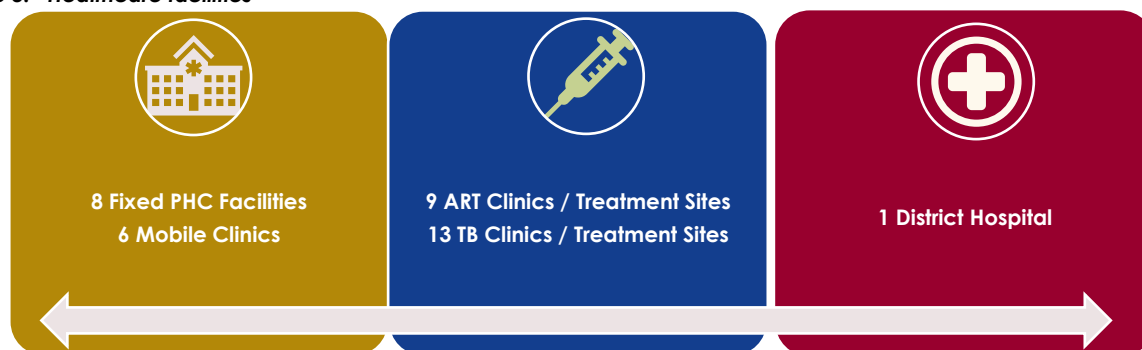
According to the LGSEP 2023, the Stellenbosch municipal area had 8 fixed primary healthcare facilities, comprising 7 fixed clinics, 1 community day centre as well as 6 mobile / satellite clinics. In addition to these primary healthcare facilities, there is one district hospital, 9 ART treatment sites 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

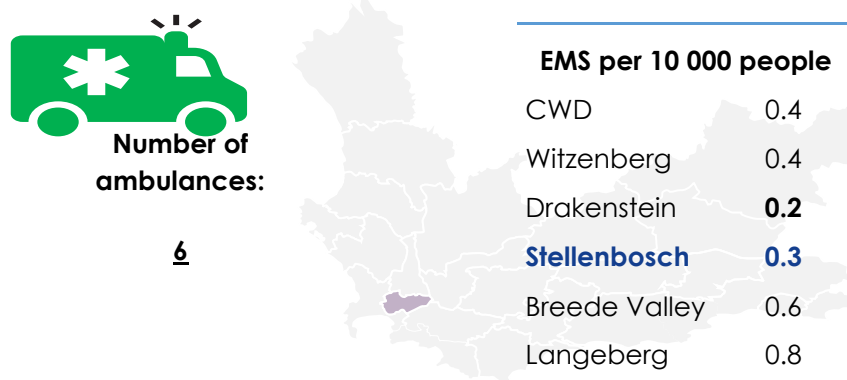


Emergency Medical Services

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

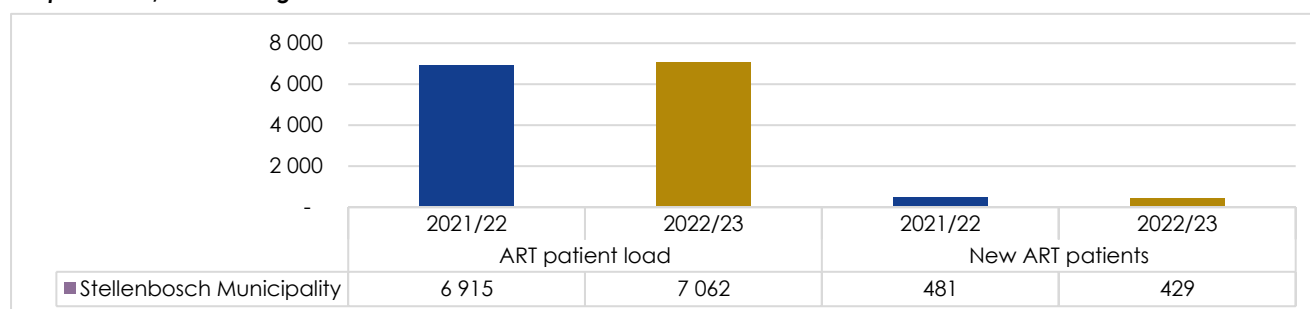


HIV / AIDS and TB

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



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.

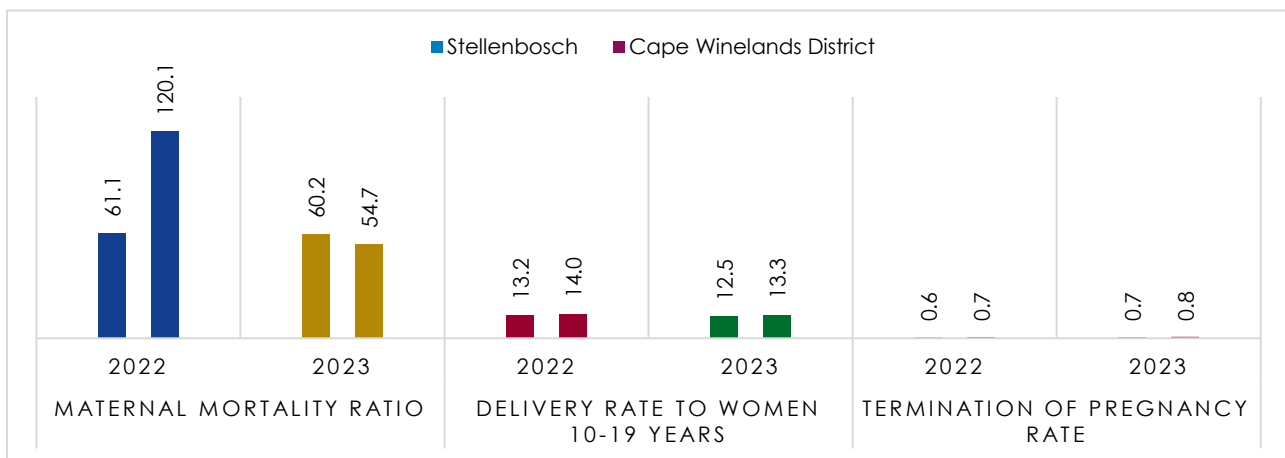


The CWD also increased from 1.8 per cent to 2.2 per cent while the provincial average changed from 0.9 to 1.3 per cent. The neonatal mortality rate (deaths per 1 000 live births before 28 days of life) for the municipal area declined from 6.3 in 2020/21 to 3.1 in 2021/22. The rate was still notably below 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.



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.



1.2.6.12 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

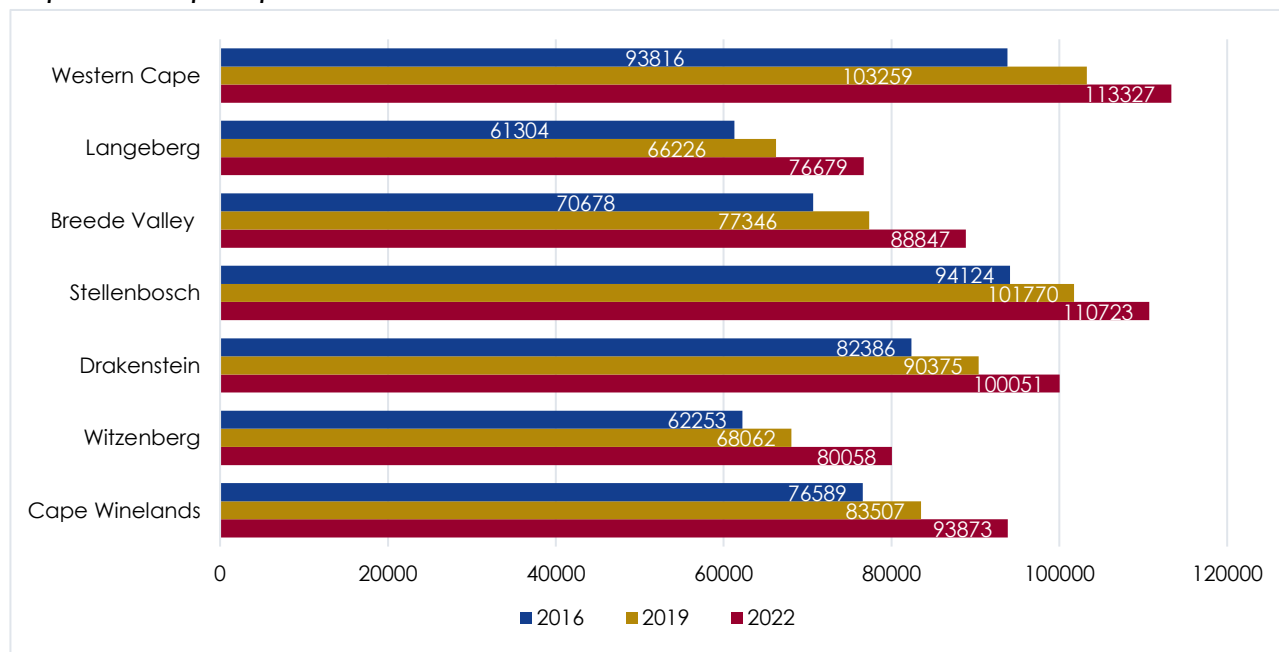
A stable atmosphere is conducive to economic growth and development in Stellenbosch. In Stellenbosch, the crime rate per 100 000 people for malicious damage to property demonstrated a consistent downward trend over the analysed period. In 2020/21, there were 434 reported incidents per 100 000 people, 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.

1.2.6.13 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



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

a) Poverty Line¹

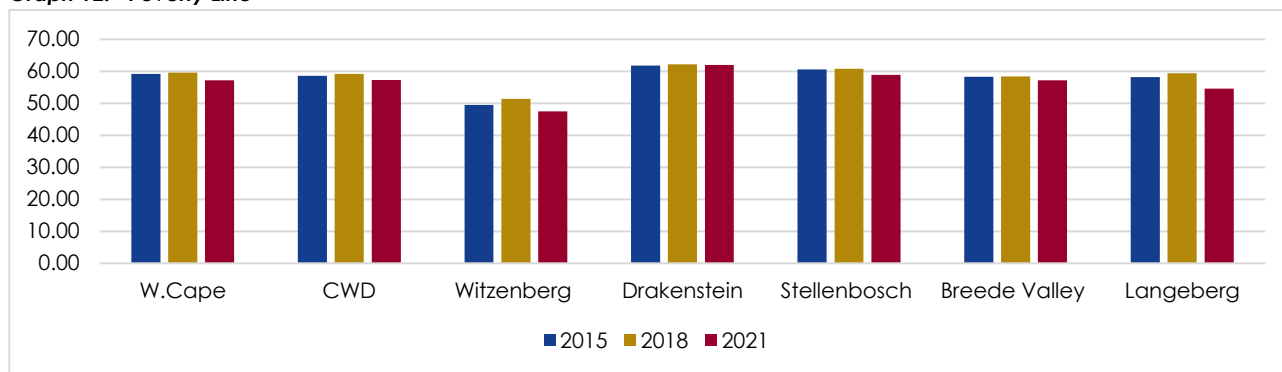
The Upper Bound Poverty Line² (UBPL) headcount ratio is the proportion of the population living below the UBPL i.e. that cannot afford to purchase adequate levels of food and non-food items.

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)

1.2.6.14 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

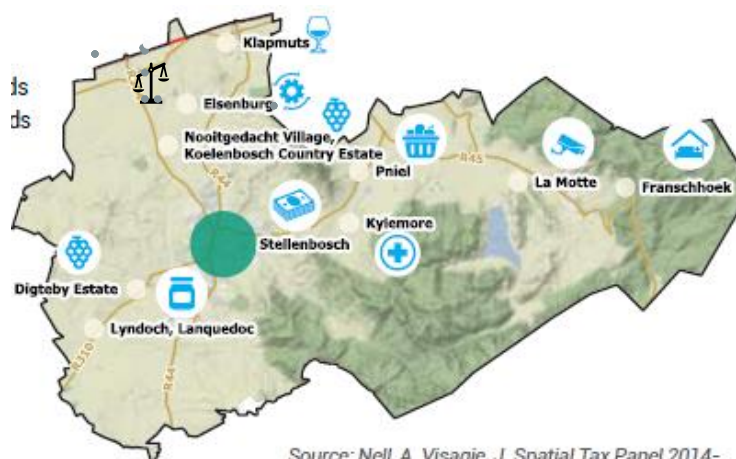
Sectors	Number of FTE Jobs
Monetary Intermediation	14 117
Manufacturing of beverages	7 142
Higher Education	5 450
Restaurants and mobile food service activities	4 864
Growing of perennial crops	4 761

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.

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.



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

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

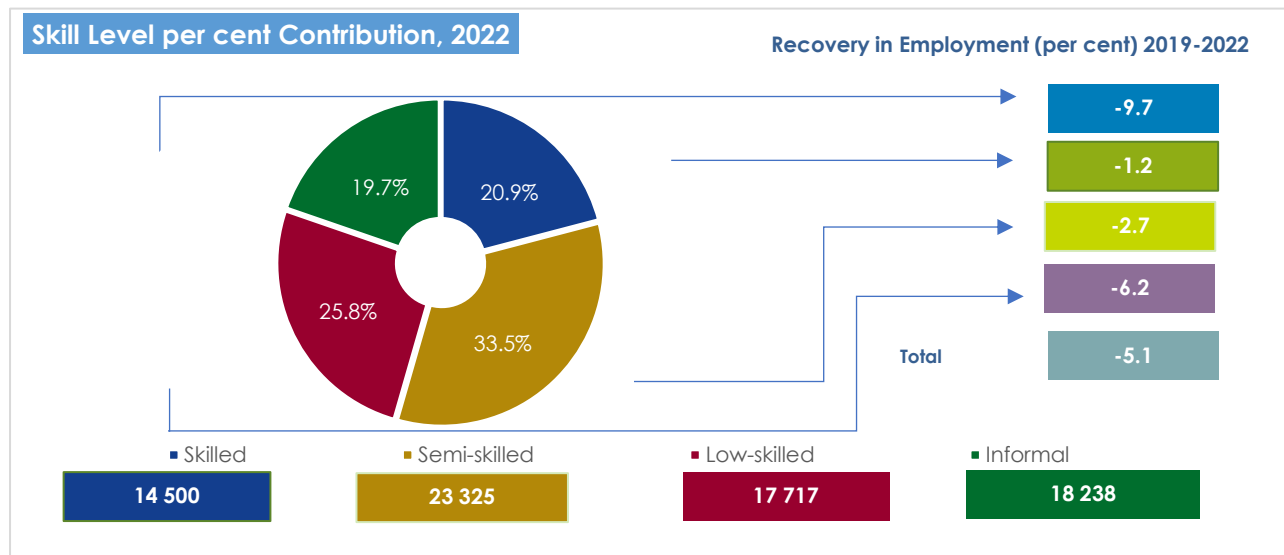
Formal and Informal Employment

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



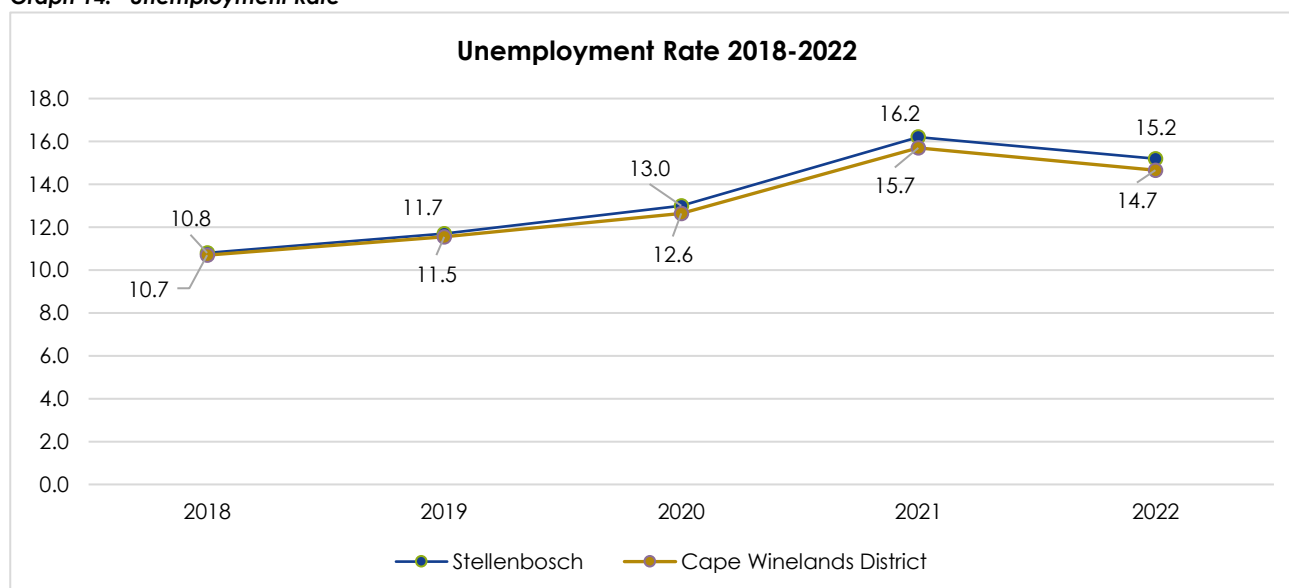
Source: Western Cape Local Government Social-Economic Profile 2023 (Stellenbosch Municipality)

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
2023/24	5 584	100	25 141
*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
2023/24	5 584	6	8 660
*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
2023/24	5 584		11 080
*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
2023/24	5 584	1	19 666
*Average for the year			

1.2.7 BASIC SERVICE DELIVERY HIGHLIGHTS AND CHALLENGES

1.2.7.1 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

	Highlight	Description
Roads and Stormwater	National Flood Disaster	Speedy implementation of projects in response to flood events.
Water and Wastewater	Watergang, Kayamandi (20 units)	The 20 units were completed during the financial year.
	Water and Wastewater major projects	Completion of the construction of a new Reservoir and Pipeline: Vlothenburg – Phase 1 which will provide water to the Polkadraai, Digtebij, Longlands, farms along Baden Powell- and Vlaeberg road to cater for future developments
		The Department achieved a wastewater effluent quality average of > 70% for the first time since August 2022
		The Department successfully procured x1 large water tanker which will be used to provide water to residents during water outages
		To minimise the hiring of plants and machinery, the department successfully procured x2 TLBs for the department
Electricity	Completion of a new 11kV Switching substation in Franschoek	The construction of a new 11kV switching substation (La Terra Substation) has been successfully completed end of May 2024. The substation is now fully functional and contributing to the stability and reliability of the electrical supply in the Franschoek region and is designed to handle increased load demands.
Waste Management	Appointments of additional staff	2 x Supervisors 2 x Superintendents 3 x Refuse compactor Operator/Supervisor



	Highlight	Description
		1 x Area Cleaning Operator 1 x Digger loader operator 2 x General workers
	Procurement of additional fleet	2 x LDV vehicles 3 x crew cab bakkies 1 x Refuse Compactor
	Skip bins	Additional skips were procured
	Street bins	More street bins were procured

1.2.7.2 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 and Stormwater	Future Flood Resilience	Define, compile and approve strategies for future flood resilience in Franschhoek
Water and Wastewater	Shortage of technical staff is preventing the Department from meeting implementation deadlines	Vacancies in terms of technical staff escalated to the Municipal Manager. The Municipal Manager agreed to assist with the appointment of Project Managers on contract.
	Consultants not always keep to agreed deadlines which contributes to delays in projects	Project Managers to be appointed on contract to ensure constant engagements with Consultants on projects. Formal SCM notices to Consultants that perform poorly.
Electricity	Infrastructure vandalism and cable theft	While infrastructure vandalism and cable theft continue to be a major challenge, the department has sent out a communication to the public to report suspicious activity to the municipality and spread awareness about the issue amongst their neighbours.
Waste Management	Absence of Youth Environmental Coordinator (YCOP) to assist with social engagement and awareness	The municipality must explore filling the position within the Department to do social engagement and awareness
	Increase in illegal dumping	Appointment of Youth Environmental Coordinator (YCOP) to assist with social engagement and awareness
	Staff Constraints	Effective and efficient recruitment and selection process

1.2.8 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 2.03:1. 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



Highlight	Description
	control and debt collection processes are in place and the revenue is managed effectively.
Finance Charges	Finance charges represent 2.83% of the total operational expenditure. This compares favourably with the norm of 6% to 8%.
Liability Management	Capital costs (interest paid and redemption) represent 4.65% 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 28.5% 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.

1.2.9 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.

1.2.10 FINANCIAL OVERVIEW

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

Details	Original budget	Adjustment Budget	Actual
	R'000		
Income			
Grants (Operating and Capital)	344 766	360 991	342 232
Taxes, Levies and Tariffs	1 789 180	1 780 456	1 773 589
Other	254 837	314 642	348 905
Sub-Total	2 388 783	2 456 089	2 464 726
Less Expenditure	2 258 350	2 360 379	2 241 787
Net surplus / (deficit)	2 386 524	2 453 728	2 462 485

1.2.11 OPERATING RATIOS

Table 18: Operating Ratios

Detail	Expected norm	Actual	Variance
Employee Cost	35%-40%	28.18%	-(6.81%-11.82%)
Repairs and Maintenance	15%	3.99%	-11.01%
Finance Charges	15%	2.83%	-12.17%

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 12.71% 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.



1.2.12 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	2023/24
	R'000								
Original Budget	452 759	463 792	418 057	528 041	558 276	375 751	406 054	409 273	504 800
Adjustment Budget	437 183	482 580	499 855	563 550	577 905	453 880	403 508	378 709	491 726
Actual	348 861	410 562	433 682	493 303	405 931	392 941	347 610	321 506	427 158

1.2.13 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.

1.2.14 ORGANISATIONAL DEVELOPMENT OVERVIEW

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 highlights for the Department: Human Resources Management in 2023/24 are the following:

- ✦ **195** employees were trained (17 different training programmes);
- ✦ **6** employees are participating in the Basic Traffic Officer training;
- ✦ **7** employees are attending the Municipal Minimum Competency training;
- ✦ **7** students were placed in various directorates to gain practical work experience to obtain their qualifications;
- ✦ **31** internal bursaries were awarded in the amount of **R 521 161.60**;
- ✦ **6** external bursaries (Provincial Treasury) were awarded in the amount of **R 240 766**;
- ✦ An amount of **R 4 988 791** was spent on seminars, conferences, and workshops (Training); and
- ✦ The total amount that was spent on training and development activities for the whole municipality was R 6 143 421 which is 0.95% of the payroll budget spent.

The challenges for the Department: Human Resources Management in 2023/24 are 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.



1.2.15 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 20: 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	2	0	2	2	2	2
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



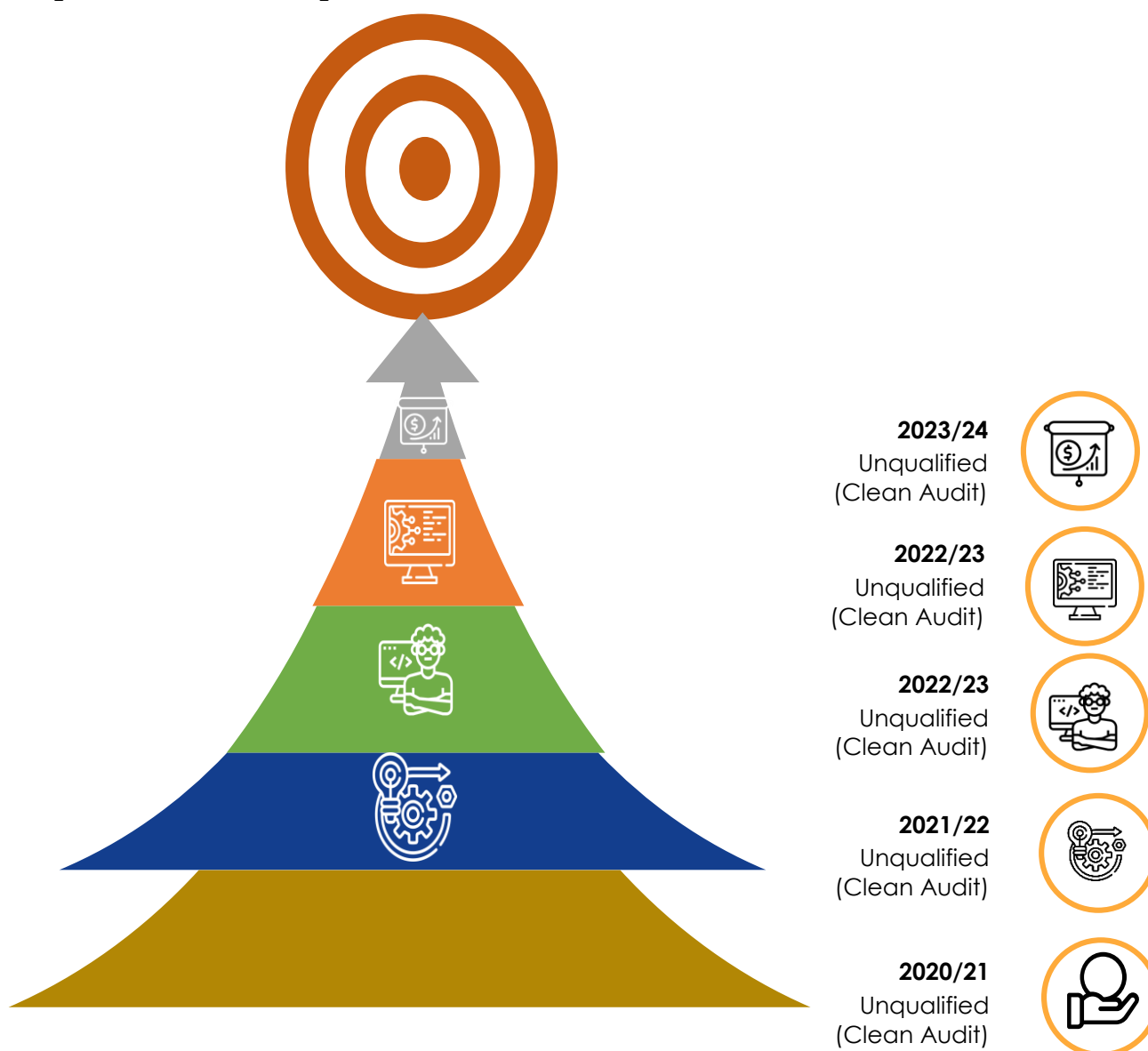
1.2.16 AUDITOR GENERAL OF SOUTH AFRICA'S REPORT

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 2023/24.

Figure 11: Audit Outcome Progress





CHAPTER 2: GOOD GOVERNANCE AND PUBLIC PARTICIPATION

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-orientated 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.

2.1 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 21: National KPI - Good Governance and Public Participation

KPA and Indicators	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
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%	85.88%



COMPONENT A: POLITICAL AND ADMINISTRATIVE GOVERNANCE

2.2 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:

2.2.1 COUNCIL – 01 JULY 2023 TO 30 JUNE 2024

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

Table 22: Council from 01 July 2023 – 30 June 2024

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



No.	Name of Councillor	Capacity	Political Party	Ward Councillor and Proportional (PR)
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
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 2023/24 financial year.

Table 23: Council meetings held for the 2023/24 financial year

Meeting dates	Number of items (resolutions) submitted	Percentage of Attendance of Council Meetings	Percentage Apologies for non-Attendance
26 July 2023	20	67.6	2.3
23 August 2023	20	95.5	4.5
27 September 2023	6	75.5	11.2
25 October 2023	26	93.3	6.7
29 November 2023	29	93.3	6.7
24 January 2024	16	84.4	15.6
21 February 2024	17	91.1	8.9
27 March 2024	12	84.4	15.6
25 April 2024	28	77.7	11.2
31 May 2024	5	86.6	8.9
14 June 2024	16	91.1	4.5



2.2.2 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.

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 24: Executive Mayoral Committee

Executive Mayoral Committee 01 July 2023 – 30 June 2024		
No.	Name of Councillor	Portfolio
1.	Alderwoman Cllr G van Deventer	Executive Mayor
2.	Cllr J Fasser	Deputy Executive Mayor, including Financial Services
3.	Cllr JC Anthony	MayCo member: Sport, Youth and Culture
4.	Cllr R Du Toit	MayCo member: Human Settlement
5.	Cllr P Johnson	MayCo member: Infrastructure (resigned, May 2024)
6.	Cllr J Joon	MayCo member: Rural Management
7.	Cllr X Kalipa	MayCo member: Community Development
8.	Cllr L Nkamisa	MayCo member: Corporate Services
9.	Cllr R Pheiffer	MayCo member: Protection Services
10.	Cllr C Van Wyk	MayCo member: Planning, LED, and Tourism

The table below indicates the dates of the Executive Mayoral Committee meetings, and the number of reports submitted to the Council for the 2023/24 financial year.

Table 25: Executive Mayoral Committee Meetings held for the 2023/24 financial year

Meeting dates	Number of items submitted
17 July 2023	11
16 August 2023	14
13 September 2023	13
11 October 2023	20
16 November 2023	23
17 January 2024	12
14 February 2024	10
20 March 2024	18
17 April 2024	28
22 May 2024	16



2.2.3 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.

2.2.3.1 Portfolio Committee: Planning, LED and Tourism

Table 26: Planning; LED and Tourism Committee

Period 01 July 2023 – 30 June 2024			
Planning, LED, and Tourism Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
C Van Wyk	[Chairperson]	6	8
M Danana	Committee Member		
A Hanekom	Committee Member		
R Hendrikse	Committee Member		
M Slabbert	Committee Member		

2.2.3.2 Portfolio Committee: Human Settlements

Table 27: Human Settlements Committee

Period 01 July 2023 – 30 June 2024			
Human Settlements Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
Cllr R Du Toit	[Chairperson]	6	10
Cllr E Vermeulen	Committee Member		
Cllr X Mdemka	Committee Member		
Cllr N Ntsunguzi	Committee Member		
Cllr M van Stade	Committee Member		

2.2.3.3 Portfolio Committee: Rural Management

Table 28: Rural Management Committee

Period 01 July 2023 – 30 June 2024			
Rural Management Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
Cllr J Joon	[Chairperson]	3	3
Ald J Serdyn	Committee Member		
Cllr C Manuel	Committee Member		
Cllr E Masimini	Committee Member		



2.2.3.4 Portfolio Committee: Infrastructure Services

Table 29: Infrastructure Committee

Period 01 July 2023 – 30 June 2024			
Infrastructure Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
Cllr P Johnson (end May 2024)	[Chairperson]	3	10
Cllr R van Rooyen	Committee Member		
Cllr N Mcombring	Committee Member		
Cllr R Nalumango (end May 2024)	Committee Member		
Cllr Z Ndalasi	Committee Member		

2.2.3.5 Portfolio Committee: Financial Services

Table 30: Financial Services Committee

Period 01 July 2023 – 30 June 2024			
Financial Services Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
J Fasser	[Chairperson]	None	None
W Petersen	Committee Member		
E Groenewald	Committee Member		
A Tomose	Committee Member		
R Hendrikse	Committee Member		

2.2.3.6 Portfolio Committee: Corporate Services

Table 31: Corporate Services Committee

Period 01 July 2023 – 30 June 2024			
Corporate Services Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
L Nkamisa	[Chairperson]	4	5
Z Dalling	Committee Member		
J Serdyn	Committee Member		
M Rataza	Committee Member		
I De Taillerfer	Committee Member		



2.2.3.7 Portfolio Committee: Protection Services

Table 32: Protection Services Committee

Period 01 July 2023 – 30 June 2024			
Protection Services Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
Cllr R Pheiffer	[Chairperson]	6	25
C Manuel	Committee Member		
N Mkhontwana	Committee Member		
M Nkopane	Committee Member		
M Slabbert	Committee Member		

2.2.3.8 Portfolio Committee: Community Services

Table 33: Community Services Committee

Period 01 July 2023 – 30 June 2024			
Community Services Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
X Kalipa	[Chairperson]	4	10
N Mcombring	Committee Member		
R Van Rooyen	Committee Member		
M Nkopane	Committee Member		
N Mkhontwana	Committee Member		

2.2.3.9 Portfolio Committee: Youth, Sport and Culture

Table 34: Youth, Sport, and Culture Portfolio Committee

Period 01 July 2023 – 30 June 2024			
Youth, Sport and Culture Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
JC Anthony	[Chairperson]	7	36
J Andrews	Committee Member		
NE Mcombring	Committee Member		
R van Rooyen	Committee Member		



2.2.3.10 Portfolio Committee: Parks, Open Spaces, Environment

Table 35: Parks, Open Spaces and Environment Committee

Period 01 July 2023 – 30 June 2024			
Parks, Open Spaces and Environment Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
J Williams	[Chairperson]	6	15
Z Dalling	Committee Member		
M Nkopane	Committee Member		
E Vermeulen	Committee Member		

2.2.4 SECTION 79 COMMITTEES

2.2.4.1 Municipal Public Accounts Committee (MPAC)

Table 36: MPAC Committee

Period 01 July 2023 – 30 June 2024			
Municipal Public Accounts Committee (MPAC)			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
Cllr W Pietersen	[Chairperson]	3	6
Cllr A Ferns	Committee Member		
Cllr R Adams	Committee Member		
Cllr N Olayi	Committee Member		
Cllr S Schafer	Committee Member		
Cllr N Gugushe	Committee Member		
Cllr O Jooste	Committee Member		

2.2.4.2 Local Labour Forum (LLF)

Table 37: Local Labour Forum (LLF)

Period 01 July 2023 – 30 June 2024			
Local Labour Forum (LLF)			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
Cllr L Nkamisa	[Chairperson]	12	20
Cllr R Pheiffer	Committee Member		
Cllr N Gugushe	Committee Member		
Cllr I de Taillfer	Committee Member		
Cllr C van Wyk	Committee Member		



2.2.4.3 Rules Portfolio Committee

Table 38: Rules Portfolio Committee

Period 01 July 2023 – 30 June 2024			
Rules Portfolio Committee			
Name of member	Capacity	Number of meetings held	Number of Reports submitted
Q Smit	[Chairperson]	1	10
J Andrews	Committee Member		
P Crawley	Committee Member		
I De Taillefer	Committee Member		
M Rataza	Committee Member		
M Van Stade	Committee Member		
W Pietersen	Committee Member		



2.3 STRATEGIC GOVERNANCE STRUCTURE

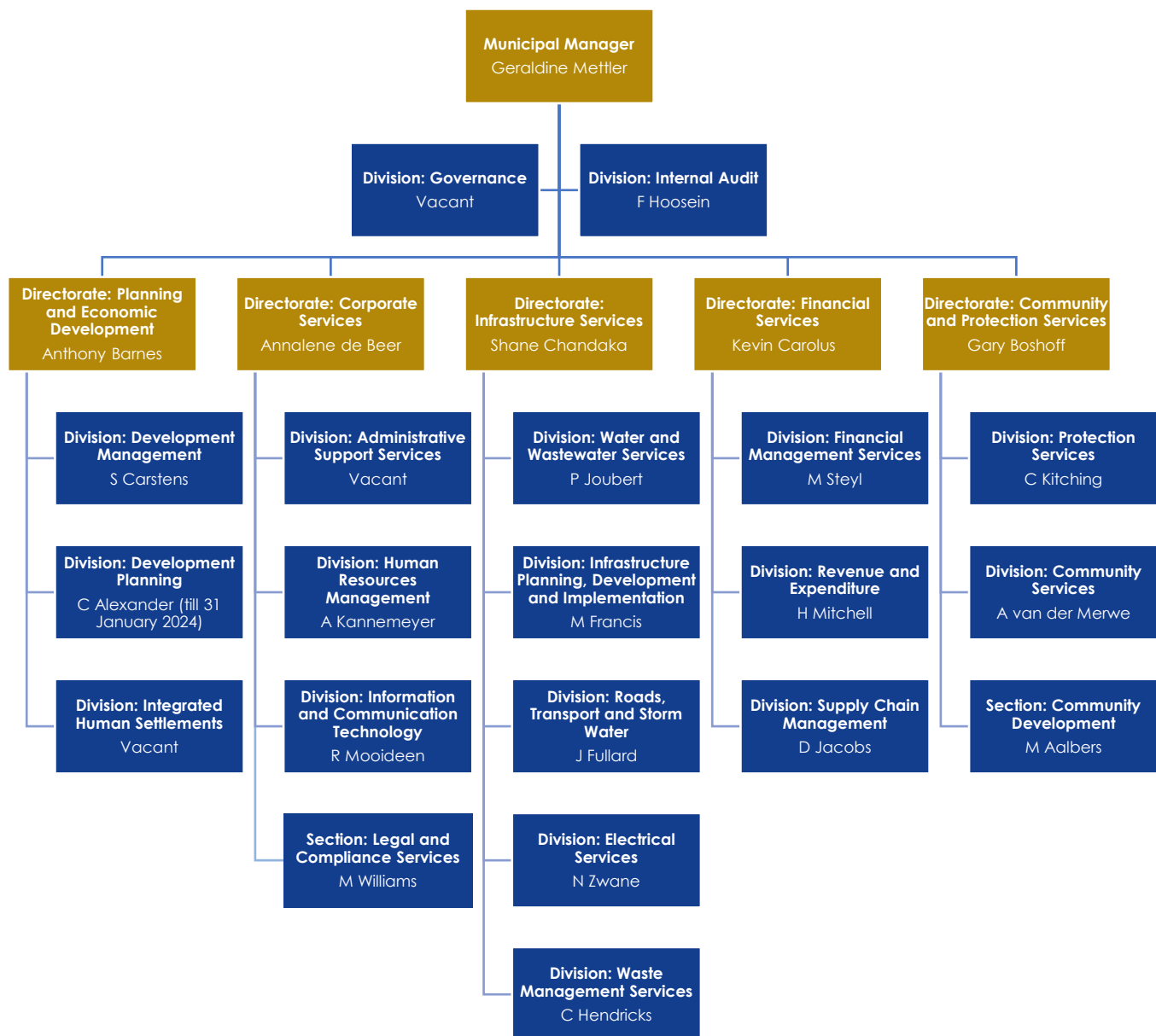
The Municipal Manager is the Chief Accounting Officer of the municipality. The Municipal Manager is the head of the administration and primarily serves as the chief custodian of service delivery. The Municipal Manager is assisted by the Management Team, which reports directly to the Municipal Manager.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

Figure 12: Top Management Structure





Figure 13: Macro Structure



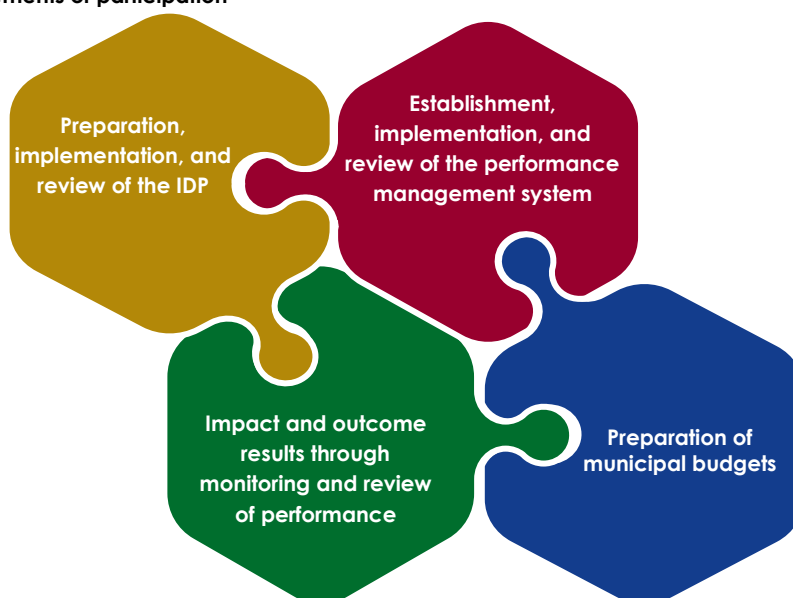


COMPONENT B: PUBLIC ACCOUNTABILITY

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:

Figure 14: Requirements of participation



2.4 INTERGOVERNMENTAL RELATIONS

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 municipality engages in numerous partnerships to facilitate service delivery.

Table 39: IGR Structures

Name of Partner / Partnership	Purpose
National Municipal Manager's Forum	To ensure national alignment among municipal managers.
Premier's Co-ordinating Forum	The objective of the PCF is to promote and facilitate intergovernmental relations and cooperative government between provincial government and municipalities to ensure integrated, effective, and efficient service delivery. The PCF is the primary consultative forum for the Premier of the Western Cape and municipalities within the province to discuss and consult on matters of mutual interest. Existing provincial and municipal IGR engagements and national IGR engagements feed into the PCF and vice versa. The PCF consists of the PCF <i>plenary</i> and PCF <i>cluster</i> sessions. i.e., social, economic, and governance and administration. Resolutions or referrals from the cluster sessions feed into the PCF plenary session for final resolution and adoption.
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.



Name of Partner / Partnership	Purpose
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 IGR 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 games that were hosted by the Cape Winelands Municipality. The relationship between Stellenbosch Municipality and the district



Name of Partner / Partnership	Purpose
	<p>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.</p> <p>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.</p>

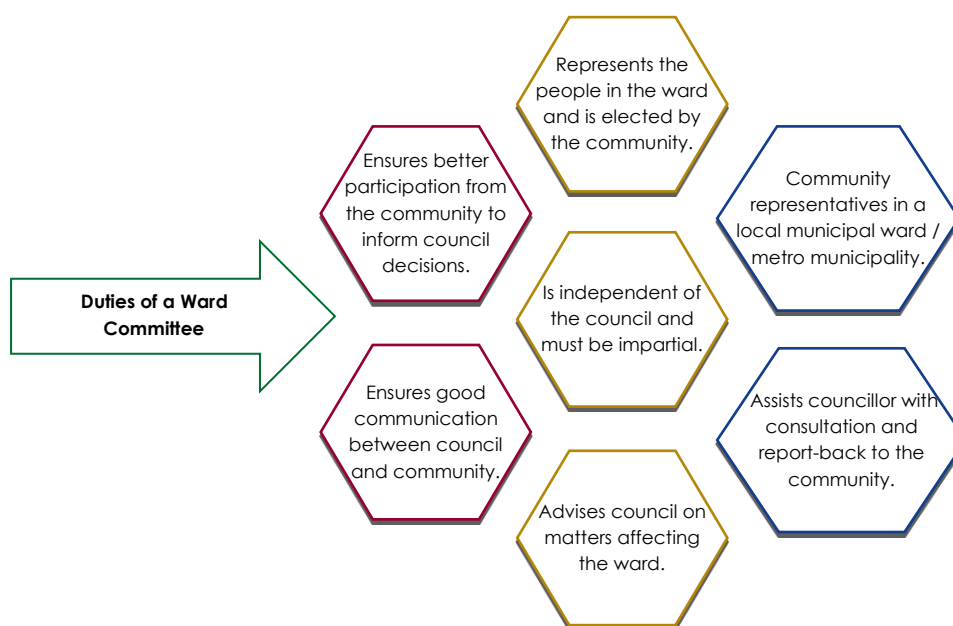
2.4.1 PARTNERSHIP WITH JÖNKÖPING MUNICIPALITY

Stellenbosch and Jönköping Municipality partnered on the issue of human rights, with a particular focus on gender-based violence (GBV). This partnership culminated in using the NormStorm concept of Jönköping Municipality and interpreting the principles and concepts of Normstorm in public space in Stellenbosch, i.e., the George Blake Avenue project (GBA) Normstorm was developed to deal with gender matters in schools in Jönköping.

The George Blake Avenue project shows how multi-national municipal partnerships, inter-departmental collaboration, and the use of the NORMSTORM principles can change things for the better in a community. The project received high-importance status at Stellenbosch Municipality and was / is accordingly run directly from the Municipal Manager's (MM) / Stadsdirektör office. The Informal Settlements Department at Stellenbosch Municipality was tasked as the programme managers for the partnership. In essence, the programme consisted of several projects that, amongst others, prioritised infrastructure upgrades, including the installation of safer pedestrian crossings, improved and enhanced street lighting, and re-configured and re-imagined drainage systems to reduce flooding risks. Through seamless cooperation with engineering, environmental management, and community engagement teams, we addressed critical safety, and accessibility needs while incorporating sustainable practices. NORMSTORM provided a structured framework to assess gaps and incorporate community feedback, ensuring durable, inclusive solutions. This initiative stands as a model for combining innovation, inclusivity, and collaboration to drive meaningful urban development.

2.4.2 WARD COMMITTEES

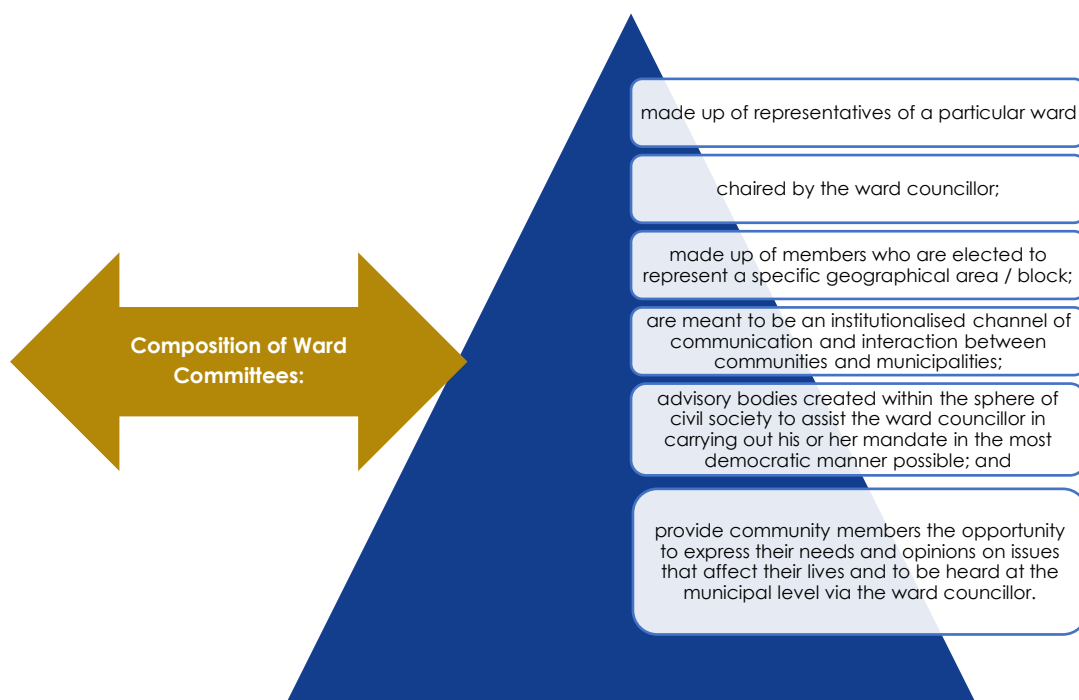
Stellenbosch Municipality has a Ward Committee system in place, which plays a crucial role in achieving the aims of local governance and democracy, as mentioned in the Constitution of 1996. A ward committee is independent of the Council and not politically aligned. The figure below depicts the main duties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

**Table 40: Duties of Ward Committees**

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.

Ward committees are a legislative requirement and are established in terms of Local Government: Municipal Structures Act, 117 of 1998; Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA) and 2005 DPLG Guidelines. This policy was adopted by the Council during the inauguration meeting of 2021.

- The main objective of a ward committee is to enhance participatory democracy in local government.
- A ward committee:
 - is an advisory body;
 - is a representative structure of the ward;
 - is an independent committee of the community in a ward;
 - is impartial and performs its functions without fear, favour, or prejudice;
 - is not politically orientated;
 - as a representative structure of the community, is accountable to the community; and
 - is an integrative umbrella body responsible for the coordination of ward developmental initiatives and the promotion of accountability and social cohesion.

The minutes of meetings are compiled by the ward administrator, and the primary quality check of meeting minutes is the responsibility of the ward councillor. S/he must sign off that the meeting minutes are correct. The minutes of the meeting are submitted monthly and form part of the monthly report of the ward administrator to the Office of the Speaker through the Executive Support Officer.



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 successfully established 23 functional ward committees, and all wards have access to a ward administrator. During the review period of this annual report, the then-ward councillor for Ward 17, Peter Johnson, resigned as ward councillor on 6 June 2024.

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 ward committee policy was also reviewed during the 2024/25 draft budget cycle. This is to ensure the ward committee policy is in line with the 2021 amendments to the Local Government: Municipal Structures Act, Act 3 of 2021. The policy was adopted by the Council at the May 2024 Council meeting when the Council approved the budget.

The amendments to the ward committee policy include the election procedures of ward committees, which are clearly stipulated in the ward committee policy, as well as the update on the role of the Speaker in relation to the functioning of ward committees. In addition, the policy was reviewed in terms of an increase in the stipend amount for ward committee members to R 500.00 per meeting, which would include the sector meetings held, and to the maximum stipend amount of R 1 500.00 per ward committee member per quarter. The quarterly payment process is also included in the ward committee policy, as ward committee members are paid every quarter.

The tables below specify the ward committees from 1 July 2023 until 30 June 2024:

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

Table 41: Ward 1 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr R Pheiffer	Chairperson	6	7	Yes
M Nyanga	Geographic Block 1			
W Jeffhas [Resigned 24 May 2024]	Geographic Block 2			
B Hendricks	Geographic Block 3			
A Bauer	Youth Sports, Culture and Community Safety			
A Killian [Resigned 22 May 2024]	Infrastructure and Community Services			
G Mihalopoulos	Town Planning and Property			
L Juries	Geographic Block 4			
K Brown	Ward Administrator			



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

Table 42: Ward 2 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr W Petersen	Chairperson	10	6	Yes
S Peters	Geographic Block 1 - Boonzaaiers Rd to Jaffthas Crescent			
C Atshipara	Geographic Block 2 – La Motte Village (80 houses)			
Joseph Petersen- [Resigned May 2024]	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 [Resigned January 2024]	Geographic Block 8 -Le Petite and Domain des Anges			
N Joni	Geographic Block 9 – Mazaleni K, L, M, N, O, P, Q,			
E Philander	Geographic Block 10 - Dennegeur			
R Pearce	Ward Administrator			



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

Table 43: Ward 3 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr C Manuel	Chairperson	9	6	Yes
M Pieterse	Geographic Block 1			
N Mkosana	Geographic Block 2			
J Williams	Geographic Block 3			
M Adams	Geographic Block 4			
L Plaatjies	Geographic Block 5			
M Krediet	Geographic Block 5			
W Moses	Geographic Block 8			
C Stuurman	Geographic Block 2			
G Moody	Geographic Block 4			
G Viljoen	Ward Administrator			

Ward 4: Pniël, Kylemore and Johannesburg

Table 44: Ward 4 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr R Adams	Chairperson	9	8	Yes
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			
D Dreyer (Co-Opted – 30 Nov 2023)	Geographic Block 1			
B La Wak (Co-opted -18 Oct 2023)	Geographic Block 4			
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 45: Ward 5 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr R van Rooyen	Chairperson	10	8	Yes
N Rhode	Geographic Block 1			
R Arends	Geographic Block 2			
C Toutie	Geographic Block 3			
D February	Geographic Block 4			
J Meyer	Geographic Block 5			
J Naude [resigned 22.04.2024] S Slingsers [co-opted 06.08.2024]	Geographic Block 6			
G Louw	Geographic Block 6			
E Hendrickse	Geographic Block 6			
A Pieterse	Geographic Block 7			
L Hendricks	Geographic Blocks 4 and 8			
S Meyer [appointed 12.09.2023]	Ward Administrator			

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

Table 46: Ward 6 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr N Mcombring	Chairperson	8	10	Yes
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	Geographic Block 8			
P Constable	Geographic Block 8			
C Abels	Ward Administrator			



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

Table 47: Ward 7 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr A Ferns	Chairperson	9	11	Yes
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 48: Ward 8 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr C van Wyk	Chairperson	7	4	Yes
M Khan	Geographic Block 1			
M Wiehman	Geographic Block 1			
S Van der Bank [resigned 19.12.2023]	Geographic Block 2			
L Erasmus [19.12.2023]	Geographic Block 1			
K Basson [co-opted 28 September 2023]	Geographic Block 2			
A van Wyk	Geographic Block 2			
H Claassen [co-opted 29.02.2024]	Geographic Block 3			
R Segers [contract ended 31.12.2023 - MC Swarts [appointed	Ward Administrator			



Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
01.05.2024]				

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

Table 49: Ward 9 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr ZJ Dalling	Chairperson	7	4	Yes
A Louw	Geographic Block 1			
M Slabber (co-opted 06.06.2023)	Geographic Block 1			
M Louw [co-opted 03.07.2023]	Geographic Block 2			
W Sezoe [resigned 07.11.2023]	Geographic Block 2			
J Meyer	Geographic Block 1			
M Kotze	Geographic Block 2			
G Cillié [co-opted 07.02.2023]	Geographic Block 2			
TO Kumm	Geographic Block 2			
D Hall	Geographic Block 3			
T Hall (co-opted 06.06.2023)	Geographic Block 3			
C Van der Bank [resigned 02.05.2023]	Geographic Block 2			
D Pieterse [resigned 02.05.2023]	Geographic Block 2			
L Combrink [resigned 27.03.2024]	Geographic Block 5			
T Kumm [co-opted 02.04.2024]	Geographic Block 4			
R Segers [contract ended 31.12.2023 - MC Swarts [appointed 01.05.2024]	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 50: Ward 10 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr R du Toit	Chairperson	9	10	Yes
P Hough	Geographic Block 1			
G Lamberts	Geographic Block 1			
D Smit	Geographic Block 2			
S Adonis	Geographic Block 2			
R Hind	Geographic Block 3			
S Williams	Geographic Block 3			
J Blanckenberg	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 51: Ward 11 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr J Serdyn	Chairperson	7	5	Yes
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	Geographic Block 1			
R Segers [contract ended 31.12.2023 - MC Swarts [appointed 01.05.2024]	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 52: Ward 12 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr A Tomose	Chairperson	11	11	Yes
T Naku	Geographic Block 1			
P Lamla	Geographic Block 2			
P Menze	Geographic Block 3			
T Qhu [resigned 23.01.24]	Nkanini			
Z Mantshi [resigned 23.01.2024]	Municipal Flats			
A Mxokozeli [resigned February 2024]	Azania			
Z Snowball [co-opted 10 April 2024]	Zone A			
P Nkosi [co-opted 10 April 2024]	Watergang, Red Roofs			
T Gugushe	Geographic Block 6			
M Manjiya-Mboma [co-opted 10 April 2024]	Municipal Flats			
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 53: Ward 13 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr M Nkopane	Chairperson	12	7	Yes
M Mgingqi	Geographic Block 1			
Z Ndlovu	Geographic Block 1			
M Ndllebe	Geographic Block 2			
S Maxhavulana	Geographic Block 3			
B Beni	Geographic Block 4			
S Lobi	Geographic Block 5			
S Mngwazana	Geographic Block 6			
A Maxandeka	Geographic Block 7			



Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
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 54: Ward 14 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr M Danana	Chairperson	11	4	Yes
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			
N Madolo	Geographic Block 6			
N Boyce	Geographic Block 7			
N Mpemnyama	Geographic Block 8			
N Nojoko	Geographic Block 2			
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 11,12, 14th Close street

Table 55: Ward 15 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr E Masimini	Chairperson	11	8	Yes
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			



Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
N Nkopane	Geographic Block 7			
S Garhane	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 Cloeteville

Table 56: Ward 16 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr E Vermeulen	Chairperson	10	1	Yes
C Williams	Geographic Block 1			
M Bailey	Geographic Block 1			
J Williams	Geographic Block 1			
N Willemse [Resigned - 23/01/2024]	Geographic Block 1			
M Fredericks	Geographic Block 2			
A Flink	Geographic Block 2			
M Johannes	Geographic Block 4			
P Appollis	Geographic Block 4			
J Isaacs	Geographic Block 4			
Y Lamberts [finished on 31.08.2023 - T Van Graan appointed 01.05.2024]	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 57: Ward 17 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr P Johnson [resigned June 2024]	Chairperson	6	2	Yes
G Jacobs	Geographic Block 2			
L van der Rheede	Geographic Block 2			
B Louw	Geographic Block 4			
W Khan	Geographic Block 5			
M Burton	Geographic Block 4			
D Smith	Geographic Block 5			
C Olivier	Geographic Block 4			
B Klaasen	Ward Administrator			

Ward 18: Klapmuts and surrounding farms

Table 58: Ward 18 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Ald JC Anthony	Chairperson	11	5	Yes
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, Vaaldras, Slaley, Kromme Rhee, De Novo, Bottelary and surrounding Farms, De Hoop, Simonsig and surrounding Farms, Weltevrede 1 and 2, Smartie Town.

Table 59: Ward 19 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr J Williams	Chairperson	10	5	Yes
A Afrika	Elsenburg, Vaaldras, 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.			
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: Vlotenburg, Raithby, Lynedoch, Mooiberge, Meerlust and Polkadraai

Table 60: Ward 20 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr J Joon	Chairperson	8	10	Yes
C Matthys	Raithby			
D Fortuin	Stellenboschkloof pad, Vlotenburg			
R Muller	Mooiberge			
I Johnson	Lynedoch			
E Jacobs	Meerlust, Lynedoch			
H Brink	Vlotenburg			
B Moses	Polkadraai, Vlaeberg			
P Taai Bosch	Religious sector			
J Casper	Health sector			
J Fortuin	Ward Administrator			



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

Table 61: Ward 21 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr M Slabbert	Chairperson	9	8	Yes
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 62: Ward 22 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr E Groenewald	Chairperson	10	0	Yes
P Schaafsma	Geographic Block 1			
A Blignaut [co-opted January 2024]	Geographic Block 2			
I Maree	Geographic Block 3			
C Neethling [resigned September 2023]	Geographic Block 2			
W Joubert	Geographic Block 4			
H Slabber	Geographic Block 5			
S Wilson	Geographic Block 6			
A Pelsier -resigned A Sarga [co-opted January 2024]	Geographic Block 7			
H Hill	Geographic Block 8			
Prof P Kruger	Geographic Block 9			
M Vlok	Geographic Block 10			
P Mogale [resigned 29.11.2023 - Zintle Olayi [Appointed 01.05.2024]	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 63: Ward 23 Committee Members

Period 1 July 2023 – 30 June 2024				
Name of representative	Capacity representing	Number of meetings held	Number of Monthly reports submitted to the Office of the Speaker	Committee functioning effectively (Yes / No)
Cllr L Nkamisa	Chairperson	9	1	Yes
J Venter	Geographic Block 1			
M Serfontein [resigned 05.04.2023]	Geographic Block 1			
A Gouws [co-opted 05.09.2023]	Geographic Block 1			
C De Ruiter [co-opted 26.06.2023]	Geographic Block 2			
A Nompume	Geographic Block 2			
T Seyisi	Geographic Block 3			
K Morake	Religious sector			
T Dube	Education and Youth sector			
M Maleka [resigned 28.03.2023]	Geographic Block 2			
M Lokhat [resigned 18.04.2023]	Religious Sector			
L van Wyk	Education and Youth sector			
L Nicolas	-			
T Theron	-			
P Mogale [resigned 29.11.2023 - Zintle Olayi [Appointed 01.05.2024]	Ward Administrator			



COMPONENT C: CORPORATE GOVERNANCE

Corporate governance is a 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.

2.5 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 and Fraud 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 and Fraud 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.

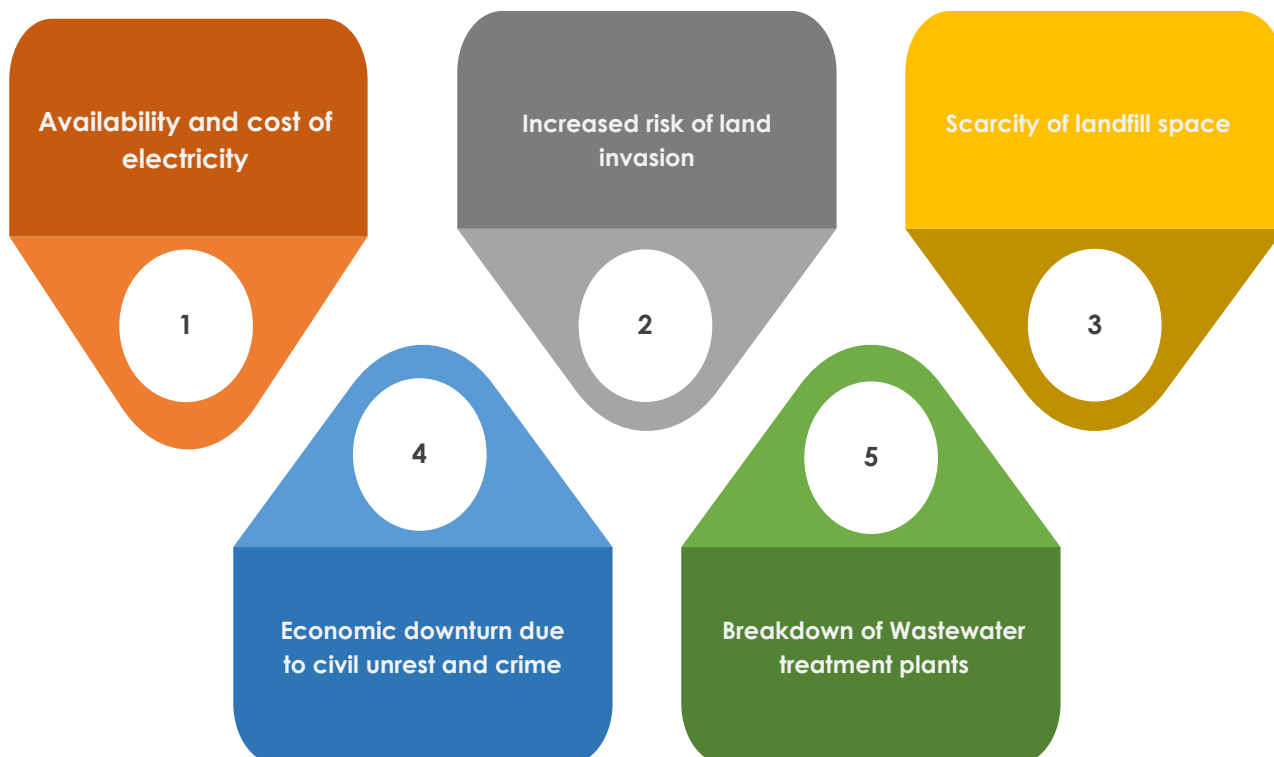
As the new financial year started, conversations and assessments turned to the impact of the ongoing electricity and energy crisis. This was necessary as the municipality started to focus on the impact of continuous and persistent loadshedding, the sustainability of the national power supply, and how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

All the risks, as identified as part of the bi-annual risk assessments with the Directorates, are captured on the Barn Owl system, an electronic risk management 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 2023/24 are as follows:

Table 64: The top 5 risks identified for 2023/24



a) Likelihood rating scale

Table 65: 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.



Impact and Likelihood Rating		
Likelihood Grading		
		Severely reduced ability to achieve the municipality's strategy and inability to achieve certain objectives. The material at the organisational 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 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 66: 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.



2.5.1 STRATEGIC RISKS IDENTIFIED

Table 67: 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	Breakdown of Wastewater Treatment Plants	Breakdown of Wastewater Treatment Plants due to electricity outages.	Green and Sustainable Valley, Dignified Living	10	8	80	Infrastructure Services
5	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
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
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



Strategic Risks							
Risk Item	Risk Description	Risk Background	Strategic Focus Areas	Impact Rating	Likelihood Ratings	Inherent Risk Exposure/Risk Appetite (1 - 100)	Directorate
3	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
4	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
6	Lack of integrated Information and Communication Technology	Disparate systems	Good Governance and Compliance	6	4	24	Directorate: Corporate Services

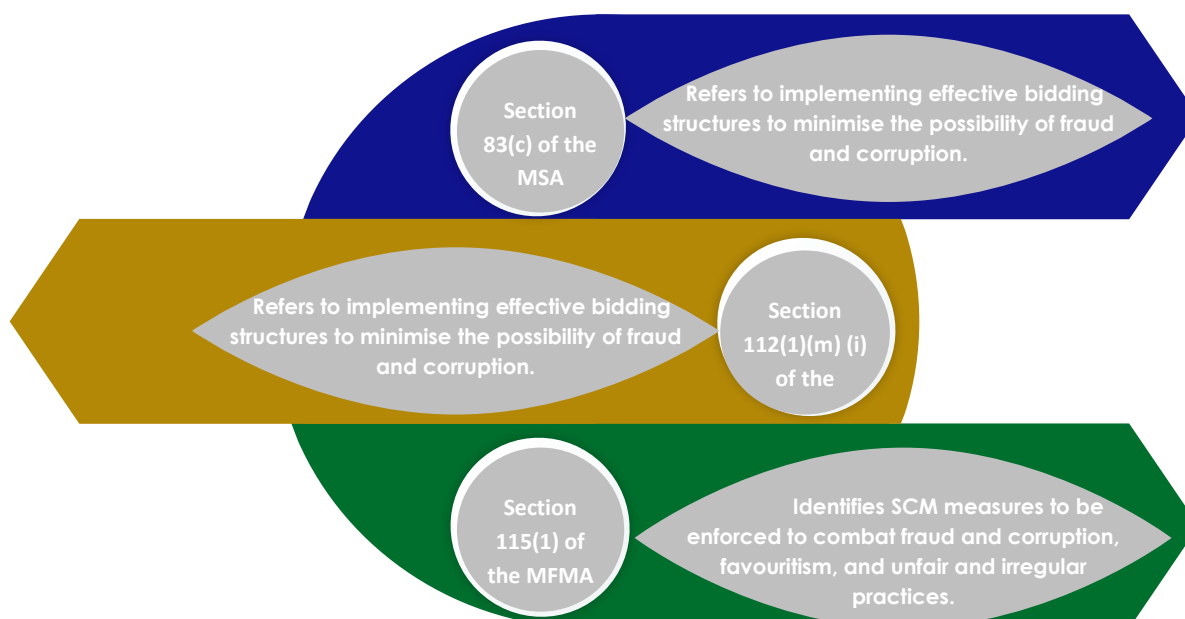
2.5.2 ANTI-CORRUPTION AND ANTI-FRAUD

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

The Anti-Fraud and Corruption Prevention Plan intends to strengthen fraud and corruption prevention at all levels within the municipality and re-invest in managing 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 15: Anti-Corruption and Anti-Fraud Legislation





2.6 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 68: Members of the Audit and Performance Audit Committee

Period 01 July 2023 – 30 June 2024	
Name of representative	Capacity
LC Nene (Mr)	Chairperson
VJ Botto (Mr) (Term ended 31 September 2023)	Member
Mr TW Lesihla (Mr) (Term ended 31 September 2023)	Member
J Williams (Ms) (Resigned 07 February 2024)	Member
L Mortimer (Inception date: 29 April 2024)	Member
R Ghani (Ms) (Inception date: 27 September 2023)	Member
R Strydom (Ms) (Inception date: 27 September 2023)	Member

**Table 69: APAC meetings held from 01 July 2023 to 30 June 2024**

Period 01 July 2023 – 30 June 2024
Meeting dates
28 August 2023
28 November 2023
28 March 2024
25 June 2024

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.

2.7 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.



2.7.1 RISK REGISTER AND THREE-YEAR STRATEGIC PLAN

Table 70: ✓ Confirms audit activity completed in the financial year

2023/24 - Combined Assurance Provider - Completed within financial year				
Audit Activity / Audit Universe	Year 1	Year 2	Year 3	Combined Assurance Provider
	2022/23	2023/24	2024/25	
Statutory Internal Audits				
MFMA Compliance	✓	✓	✓	AGSA
MSA Compliance	✓	✓	✓	AGSA
DORA Compliance	✓	✓	✓	AGSA
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	✓	✓	✓	AGSA
Financial Services: Asset Management	✓	✓		IA
Financial Services: Expenditure Management (SCM)	-	-	-	AGSA
Financial Services: Expenditure Management (Creditors)	✓		✓	IA
Financial Services: Budget Process (Included in MFMA Audit)	N/A	N/A	N/A	AGSA
Financial Services: Cash Receipts, Banking, and Investments	-	-	-	AGSA
Financial Services: Accounting and Financial Reporting	-	-	-	AGSA
Financial Services: Year-end Inventory review – stores (direct assistance for the AGSA)	✓	✓	✓	IA
Corporate Services: Recruitment and Selection	✓	-	-	IA
Corporate Services: Information and Communication Technology	✓	✓	✓	AGSA / IA
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- Roll over 2024/25
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 AGSA)	✓	✓	✓	IA
AG audit action plan	✓	✓	✓	IA
AG: Asset verification (Direct assistance)	✓	✓	✓	IA



Audit Activity / Audit Universe	Year 1	Year 2	Year 3	Combined Assurance Provider
	2022/23	2023/24	2024/25	
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 2023/24 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 **2023/24** financial year's Risk-Based Audit Plan. New updates to the Stellenbosch Municipality's risk profile were captured during **2023/24** 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.

2.7.2 ANNUAL RISK-BASED AUDIT PLAN

The Risk-Based Audit Plan 2023/24 was implemented with the available resources. The table below provides details on audits completed.

Table 71: Annual Risk-Based Audit Plan

Audit Activity	Status
DoRA Compliance	Combined Assurance – AGSA
MGRO 1 and 2 (MGAP)	Report submitted to PT
Statutory audits	
Pre-determined Objectives	
Quarter 4	Final Report
Quarter 1	Final Report
Quarter 2	Final Report
Quarter 3	Final Report
Performance Reviews: MM and Directors (annual assessments)	Final Report
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	SOP finalised
Financial Services: Year-end Inventory review – stores (direct assistance for the AGSA)	Finalised



Audit Activity	Status
Corporate Services: Staff Regulations	Roll over 2024/25
Corporate Services: Information and Communication Technology	Combined Assurance - AGSA
Planning and Economic Development: Housing Administration	Final Report
Disaster and Climate Change Readiness Assessment	Final Report
Other scheduled audits	
Internal Quality Assurance Improvement Plan	Report submitted: June 2024
State of Records review (direct assistance for the AGSA)	Ongoing
AG audit action plan (2022/23)	Q1: March 2024 Q2: June 2024 Q3: August 2024
Governance Review	Ongoing
AG: Asset Verification (direct assistance for the AGSA)	Finalised
AG: Employee Verification (direct assistance for the AGSA)	Finalised
Risk Management	Final Report
Follow-up audits: Recruitment and Selection Personnel Files Registry / Archive Process Housing Allowance Unallocated Deposits	Final report: May 2024
Ad hoc requests	
Ad hoc review(s) / Management requests / Consulting Activities: Visit Stellenbosch	Finalised

2.7.3 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.

2.8 SUPPLY CHAIN MANAGEMENT

The Supply Chain Management (SCM) Policy applicable to the 2023/24 financial year was revised and adopted by the Council on 24 May 2023 (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.

2.8.1 COMPETITIVE BIDS OVER R200 000

The following table details the number of Bid Committee meetings held for the 2023/24 financial year:

Table 72: Bid Committee Meetings

Bid Specification Committee	Bid Evaluation Committee	Bid Adjudication Committee
44	264	52

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

Table 73: 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 74: 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 75: 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.

2.8.2 AWARDS MADE BY THE BID ADJUDICATION COMMITTEE

The Bid Adjudication Committee awarded 109 tenders, which include 25 tenders below R10 million and recommended for award of 10 tenders above R10 million and 74 rates tenders. The ten highest bids awarded by the bid adjudication committee are as follows:

Table 76: Ten Highest Bids Awarded by Bid Adjudication Committee

Bid Number	Title of bid	Directorate and Section	Successful Bidder	Value of bid awarded
BSM 98/23	UPGRADE OF BERGZICHT TAXI RANK, STELLENBOSCH PHASE 1	Infrastructure Services	R CONRAD TRADING CC T/A RC CIVILS	R7 976 066.62
BSM 101/23	OPERATION OF THE PNIËL WASTEWATER TREATMENT WORKS ENDING 30 JUNE 2026	Infrastructure Services	ZANA MANZI SERVICES (PTY)LTD	R7 719 007.23
BSM 86/23	COMPILATION OF AND MAINTENANCE OF THE VALUATION ROLL AND SUPPLEMENTARY ROLLS FOR WC024 IN COMPLIANCE WITH THE LOCAL GOVERNMENT: MUNICIPAL PROPERTY RATES ACT, 2004 (ACT 6/2004)	Financial Services	HCB VALUATIONS AND SERVICES (PTY)LTD	R5 681 375.00
BSM 94/23	SUPPLY AND DELIVERY OF A 1 X RG12 MK2 (NYALA) MULTI-PURPOSE ARMoured PERSONNEL CARRIER VEHICLE FOR COMMUNITY PROTECTION SERVICES	Community Services	OTT Solutions (Pty) Ltd	R4 804 168.24
BSM 27/24	EERSTE RIVER FLOOD REHABILITATION STRUCTURES - AGRICULTURAL HALL	Infrastructure Services	NKUTWALA CONSTRUCTION	R3 430 806.50
BSM 97/23	VEEAM AND VMWARE LICENSE RENEWAL FROM 1 AUGUST 2023 TO 30 JUNE 2026.	Corporate Services	DATA CENTRIX (PTY) LTD	R2 930 597.00
BSM 08/24	APPOINTMENT OF AN EVENT ORGANISER TO ORGANISE THE STELLENBOSCH FESTIVAL OF LIGHTS OVER A PERIOD OF ONE FINANCIAL YEAR 2023 /2024	Planning Services	Swey Designs	R2 208 000.00



Bid Number	Title of bid	Directorate and Section	Successful Bidder	Value of bid awarded
BSM 64/24	MOVEABLE STOCK TAKE FOR PERIOD ENDING 30 JUNE 2026	Financial Services	Akhile Management and Consulting (PTY)	R1 687 907.00
BSM 15/24	SUPPLY AND DELIVERY ONLY OF ICT INFRASTRUCTURE EQUIPMENT	Corporate Services	Innovo Networks	R1 469 256.64
BSM 104/23	REPAIRS OF THE GYMNASICS BUILDING AT VAN DER STEL SPORTS FACILITY	Community Services	AR Projects and Developments (Pty) Ltd	R1 405 691.16

2.8.3 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 R10 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 77: Awards made by the Accounting Officer

Bid Number	Title of bid	Directorate and Section	Value of bid awarded
BSM 59/24	THE UPGRADE OF THE LANQUEDOC ACCESS ROAD AND BRIDGE	Infrastructure Services	R48 607 418.81
BSM 30/23	JAMESTOWN 5ML RESERVOIR: CONSTRUCTION OF BULK WATER AND ASSOCIATED INFRASTRUCTURE	Infrastructure Services	R29 728 296.13
BSM 57/24	OPERATION, PREVENTATIVE MAINTENANCE AND OVERALL MAINTENANCE MANAGEMENT OF THE STELLENBOSCH WWTW ENDING 30 JUNE 2026	Infrastructure Services	R25 718 751.90
BSM 60/23	INSTALLATION OF LANDFILL GAS EXTRACTION AND FLARING INFRASTRUCTURE AT THE STELLENBOSCH LANDFILL	Infrastructure Services	R22 194 929.62
BSM 14/24	THE CONSTRUCTION OF BASIC SERVICES FOR THE PROPOSED DEVELOPMENT OF THE TEMPORARY RELOCATION AREA ON ERF 3229, MOOIWATER	Planning Services	R21 329 508.95
BSM 05/24	ELECTRIFICATION OF INFORMAL HOUSES IN THE ENKANINI INFORMAL SETTLEMENT OF STELLENBOSCH FOR THE PERIOD ENDING 30 JUNE 2024: PHASE 4	Planning Services	R19 178 928.41
BSM 56/24	OPERATION, PREVENTATIVE MAINTENANCE AND OVERALL MAINTENANCE MANAGEMENT OF THE WEMMERSHOEK WASTEWATER TREATMENT WORKS FOR THE PERIOD ENDING 30 JUNE 2026	Infrastructure Services	R18 083 145.48
BSM 94/24	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF MUNICIPAL ICT NETWORK EXPANSION WITH MAINTENANCE AND SUPPORT FOR THE PERIOD 1 JULY 2024 ENDING 30 JUNE 2027	Corporate Services	R16 376 000.00
BSM 55/23	VLOTTENBURG OUTFALL SEWER: CONSTRUCTION OF BULK SEWER AND ASSOCIATED INFRASTRUCTURE	Infrastructure Services	R15 172 146.39
BSM 92/23	KLAPMUTS BULK WATER AND ASSOCIATED WORKS: PHASE 2	Infrastructure Services	R11 138 325.99



2.8.4 OBJECTIONS LODGED

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

Table 78: 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.

2.8.5 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 79: 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	2023/24
Number of Awarded Formal Quotations	206	203	145	122	8	91	108
Total Formal Quotations advertised	264	249	159	139	131	124	146
Percentage awarded	78.03%	81.53%	91.19%	88%	67.94%	73.39%	74%

2.8.6 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 80: Deviation from Normal Procurement Process

Description	Financial Years					
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
<u>Certificate of Emergencies:</u> Approved by the Directors i.t.o. Section 4.36.4 of the SCM Policy	0	0	0	0	0	0
<u>Deviations:</u> Approved by the Accounting Officer i.t.o. Section 4.36.1 of the SCM Policy	42	32	19	12	17	19
TOTAL	42	32	19	12	17	19



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

2.8.7 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.

2.8.8 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.

2.8.9 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.

2.8.10 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 81: 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 82: B-BBEE Compliance Performance Information- Skills Development

Category	% for each category	Race Classification		Gender		Disability	Total amounts spend
		Category	Total	Category	Total		
Black Employees	177	A	64	F	46	None	R3 165 300
		C	112	M	131		
		I	1				
Non-Black employees	18	W	18	F	3	None	R351 700
				M	15		
Black People on internships, apprenticeships, learnership	10	A	6	F	7	None	R367 553
		C	4	M	3		
Unemployed black people on any programme under the learning programme matrix	10	A	6	F	7	None	R367 553
		C	4	M	3		
Black people absorbed at the end of learnership, internship and apprenticeship	2	A	1	F	1	None	-
		C	1	M	1		



2.9 BYLAWS AND POLICIES

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

Bylaws and policies approved in the 2023/24 financial year are listed below.

Table 83: Bylaws and Policies approved

Bylaws and Policies Revised	Date Approved	Department
Bylaws		
Filming Bylaw	03.10.2023	Planning and Economic Development
Credit Control and Debt Collection Bylaw 2024 - 2025	31.05.2024	Financial Services
Special Rating Area Bylaw 2024 - 2025	31.05.2024	Financial Services
Rates Bylaw 2024 - 2025	31.05.2024	Financial Services
Policies (*Financial policies were approved by the Council for the 2023/24 financial year)		
Work From Home Policy	26.07.2023	Corporate Services
Early Childhood Development (ECD) Policy Update	25.10.2023	Planning and Economic Development
Work From Home Policy	26.07.2023	Corporate Services
Rates Policy 2024-2025	31.05.2024	Financial Services
Indigent Policy 2024-2025	31.05.2024	Financial Services
Credit Control and Debt Collection Policy 2024-2025	31.05.2024	Financial Services
Irrecoverable Debt Policy 2024-2025	31.05.2024	Financial Services
Tariff Policy 2024-2025	31.05.2024	Financial Services
Special Ratings Area Policy 2024-2025	31.05.2024	Financial Services
Travel and Subsistence Policy 2024-2025	31.05.2024	Financial Services
Cash Management and Investment Policy 2024-2025	31.05.2024	Financial Services
Development Charges Policy 2024-2025	31.05.2024	Financial Services
Accounting Policy 2024-2025	31.05.2024	Financial Services

2.10 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 84: 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 2023/24	-	Pending
All current performance agreements required in terms of section 57(1)(b) of the Municipal Systems Act for 2023/24	Yes	Within legislated period
All service delivery agreements for 2023/24	Yes	Within legislated period



Documents Published on the Stellenbosch Municipality's Website	Yes / No	Publishing Date
All long-term borrowing contracts for 2023/24	Yes	Within legislated period
All supply chain management contracts above a prescribed value for 2023/24	Yes	Within legislated period
An information statement containing a list of assets over a prescribed value that has been disposed of in terms of section 14(2) or (4) during 2023/24	Yes	Within legislated period

2.11 COMMUNICATION

As per Section 75 of the MFMA, the municipal website is essential for transparency, allowing stakeholders to access critical documents and monitor municipal activities. It also aligns with the constitutional mandate outlined in Section 152(1)(e) of the Constitution of the Republic of South Africa, which promotes community involvement in municipal governance. The Municipal Systems Act (MSA) reinforces this by advocating for community participation.

In line with Stellenbosch Municipality's Communication Policy adopted in July 2020, the municipality remains committed to transparency, accountability, and fostering participatory democracy. During the 2023/24 financial year, the municipality's communication platforms played a significant role in ensuring timely information dissemination through multiple channels, including the website, social media, and traditional media outlets. Proactive media engagements, official statements, and news releases further enhanced the municipality's corporate identity and public presence.

The municipal website remains a hub for public engagement, offering regular updates on official notices, tenders, news, and meeting agendas. Enhancements to improve user experience and satisfaction are planned for the near future. Additionally, the municipality's social media platforms—Facebook, X (Twitter), Instagram, and LinkedIn—continue to be key tools for reaching a broad audience and providing real-time updates while driving traffic to the website. During the financial year, the municipality also launched its first WhatsApp Channel that has been growing steadily since its inception.

Embracing the Digital Age:

Stellenbosch Municipality recognises the importance of engaging with residents and stakeholders through digital platforms. The website, social media channels, WhatsApp, and handheld devices enable the dissemination of information in a timely and accessible manner, ensuring broader community reach. As the municipality continues to expand its digital presence, the municipality is leveraging technology to enhance communication and better serve the evolving needs of the community.

The municipality's growing presence on Instagram and LinkedIn, alongside other platforms, reflects the municipality's ongoing commitment to digital engagement. Additionally, monthly newsletters, providing updates and insights into municipal activities, help keep the community well-informed.

Building a Strong Stellenbosch Brand and Corporate Identity:

Beyond communication, Stellenbosch Municipality is dedicated to establishing a strong, recognisable brand and corporate identity that resonates with the community and stakeholders. This focus on branding reinforces the municipality's commitment to creating a positive and impactful presence.



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 across social media platforms (Facebook, X (Twitter), Instagram, LinkedIn)
- ✦ Placement of advertisements in community and regional newspapers
- ✦ Newsletters from the Executive Mayor, as well as pamphlets, posters, notice-boards, and regular IDP / Ward meetings
- ✦ An interdepartmental communication forum to enhance internal communication
- ✦ An intranet for use by all internal staff
- ✦ Internal newsletters and memorandums

This multifaceted approach ensures that Stellenbosch Municipality remains transparent, responsive, and actively engages with both the community and stakeholders.

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

Table 85: 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 2023/24 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 the Departmental SDBIP to adhere to the "SMART" principle 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 86: Municipal Functional Areas i.f.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 87: Basic Service Delivery

KPA and Indicators	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Basic Service National Indicators							
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%



KPA and Indicators	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Basic Service National Indicators							
Service for water, sanitation and refuse removal (Average)	6 453	6 813	6 666	7 283	4 681	4 744	5 584

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 the 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 was not 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 micro water treatment plant. The potable water supply from these works amounted to 23.76 Ml/d, and a further 10.67 Ml/d was obtained from the City of Cape Town during



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 88: Western Cape Dams

Major dams	2020	2021	2022	2023	2023/24
	(%)	(%)	(%)	(%)	(%)
Berg River	81.2	100.8	87.9	100.9	87.5
Steenbras Lower	49.9	89.9	78.6	99.8	71.5
Steenbras Upper	99.6	84.6	85.8	100.5	91.5
Theewaterskloof	55.8	101.9	76.1	100.4	63.6
Voëlklei	54.5	88.1	63.2	95.9	59.9
Wemmershoek	43.3	97.7	65.5	100.2	100.05
Total Stored (MI)	540 023	879 173	679 794	895 018	614 677
% Storage	59.7	97.4	75.2	99.6	79.0

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):

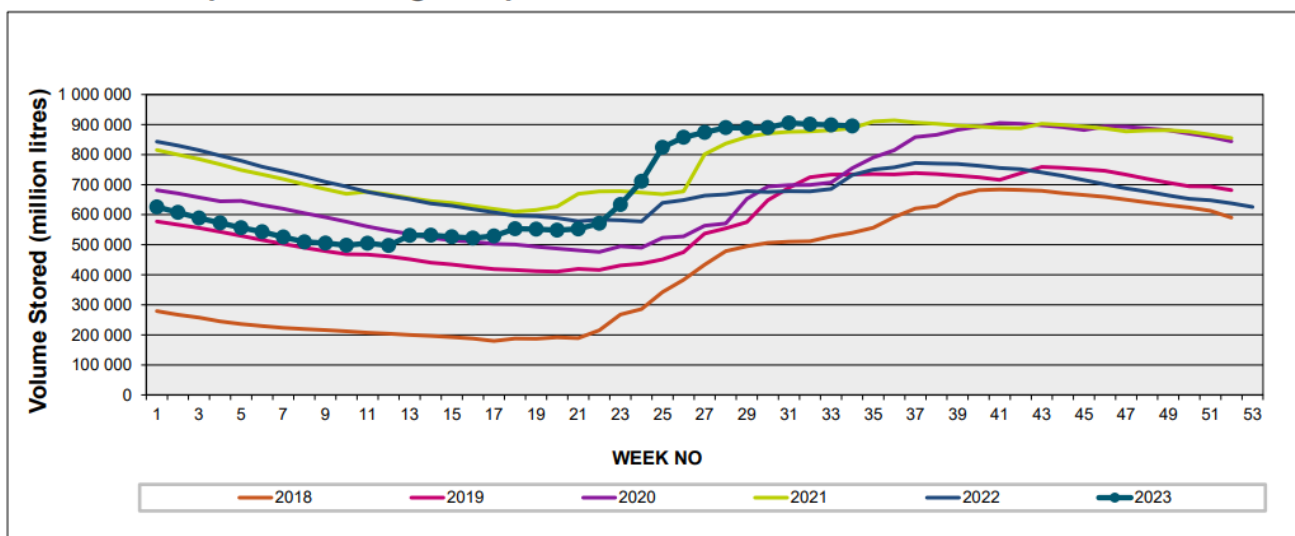
Stellenbosch's own Dams

Table 89: Stellenbosch dams

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

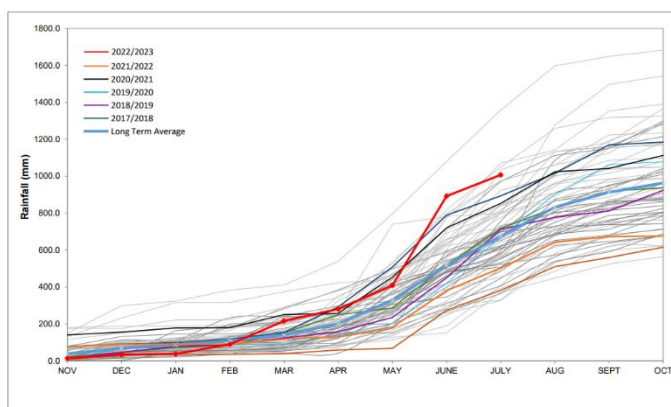


WCWSS Comparative Storage Graph

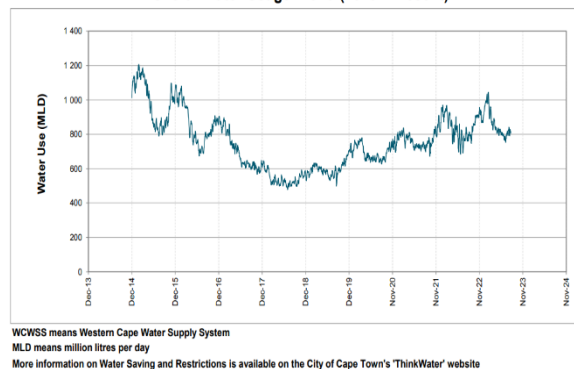


Accumulated Monthly Rainfall at Wemmershoek

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



Overall 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 90: 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
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%
2023/24	12 566	8 631	3 934	31.3%	17.2%

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

Table 91: 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
2023/24	0	0	3 134 897	5 497 066	2 600 711



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 Bylaws, 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 92: Water Service Delivery Levels

Description	2020/21	2021/22	2022/23	2023/24
Household				
<u>Water: (above minimum level)</u>				
Piped water inside	38 120	38 120	49 420	51 110
Piped water inside the yard (but not in a dwelling)	3 596	3 596	1443 (479 standpipes on farms + 964-yard connections)	1 443 (479 standpipes + 964 yard connections farms)
Using a public tap (within 200m of the dwelling)	10 504	10 504	11 117 (11 242-125) informal areas with communal services,	11 382 (11 452-70) informal areas with communal services
Other water supply (within 200m)	N/A	N/A	N/A	N/A
Minimum Service Level and Above Sub-Total	52 220	52 220	61 980	63 935
Minimum Service Level and Above Percentage	98%	98%	99.5%	99.6%
<u>Water: (below the minimum level)</u>				
Using a public tap (more than 200m from the dwelling)	N/A	N/A	125 (informal with no communal services)	70 (Informal with no communal services)
Other water supply (more than 200m from dwelling)	N/A	N/A	120	120
No water supply	N/A	N/A	92	92
Below the Minimum Service Level Sub-Total	1 263	1 263	337	282



Description	2020/21	2021/22	2022/23	2023/24
Below the Minimum Service Level Percentage	2%	2%	0.5%	0.4%
Total Number of Households (formal and informal)	53 483	53 483	62 317	64 217

The table below indicates the proportion of households who have access to water as at 30 June 2024.

Table 93: 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
2023/24	19.97% (11 382 communal taps informal + 479 standpipes farms + 964 yard connections farms = 12 825)	79.59% (51 110 – formal house connections and backyard dwellers)	5 584

The table below indicates the capital expenditure for the Section: Water Services at 30 June 2024.

Table 94: Capital expenditure as at 30 June 2024: Section: Water Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Bulk Water Supply Klapmuts	8 553	8 965	-4,82%
Bulk Water Supply Pipeline and Reservoir - Jamestown	22 697	21 694	4%
New Reservoir and Pipeline: Vloottenburg	35 901	35 222	1,89%
Upgrade and Replace Water Meters	2 725	2 689	1%
Water Conservation and Demand Management	2 095	1 992	5%
Only the five largest capital projects are listed.			

The Section: Water Services has spent, **97%** of its capital budget for the financial year.

3.5 WASTEWATER (SANITATION) PROVISION

The main focus for the 2023/24 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 table below specifies the different sanitation service delivery levels per household for the financial years 2016/17 – 2023/24.

Table 95: Sanitation service delivery levels

Description	2020/21	2021/22	2022/23	2023/24
Sanitation / sewerage: (above the minimum level)				
Household				
Flush toilet (connected to sewerage)	44 909	38 749	40 709	42 214
Flush toilet (with septic tank)	1 079	8 669	8 931	9 086
Chemical toilet	184	388	(279 farms + 322 informal households)	845 (279 farms + 566 informal households)



Description	2020/21	2021/22	2022/23	2023/24
Pit toilet (ventilated)	0	165	165 (Farms)	165 (Farms)
Other toilet provisions (above the minimum service level)	2 386	11 144	10 876 (informal communal toilets)	10 661 (informal communal toilets)
Minimum Service Level and Above Sub-Total	48 609	59 115	61 282	62 971
Minimum Service Level and Above Percentage	95.2%	98%	98.34%	98.06%
<u>Sanitation / sewerage: (below the minimum level)</u>				
Bucket toilet	N/A	278	278 (Farms)	278 (Farms)
Other toilet provisions (below the minimum service level)	N/A	210	358 (148 pit toilets) + 210 (other farms)	358 (148 pit toilets) + 210 (other farms)
No toilet provisions	N/A	471	399 (44 informal areas + 355 no toilets)	610 (225 informal areas + 355 no toilets farms)
Below the Minimum Service Level Sub-Total	1 263	1 107	1 035	1 246
Below the Minimum Service Level Percentage	2.49%	2%	1.66%	1.94%
Total Number of Households (formal and informal)	61 351	61 351	60 222	64 217

The table below indicates the capital expenditure for the Section: Sanitation Services at 30 June 2024.

Table 96: Capital expenditure as at 30 June 2024: Section: Sanitation Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Upgrade of WWTW: Pniël and Decommissioning Of Franschoek	1 562	1 562	0%
Upgrade of WWTW Wemmershoek	8 784	7 790	11,31%
Upgrade of WWTW: Klipmuts	2 040	519	74,54%
Sewerpipe Replacement	8 117	3 250	59,96%
Vehicles: Sanitation	4 999	4 645	7,07%
Only the five largest capital projects are listed.			

Only the five largest capital projects are listed.

The Section: Sanitation Services has spent 72% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Water and Wastewater Services as at 30 June 2024

Table 97: 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	0	0
14 – 17	46	41	5	10.9
9 – 13	42	31	11	26
4 – 8	59	55	4	6.8
3 – 0	67	64	3	4.5
Total	215	192	23	10.7



3.6 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.

a) 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:

- The initial application was submitted to Eskom to be considered for loadshedding mitigation;
- The successful appointment of a lead consulting project management firm and an in-house project manager;
- The award of the supervisory control and data acquisition (SCADA) telemetry system contract in 2023;
- 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;
- Investigation of solar photovoltaic and battery storage to ensure business continuation at critical municipal buildings and critical water and wastewater treatment plants;
- The municipality's participation in the Western Cape Government Municipal Energy Resilience projects; and
- 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.

The Electricity department initiated the process of refreshing the SCADA system as part of the Alternative Energy programme. This initiative aimed to expand the system's capabilities and offer more precise monitoring and control options. The monitoring and control capabilities of the legacy SCADA system were restricted. The Electricity department and ICT jointly provided a shared network and communication infrastructure for this antiquated system. The Electricity department concentrated on the provision of network and communication infrastructure at the end points / substations, up to the nearest ICT infrastructure point. ICT utilises the existing ICT infrastructure to facilitate the transmission of communication to the data centre for central viewing by the various operators within the municipality. At the following locations: the main substation, the university substation, the Markotter substation, and the Jan Marais substation, a communication infrastructure enhancement was implemented and cost approximately R10 million. The SCADA, which was implemented in the following substations as Phase 1 of the programme, was valued at approximately R8 million: Main substation 11kV, university substation 11kV, and Markotter 11kV substation. The following substations were included in the SCADA: Golf substation, Cloetesville substation, Franschhoek substation, Pappegaaiberg, Highsite Matoppie, Highsite Fire Station, and Highsite. Jan Marais substation, Golf substation, Cloetesville substation, and Franschhoek substation are all 11kV.



The following substations will be the focus of Phase 2, which is scheduled to commence in the 2024/25 financial year: Franshoek main substation, main substation 66kV, Jan Marais 66kV, University 66kV, Markotter 66kV, Tegno Park, Paradys Kloof, SS Boord, Stone, Tindal, Tennant, Curry, Watergang, La Terra, and Monument in Hugenote.

b) 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 98: 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
2023/24	Phase 4	Enkanini Electrification Ph4 (1000 Connections)	950	R17 600 000	-

c) Pniël take-over

The table below indicates the progress and value of the Pniël take-over project to date.

Table 99: Electricity network upgrades

Financial Year	Project Description	Actual amounts spend on Pniël upgrade
2020/21	General upgrade of Pniël / Johannesburg 11kV and 400V networks. The work included the replacement of minisubs. Constructing the first 11 kV ring in Johannesburg.	R3 231 988
2021/22	General upgrade of Pniël / Johannesburg 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 / Johannesburg 11kV and 400V networks. Work included the refurbishment of an 11 kV switching substation, the procurement of switchgear, and installation.	R3 491 923.98
2023/24	General upgrade of Pniël / Johannesburg 11kV and 400V networks. Work included the installing of a new cable from Meerlust and RFG offices and to the RMU to the newly refurbished 11kV switching station. This included the supply of material and labour associated with each work. Therefore, all feeders have been re-routed to the new switching substation.	R 3 539 780

Each financial year, the municipality prioritises projects identified from the network assessment report by starting / addressing the critical infrastructure first.

The appointed electrical contractor finished the upgrading of the 11kV network at the end of June 2024.

As part of the network upgrades, an 11kV switching substation has been refurbished and commissioned as of the end of June 2024 and is fully operational. Therefore, feeder cables to Pniël / Johannesburg, Solms Delta, and RFF offices have been re-routed to the newly refurbished 11kV substation.



The table below indicates the total number of meters to be reset:

Table 100: Total electricity meters to be reset

Status of the project	Number of Meters
Stellenbosch Municipality's total number of prepaid meters	33 265
Total number of meters visited and reset	30 280
Total number of meters outstanding	2 985

d) Completion of the Construction of the New 11kV La Terra Switching Substation

The construction of a new 11kV La Terra Switching Substation in the Franschhoek area has been successfully completed. As of the end of May 2024, the substation is operational and integrated into the existing electrical network of Franschhoek.

(i) Project Overview

The La Terra Switching Substation project was initiated to enhance the reliability and capacity of the local electrical distribution network. The substation is designed to handle increased load demands and improve the overall stability of the electricity supply in the surrounding area.

(ii) Construction Details

The project involved the construction of a modern 11kV switching substation equipped with state-of-the-art technology. Key components include:

- **Brick Building:** Construction of a brick building to house all 11kV switchgears and auxiliary equipment;
- **11kV Switchgear:** Installation of high-quality switchgear to manage and distribute power efficiently;
- **Miniature Substations:** Installation of local miniature substations integrated with a transformer to step down high-voltage electricity for local distribution;
- **Auxiliary Equipment:** Implementation of advanced Supervisory Control and Data Acquisition (SCADA) control systems for monitoring and managing the substation's operations. Installation of electrical protection equipment and
- **Cables:** Termination and installation of medium voltage cables.

(iii) Completion and Commissioning

The construction phase of the project was completed at the end of May 2024. Following rigorous testing and commissioning procedures, the substation was officially declared operational. The substation is now fully functional and contributing to the stability and reliability of the electrical supply in the Franschhoek region.

The successful completion and commissioning of the La Terra Switching Substation marks a significant milestone in the municipality's ongoing efforts to modernise and strengthen the municipality's electrical infrastructure as it was outlined in the electrical masterplan. The municipality anticipates that the new substation will provide reliable service for many years to come, meeting the growing energy demands of the community.



3.6.1 THE ELECTRICITY SERVICE DELIVERY STATISTICS

Stellenbosch Municipality has four intake points, as indicated in the table below.

Table 101: Stellenbosch Municipality notified demand per intake point

Major Towns	Notified Maximum Demand (NMD in MVA)	Maximum Demand Growth (NMG in MVA)	Maximum Demand Peak (MD in MVA)
Stellenbosch	60 MVA	5.39 MVA	60.37 MVA
Franschhoek	12 MVA	-0.073 MVA	11.529 MVA
Cloetesville	16 MVA	-2.93 MVA	12.24 MVA
Pniël	9 MVA	-0.83 MVA	6.13 MVA

3.6.2 ELECTRICITY LOSSES

The electricity losses as of 30 June 2024 were 5.65%.

The table below specifies the different electricity service delivery levels per household.

Table 102: Access to basic electricity

Description	2020/21	2021/22	2022/23	2023/24
Household				
<u>Energy: (above the minimum level)</u>				
Electricity (at least the minimum service level) (No. of conventional meters)	4 429	4 326	4 701	4 111
Electricity: prepaid (minimum service level) (No. of prepaid meters)	29 279	31 076	31 717	33 265
Below the Minimum Service Level Sub-Total	33 708	35 402	36 418	37 376
Below the Minimum Service Level Percentage	86.86	87.78	87.09	89
<u>Energy: (below the minimum level)</u>				
Electricity (< minimum service level)	0	0	0	0
Electricity: prepaid (< min. service level)	4 429	0	0	0
Other energy sources	N/A	N/A	N/A	N/A
Below the Minimum Service Level Sub-Total	4 429	0	0	0
Below the Minimum Service Level Percentage	0	0	0	0
Total Number of Households	33 708	35 402	36 418	37 376



The table below indicates the capital expenditure for the Department: Electricity Services at 30 June 2024.

Table 103: Capital expenditure as at 30 June 2024: Department: Electricity Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Lattera Substation	22 967	22 454	2.23%
Electrification INEP	16 279	16 104	1.07%
General System Improvements -Franschhoek	7 166	7 166	0.01%
Alternative Energy	15 922	15 436	3.05%
System Control Centre and Upgrade Telemetry	4 913	4 913	0%
Only the five largest capital projects are listed.			

The Department: Electricity Services has spent 98% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Electricity Services as at 30 June 2024.

Table 104: 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	4	3	1	25
9 – 13	27	26	1	3.8
4 – 8	47	39	8	17
3 – 0	9	8	1	11.1
Total	88	77	11	12.7

3.7 WASTE MANAGEMENT, REFUSE COLLECTIONS, WASTE DISPOSAL AND RECYCLING

3.7.1 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 achieved second place in the municipal Recognition Programme for Waste Management hosted by the Western Cape Government's Department of Environmental Affairs and Development Planning.

The municipality experienced a few resignations and new appointments throughout the financial year. Newly funded vacancies were filled during the year, which were: 1x Superintendent: Area Cleaning, 2x Senior Technicians, and 2x Area Cleaning: Area Inspectors. The municipality established its footprint in the Franschhoek and Dwars River Area by renovating a building in La Motte that was previously leased and became vacant. Illegal dumping remains a challenge, but the municipality is busy embarking on initiatives such as a swap shop to create awareness around recycling and littering.



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. The project to design and construct the new cells is an important, high-priority project.

In the financial year under review, the project was completed with the construction of 2 of 3 cells (Cell 4A and 4C) and associated infrastructure (weighbridge and landfill administration offices) being completed. The completion report was submitted to the Department of Water and Sanitation to approve the commissioning of the cells. The last remaining cell (Cell 4B) will be completed once Eskom has removed their infrastructure that transverses the property.

b) Projects continued in the 2023/24 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. The municipality has appointed Ingerop (Pty) Ltd. to design landfill gas extraction and management infrastructure. The municipality has also appointed Fountain Greens Civil (Pty) Ltd as the contractor to install the infrastructure.

Compliance

For disposal facilities (landfills and transfer stations) to be operated in compliance with the relevant legislation, all landfills must be licensed and managed according to the conditions in the license. Internal audits form part of these legal requirements. Audits were conducted quarterly by internal staff. Audits were conducted at the Stellenbosch Landfill Site, Klappmuts Transfer Station, and the Materials Recovery Facility.

The Department of Environmental Affairs and Development Planning did a compliance audit at the Stellenbosch Landfill on 06 November 2023. The Department found that the site was compliant and scored 94.23%.

The table below indicates the compliance rating for the year under review by the Department of Environmental Affairs and Development Planning:

Table 105: Compliance Ratings

Average Previous Compliance Rating						
Environmentally Weighted Previous Compliance Rating						
Category	No. of Conditions Audited	Score	Compliance (Average)	Weight (Average)	Weight (Adjusted)	Weighted score (%)
Administration (A)	35	70	100%	27.34%	10%	10%
Operations	52	97	93.27%	40.63%	50%	46.66%
General Operations (O)	29	54	93.10%	22.66%	20%	18.62%
Special Operations (SO)	23	43	93.43%	17.97%	30%	28.04%
Monitoring (M)	41	77	93.90%	32.03%	40%	37.56%
Average Current Compliance Rating						95.31%
Environmentally Weighted Current Compliance Rating (X)						94.23%



(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 external audit at the Stellenbosch landfill, Stellenbosch Material Recovery Facility, and the Klapmuts Transfer Station. 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 license, 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.



3.7.2 AREA CLEANING

Area cleaning within the municipal area is provided by means of a contractor that is responsible for cleaning of the Stellenbosch CBD and the use of EPWP personnel. Area cleaning is an essential service. 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 by means of blue bags and black bags. Where the municipality faces severe illegal dumping, it provides its plant machinery (digger loaders and tipper trucks) to clean and clear such areas.

The municipality faces damage or misuse of waste infrastructure provided, which then sees the municipality removing this useful infrastructure as it no longer serves its intended use.

The area cleaning section has seen an increase in the illegal dumping of builders' rubble and green waste within the hotspot area.

The services rendered by the Section: Area Cleansing include but are not limited to street cleaning and emptying of litter bins.

Additional street and skip bins were procured and delivered in the 2023/24 financial year. The specifications of these bins were amended to render a more robust bin with a small opening on top, making it difficult for people to scratch the bin and litter / mess around.





Area Cleansing functions

The images below illustrate how operational the municipality is with street sweeping in areas.



Illegal dumping clearing

The images below illustrate how the municipality is operational in clearing up illegal dumping areas.



EPWP Employment Opportunities created in the 2023/24 financial year

The table below indicates the EPWP employment opportunities created in the 2023/24 financial year

Table 106: EPWP employment opportunities

July 23	Aug 23	Sept 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	June 24
372	394	394	418	426	431	208	250	283	282	366	406



3.7.3 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 that 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

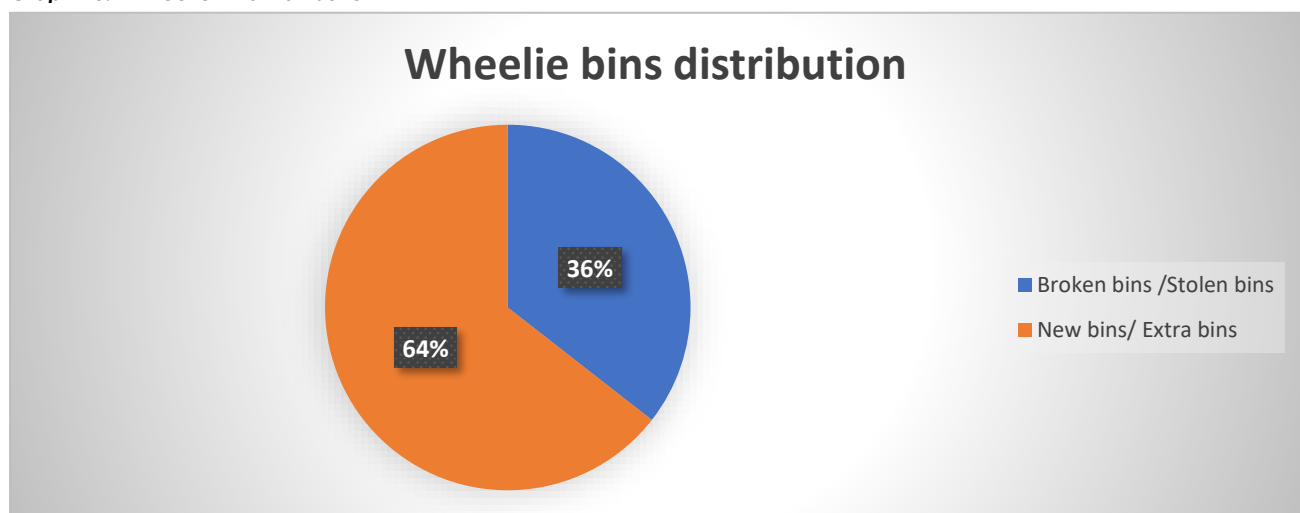
The following information is drawn from the available data regarding wheelie bin distribution for the 2023/24 financial year:

Table 107: Refuse bins distribution

Bins	Total
Broken bins	321
New bins	582
Total	903

The graph below illustrates the wheelie bin distribution in the 2023/24 financial year:

Graph 15: Wheelie Bins Distribution





3.7.4 WASTE DISPOSAL AND WASTE

Waste Minimisation and Disposal

Recycling: Material Recovery Facility

The Stellenbosch Municipality Integrated Waste Management Facility (IWWMF), located next to the landfill, commenced operations on the 1st of April 2021. The amount of recyclable waste managed and processed at the municipality's Material Recovery Facility (MRF) has ranged from 108 to 136 tonnes monthly. Accepted recyclable materials include paper, cardboard, glass, plastic bottles and containers, and metal packaging.

Figure 16: Material Recovery Facility (MRF)



Within the Material Recovery Facility (MRF), a variety of recyclable waste is received from residential collections, recycling drop-off locations, and commercial / industrial collections. This waste is then fed onto a conveyor belt where workers meticulously sort through the materials, separating them into different waste streams such as plastic, tins, and paper. Any remaining tailings and non-recyclable general waste will fall off the end of the conveyor belt into a skip. This waste is then disposed of in a landfill by the designated service provider.



The recyclable waste that has been successfully sorted is then compacted or baled at the MRF before being collected or transported by recycling companies for further processing.

Figure 17: Operations underway inside the MRF



The fencing and paving around the MRF have been successfully completed. A service provider has been appointed to carry out upgrades to the MRF, with work scheduled to begin in the new financial year of 2024/2025.

3.7.5 DISPOSAL FACILITIES

Stellenbosch Landfill site

The Stellenbosch Landfill, located on Devon Valley Road, consists of four cells. Cells 1 and 2 have reached their maximum capacity and are no longer accepting waste but are in the process of being capped. Cell 3 is currently active and is designated to receive all incoming waste after it has been through the recycling process. The waste in Cell 3 is covered and compacted daily to ensure the site remains efficient and compliant with regulatory standards. As for Cell 4, sections A and C have been completed, and the municipality is currently awaiting approval from the Department of Water and Sanitation.



Due to the limited airspace available at the Stellenbosch Landfill, all general waste has been redirected to a private landfill located in the City of Cape Town area at Vissershok Waste Management since 2019. This transfer process is still ongoing. All waste collected by Stellenbosch municipal-owned vehicles, contractors working for Stellenbosch Municipality, and private users is now being transported from the Klapmuts Transfer Station to the Vissershok Waste Management Facility for proper disposal. Only waste from area cleaning is sent to the landfill, while all other types of waste are either recycled, stored for future use, or repurposed on-site. For example, soil is used as cover material, and builders' rubble is used to construct roads on the premises.



Green Waste

The municipality is currently implementing a waste diversion programme to reduce organic waste going to landfills. This programme involves chipping and composting garden waste collected at the Stellenbosch Landfill Site. Residents and businesses can drop off their garden waste at the landfill, while Franschhoek residents have the option to use the Franschhoek drop-off facility. The collected waste is then transported to the Stellenbosch Landfill Site for chipping and shredding. The municipality managed to divert approximately 20% of organic waste from the landfill site during the 2023/24 financial year.



Garden waste Area where chipping takes place.

Builders Rubble

The builder's rubble is crushed, stockpiled, and transported off-site once it is sold and collected by contractors. Crushing of materials is included in the contract awarded to the current contractor responsible for operating and overseeing the landfill site. Brick reclamation is closely monitored by the site supervisor, who regulates the process, maintains records, and ensures that all individuals entering the landfill wear protective gear and are registered in the site's database.



Crushing of builder's rubble



Reclaiming of bricks at the site

Drop-off Area

On-site, there are general waste storage containers that are utilised by the local community for temporary waste drop-off. Once these containers are full, they are transported to Vissershok Landfill by a private waste contractor. Additionally, there are lockable 30m³ hazardous waste containers available for the storage of household hazardous waste that is dropped off by the public. The service provider removes the waste once the container is full.



Public Drop-off Area

Completed Projects

The Waste Management Administration Offices have been successfully constructed and will be fully operational. This facility will serve as the headquarters for waste management (waste minimisation and disposal officials) and will also function as a convenient location for the sale of coupons. This initiative aims to streamline the process for landfill users by providing them with easy access to purchase coupons on-site, ultimately enhancing their overall experience.



Waste Management Administration Office

The newly constructed weighbridge is an integral component of the landfill site project, designed to accurately measure incoming and outgoing waste. A system is currently being implemented to ensure precise billing through the use of coupons.



Weigh Bridge at the Landfill Site

Klapmuts Transfer Station (KTS)

The KTS, a general waste transfer station, was established in 2000. It serves as a hub for all general waste collected in the Stellenbosch Municipal Area. The facility includes an open-sided, roofed structure where waste is deposited, transferred, and stored before disposal. The process of filling the bins is carried out using two TLB machines and a hook-lift truck, which replaces the filled bins with empty ones in the bays. Once the containers reach capacity, they are transported by the contractor to the privately owned Vissershok Landfill Site in Cape Town for disposal. Currently, the KTS is operating at full capacity, with around 120 x 30m³ containers transported to Vissershok weekly, totaling approximately 3 600 tons per month. Skips are available on-site for public waste disposal. A service provider has been appointed for the upgrade of the Klapmuts Transfer Station.

Franschhoek Drop-off Facility

The Franschhoek Drop-off Facility is dedicated to offering a complimentary service to the residents of Franschhoek and its neighbouring areas for the disposal of garden waste and bulky items. A contractor has been assigned to transport garden waste to Stellenbosch Landfill and bulky items to Vissershok Private Landfill.

Compliance

For disposal facilities such as landfills and transfer stations to operate in accordance with relevant legislation, it is imperative that all landfills are licensed and managed in strict adherence to the conditions outlined in the license. Internal audits are a crucial component of these legal obligations.



Internal audits of the Material Recovery Facility (MRF), Klapmuts Transfer Station, and Stellenbosch Landfill Site were carried out quarterly by municipal officials in compliance with waste management legislation and industry standards. The municipality's commitment to conducting regular audits demonstrates its dedication to upholding these standards and continuously improving its waste management practices.

Landfill gas migration and air quality monitoring are conducted quarterly at the landfill site by a service provider appointed by the municipality. Surface and groundwater are sampled and analysed biannually by a service provider also appointed by Stellenbosch Municipality to prevent contamination by leachate.

External Audit

In accordance with the norms and standards outlined in the National Environmental Management Waste Act (NEMWA), it is imperative that management practices at all sites are compliant with the regulations. This includes adhering to specific sections of the Minimum Requirements for Waste Disposal by Landfill (DWAF, 1998) and other relevant guidelines. To ensure that waste management practices meet the necessary conditions, landfill owners are required to engage the services of an external auditor on a regular basis, at least once per year, to conduct an independent landfill compliance audit.

To maintain compliance, independent audits have been conducted by a specialist consultant at both the Stellenbosch landfill, the MRF, and the Klapmuts Transfer Station, as stipulated in the waste management license conditions and norms and standards. A thorough review of the audit findings is conducted after six months to identify areas for improvement.

Education and awareness

The Request for Quotation (RFQ) for the Waste Awareness Strategy has been advertised, and a service provider has been appointed to develop the strategy in the upcoming financial year, 2024/2025. This strategy will play a crucial role in the development plan for future awareness campaigns.

The primary goal of these education and awareness campaigns is to educate and empower communities on the importance of waste minimisation and recycling. By doing so, the municipality aims to reduce the amount of waste sent to landfills and maintain a clean environment. Surveys are conducted to identify issues such as illegal dumping and to determine how the municipality can best support communities in improving the environment and delivering services effectively.

During the financial year, 2023/24, several awareness campaigns were planned and successfully implemented. These included the following:

- Swop shops in Klapmuts and Franschhoek;
- Klapmuts door-to-door survey; and
- George Blake door-to-door survey.



Swap shop event in Klapmuts on the 29th of February 2024

The Swap Shop event was held on 29 February 2024 at the Klapmuts Multipurpose Centre by the Waste Management Team.



Swap shop event in Groendal Sport Ground in Franschhoek on the 13th of June 2024

The Swap Shop event took place on 13 June 2024 at the Groendal Sport Ground in Mooiwater. The Waste Management team organised the event with the assistance of the Law Enforcement team. The event was successful, with a large turnout from the residents of Mooiwater, who brought their recyclables to exchange. The event also saw significant support from the youth, including school learners and children. In total, 5 400kg of recyclables were collected during the Mooiwater Swap Shop event. This demonstrates the community's commitment to recycling and sustainability. The event not only helped reduce waste but also raised awareness about the importance of recycling.



On the 20th of June 2024, Waste Minimisation Section and The Area Cleaning Team (EPWP) conducted a door-to-door environmental awareness campaign and distributed recycling bags in Ward 18 of Mandela City at Klapmuts. The purpose of this initiative was to address community concerns and assess the extent of the issues identified by residents. During the campaign, about fifty households in the area were visited to promote waste recycling and reduce the amount of waste being disposed of in water streams. The purpose was also to raise awareness about municipal services and discourage illegal dumping practices. Recycling bags were distributed to households as part of the effort to encourage proper waste disposal. This initiative is not only aimed to improve the environment but also to empower residents to take an active role in preserving their community.



During George Blake Survey with informal traders on the 28 June 2024

On the 28th of June 2024, the Waste Management team conducted a door-to-door environmental awareness campaign in the Plankenbrug Industrial area on George Blake Road, including the shops at Kayamandi mall and informal street vendors. A questionnaire was used during visits to fifteen shops and ten informal traders in the area. The primary goal of the campaign was to promote waste recycling to reduce the amount of waste being disposed of in the water stream. Additionally, the team aimed to inform residents about municipal services and educate them on the negative effects of illegal dumping.



The table below indicates the service levels of refuse removal as at 30 June 2024.

Table 108: Refuse removal service delivery levels

Description	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Household							
Refuse Removal: (Minimum level)							
Removed at least once a week	37 207	49 072	48 988	37 926	49 300	50 792	50 792
Minimum Service Level and Above Sub-Total	37 207	49 072	52 374	37 926	49 300	50 792	50 792
Minimum Service Level and Above Percentage	78.7	93.7	93.5	100%	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	N/A
Using communal refuse collection	N/A	N/A	N/A	N/A	N/A	12 161	12 346
Using own refuse dump	5 358	6 453	2 323	N/A	N/A	N/A	N/A
Other rubbish disposal	766	N/A	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	N/A
Below the Minimum Service Level Sub-Total	7 188	7 517	3 387	N/A	N/A	N/A	N/A
Below the Minimum Service Level Percentage	8.80	11.66	6.5	N/A	N/A	N/A	N/A
Total Number of Households	44 395	56 589	5 5761	38 990	49 300	62 953	63 138

The table below indicates the capital expenditure for the Department: Waste Management Services as at 30 June 2024.

Table 109: Capital expenditure as at 30 June 2024: Department: Waste Management Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Expansion of the landfill site (New cells)	67 281	65 366	2.85%
Landfill Gas To Energy	9 907	3 276	66.94%
Vehicles: Solid Waste	7 713	5 040	34.66%
Upgrade Material Recovery Facility	1 022	1 022	0%
Street Refuse Bins	843	843	0%
<i>Only the five largest capital projects are listed.</i>			

The Department: Waste Management Services has spent 85% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Waste Management Services.

Table 110: 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	0	0	0	0
14 – 17	3	3	0	0
9 – 13	7	6	1	14.2
4 – 8	24	23	1	4.1
3 – 0	40	39	1	2.5
Total	74	71	3	4.1



3.8 INTEGRATED HUMAN SETTLEMENTS

3.8.1 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 Section: Housing Development managed a capital expenditure budget of R2 579 958, which includes grant funding by the Provincial Department of Infrastructure (PDol) as well as municipal funds on future housing projects. An amount of 94.22% of the budget allocated to the Section: Housing Development was spent on projects in the financial year under review.

Communication from the PDol on 17 November 2023 indicated the adjusted targets and funding allocation of the approved 2023/24 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 2023/24 financial year is stipulated in the tables below, as extracted from the said letter.

3.8.1.1 Housing Development Capital Budget

Table 111: Department: Housing Development capital budget

Sites	2023/24 Adjustment Budget	
	Funding Source	Budget
Erf 64, Kylemore	HSDG	1 167 000
Erf 7001 Cloeteville (380) FLISP	HSDG/CRR	340 502
Erven 81/2 and 82/9, Stellenbosch	CRR	204 431
Housing Projects (Social housing planning)	CRR	9 066
Jamestown: Housing	HSDG / CRR	579 959
Northern Extension: Feasibility	HSDG / CRR	279 000
Total		2 579 958

3.8.1.2 Human Settlement Development Grant (HSDG)

Stellenbosch received an overall allocation on the Provincial Business Plan for human settlements, which includes planned projects, upgrading of informal settlements, and implementation of projects (services and top structures) that are depicted in the tables below:

Table 112: Human Settlement Development Grant (HSDG)

Stellenbosch Municipality	2023/24 Planned		
	Sites	Units	Funding R'000
Vloftenburg Longlands (106 increased to 144) IRDP	0	0	2 400 000
Stellenbosch Jamestown Phase 2 - 4 (1016) IRDP	0	0	1 223 000
Cloeteville (380) FLISP	0	0	1 400 000
Kylemore (600)	0	0	1 167 000
Ida's Valley	0	0	350 000
Total	0	0	6 540 000



3.8.1.3 Informal Settlements Upgrade Partnership Grant (ISUPG)

Table 113: Informal Settlements Upgrade Partnership (ISUPG)

Stellenbosch Municipality	2023/24 Adjusted Budget		
	Sites	Units	Funding R'000
ISSP Kayamandi Zone O (711) UISP	178	0	13 350 000
Langrug Franschhoek Mooiwater (236)	0	0	1 000 000
Total	178	0	14 350 000

3.8.2 HOUSING MULTI-YEAR PROJECTS

The South African Constitution, of 1996, enshrines the right of everyone to have access to adequate housing and makes it incumbent upon the state to take reasonable legislative and other measures within its available resources to achieve the progressive realisation of this right. This is accomplished by providing dignified living through national and provincial funding within closer proximity to employment opportunities, thereby improving the quality of life of all citizens.

The Section: Housing Development, whose main function is to apply for funding to initiate and obtain development rights for future housing developments, resorts to the Housing Pipeline, which, amongst other things, focuses on the following multi-year projects:

a) Erven 412, 217, and 284 Groendal, Franschhoek

Erven 412, 217, and 284 Groendal are located along Santa Rose Street in Groendal, a suburb of Franschhoek, next to the R45. The site falls within an area characterised by medium- to high-density residential, non-residential, and light industrial uses.

Various studies have been undertaken over the years regarding the development of Erf 412. Most of the studies included extensive public participation processes. The outcome of these studies was that the property should be developed for high-density residential units but also include business (light industrial) opportunities. 2016 saw the rezoning of Erf 412 to a subdivisional area, allowing for general residential, local authority, and general business uses. The initial plans for Erf 284 were to develop an old age home or retirement village; due to financial constraints, this never materialised.

The Section: Housing Development undertook a process to formulate a Call for Proposals in line with the approved Council agenda item.



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. We have received comments from both PDol and Directorate: Corporate Services. After a legalities investigation, an agenda item will be referred to the Council during the first quarter of the 2024/25 financial year to select the best option to develop the said properties.

b) 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 user section 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.

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). NASHO to further assist the municipality to follow a procurement process and appointed a registered and accredited auditing firm on 22 May 2023. The final report was received in May 2023, and the tender was awarded subject to the approval of a Land Availability Agreement (LAA) by the Council, and no appeals were received.

The service provider received the draft LAA and submitted amendments to the municipality's attorneys on 27 May 2024 for scrutinising. The conclusion of the LAA will be finalised during the first half of the 2024/25 financial year.

c) Erf 7001, Cloetesville

The goal of this development is the delivery of medium- to upper-GAP housing, which 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.

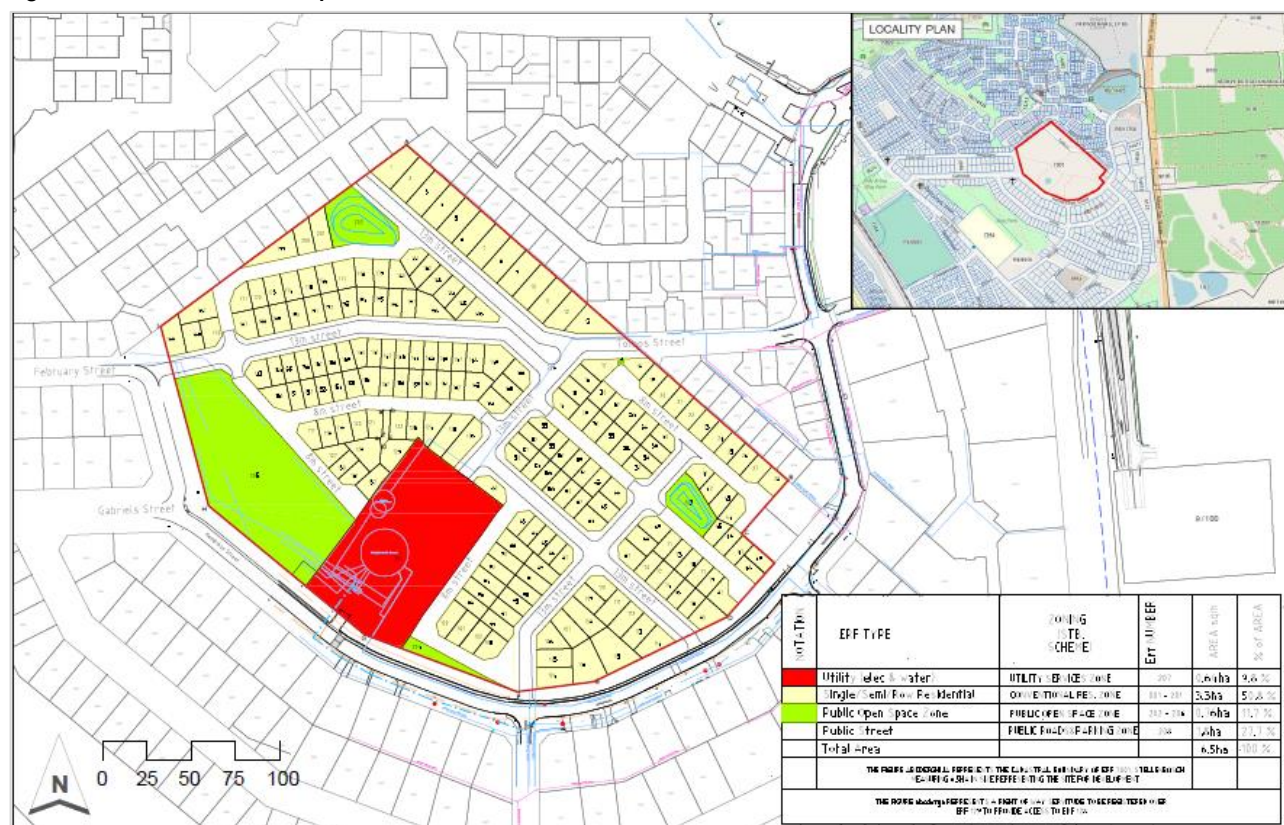
Stellenbosch Municipality is essentially making the land available (via the ATR processes) to a developer to develop housing opportunities in the GAP market.

The PDol 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 during December 2022. Thereafter, the amended urban design and layout plan has been finalised and submitted to the Section: Land Use Planning to obtain development rights.

The normal planning process will continue, whereby it will be referred to the Municipal Planning Tribunal (MPT) during the next financial year.

Figure 18: Erf 700, Site Development Plan





d) Farm 527, Jamestown (Phases 2 and 3)

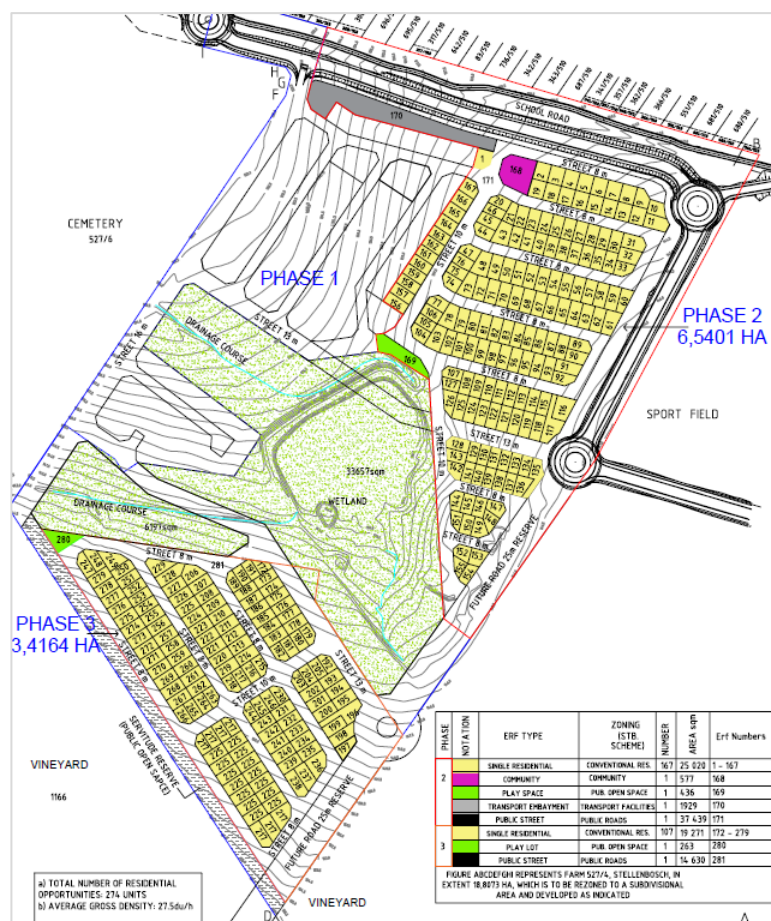
The subject property is located on the southern edge of the suburb of Jamestown, east of the R44 between Stellenbosch and Somerset West. It is flanked by an existing cemetery on its western boundary and a sports field located centrally on its northern edge.

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 concluded 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.

Figure 19: Farm 527, Jamestown (Phases 2 and 3)



The municipality went out on a procurement process seeking the services of a multi-disciplinary team of professionals to undertake a broad conceptual urban design framework and to obtain town planning and development rights.

The PDol gazetted the business plan in March 2022 and approved the funding for the outer years. Therefore, the appointment of a service provider could only be concluded during June 2022 and the Service Level Agreement during September 2022.

The rezoning and subdivision application was submitted on 9 December 2022 to the Section: Land Use Planning, and the public participation process for the town planning application was concluded on 15 May 2023. Approval of the Land Use Planning application is anticipated in the next financial year for Phases 2 and 3.

e) Adam Tas Corridor Precinct 10 (Northern Extension), Stellenbosch

The project is situated north of Kayamandi, adjacent to Cloeteville and the Welgevonden Estate. The sites are located on the western side of the R304 (the main arterial from the north) to Stellenbosch.

The specific site has been earmarked to provide a mixed-use development that could yield $\pm 4\,000 - 4\,400$ residential opportunities to address the housing need experienced in Stellenbosch.



It should be noted that a portion of the development has been identified as a possible relocation area for the redevelopment of the Kayamandi Town Centre and other related projects.

A tender was advertised, and a service provider was appointed to undertake a Broad Conceptual Urban Design framework for the Adam Tas Corridor Precinct 10 (Northern Extension) and to obtain town planning and development rights. All specialist studies have been completed. 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.

The service provider submitted the land use application in terms of Section 15(2) of the Stellenbosch Municipality Land Use Management Bylaws, 2015, to obtain development rights; thereafter, the application will serve at the Municipal Planning Tribunal for decision-making. It is anticipated that the development rights could be obtained during the 2024/25 financial year.

Map 5: Location of the proposed development of the Northern Extension





f) Erf 64, Kylemore

The identified property is 15.5 ha, of which the municipality requires ± 8 ha 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 PDol were attended to.

Figure 20: Erf 64, Kylemore



A Project Steering Committee (PSC) was elected, and a PSC Social Compact workshop was held on 16 November 2022 in Kylemore.

A site inspection took place with the PDol on January 27, 2023, to assess the property against the funding application that was submitted to the PDol.

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.

Notice was given in terms of the Environmental Impact Assessment (EIA) Regulations, 2014, published under Section 24 of the National Environmental Management Act (NEMA; Act No. 107 of 1998), as amended, of a public meeting held with Interested and Affected Parties (I&APs) for the proposed development of Sustainable and Integrated Human Settlements.

An open day was held on 15 August 2023 with interested parties to discuss the proposed project and give further project details. The amended draft concept layout has been completed, and the Land Use Application has been submitted to Section: Land Use Management before the end of March 2024; however, the Directorate: Infrastructure Services requested that a GLS study (a study that analyses the capacity of the bulk water and sewer services) must be undertaken. This study is required to determine whether the current bulk services can accommodate the proposed development.

These additional specialist studies have increased the scope of work that the sub-consultant was originally appointed for. Further studies are currently ongoing.



3.8.3 STRATEGIC DOCUMENT: INTEGRATED HUMAN SETTLEMENT PLAN FOR THE PERIOD 2022 – 2027 FOR STELLENBOSCH MUNICIPALITY

All municipalities are required to have an approved Integrated Human Settlements Plan (IHSP). Stellenbosch Municipality drafted an Integrated Human Settlement Plan (IHSP) in line with the Western Cape Government: Department of Human Settlements.

The guidelines require that the Housing Pipeline be informed by an IHSP aligned with the Master Spatial Development Framework (MSDF) and the Integrated Development Plan (IDP).

A service provider was appointed to compile an Integrated Human Settlement Plan for Stellenbosch Municipality.

The draft Integrated Human Settlement Plan was submitted to the Council for approval, and the draft IHSP was advertised for soliciting public inputs / comments. The official notice was published in the newspaper (Eikestadnuus) on 3 August 2023 and on the municipal website on 4 August 2023. The closing date for inputs / comments was 6 October 2023.

One comment was received from a coalition that included the Stellenbosch Interest Group, Kylemore Community Development Forum, Raithby Ratepayers Association, and Jamestown Heritage. In collaboration with the service provider, feedback on the inputs / comments was submitted to the Council for approval on 27 June 2023. The IHSP was then formally approved by the Council.

3.8.4 INFORMAL SETTLEMENTS

The Section: Informal Settlements is responsible for managing twenty-nine informal settlements within the Stellenbosch Municipality district (WC024). Recent surveys conducted by the Section and independent service providers indicate that the number of informal structures stands at approximately 21 202 (Section: Informal Settlements Matrix, 2024). This number highlights the significant challenges residents face, including limited access to basic services.

As a result, the Section: Informal Settlements plays a crucial role in addressing the demand for basic services within these informal settlement areas. It collaborates with other departments and sections to implement upgrading projects and provide essential services to residents living in these areas.

One notable initiative is the Zone O relocation project, which involved relocating 55 households to a decanting site and providing beneficiaries with Temporary Relocation Accommodation (TRA) and access to basic services. This project facilitated the municipality's ability to begin the construction of civil infrastructure for the planned housing project in Zone O, Kayamandi. Additionally, the provision of 22 toilets and 8 water taps in Mandela City, Klappmuts, reflects the Stellenbosch Municipality's commitment to dignified living and adherence to national standards and norms for water and sanitation provision. These successes are attributed to the dedication and collaboration with the community.

The Section: Informal Settlements is also actively engaged in monitoring and reporting on the growth of informal settlements within Stellenbosch Municipality (WC024) and ensuring the delivery of adequate basic services.



3.8.4.1 Upgrading of Informal Settlements Project

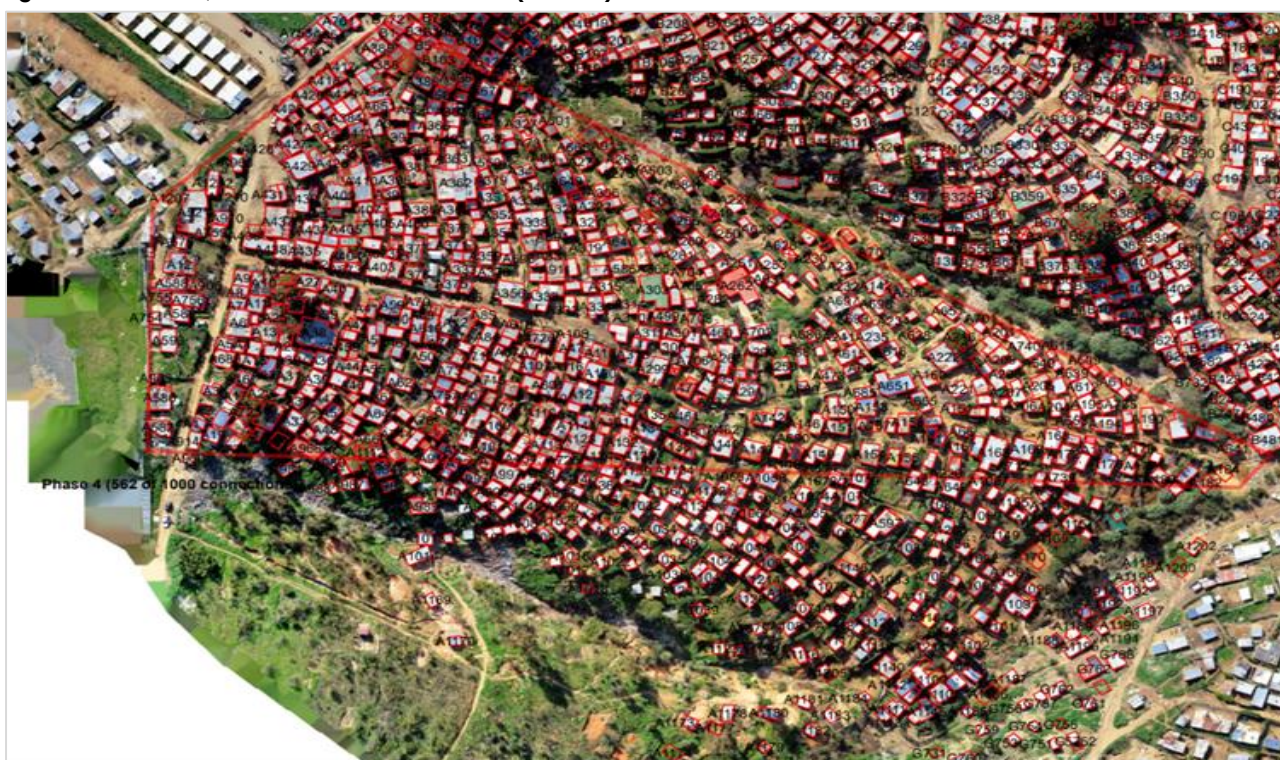
To make sure that planned brownfield projects go smoothly, this section oversees coordinating with the community and involving stakeholders in several upgrading projects in WC024.

Enkanini, Kayamandi

The beneficiary verification and administration for the electrification of 3 300 households in Enkanini, Kayamandi, have been completed, with 1 000 structures verified in the last financial year (2023/24). All households in Enkanini now have active electricity connections.



Figure 21: Enkanini, Section A 1 000 connections (Phase 4)



The tables below reflect the verification of households and subsequent electrical connection completed at Enkanini, Kayamandi, over a period of three financial years.

Table 114: Verification of households

Phase 2	Phase 3	Phase 4
2021/22	2022/23	2023/24
1 000	1 300	1 000

Zone O, Kayamandi

The relocation of 55 households from Zone O, Kayamandi, to a decanting site in Watgang TRA 2 was successfully managed and completed. This relocation enabled the Section: Project Management Unit within the Directorate: Infrastructure Services to proceed with the implementation of the housing development.



Langrug and Mooiwater, Franschhoek

Project Assistance Committees (PACs) were successfully established in Mooiwater and Langrug to assist with the management and implementation of relocations from Langrug Dam to Erf 3229, addressing the Langrug Dam emergency.



Replacements of emergency housing units (wendy houses)

As part of maintaining emergency housing units, the Section: Informal Settlements has replaced approximately 30 dilapidated wendy houses, thereby restoring dignified living conditions for the residents.

The provision of basic services

The Department: Informal Settlements facilitated the provision of new ablution services to residents at informal settlements.

Table 115: 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

Survey of backyard dwellers in Franschhoek

The Section: Informal Settlements is responsible for the identification and facilitation of the provision of essential services in informal settlements. This is accomplished by collaborating closely with other departments and sections to guarantee a successful project implementation.



During the financial year under review, the following projects were successfully implemented:

Water and sanitation

- 30 Kyloos toilets and 12 taps that were dilapidated and vandalised were replaced with new concrete toilets and taps at Enkanini, Kayamandi.
- 15 new concrete toilets and 8 taps were constructed in Mandela City, Klapmuts.
- new toilets and 6 taps were constructed at the decanting site on Luyolo Street, Kayamandi.
- 16 new taps were installed in Mountain View, Jamestown.
- 16 new taps were installed on municipal property in Covid Camp, Lanquedoc.
- 6 new taps were installed on municipal property in Langrug, Franschhoek.

Electricity

- 1 000 households were connected to the grid and meters activated for use in Enkanini, Kayamandi.
- 1 000 households were connected to the grid, and meters were activated for use in Enkanini, Kayamandi.
- 28 households were connected to the grid, and meters were activated at the decanting site on Luyolo Street, Kayamandi.
- Mountain View electrification: engagements are at advanced stages with Eskom to provide electricity to households.

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 summarises the basic services in informal settlements in WC024.

Table 116: Provision of basic services

Item	Luyolo Street	Mandela City	Mountain View	Enkanini	Covid Camp	Langrug	Total
Water and Sanitation	5 toilets 6 taps	15 toilets 8 taps	22 taps	30 toilets 12 taps	8 taps	6 taps	50 toilets and 62 taps
Electricity	28 connections	224 connections	In process	1 000 connections	-	-	1 252 connections

3.8.4.2 Survey of backyard dwellers in Franschhoek

A tender will be advertised to appoint a suitably qualified service provider to undertake a demographic survey of backyard dwellers in Groendal and Mooiwater in the 2024/25 financial year.

Standard Operating Procedures (SOP)

In accordance with the Manager: Informal Settlements KPI linked to the SDBIP, Section: Informal Settlements has completed two SOPs (standard operating procedures) for effective and efficient service delivery in emergencies, such as fires, high winds, and floods:

- Verification response to backyard structures; and
- Verification for issuing flood kits.



Informal settlements matrix—basic service provision and requirement

Continues monitoring and reporting on the provision of basic services in the informal settlements that are depicted in the table below, which provides summative statistics to meet the national norms and standards for access to basic services.

Table 117: Informal Settlements matrix – basic service provision and requirement

Item	Number of ablution facilities provided by Council	Number of taps and tanks provided by Council	Informal settlements with grid electricity	Number of informal settlements recognised by Council	Performance comment
The number of informal settlements recognised by the Council	0	0	0	29	n/a
The number of informal settlements not recognised by the Council	0	0	0	2 - Klapmuts Farm, Klapmuts and Covid Camp informal settlement, Lanquedoc	Klapmuts farm-Settlement not recognised, land initially used for live-stock farming with 32 structures. Over time, more households erected structures. (2018 in-house survey) Covid IS- an illegal invasion of private property (2020)
The number of structures	0	0	0	21 202	n/a
The number of households	0	0	0	24 377	n/a
The number of toilets provided	1203	0	0	0	n/a
The number of toilets required	2149	0	0	0	Shortfall of 946
The number of chemical toilets	119	0	0	0	n/a
The number of water taps provided	0	760	0	0	n/a
The number of water taps required	0	416	0	0	Surplus of 194
Water tanks	0	28	0	0	n/a
Electricity supplied	0		22	0	n/a
Electricity not supplied	0	0	7	0	Watergang IS, Slabtown, Ghiff Pniël, Meerlust Simondium, Covid Camp, La Rochelle, Klappmuts farm

3.8.4.3 Disaster and Emergencies

The Section: Informal Settlements assists the Section: Disaster Management in emergencies by verifying data collected from disaster victims. These emergencies often involve fire incidents in



informal settlements and backyarders of formal structures, as well as flooding and intense winds that are verified, and a report is used within 24 hours for an effective and efficient response.

Additionally, the National Department of Human Settlement (NHoDS) has played an integral part in providing aid with respect to emergency relief assistance (building material) to destitute households in the Stellenbosch Municipality area, notably the Zone O, Kayamandi fire incident where 241 households were left destitute.

Table 118: 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)	25	21	92	0
Informal settlements	39	627	1773	15
Total number of fires and structures impacted by incidents in all areas	64	648	1 865	15

3.8.4.4 Evictions

The municipality conducts weekly meaningful engagements with families facing eviction through court proceedings. This process includes meetings with the applicant, respondent(s), Chief Legal Advisor of the Municipality, Manager: Informal Settlements, and Administrative Officer of emergency housing. The goal is to find an amicable solution while considering the municipality's constitutional obligations.

The table below indicates the number of eviction matters as of 1 June 2023 to 30 July 2024.

Table 119: Number of evictions matters

Notices of evictions received	Number of meaningful engagements held	Court orders issued	Settlement agreements	Evictions completed	Refused /Rejected alternative accommodation
71	70	30	30	8	20

3.8.4.5 Development proposals / strategy

The Section: Informal Settlements has outlined a development strategy for each informal settlement within the municipal area. These strategies are categorised into Clusters 1 to 5 of the matrix (Department: Informal Settlements Matrix, 2024) and are based on three pillars:

- ⚙️ A synopsis of existing basic services, including an analysis of service provision shortfalls.
- ⚙️ Demographic information of household heads and a desktop risk analysis of the settlement.
- ⚙️ Development proposals aligned with three strategic documents: Integrated Development Plan (IDP), Spatial Development Framework (SDF), and the Stellenbosch Municipality Housing Pipeline.

These proposals are also aligned with the municipality's budget cycle as well as the provincial budget cycle.



3.8.5 Housing Administration

3.8.5.1 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 97 title deeds were transferred for the 2023/24 financial year. The transfers were completed in the following areas:

Table 120: Transfer of housing stock

Area	Total
Cloetesville	15
Kayamandi	44
Klapmuts	17
Franschhoek	4
Pniël	1
Longlands	16
Total	97

Table 121: Total properties registered at the deeds office (during 2023/24)

Total properties registered at deeds office (during 2023/24)	
Historical project title deeds registered	50
New project title deeds registered*	47
TOTAL ERVEN	97

* Funding for the title deeds was provided through the Title Deed Restoration Programme. It is only given for houses of subsidies approved.

The Section: 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.

Stellenbosch Municipality has entered into a partnership with an NGO named Khaya Lam, which assists municipalities across the country to transfer houses still in municipal ownership but originally intended for transfer to the beneficiaries. They have assisted the municipality with 2 324 transfers to date. The NGO provides funding for the temporary appointment of staff to enhance capacity and provides funding to the municipality per the title deed registered. The donation is used to appoint field workers to assist with the beneficiary's administration of the transfer processes.

Historic Township Establishment Rectifications

This backing by the NGO (Khaya Lam) has been extended with their assistance to cover the costs of the registration of the General Plans and the related transfers in respect of the Township Establishment rectifications done on the Historic Kayamandi projects (Project 4B, Project 5A, and Project 8), after obtaining the land use rights on these projects that were built between 1998 and 2008, in terms of the Municipal Planning Tribunal (MPT) approval in February 2023.

These projects are listed in the table below and contain a combined total of 280 transferrable properties. The signing of Deeds of Sales in respect of these properties commenced in April 2023, and



a total of 165 Deeds of Sales had been concluded with the beneficiaries of the transferrable properties by 30 June 2024. These deeds of sale are ready for lodgement with simultaneous registration of the general plans.

Table 122: Old Kayamandi Projects built between 1998 and 2008 for which underwent rectifications (2023/24)

Project	Original Mother Erf	New Mother Erf	General Plan No	Land Use Right Obtained	Total Transferable Properties	Total Deeds Of Sale Signed
Project 4B Red Bricks (56 Erven)	Erf 1070, Kayamandi (GP3343/1993)	Erf 5107, Kayamandi	GP2720/23	To consolidate and subdivide into 56 erven and registration of General Plan at the Office of the Surveyor General	51	23
Project 5A Snake Valley (184 Erven)	Erf 707 and Erf 5107, Kayamandi (GP7988/1991) and Erf 1070, Erf 5107, Kayamandi (GP3343/1993)	Erf 1980, Kayamandi – (SG 48/2024)	GP50/2024	Closure of public open space, consolidate and subdivide Erf 1980 into 130 erven (124 erven and 6 PPS) and registration of General Plan at the Office of the Surveyor General	124	77
	Erf 707 and Erf 5107, Kayamandi (GP7988/1991) and Erf 1070 and Erf 5107, Kayamandi (GP3343/1993)	Erf 1981, Kayamandi – (SG 49/2024)	GP50/2024	Closure of public open space, consolidate and subdivide Erf 1981 to 54 erven (51 erven and 3 PPS) and registration of General Plan at the Office of the Surveyor General	51	29
Project 8 - Mpelazwe (55 Erven)	Remainder of Erf 288, Kayamandi (GP149/1987)	Erf 5106, Kayamandi (SG39/2024)	GP40/2024	Formal rezoning and subdivision completed, closure of public roads and registration of General Plan at the Office of the Surveyor General	54	36
TOTAL					280	165



In addition to the above township establishment rectifications, the Section: Housing Administration has identified another three housing projects of which the subdivision approvals have lapsed in terms of Section 27(7) of LUPA, as no properties were transferred within the prescribed legal period of 5 years from approval. The projects all date to the early 2000s.

These projects being:

- Unregistered Erf 2046, Klappmuts—a portion of Remainder Erf 812, Klappmuts (better known as Project 52, Klappmuts);
- Unregistered Erf 15095, Stellenbosch - Remainder Erf 6846, Stellenbosch (better known as The Steps; and
- Unregistered Erf 14599, Stellenbosch, comprising a portion of Erf 8937, Stellenbosch; Remainder Erf 6852, Stellenbosch; a portion of Erf 6851, Stellenbosch; and Erf 6667, Stellenbosch (better known as Orlean Lounge).

The aforesaid NGO has extended further assistance through the appointment of a Land Use Planner and professional team, funded by Khaya Lam, to reapply for the subdivision of these three properties. This is necessary to enable the Municipality to finalise the formal registration of these properties with the Surveyor-General and the Deeds Office so that the title deeds of the properties can be transferred to the intended beneficiaries.

Land Use Applications (LUAs) were drafted and submitted to the Section: Land Use Planning in April 2024. Exemption from advertising has already been obtained, and all three applications are being prepared for submission to the Municipal Planning Tribunal for a final decision. These 3 projects have a combined total of 211 transferrable even.

Table 123: Three projects for which new Land Use Applications have been lodged (2023/24)

Project	Original Mother Erf	New Mother Erf	General Plan No	Land Use Planning Application Submitted	Total Transferable Properties
Project 52 "red roofs" Klappmuts 52 erven)	Erf 812, Klappmuts (GP3685/1999) Farm 744 of Portion 3	Unregistered Erf 2046, Klappmuts	To be established	April 2024	49
The Steps Cloeteville (74 erven)	Unregistered Erf 5095, Stellenbosch (GP4720/2006) Remainder Erf 6846, Stellenbosch	Unregistered Erf 15095, Stellenbosch	To be established	April 2024	72
Orlean Lounge (91 erven)	Unregistered Erf 14599, Stellenbosch (GP4717/2006) comprising of a Portion of Erf 8937, Stellenbosch Remainder of Erf 6852, Stellenbosch, Portion of Erf 6851 SB and Erf 6667 SB	Unregistered Erf 14599 SB	To be established	April 2024	90
TOTAL					211



Title Deed handovers

A total of 151 title deeds were handed over in the 2023/24 financial year. The Longlands low-income housing development has been one of the developments that benefitted in the 2023/24 financial year. A total of 91 title deeds were handed over to their approved beneficiaries.

The Executive Mayor, Adv Gesie van Deventer, personally handed over 80 of the original title deeds to their respective beneficiaries in the Longlands Development during the formal handover event held on 28 September 2023 in the Methodist Church hall, Vlottenburg.

On 24 May 2024, the Executive Mayor handed over 4 title deeds in the Kylemore, Mooiwater, and Franschhoek areas in a walk-about / door-to-door fashion to the most elderly beneficiaries and an additional 11 title deeds reaching their rightful beneficiaries through this event.

The transfer of these titles deeds is a testament to the municipality's commitment to improving the lives of its residents and fostering a community where everyone has the opportunity to own their home and participate fully in the economy.

Figure 22: Title deed handover in Longlands on 28 September 2023





Figure 23: Title deeds handed over in Kylemore, Mooiwater and Franschhoek



3.8.5.2 Housing Demand Database (housing waiting list) administration

The Section: 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 Provincial Department of Infrastructure (PDol) to assist with the data clean-up of the Stellenbosch municipal waiting list continues. The waiting list is updated and verified regularly



by the PDol 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 future housing projects to be implemented.

The Section: Housing Administration also continues with its outreach programme to update the Housing Demand Database, reaching various areas within WC024. The outreach programme aims to bring services closer to the people, mainly the elderly, disabled, and unemployed community members who have limited resources to reach municipal offices. The programme reaches the communities in their respective areas to assist them with applying or updating their application on the Housing Demand Database.

Table 146: A total of 2803 people were assisted during 2023/24 through the outreach programme

Housing Demand Database		
Areas	Dates	Nr of People Assisted
La Motte	5, 6 and 8 July 2023	194
Groendal	12, 13 and 15 July 2023	427
Total		621

3.8.5.3 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 Section: 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 Section: Legal Services for action.

The Section: Housing Administration completed an audit of all its rental stock, both staff and public rental units, concerning the occupancy of the units. For the section 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 Section: 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 Directorate: Financial Services. Interviews were conducted with occupants of flats where there appeared to be discrepancies, and detailed questionnaires were completed for every household. This enabled the section 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.

3.8.5.4 Housing Consumer Education (HCE)

The Housing Consumer Education programmes were held for beneficiaries of houses that were built between 1994 and 2014. These are housing 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 five (5) HCE workshops were held during the 2023/24 financial year, inclusive of those held before formal Title Deed handovers, outreaches for the signing of deeds of sale, and anti-social behaviour for tenants. This total excludes those HCE sessions held with individual recipients of Title Deeds and the day-to-day walk-ins.

Table 147: Consumer Education Events undertaken: 2023/24

Consumer Education Events Undertaken: 2023/24			
Date	Area	Type of Consumer Education	Total Attended
28 September 2023	Longlands, Vloottenburg	Housing consumer education was conducted with the Longlands beneficiaries in preparation for their title deed handover.	110 (Title Deeds)
15 May 2024	Kylemore, Mooiwater, and Franschhoek	Door-to-door Housing Consumer Education sessions were conducted in the areas of Kylemore and Franschhoek with the elderly people and people with disabilities.	8 (Housing Consumer Education)
18 May 2024	Franschhoek Library (for Kylemore, Mooiwater, and Franschhoek)	Housing Consumer Education and a Title Deed Handover were conducted. Fifteen (15) beneficiaries received HCE, and 5 families received their Title Deeds.	15 (Housing Consumer Education) 5 (Title deeds)
24 May 2024	Kylemore, Mooiwater, Franschhoek	Housing consumer education and a title deed handover were conducted in the areas of Kylemore and Franschhoek. This event took place in the form of a drive-through with the Executive Mayor handing over title deeds to the elderly people and people with disabilities. Housing Consumer Education was conducted with 3 beneficiaries, and 7 families received their Title Deeds.	3 (Housing Consumer Education) 7 (Title Deeds)
31 January 2024	Kloof Street Flats Block A-D	Housing consumer education was conducted with tenants of these blocks of flats around anti-social behaviour. Thirty (30) people attended this information session, and officials from the Section: Housing Administration explained the roles and responsibilities of tenant(s) versus the municipality in respect to rental stock maintenance.	30 (Housing Consumer Education)



Table 148: HCE and Public Participation

Photos Of Consumer Education Events Undertaken : 2023/24			
Date	Event	Photos	Total Attended
28 September 2023	Housing Consumer Education for the handover of title deeds to the beneficiaries of the Longlands housing development in Vlothenburg.		110 (Title Deeds)
18 May 2024	Housing consumer education for the handover of title deeds for the Kylemore, Mooiwater, and Franschoek areas was held in the Mooiwater Library.		15 (Housing Consumer Education) 5 (Title Deeds)

3.8.5.5 Maintenance of Rental Stock

The Section: Housing Administration integrated the complaints system of the Council, and all complaints about rental stock can now be monitored. The section is responsible for all maintenance of municipal rental stock, which comprises 750 rental units, 1 070 Temporary Residential Areas (TRAs), and 26 plywood hostels situated in Kayamandi that were built in 1976 for migrant labourers.

Budgetary constraints were often the main reason why maintenance issues of municipal rental stock could not be resolved. It should be noted that provision has been made for the 2024/25 financial year, which will address the backlog on maintenance work reported.

Two artisans were appointed to attend to the day-to-day plumbing and carpentry complaints as well as those on an ad-hoc and / or emergency basis.

Some of the rental stocks are very old and need major maintenance to improve the living conditions and safety of the tenants. Therefore, various service providers were appointed to address these maintenance repairs and installations at various rental stocks.



Table 149: Projects concluded at municipal rental stocks.

Area	Description of Project	Photos	
Lamla Street, Kayamandi	Demolishing a hostel that was affected by fire. This project involves the safe removal and disposal of asbestos. The hostel was demolished, and tenants were provided with emergency kits to build new structures.		
Lang / Kloof Street Cloeteville Flats	Erecting new fencing and gates to improve security on the boundaries and parking areas of blocks A-J. This project was conducted to protect tenants against crime that is happening in the area.		
Units 13 and 14 Monteray Flat, Rhode Street	The project involved the safe removal and disposal of the asbestos roof, followed by the installation of a new roof. The units were severely leaking when it rained, and the roof had to be removed and replaced with new roofing.		
Units 607 and 611 Lavanda Flats and units 611 and 612 Phyllaria Flats	Removal of damaged waterproofing layer and installation of a new layer. The units were leaking during rainy days.		



Area	Description of Project	Photos
Phyllaria Flats, Jan Celliers Street	Fixing blocked and damaged sewer pipe at Phyllaria flats. The pipes were broken and blocked, and the area had a bad odour due to wastewater.	 

3.8.5.6 Cleaning of Rental Stock

The rental stock was cleaned with the assistance of 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), and Maisonettes (Eike Street, Primrose Street, Pine Street, and Jakaranda Street).

Figure 24: Cleaning services rendered at Rental Stock





3.8.5.7 TRA Management

The municipality is mandated, in respect of various pieces of legislation, to administer all matters relating effectively and professionally to informal settlement areas.

The Section: Housing Administration, in conjunction with the Section: Informal Settlements, effectively manages and controls 10 TRAs in the Stellenbosch municipal area (WC024) to furnish every informal settler with a potential home. The number of households in TRAs is reflected in the table below:

The number of households in TRAs:

Table 124: TRA Statistics

Area	Number of households
Mandela City, Klipmuts	243
La Rochelle, Klipmuts	35
Devon Valley	30
Longlands, Vloottenburg	81
Mountainview, Jamestown	196
Watergang TRA 1, Kayamandi	262
Watergang TRA 2, Kayamandi	180
Meerlust Bosbou, Franschhoek	33
Curry Street TRAs, Cloeteville	5
Kloof Street TRAs, Cloeteville	3

The section 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, service providers have been appointed to assist the municipality with the relocation of families and fire victims in these TRAs.

Figure 25: TRAs raised in fires



3.8.5.8 Job Creation

A job creation programme was initiated via the EPWP, and as a result, 66 job opportunities were created, listed below:

- ✚ Twenty-one (31) EPWP workers were appointed to assist with the cleaning of municipal rental stocks, and this resulted in a decrease in complaints received from tenants as properties were in a neater state;
- ✚ Four (9) 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;



- ✦ Eight (11) 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 (5) administrative assistants were appointed to deal with complaints and document management;
- ✦ Two (4) team leaders were appointed to assist with task assignments and leadership with the general workers; and
- ✦ Four (6) 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 2024.

Table 125: Capital Expenditure as at 30 June 2024: Section: Housing Development

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Langrug UISP (1899) Subdivisional area	240	234	2.63%
Northern Extension: Feasibility	279	279	0.04%
Erf 64, Kylemore	1 167	1 167	0%
Erf 7001 Cloetesville (380) FLISP	341	331	2.91%
Jamestown: Housing	580	437	24.58%
Only the five largest capital projects are listed.			

The Section: Housing Development has spent 94% of its capital budget for the financial year.

The tables below indicate the total number of employees in the Department: Integrated Human Settlements (Sections: Housing Administration and Housing Development) as at 30 June 2023.

Table 126: Total employees in the Department: Integrated Human Settlements (Sections: Housing Administration and Housing Development)

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	2	2	0	0
14 – 17	2	2	0	0
9 – 13	15	11	4	26.6
4 – 8	21	18	3	14.2
3 – 0	0	0	0	0
Total	40	33	7	17.5

3.9 PROPERTY MANAGEMENT

This section is also responsible for the contract management (leasing) and maintenance of all council-owned administrative 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:

- ✦ Various fencing projects were successfully implemented and completed on Tender B/SM 13/22 Supply and Erection of Fencing on an 'As and When Required' Basis: Term Tender for Period



Ending 30 June 2025. The maximum allowable project threshold was reached earlier than expected; therefore, the service providers' contracts had to be terminated, and a new tender had to be advertised in July / August 2024;

- ✦ Various installations of new air conditioners and repair and maintenance of air conditioners were done under Tender B/SM 20/22;
- ✦ Upgrading of Dorp Street Flats was successfully completed (B/SM 27/22);
- ✦ Structural maintenance / upgrade of the Stellenbosch Townhall Complex was successfully completed (B/SM 66/23);
- ✦ Installation of Handrails at Lapland Flats Ramps was successfully completed (FQ 122/24);
- ✦ The quantity surveyor for the renovation and structural maintenance of the Jamestown Ward Office and Library was successfully awarded, and a service provider was appointed (B/SM 22/24 – Professional Services);
- ✦ Professional Architect to draft building plans on Erf RE 194 Hoffman Street Stellenbosch was successfully awarded, and a service provider was appointed (B/SM 36/24 – Professional Services);
- ✦ The appointment of an architectural professional / principal agent for Millenium Hall on Farm 14/1674 Pniël–Stellenbosch was successfully awarded, and a service provider was appointed (BSM–40–24 – Professional Services);
- ✦ The renovations of the Municipal Court Strong Room were successfully completed;
- ✦ The appointment of a structural engineer for an assessment on the waterproofing and rainwater runoff at the NPK Building, Stellenbosch, was successfully awarded, and a service provider was appointed (B/SM 50.23. SE.5 – Professional Services);
- ✦ Tender for Phase 1 Structural, Electrical, Fire, Compliance, and Roof Replacement for the Upgrade of the Beltana Depot to appoint a Construction Contractor was advertised (B/SM 113/24 – Construction Work);
- ✦ As-Built Building Plans for Beltana Depot were successfully completed (FQ 79/22);
- ✦ As-Built Building Plans for Rhenish Complex were successfully completed (FQ 89/22);
- ✦ Remedial repairs at Klappmuts Multi– Purpose Centre Treatment Works were successfully completed (FQ 103/24); and
- ✦ Renovations of a La Motte Fire Station were successfully completed (FQ 114/24).

The planning phase of the following projects started or was finalised:

- ✦ Appointment of a Structural Engineer for the Makupula Hall Renovations (Professional Services);
- ✦ Waterproofing Remedial Construction Work to the NPK Building (Construction Work);
- ✦ Renovation and Structural Maintenance of Jamestown Ward Office and Library (Construction Work);
- ✦ Maintenance and Upgrades of the Millennium (Construction Work);
- ✦ Phase 1 and 2: Upgrade, Alterations, Extensions, and Additions on Erf RE/194, Hofman Street, Stellenbosch (Construction Work); and
- ✦ Installation of Above Counter Geysers at the NPK Building.

The following projects are in ongoing phases:

- ✦ Upgrade / Maintenance of Heritage Buildings Voorgelegen Rhenish and Bergzicht (B/SM 24/22);
- ✦ Eerste River Flood Rehabilitation Structures Agricultural Hall (Tender B/SM 27/24);
- ✦ Professional Architect Monitoring and Overseeing Heritage Building Works / Alterations / Upgrades (B/SM 31/23);
- ✦ Drafting of 'as built' building plans for the Municipal Townhall Complex (FQ 130/24);
- ✦ Lift Service for the Lift at the Klappmuts Multi–Purpose Centre (B/SM 76/23);
- ✦ Lift Service for the Plein Street Lift (B/SM 28/22);



- ✦ Hygienic Services for the Municipal Buildings (B/SM 13/24);
- ✦ Office furniture acquisitions (B/SM 91/23);
- ✦ Plumbing materials and equipment acquisitions (B/SM 51/23); and
- ✦ Installations of new air conditioners and repairs and maintenance (B/SM 20/22).

Various projects / acquisitions were processed under the following term tenders:

- ✦ Furniture, tools, and equipment; and
- ✦ Plumbing materials and equipment.

The following term tenders / quotations were awarded:

- ✦ Supply, delivery, and fitting of office furniture for Stellenbosch Municipality ending 30 June 2026 was successfully awarded and service providers were appointed (B/SM 95/23);
- ✦ Service provider for the installation of handrails at Lapland Flats Ramps was successfully appointed (FQ 122/24);
- ✦ Hygienic Services Provider for Municipal Buildings was successfully appointed (B/SM 13/24);
- ✦ Supply, delivery, and offloading plumbing materials, plumbing tools, and irrigation items service providers were appointed (BSM 51/23); and
- ✦ Registered Air Conditioner Service Provider for Call Out and Diagnostic Services was successfully appointed (FQ 116.24).

The table below indicates the capital expenditure for the Section: Property Management and Building Maintenance as at 30 June 2024.

Table 127: Capital Expenditure as at 30 June 2024: Section: Property Management and Building Maintenance

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Langrug UISP (1899) Subdivisional area	240	234	2.63%
Northern Extension: Feasibility	279	279	0.04%
Erf 64, Kylemore	1 167	1 167	0%
Erf 7001 Cloetesville (380) FLISP	341	331	2.91%
Jamestown: Housing	580	437	24.58%
Only the five largest capital projects are listed.			

The Section: Property Management and Building Maintenance has spent 104% 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 128: 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	0
9 – 13	9	3	6	66.6
4 – 8	11	8	3	27.2
3 – 0	0	0	0	0
Total	21	11	10	47.6



COMPONENT B: ROADS, TRANSPORT AND STORMWATER

3.10 Roads

To facilitate effective mobility throughout the municipal area, a range of interventions are undertaken to reduce congestion and improve access for residents, the underprivileged sector, tourists, students, as well as the business and industrial sectors. This component serves as a strategic level for accelerated economic growth; roads also enable safety aspects such as access to fire, emergency, and disaster services; mobility for public transport and freight; and a safe environment for those who are using non-motorised means of transport or walking. The WC024 area is going through growth shifts and projects that will make it easier for people to live there. Because of this, the municipality's transportation plans include building a sustainable road network, which means adding new roads to connect existing ones and improving intersections, among other things.

The team also responded well to the flood-hit regions and damage to transport infrastructure during the June and September 2023 floods. The following damages were incurred: riverbanks were eroded, building foundations were exposed and at risk, bridges were damaged and washed away, roads and river protection structures were undermined, and stormwater structures were damaged. 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 and upgrading of the stormwater systems are scheduled to follow.

3.10.1 STRATEGIC PLANNING

3.10.1.1 Comprehensive Integrated Transport Plan (CITP)

The CITP presents the municipality's long-term transport vision and objectives, as well as the 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 (2023-2028) 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 2023-2028 review of the CITP has been finalised and has been approved by the Council in 2023.



3.10.2 Transport Studies

The municipality commissioned and recently concluded the following transport studies:

A Freight Strategy Study has also been concluded. This study assesses routes typically utilised by freight vehicles in, around, and through the Stellenbosch Municipal Area to develop a strategic freight network.

The municipality has concluded studies towards the development of a business model for an inclusive public transport service for people with disabilities in Stellenbosch.

3.10.2.1 Park Ride Studies

Concept planning studies have been undertaken for proposed park-and-ride facilities located on the outskirts of the urban area; the following studies are earmarked for the near future:

- ✦ Confirm feasibility and further design processes;
- ✦ Determine the most appropriate transport system model that would be associated with the park and ride facilities; and
- ✦ Determine the possible long-term phased implementation programme.

ATC Transport Studies are currently underway to ascertain the required levels of accessibility within the corridor, as well as the mobility requirements surrounding main roads. The ATC Transport Studies align with the approved ATC MSDP and guidelines by, among other things, promoting public transport and non-motorised transport (NMT) within the corridor; the compilation of a Public Transport Plan that sets out the incremental measures required to improve public transport services within the municipal area is currently underway. In line with the municipality's Transport Strategy and council resolution previously taken.

3.10.3 PLANNING

The municipality has approved its Non-Motorised Transport (NMT) Master Plan and Policy in 2022. 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 has approved its Sidewalk Accessibility Policy (2023), which aims to improve sidewalk management and strive towards a safe environment for all users. The policy puts 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) in 2022,



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 Road Transport Safety Master Plan (RTSMP). The 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 CIP. Outputs from master plans also aid other municipal decision-making processes.

3.10.4 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 2023/24 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 Klappmuts; and
 ✚ Road development at the Jamestown Schools precinct.

3.10.4.1 Road Reseal

During the 2023/24 financial year, the municipality resealed portions of the following roads in WC024:

Table 129: Road Rehabilitation

	Name	Length (m)	Width (m)	Area (m2)
Franschhoek	R45 Main Road	1 450	6.5	9 425
	Heide Street	248	5.5	1 364
	Freesia Street	90	5.5	495
	Erika-Disa Street	500	6	3 000
	Lillie Street	67	5	335
	De Wet Street	106	5.6	593.6
	Oaklodge Street	79	5.6	442.4
		2 540		15 655
Stellenbosch	Van Riebeeck	400	6.1	2 440



	Name	Length (m)	Width (m)	Area (m2)
	Merriman Ave	355	8.2	2 911
	Herold Street	222	5.6	12 43.2
	Mark Street	96	14.5	1 392
		73	9	657
		73	9	657
	Soeteweide	277	6.8	1 883.6
	Vereweide Road	52.8	6.8	359.04
	Unie Road	952.6	7.8	7 430.28
	Rattray Avenue	210	5.2	1 092
	Ryneveld Street	52	6.9	358.8
		27	2.6	70.2
		2 790.4		20 494.12
Groendal	Arend	161	5.5	885.5
	Davids	220	5.5	1210
		381		2 095.5
Klapmuts	Merchant Street	550	6.8	3740
		550		3 740
Ida's Valley	Juffernbruch Street	244	6.8	1 659.2
	Talana Road	47	6.2	291.4
	Talana Link	50	5	250
		341		2 200.6
Total L(m)=		6 602.4m	Total Area(m2)=	44 185.22

3.10.5 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 2023/24 financial year, sidewalks were constructed along portions of the following roads:

Stellenbosch CBD and Surrounding:

- ⚠ Ryneveld Street;
- ⚠ Bosman Street;
- ⚠ Van Riebeeck Street; and
- ⚠ Stellenbosch – Strand (R44).

Cloetesville:

- ⚠ Tennant Street;
- ⚠ Ortell Street;
- ⚠ Toefy Street;
- ⚠ Lang Road; and
- ⚠ Asalea Road.

Ida's Valley:

- ⚠ Hahn Street;
- ⚠ Moffat Street; and
- ⚠ Oak Tree Village.

**Pniël:**

- ✚ Panorama Street;
- ✚ Simonsberg Street;
- ✚ Jamboes Street; and
- ✚ Kastaiing Street.

Paradyskloof:

- ✚ Rhodes-Noord Road.

Klapmuts:

- ✚ Skool Street.

La Motte:

- ✚ Stinkhout Street;
- ✚ Ysterhout Street;
- ✚ Geelhout Street;
- ✚ Akkerhout Street;
- ✚ Kershout Street;
- ✚ Olienhout Street; and
- ✚ Bergendal Street.

3.10.5.1 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 leasing of parking areas for improved management of these facilities;
- ✚ The upgrading of identified parking areas in 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.

3.10.5.2 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 2023/24 financial year, traffic signal systems were upgraded, and devices were installed that would improve vehicle detection at the following intersections:

- ✚ R310 and Alexander;
- ✚ R44, R304, and Bird Street;
- ✚ R44 and Welgevonden;
- ✚ R304 and Newinbosch (new installation); and



✚ R304 and Sokuqala (new installation).

During the 2023/24 financial year, the maintenance traffic signals at the following listed sites have been transferred from the Western Cape Government, Department of Infrastructure, to Stellenbosch Municipality:

✚ R44 and R101 (Klapmuts);
 ✚ R304 and Bottellary Road;
 ✚ R310 and M12 Polkadraai;
 ✚ R310 and Annandale;
 ✚ R310 and Vloffenburg; and
 ✚ R44 and Annandale Road.

3.10.5.3 Pedestrian Crossing

During the 2023/24 financial year, pedestrian crossings were implemented.

✚ Akademie Street	1x raised pedestrian crossing
✚ Mark Street	1x raised pedestrian crossing
✚ Curry Road	1x convert speedhump to raised pedestrian crossing
✚ Groenefontein Road	3x raised pedestrian crossing

3.10.5.4 Traffic Calming Implementation

During the 2023/24 financial year, traffic calming interventions were implemented along the following roads:

Franschhoek

✚ Reservoir-East	1x speedhump
✚ Akademie and Oaklodge	1x 4way Stop

Wemmershoek

✚ Prins Africa Drive	1x speedhump
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Pniël

✚ Protea Street	1x speedhump
✚ Silwermyl	1x speedhump rebuild and 1x speedhump removed
✚ Simonsberg Street	1x speedhump
✚ Panorama Street	1x speedhump

Johannesdal

✚ Morgenster Street	1x speedhump
✚ Sonstraal Street	2x speedhump
✚ Lumley Avenue	2x speedhump
✚ Greenway Street	1x speedhump

Kylemore

✚ Skool Street	1x speedhump
✚ Blarney Street	2x speedhump

Ida's Valley

✚ Merton Street	2x speedhump
✚ Helderberg Street	1x speedhump



⚡ Oaktree Village 4x speedhump

Kayamandi

⚡ Tata Mandela Drive 2x speedhump

Stellenbosch

⚡ Papegaaï Street 2x speedhump

⚡ Hofmeyr Street 2x speedhump and 2x painted pedestrian crossing

Cloetesville

⚡ Kloof Street 2x speedhump

⚡ Hoek Street 1x speedhump

⚡ Essenhout Street 1x speedhump

⚡ Waaierpalm Street 1x speedhump rebuild

Jamestown

⚡ Mountain View Rd 3x speedhump

Longlands

⚡ Roos Crescent 6x speedhump

3.10.5.5 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 that was completed in 2023.

The construction of a new bridge on the Lanquedoc Access Road over the Dwars River would better serve the needs of the Lanquedoc community; included as part of the project is the upgrading of the bridge and access road and the implementation of improved NMT facilities.

Two culvert bridges over the La Cotte River on Akademie and Dirkie Uys Streets, Franschhoek, that have incurred damages during the September 2023 flood, are currently being reinstated. Planning and designs are underway for the construction of three pedestrian bridges over the Stiebeuel River in Mooiwater, Langrug, and Groendal that incurred damages during the September 2023 flood.

3.10.6 ROADS STATISTICS

The following graphs provide an overview of the total kilometres of road infrastructure and non-motorised transport from 2018/19 until 2023/24.



Figure 36: Asphalt Road Infrastructure

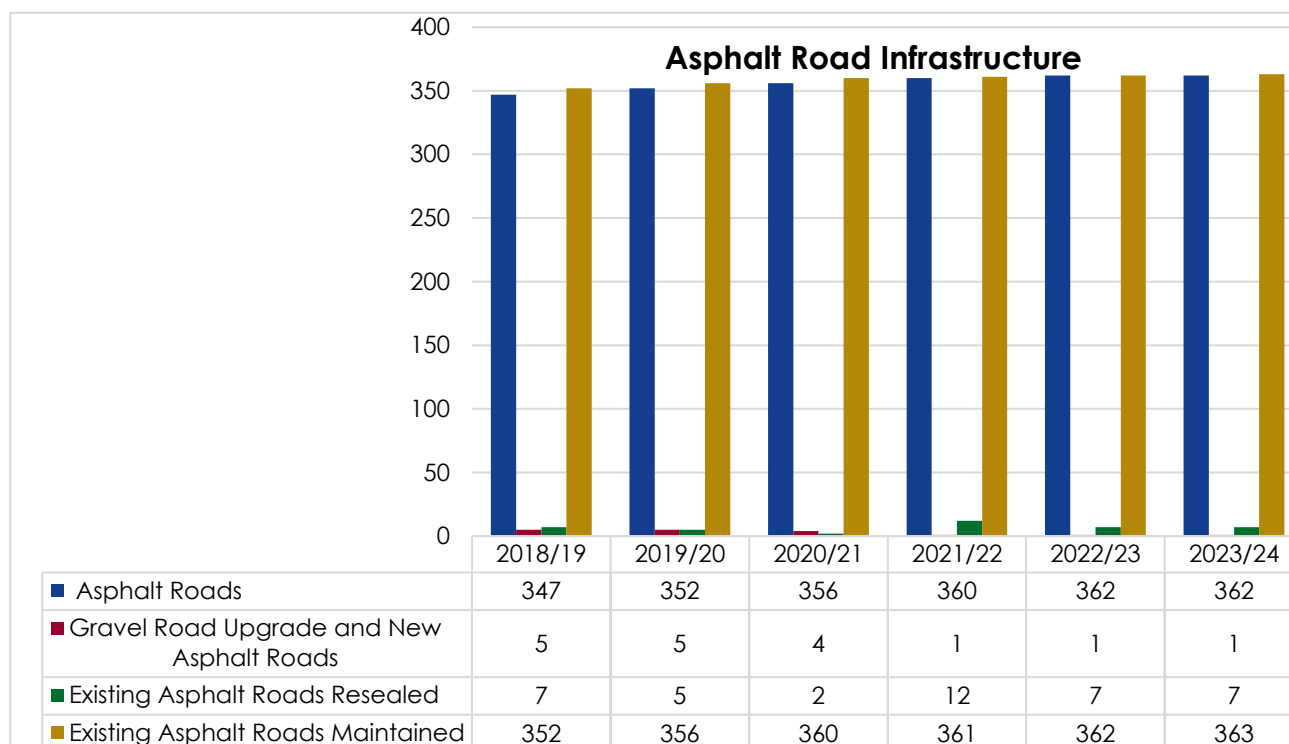
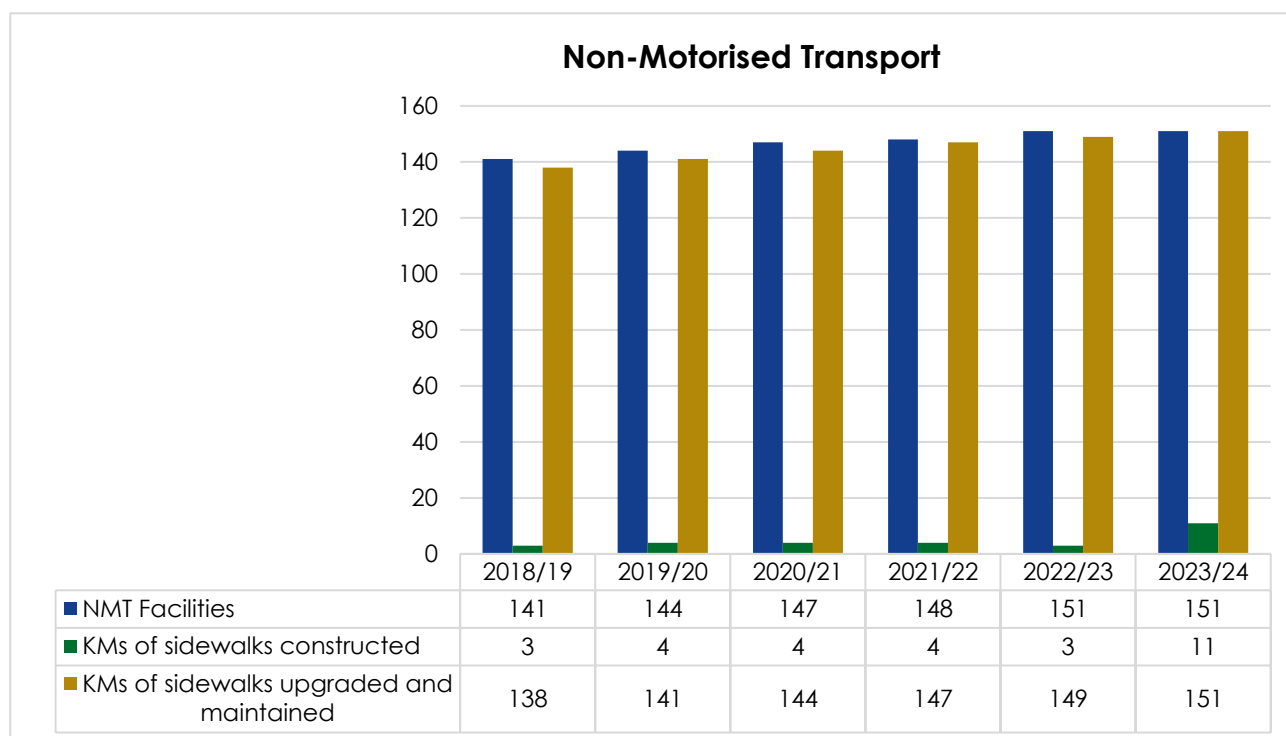


Figure 37: Non-Motorised Transport



Stellenbosch and Franschhoek were severely impacted by the June and September floods of 2023. A national disaster was declared for the September 2023 floods in the Franschhoek area, where the banks of the Steibeuel River were washed away, and the Lacotte River burst its banks, causing significant flooding and damage to roads, bridges, and private property in the central area.



The municipality had submitted applications and successfully received funding for twelve (12) short- and medium-term projects where municipal infrastructure had incurred flood damage. Extensive hydrological studies and assessments were carried out to investigate and propose interventions required to respond to flood damages and propose interventions that would increase future flood resilience. The short- and medium-term flood response projects comprise the reconstruction of damaged bridges, riverbanks, and roadways. Most short- and medium-term repair and rehabilitation projects are complete or currently under construction. To date, projects that are at the construction stage are progressing well.

The National Flood Disaster declared in September 2023 led to the commissioning of an extensive hydrological study and assessment. These assessments also proposed interventions that would increase future flood resilience in the Franschhoek area. Strategies for future flood resilience for the Franschhoek area are in the process of being defined and compiled and may comprise the following:

- ✚ Upgrading infrastructure to increase the capacity of the river system running through the centre of town; and
- ✚ Widening portions of the river, formalising berms to prevent overtopping / breaches.

The table below indicates the capital expenditure for the Section: Roads, Transport, and Stormwater Services as at 30 June 2024.

Table 130: Capital Expenditure as at 30 June 2024: Roads, Transport and Stormwater Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Bridge Construction	10 470	6 356	39.30%
Adhoc Reconstruction Of Roads (WC024)	21 105	11 055	47.62%
Non-Motorised Transport Implementation	6 748	6 747	0.01%
River Rehabilitation Implementation	5 723	2 373	58.53%
Provision of Bulk Parking Planning and Development	7 239	7 085	2.12%
Only the five largest capital projects are listed.			

The Section: Roads and Stormwater has spent 75% 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 2024.

Table 131: 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	2	1	1	50
9 – 13	19	18	1	5.2
4 – 8	35	31	4	11.4
3 – 0	53	44	9	16.9
Total	110	95	15	13.6



3.11 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. The department continued to provide operational services in terms of wayleave applications, building plan assessments, land use applications, and project management.

The PMU Section spent over R13.4 million of its capital budget in the 2023/24 financial year on various ongoing projects aimed at providing basic services to informal settlement areas and serviced sites to qualifying beneficiaries.

During the 2023/24 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 million excl. 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 section also managed over and above the DCs generated in terms of cash payments; infrastructure upgrades in lieu of DCs to the value of R14 million excl. VAT has been completed in 2023/24, and infrastructure upgrades in lieu of DCs to the value of R197 million excl. VAT is currently ongoing.

In the same financial year, the Wayleave Management Sub-section of the Asset Management and Systems Section generated a total revenue of R529 244.30 through the facilitation and management of over 100 wayleave applications from external clients. The sub-section continues to monitor safety and ensure the protection of municipal infrastructure services.

3.11.1 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 throughout the various stages of the project's life cycle, namely, initiation, planning, execution, monitoring, and closure. These projects included the construction of new services and houses, provision of basic services to informal settlements, bulk infrastructure projects, and municipal facilities projects.

In addition to the management of the above-mentioned function, the PMU is also responsible for function that include:

- ✦ Development, maintenance, and improvement of project management systems, procedures, and processes for the life cycle of implementing infrastructure projects;
- ✦ Rendering specialised lifecycle project management services for all types of infrastructure projects;
- ✦ Management of cross-functional projects in conjunction with relevant departments;
- ✦ Engagement with departments in the medium- to long-term planning and budgeting of capital projects;
- ✦ Assisting with the compilation of the long-term budget for the Directorate;
- ✦ Management and reporting on infrastructure implementation projects; and
- ✦ Management of Grant Funding programmes (CAPEX / RSEP / IUDG).



During the 2023/24 financial year, the Project Management Unit managed a capital expenditure budget of R21 801 117. 71% of the budget came from the ISUP grant, 3% from the IUDG, and 26% from the CRR funds. The Project Management Unit achieved a capital expenditure of R 13 439 518 (61.65%) at the end of this 2023/24 financial year.

In addition to the Project Management Section's own projects of the capital budget and expenditure discussed above, the section also managed various project stages of other major projects from the Infrastructure Directorate and from other Directorates within the Municipality.

The PMU managed the following major projects for external directorates during the 2023/24 financial year:

- ✚ Rehabilitation of Erf 3229, Franschhoek;
- ✚ Kayamandi: Zone O, Housing Development;
- ✚ Vlothenburg New Reservoir and Pipeline;
- ✚ Construction of the Stellenbosch 10ml Reservoir, Bulk Water Supply, and Associated Works;
- ✚ Vlothenburg Outfall Sewer: Construction of Bulk Sewer and Associated Infrastructure;
- ✚ Construction of The La Terra 11kv Switching Station, Franschhoek (Directorate: Electrical Services);
- ✚ Construction of New Cells and Associated Infrastructure at Stellenbosch Landfill;
- ✚ Installation of Landfill Gas Extraction and Flaring Infrastructure at the Stellenbosch Landfill;
- ✚ Upgrading of Municipal ECD Facilities;
- ✚ Calcatta Memorial Park (Directorate: Community and Protection Services);
- ✚ Ida's Valley Housing Project, Erf 9445 Oak Tree Village (Gap Housing Project); and
- ✚ Upgrading of 146 Municipal Rental Flats in Kayamandi.

Herewith is a brief overview of the highlights of major multi-year projects that were managed by PMU during the 2023/24 financial year:

Rehabilitation of Erf 3229, Franschhoek

The project aims to establish a temporary relocation site for families affected by the planned rehabilitation of the dam at Langrug Informal Settlement. The selected location, Erf 3229, currently used for illegal dumping, has been deemed feasible by recent municipal studies for the development of a decanting site. The project involves servicing approximately 236 sites with essential utilities, including water, sanitation, and electrification. Currently in the construction phase, the project was awarded and is valued at R21 million.





711 Service sites in Zone 0 Kayamandi

This project is designed to provide 711 service sites in Zone 0 Kayamandi. The project is split into three (3) phases of construction. The first phase has commenced construction, and a contractor is nearly complete with the construction engineering services for 178 sites, which will service the future affordable double-storey row housing units.

The work carried out includes bulk earthworks for preparation of the top structures, construction of urban roads and stormwater management, water and wastewater reticulation services, electrical services ducts, and related ancillary services. The next phase of the project is for construction of the top structures (house units), with procurement of the contractor scheduled to commence in November 2024 for 170 structures.

Infrastructure Directorate's Major Projects

Vlottenburg New Reservoir and Pipeline

Phase one of this project is now 100% complete. This phase involved the demolition of the existing 200-kiloliter Skoonheid circular reservoir and the construction of a new 3-megaliter (ML) reinforced concrete rectangular reservoir, complete with concrete chambers, pipework, and specialised fittings. Additionally, a new 200-kilolitre reinforced concrete sump with a pump station and pump rooms was constructed, along with two new water mains. The project also included the removal of an existing asbestos cement pipeline along Polkadraai Road, the construction of a new 10-megalitre reinforced concrete reservoir, and the installation of renewable energy sources, electrical, and control cabling. Further works included the installation of stormwater management systems, as well as the construction of new access roads, parking areas, and high-security perimeter fences around the reservoirs.

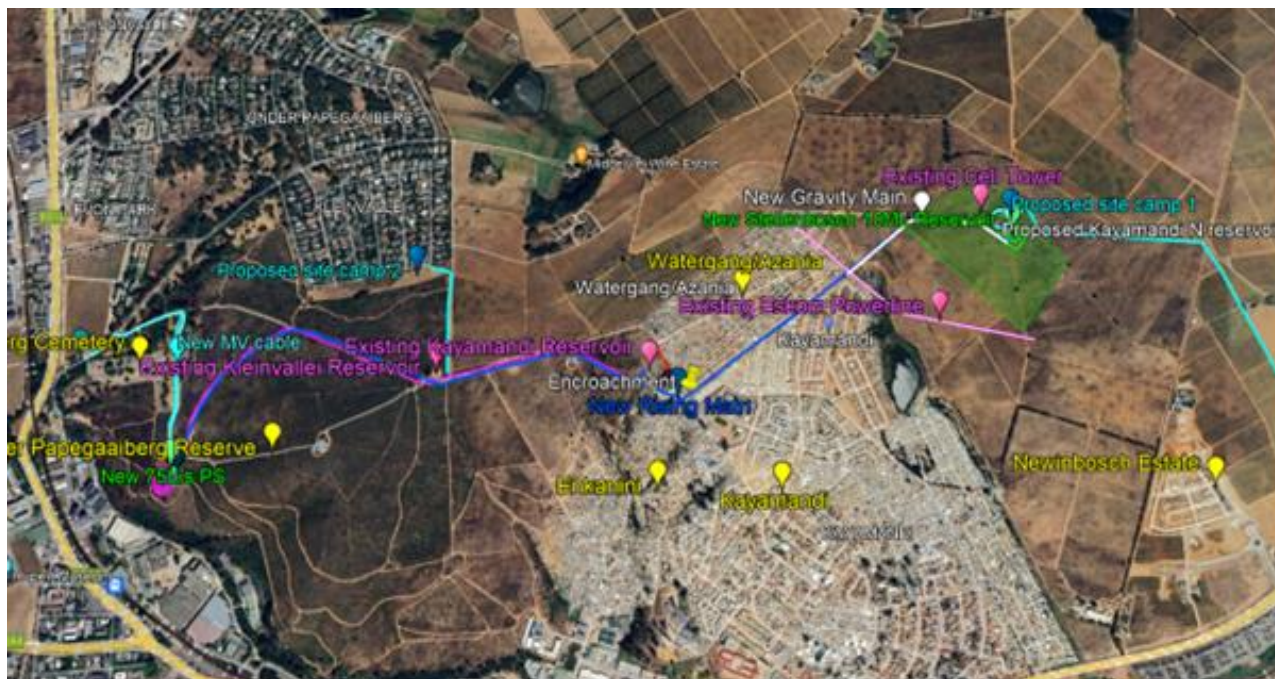


Vlotenburg New Reservoir, Pipeline and Associated Works

Phase two of the project is currently in the design stage. This phase will involve connecting a new water main to the Phase 1 infrastructure, extending the network to a new pump station that will be built at Onder-Papegaaiberg, adjacent to the existing reservoir. The construction tender for Phase 2 is expected to be advertised within the current financial year.

Construction of the Stellenbosch 10ml Reservoir, Bulk Water Supply, and Associated Works

The project was initiated through a masterplan study that considered the observed considerable growth of the northern suburb of the Stellenbosch town. With this project, the municipality is allowing for further expansion of this area towards the north, and to accommodate this growing population, the municipality needs to upgrade its bulk water supply network. The 10 Ml Stellenbosch Reservoir and Bulk Water Supply project will provide infrastructure to convey water from the Papegaaiberg Reservoir to the new Stellenbosch Reservoir that will be constructed above the Kayamandi area to supply water services to this growing area.



1. *Journal of the American Medical Association*, 1997; 277: 1039-1043.



Vlottenburg Outfall Sewer Project Overview Image

The project is currently in the procurement stage of the contractor who will carry out construction works. The estimated duration of the project is eighteen (18) months, with a multi-year plan to commence in the 2024/25 financial year. The figure below provides the locality and overview extent of the project crossing the Baden Powel Rd from the Vlottenburg Rd site towards the east.

Construction of the La Terra 11kV Switching Station, Franschhoek

The Franschhoek distribution network has been identified for expansion and strengthening to meet growing demand, enhance reliability, and alleviate the load on the existing electrical infrastructure. The network, fed by the Franschhoek 66/11 kV substation, serves the Franschhoek area. A new switching substation has been constructed to establish a new bulk supply point in the area, reducing the load on existing substations, increasing network capacity, and providing a redundant supply for feeders during outages. The construction of the new La Terra 11kV switching station was completed and handed over to the Electrical Department in May 2024.



La Terra 11kv Switching Station



Construction of new cells and associated infrastructure at Stellenbosch Landfill

The Waste Management Department's objective was to deliver a new landfill cell along with all related civil works and containment systems for Stellenbosch Municipality. The scope of work included constructing a shared office facility for monitoring meetings, access roads, a container staging area, and a new landfill cell.



Stellenbosch Landfill New Cells and Associated Infrastructure

Additionally, the project involved the installation of a leachate management system, a contaminated water management system, a contaminated water dam, stormwater drainage, water reticulation, sewer systems, and the relocation of the existing weighbridge. An additional weighbridge with a weighbridge office was also installed. The project was completed in July 2024 and has since been handed over to the Waste Management Department.

Installation of Landfill Gas Extraction and Flaring Infrastructure at the Stellenbosch Landfill

As part of the closure of the existing landfill cells and the operation of the new cell, the municipality intends to implement a gas extraction system. The primary objective of this project is to recover and utilise landfill gas. In the initial phase, the gas will be flared, with plans to potentially generate power in a subsequent phase, depending on viability.



Landfill Gas Extraction and Flaring Infrastructure

The scope of this contract includes the civil, mechanical, and electrical works required for the installation of the landfill gas collection and flaring system. This encompasses the installation of landfill gas wells, a network of buried HDPE gas collection pipes, condensate traps, condensate pumping chambers, and a flaring compound.

Upgrading of municipal ECD facilities

The Municipal Manager has identified the upgrading of municipal facilities used by private Early Childhood Development (ECD) centres as a priority project, with funding allocated accordingly.



Upgrading of Municipal ECD facilities.

The project is financed through the Capital Replacement Reserve (CRR) and the Integrated Urban Development Grant (IUDG). Initially estimated at R22 million for the improvement of five facilities, the scope of work was later reduced due to funding constraints. This adjustment was made to focus on addressing high-priority risks identified during the condition assessment stage.



Calcutta Memorial Park

The project is in the tender and implementation 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 funded through the IUDG funding.



Ida's Valley Housing Project, Erf 9445 Oak Tree Village (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 completion of the second access road was accomplished. The construction of 166 GAP houses was completed, with the last phase ending in February 2024.



Upgrading of 146 Municipal Rental Flats on Kayamandi

The purpose of this project is to upgrade the 146 municipal rental flats located in Kayamandi. The condition assessment was undertaken. The project cost was estimated to be R5 million. The project is currently at the procurement stage.



Despite only having three (3) project managers in the department, the PMU department has received numerous requests to assist directorates in managing various CAPEX projects. The current structure makes provision for assistant project managers, and the request was submitted to fill these vacancies in the new financial year. It is evident from the new CAPEX budget that the positions must be filled to spend the CAPEX budget, especially the IUDG allocated to the municipality.

Despite all the highlights, some of the challenges were identified in the department.

Table 132: PMU Challenges

Service Area	Challenge	Actions to address
PMU	Dependence on other departments to meet CAPEX budget allocated to PMU.	Planning of projects to be aligned to meet final project objectives – community and external stakeholder engagement.
PMU	Criteria of Grant reporting to Provincial and National department.	Appointment of additional staff to assist on grant reporting.
PMU	Response time of internal departments to meet project outputs that causes delays on active projects.	Internal departments to remain project owners of CAPEX projects.



3.11.2 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 practically impossible, 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 to over 90% in the financial year 2023/24.



The table below provides a summary of the functional statistics of the Wayleave applications.

Table 133: Wayleave Applications

Wayleave (WL) Activity	2023/24												FY Totals and Rates (%)	Average per month
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June		
Number of Standard WL Applications Received	21	49	26	22	35	1	18	27	27	38	19	22	305	25
Number of Emergency WL Applications Received	6	16	8	24	16	5	14	25	9	1	9	6	139	12
Number of Standard Wayleave Applications Finalised (Approved / Refused / Cancelled)	21	49	26	22	33	1	17	25	26	36	19	19	294	25
Number of Wayleave Finalised Within 30 Days from Date of Application	19	34	16	15	29	1	16	22	23	29	18	14	236	20
Number of Wayleave Finalised Beyond 30 Days from Date of Application	2	15	10	7	4	0	1	3	3	7	1	5	58	5
Number of Standard Wayleave Not Finalised Yet	0	0	0	0	2	0	1	2	1	2	0	3	11	1
% Finalised Standard Wayleaves	100%	100%	100%	100%	94%	100%	94%	93%	96%	95%	100%	86%	96%	96%
% Cancelled and Refused Wayleaves	0%	4%	12%	0%	0%	0%	0%	0%	0%	0%	0%	0%	2%	2%
% Standard Wayleave Not Finalised (Target = 00%)	0%	0%	0%	0%	6%	0%	6%	7%	4%	5%	0%	14%	4%	4%
% Standard Wayleave Finalised Within 30 Days of Application (Target = 80%)	90%	69%	62%	68%	83%	100%	89%	81%	85%	76%	95%	64%	77%	77%

3.11.3 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 2023/24 financial year, the Section: Development facilitated the approval of land-use applications and building plans, which led to a DC revenue of R28 million excl. 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.

Over and above the DCs generated in terms of cash payments, infrastructure upgrades in lieu of DCs to the value of R14 million excl. VAT have been completed in 2023/24, and infrastructure upgrades in lieu of DCs to the value of R197 million excl. VAT are currently ongoing.

The images below depict some of the projects for the 2023/24 financial year, some of which are still ongoing. All amounts stated are excluding VAT.

Upgrading of R44 / Hendrickse Street with Voiliere's DCs





Klapmuts R44 NMT and intersection upgrade – with Mount Vernon's DCs



Klapmuts Bulk Infrastructure – with Stellenbosch Bridge's DCs





Schuilplaats Road Extension and Traffic Calming; With Welgegund's DCs



R44 / Paradyskloof Road Butterfly intersection With Welgegund's DCs



Dennesig NMT and Transport upgrades – with Dennesig's DCs





Botmanskop Reservoir - with Botmanskop Village's DCs



To provide more perspective on the above, the monthly and annual applications are summarised in the table below:

Table 134: Building Plans and Land Use Applications

Activity	2023/24												Total
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
Building Plans: Received	123	106	130	110	135	55	50	109	126	96	121	104	1 265
Building Plans: Commented on within 14 days	57	41	67	26	76	28	33	69	100	72	94	87	750
% within the deadline (target = 50%)	46%	39%	52%	24%	56%	51%	66%	63%	79%	75%	78%	84%	59%
Land-use Applications: Received	23	15	17	21	19	22	3	12	20	21	13	16	202
Land-use Applications: Commented on within 30 days	8	13	11	12	11	14	2	5	16	13	7	15	127
% within the deadline (target = 35%)	35%	87%	65%	57%	58%	64%	67%	42%	80%	62%	54%	94%	63%

All the previously vacant posts have been filled from December 2023. It is evident from the statistics above the positive impact that this has had on productivity and service delivery.

Despite all the highlights some of the challenges were identified in the department:

Table 135: DC Challenges

Service Area	Challenge	Actions to address
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.



Service Area	Challenge	Actions to address
Development	Developers often face challenges in DC calculations, particularly when it comes to the use of DC on Provincial Roads.	Problematic areas in the DC Policy need to be addressed. The consultant's tender expires in June 2023, and a new tender needs to be awarded. Collaboration with the Section: Land Use Planning is required. Inconsistencies regarding DCs between the DC Policy and the Land Use Planning Bylaw must also be addressed.
Development	Shortfalls on DC projects funded by developers.	The mechanism of dealing with this scenario must be thoroughly investigated and formulated to ensure compliance with all relevant legislation. Newly appointed DC consultants to assist with this project in 2024/25.
Development	DCs payable by schools, ECDs, churches, 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 DC exemption will apply to these types of land uses. This can be addressed in the next revision of the DC Policy (2025/26).
Development	Opportunity: Compare road upgrades vs. NMT upgrades in terms of impact and return on investment.	The outcomes of the Dennesig NMT upgrade project need to be scientifically measured once the project is completed to ascertain the value created by spending DCs on NMT upgrades vs. traditional road upgrades.

The table below indicates the capital expenditure for the Section: IPDI as at 30 June 2024.

Table 136: Capital Expenditure as at 30 June 2024: Development Services and Project Management Development Services, Asset Management and Systems and Project Management Unit (PMU)

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Upgrading Ad hoc Housing Projects	2 603	2 603	0%
Franschhoek Mooiwater 236	1 000	206	79.39%
Franschhoek Mooiwater 236	3 015	–	100%
Kayamandi: Zone O (±711 services)	13 350	8 798	34.09%
Franschhoek Mooiwater Basic Services	1 233	1 233	0%
Only the five largest capital projects are listed.			

The Section: IPDI has spent 62% of its capital budget for the financial year.

The table below indicates the total number of employees in the Department: Development Services and Project Management Development Services, Asset Management and Systems, and Project Management Unit (PMU) as at 30 June 2024.

Table 137: Total number of employees in the Department: Development Services and Project Management Development Services, Asset Management and Systems and Project Management Unit (PMU)

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	1	1	0	0
14 – 17	5	5	0	0
9 – 13	6	5	1	16.7



Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
4 – 8	2	2	0	0
3 – 0	0	0	0	0
Total	14	13	1	7.1



COMPONENT C: PLANNING AND ECONOMIC DEVELOPMENT

3.12 SPATIAL AND INFRASTRUCTURE PLANNING

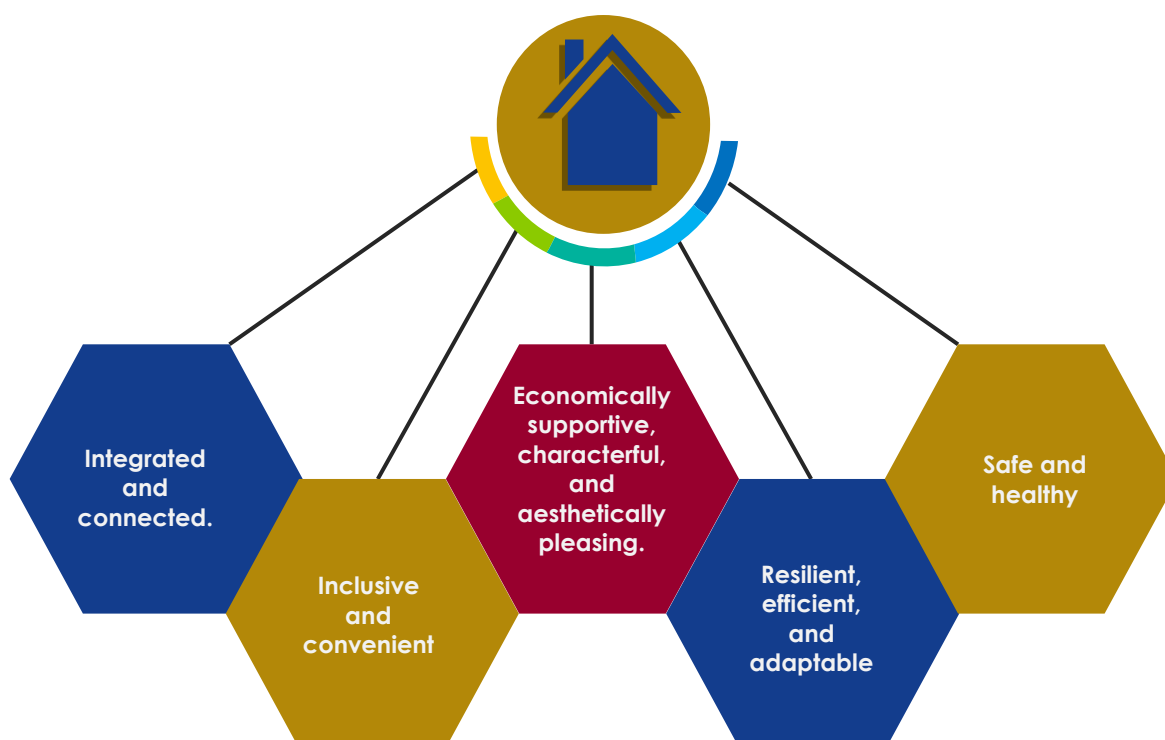
a) Integrative Spatial Planning Approach

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 26: 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 Spatial Development Frameworks (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 Master Spatial Development Framework (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 informs the MSDF, its review, and amendments (2023/24)

The MSDF was amended and approved in June 2023. The approved MSDF for 2023 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 Stellenbosch Municipality. This work culminated in the status quo and Urban Development Strategy (UDS) documents in 2017;
- ✦ A request for a development proposal was received from external parties;
- ✦ Area-based planning investigations for parts of the municipality, notably Stellenbosch town, Klipmuts, and the area north of Kayamandi;
- ✦ The Capital Expenditure Framework (CEF), 2023. An updated CEF was commissioned in 2023 due to the approval of the Adam Tas Corridor Local Area Spatial Development Framework (ATC LASDF), 2022, and the ATC Development Guidelines. The updated CEF for 2023 has been adopted simultaneously with the amended MSDF process for 2023/24;
- ✦ The completion and approval of the Adam Tas Corridor Local Area Spatial Development Framework, which was done in partnership with the Western Cape Government (WCG): Department of Environmental Affairs and Development Planning (DEA&DP);
- ✦ In parallel, the Adam Tas Corridor Overlay Zone was developed, finalised, and adopted in May 2023;
- ✦ The Inclusionary Zoning Policy identified in the MSDF implementation framework was completed and approved by Council 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;
- ✦ The local area plan for the redevelopment of the Rhenish complex for economic development opportunities has been concluded and approved by the Council in 2023. This is linked to the proposed urban revitalisation of Mill Square and its surrounds, as initiated by the Council in 2022. The latter plan is prepared by Checkers and is currently being peer-reviewed by an external urban designer. The revised Stellenbosch Municipality Housing Pipeline was approved during March 2023;
- ✦ The Comprehensive Integrated Transport Plan was approved in 2023; and
- ✦ The "Innovation Precinct" or "Smart City District," directly west of and adjacent to Klipmuts South, was approved in 2023. A land agreement with the University of Stellenbosch (US) to possibly establish university-related activities in this area was concluded successfully.



Since the approval of the MSDF (2019), related work has focused on:

- ✦ To assist with the 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 and appointed the Economic Development Partnership (EDP) to draft the terms of reference for the project manager to appoint a person in the Municipality on a temporary basis to facilitate the development of the ATC. The EDP was also tasked to facilitate and assist the municipality to appoint the Steering Committee for the ATC, consisting of senior municipal officials and an equal number of representatives of the landowners collective;
- ✦ The CEF was updated to align with the municipal spatial vision, functional areas (FAs), and Priority Development Areas (PDAs) for the municipality. Following this, a socio-economic and developmental profile was prepared 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; and
- ✦ Continuous 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. The National Department of Rural Development and Land Reform, Stellenbosch, City of Cape Town and Drakenstein Municipalities, and the Provincial Department of Environmental Affairs and Development Planning agreed to conduct a study to better understand current regional infrastructure systems. Following this analysis, three spatial scenarios will be developed to accommodate growth within a specified area along the N1 between the City of Cape Town and Paarl, considering factors such as population growth, household demographics, and land use.

The table below indicates the capital expenditure for the Department: Planning and Development Services as at 30 June 2023.

Table 138: Capital Expenditure as at 30 June 2024: Department: Planning and Development

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Furniture, Tools, and Equipment: Spatial Planning	16 318	16 318	0%

The Departments: Planning and Development have spent 100% of their 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 139: 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 experienced within the department as at 30 June 2023.

Table 140: 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.
A 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 the 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 are mandated to discuss common issues and cross-boundary matters. All the department's senior staff attend the meetings.

The table below indicates the challenges experienced within the department as at 30 June 2023.

Table 141: 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.

3.12.1 LOCAL ECONOMIC DEVELOPMENT (LED)

The table below indicates the highlights within the Section: LED and Tourism.

Table 142: LED Achievements

Achievement / Highlight	Description	Financial years					
		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Business Interventions	Business registrations	37	37	29	n/a	n/a	n/a



Achievement / Highlight	Description	Financial years					
		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	Municipal Jobseekers Database Registrations	27	n/a	181	1 767	7 903	11 244
	Advice to walk-ins	1 795	n/a	334	19	24	48
	Workshops	12	15	1	0	n/a	n/a
	Business Licences	13	2	22	19	24	14
Informal Trading	<p>The Section: Economic Development and Tourism has several informal trading sites:</p> <ul style="list-style-type: none"> • Cloetesville; • Kayamandi; • Klapmuts; and • Ida's Valley. <p>The only site not operational yet is Groendal, but this will be operational within the 2024/25 financial year.</p>	n/a	n/a	n/a	3	4	4
Enterprise Development and Support	<p>Training for Stellenbosch-based entrepreneurs did exceptionally well in the 2023/24 financial year.</p> <p>The types of training and mentoring workshops delivered during the financial year were as follows:</p> <ul style="list-style-type: none"> • SEDA Co - operative training. • SEDA Networking Event for Woman's Day; • "The Art of Pitching for Funding" Masterclass; • Entrepreneur Awareness: Emerging Farmers; • Co-operative Training; and • Start – up Tribe (22 training courses with over 200 participants in total). <p>The unit has also been very active with the processing of informal trading permits, ensuring active microbusiness trading in Stellenbosch.</p>	n/a	n/a	3	11	22	27
Vacant Agricultural Property	Four portions of land were awarded in the 2023/24 financial year.	n/a	n/a	2	n/a	n/a	4



The table below gives a brief description of all the challenges within the Section: Economic Development and Tourism during 2023/24.

Table 143: LED Challenges

Description	Actions to address
Human resources are insufficient to drive an effective economic development and tourism programme.	<p>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.</p> <p>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.</p>

3.12.2 EPWP JOB CREATION 2023/24

The Expanded Public Works Programme (EPWP) met the expected target of **1 100** as planned for the year 2023/24 with an actual of **1 695** job opportunities created.

The table below illustrates job creation through the EPWP for the 2023/24 financial year.

Table 144: Job Creation through EPWP Projects

EPWP Projects	Number of jobs created
External EPWP Projects Projects: 4	
Newinbosch 2023/24	12
Ibhunga Cleaning Franschhoek 2023/24	17
Ibhunga Cleaning Kayamandi 2023/24	43
MRF	4
IG-funded EPWP Projects Projects: 14	
EDT	27
IPDI Support Warriors	5
Supply Chain Management	5
Cleaning of Libraries	1
Complaints and Documents Administration	6
Artisan Assistants	8
EPWP Fire Assistants	16
EPWP Disaster Assistant	13
EPWP Sport Facility Assistants	5
Community Dev Office Assistant	3
Cleaning of Rental Stock	55
Ward Office Management	24
Stellenbosch Park Wardens	22
Roads and Stormwater	26
Municipal Funded Projects: Total Projects: 17	
Parking / Que Marshall and Scholar Safety	331
Stepping Stone-Violence and Crime Project	8
EPWP Sport Admin	1
Firebreak Maintenance	21
Rental Stock and Tra Survey	15
Title Deeds Restoration Programme	13



EPWP Projects	Number of jobs created
Area Cleaning WC024	833
Waste Water Treatment and Network Sites	52
Parks FHK Maintenance and Cleaning	14
Maintenance and Cleaning Of Alien Species (Cemetries)	11
Ornamental Horticulture	21
Jonkershoek Picnic Site	13
Visible Policing Operations	30
Cleaning Services	5
Service Patrol	19
Cleaning The River	14
Area Cleaning WC024 / Waste Recycling Project	2
Total Jobs	1 695

Table 145: Jobs created per area

Jobs created per area					
Stellenbosch and Surrounds	Kayamandi	Franschhoek and surrounds	Dwarsriver Valley	Klapmuts	Rural areas
548	732	178	99	130	8

3.12.3 TOURISM

The strategic goal of tourism promotion should be contextualised to support sustainable growth. This includes regularising the operational functioning of external bodies appointed or supported by the municipality to fulfil its constitutional mandate towards tourism and economic development.

It is essential to ensure coordination of activities among funded entities and maintain efficient oversight of both funding and outcomes. Acknowledging and leveraging private sector and independent initiatives will strengthen tourism efforts, while developing sustainable tourism events and brands will help create long-term value. Sponsorship opportunities should be enabled for the commercialisation of events and brands, while cyclical tourism numbers can be smoothed by establishing and implementing off-peak tourism products and initiatives.

Additionally, opportunities and venues for business tourism should be developed and packaged to attract a broader range of visitors. Enabling local businesses to participate in the market, alongside creating training, mentorship, and employment opportunities for local citizens, will further stimulate economic growth.

Finally, it is crucial to quantify the return on investment in events and funded entities to ensure resources are being utilised effectively.

Agricultural Support and Rural Development

Executive Mayor, Adv Gesie van Deventer, joined by Western Cape Minister of Agriculture Mr Ivan Meyer, once again handed over contracts to four additional emerging farmers, signalling the municipality's continued commitment to sustainable agricultural practices, economic growth, and job creation in its region.

The ongoing effort to lease municipal agricultural land to local farmers underscores the municipality's dedication to creating lasting opportunities and fostering inclusivity within the community. This multi-round approach demonstrates a forward-looking strategy, ensuring the ongoing empowerment of



emerging farmers and the fruitful utilisation of previously underutilised land.

The contracts, ranging between 9 to 11-year leases with the option of renewal based on productive land use, were handed over with a commitment to optimise every available patch of agricultural land in the Stellenbosch municipal area.

The Executive Mayor emphasised the Municipality's strategic objective to create a business-friendly environment and promote job creation. The administration's dedication to providing opportunities for emerging farmers is evident in the selection process, considering farming experience, business plans, and financial readiness. The municipality will also ensure essential infrastructure like electricity and water supply, facilitating connections with agricultural groups and government departments.

Its municipal policy for the Management of Agricultural Land creates the framework for openness, transparency, accountability, and predictability. More importantly, it provides the basis for small-scale farmers who possess the required knowledge, expertise, passion, and commitment to apply to lease parcels of municipal agricultural land and develop their farming businesses into sound commercial enterprises. Doing so brings hope to these farmers and the role they play in securing food security and jobs in the sector.

This initiative aligns with the Stellenbosch Municipal Council's 2016 Policy on the Management of Municipal Agricultural Land, allowing effective utilisation of previously unused land to empower emerging and historically disadvantaged farmers. As a caring and responsible government, Stellenbosch Municipality continues to pioneer practices that boost the local agricultural sector, demonstrating the crucial role local governments play in creating opportunities and supporting residents' economic empowerment.

StartUp Tribe

The Stellenbosch Entrepreneurship Academy is an initiative to bring know - how to thousands of people to empower them with tools and skills to achieve what they want to achieve in business. Partnership between Stellenbosch Municipality and the StartUp Tribe to contribute positively towards Small Medium Micro Enterprise Development ("SMME") in the Stellenbosch Municipality.

The StartUp Tribe is an online entrepreneurship academy that focuses on providing learning material such as short practical courses to help people start and grow their local businesses. The courses are all free and designed to be used on a mobile phone in low-bandwidth environments.

The StartUp Tribe is a valuable resource for small business owners based in Stellenbosch Municipality as it provides them with the knowledge, skills, and support needed to navigate the challenges of entrepreneurship and increase the chances of building a successful business. The courses are designed to help you in a practical, hands-on way to start and grow your business, whether you are a student, start-up, small business, or a professional (lawyer, doctor, accountant, engineer, artisan, farmer, etc.).

Alternative Energy Support Programme

On 2 February 2024, Executive Mayor Adv Gesie van Deventer, accompanied by the Municipal Manager and colleagues from the Western Cape Department of Economic Opportunities, visited Huguenot Fine Chocolates in Franschhoek. 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. The department initiated a pilot project, installing 12 solar back-up systems at municipal SMME trading hubs across seven municipalities, of which two SMMEs in Stellenbosch have benefitted from the project.

Small businesses play a pivotal role in fostering job creation and driving local economic development. These enterprises serve as the backbone of communities, contributing significantly to employment opportunities and economic vitality. Unlike large corporations, small businesses are often deeply rooted in their local environments, generating a sense of community and providing personalised goods and services. Job creation within small businesses not only addresses unemployment but also nurtures a diverse and resilient local economy. As these enterprises grow, they stimulate additional economic activities, creating a ripple effect that benefits suppliers, service providers, and the overall community. Furthermore, small businesses often prioritise local hiring, contributing to the development of a skilled and engaged workforce.

Job Seekers Database Outreach Programme

Several Job Seekers Outreach Programmes were run during the financial year. The Economic Development and Tourism Unit conducted 27 outreach sessions to register more members of the community on the database between 28 February and 26 April 2023.

The table below indicates the capital expenditure for the Section: Economic Development Tourism as at 30 June 2024.

Table 146: Capital Expenditure as at 30 June 2024: 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	1 000	866	13.36%
Furniture, Tools and Equipment: LED	88	85	2384%
Only the five largest capital projects are listed.			

The Section: Local Economic Development and Tourism has spent 87% of its capital budget for the financial year.

3.12.4 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 updating the Stellenbosch Municipality Heritage Inventory, which was done in partnership with the Stellenbosch Heritage Foundation. The municipality intends to expand on this partnership to ensure that the heritage inventory is continually updated.

The municipality has also undertaken a process to review and amend the Stellenbosch Municipality Outdoor Advertising and Signage Bylaw, and this bylaw is currently being advertised for public participation with the intention that it will be adopted and promulgated during the 2024/25 financial year.



3.12.5 GEOGRAPHIC INFORMATION SYSTEMS (GIS)

The GIS 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.

The table below indicates the total number of employees in the Department: Development Planning as at 30 June 2024.

Table 147: Total number of employees in the Department: Development Planning (Entire department)

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	2	2	0	0
14 – 17	5	5	0	0
9 – 13	8	8	0	0
4 – 8	2	2	0	0
3 – 0	0	0	0	0
Total	17	17	0	0



COMPONENT D: COMMUNITY AND SOCIAL SERVICES

3.13 LIBRARIES

Renowned author Eric Klinenberg, in one of his speeches at a library in the United States, referred to libraries as:

"...an irreplaceable part of our "social infrastructure." Libraries make democracy possible by bringing people together, ensuring open access to information, and fostering strong communities".

The Stellenbosch Municipality Public Libraries Section is proud to support and strengthen the communities, bring people together, and create spaces where everyone feels welcome. The year under review was full of remarkable accomplishments and meaningful impact on the communities. The municipality focused on the following service areas:

Empowering Individuals

Providing individuals with free access to information and opportunity is one of the greatest ways to empower and engage them. The Public Libraries Section's core function is to provide education and access to information for all it serves, irrespective of whether they are career-ready, teaching them computer skills, language, literacy, and numeracy skills, or just connecting them to other critical skills. The municipality has introduced visits to the homebound patrons and welcomed and assisted many homeless citizens to find employment and parents needing assistance with filling in online school application forms. The Public Library connects individuals of all backgrounds to important resources and services such as wellness lectures, career expos for scholars, SARS visits for those needing assistance with filing tax forms, bursaries, and university applications.

Building Community

Throughout the year, the municipality works to inspire members of the community to become civically engaged.

Voter Awareness Displays were put up in libraries, a vital step in supporting democracy. Municipal libraries are vital for connecting their patrons with the important resources and information they need to support and strengthen their local communities.

Literacy

Since its inception, the Stellenbosch Public Libraries Section has been a leader in the promotion of reading and literacy. The municipality dedicates itself to fostering a love of reading throughout the municipality, whether it is assisting its youngest learners or older adults in discovering the transformative power of books. The public library has focused its efforts on reintroducing patrons to the library following the devastating effects of the COVID-19 pandemic. Additionally, the municipality is resolute in its dedication to the communities it supports. The municipality is aware that libraries and literacy are essential for achieving equality. Consequently, the municipality has dedicated a significant portion of its efforts to the promotion and dissemination of the benefits of reading and the numerous services that libraries can provide to communities during the year under review.

Engaging new patrons also means strengthening connections with local communities through expanded outreach and increased awareness. Therefore, librarians have developed and delivered school outreach programmes to kids and teens to ensure all students have access to the library's resources.



Another new initiative designed to attract new users to the library is the “ADOPT A SCHOOL” programme which brings together young children and their caregivers to learn how the library can support children's early learning and development. Lastly, adult patrons can be part of the regular library book launches and events of renowned authors.

Despite the various challenges this year, which included severe budget cuts and staff shortages, Stellenbosch Public Libraries have proved to be a section full of innovative thinkers who are steadfast in their dedication to breaking down barriers and serving those most in need. Despite these challenges and with the municipality's response to the pandemic and 4IR, the municipality was encouraged to adapt and expand its services. The municipality's library champions jumped into action quickly to reinvent traditional library services in creative ways. The municipality's aim continues to be that of strengthening the community by creating an inclusive sense of place and environment for learning.

Libraries have over the last year endeavoured to strengthen the existing public and private partnerships with the communities within the WCO24 Area.

Table 148: Libraries partnerships

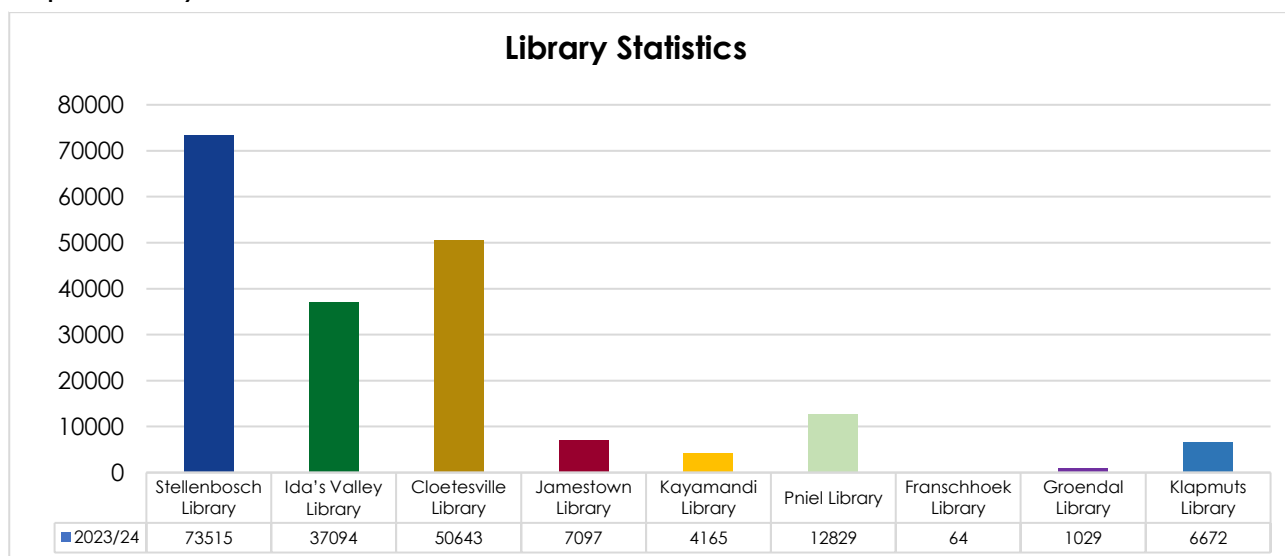
Organisation	Type of partnership	Current Activities
Khula Development Group	Informal	Facilitated talk on Father's Day Programme
Right to Care	Informal	LGBTQIA awareness programme
Usiko	Informal	Yeboneers assist with holiday programme
Right to Care	Informal	Weekly health awareness programmes and testing – every Monday
Rietenbosch Primary School	Informal	Africa Day programme
SAPS (Klapmuts)	Informal	Road Safety
Ebrahim Samsodien	Informal	Author's launch
SARS	Informal	SARS pop-up office

Table 149: Library Services

Item	Description	Total number
Libraries in the WCO24 Area	Public Libraries: Kayamandī, 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	1
	Library Assistants	19
	Library Aid / Cleaner	5
	IT Cadet	0
	Admin Assistant	0
	Library Attendant	1
Vacancies (including conditional grant-funded vacancies)	Senior Librarians	3
	Senior Library Assistant	3
	Library Assistants	5
	Library Aid / Cleaner	3
	IT Cadet	1
	Admin Assistant	1



Graph 16: Library Statistics



The table below indicates the capital expenditure for the Section: Library Services as at 30 June 2024.

Table 150: Capital Expenditure as at 30 June 2024: Section: Library Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Upgrade Stellenbosch Library	4 339	203	95,31%
Upgrading: Cloetesville Library	200	105	47,26%
Library Books	217	51	76,46%
Cloetesville: Furniture, Tools and Equipment	555	260	53,19%

Only the five largest capital projects are listed.

The Section: Libraries has spent 12% of its capital budget for the financial year.

3.14 CEMETERIES

Stellenbosch Municipality is responsible for the maintenance and management of six cemeteries in greater Stellenbosch. Pniël and Groendal have reached their capacity, while Franschoek South and North are fully operational. Space has been created at Onder Pappagaai cemetery. A new cemetery in Kylemore is currently being established. The Jamestown cemetery suffered harm because of high underground water levels during this year's storms. 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. The municipality is in the process of investigating possibilities to reduce the amount of water after rains.

Consultants were appointed (3 years + project) to assist Stellenbosch Municipality with the plan and construction of a new cemetery. This will 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 Calcutta.



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 2024:

Table 151: Cemetery space availability

Cemetery	Airspace	Status		
		Open	Full	Closed
Jamestown	Open	✓		
Onderpapegaaiberg	Open	✓		
Pniël	Reopening		✓	
Groendal	Reopening		✓	
Franschhoek South	Open	✓		
Kylemore	Not open yet			✓
Calcutta	Not open yet			✓

3.14.1 INCOME – CEMETERIES

The table below indicates the income generated from the financial years of 2018/19 – 2023/24.

Table 152: Cemeteries Income

Gravesite locations	2022/23		2023/24	
	Number of Burials	Income	Number of Burials	Income
Onder-Papegaaiberg	65	R612 431.84	452	R1 292 061.44
Jamestown	554	R1 355 202.05	1	R2 139.90
Pniël	22	R12 993.95	10	R4 972.94
Wemmershoek	5	R7 728.48	0	R0
Franschhoek North Groendal	71	R44 597.62	9	R0
Franschhoek South	41	R78 505.95	65	R77 171.31

The table below indicates the capital expenditure for the Section: Cemetery and Parks Services as at 30 June 2024.

Table 153: Capital Expenditure as at 30 June 2024: Cemetery and Parks Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Calcutta Memorial Park	9 500	9 386	1.20%
Only the five largest capital projects are listed.			

The Section: Cemeteries has spent 99% of its capital budget for the financial year.



The table below indicates the total number of employees in the Department: Community Services as at 30 June 2024.

Table 154: Total number of employees in the Department: Community Services (Entire Department)

Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
18 – 22	0	0	0	0
14 – 17	10	10	0	0
9 – 13	37	36	1	2,7
4 – 8	94	87	7	7,4
3 – 0	60	59	1	1,6
Total	201	192	9	4,4

3.15 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 155: Service Statistics – Childcare, Aged Care, Social Programmes

Focus area	Description	Ward	Activity
Children	<ul style="list-style-type: none"> 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	154 ECD practitioners attended the annual appreciation event.
		All	130 ECD practitioners were assisted with information and access to officials relating to the registration of ECD facilities.
		1-4, 12-15, 18-19	First Aid training was provided to 38 ECD practitioners.
		ALL	The registration status of 120 ECD facilities was plotted on the GIS system.
		All	Holiday programmes reached 2 000 children.
		4, 12-15, 20	Back to School programme reaching 5 000 children.
		All	100 foster parents and children participated in the parenting training session with DSD.
		All	3 000 children participated in the Child Protection Week activities.
People with Disabilities	Awareness and Wellness programmes Universal Access	All	90 people with disabilities participated in the disability sports day.
		All	The municipality updated the published link to the local Disability Organisations Information Portal on the municipal website.
		All	355 people and various organisations participated in the Walk with Disability Awareness programme on World Disability Day.
		All	181 people attended general prevention and awareness sessions.



Focus area	Description	Ward	Activity
		All	<p>✚ Nine training sessions have been completed with the internal UA Champions, and two information sessions were done with internal departments, and the process of policy alignment started.</p>
Older Persons	Special Events, Awareness programmes and Capacity Building	1-6, 10, 12-17, 20	<p>✚ 400 elderly people participated in the Golden Games programme.</p>
		2-4, 6, 13, 20	<p>✚ 7 elderly received technical official training for Golden Games.</p>
		18	<p>✚ 10 elderly received capacity-building training to form a club.</p>
		19	<p>✚ 17 elderly were introduced to issues affecting them and the availability of services through an awareness programme.</p>
		3-6, 12-15, 18, 20	<p>✚ 130 members of elderly clubs benefitted from the CWDM Adult Diaper Relief Programme.</p>
		1-6, 13, 16-18, 20	<p>✚ 37 elderly people participated in the Elderly Month programme</p>
		1-6, 13, 16-18, 20	<p>✚ 63 elderly people participated in the Elderly Abuse Awareness Day.</p>
Gender	Special Events and Awareness programmes	2	<p>✚ Women's Day with 100 women.</p>
		4, 12-15	<p>✚ Fatherhood Programme with 70 men</p>
		2, 12-15	<p>✚ 120 widows participated in an empowerment programme.</p>
		All	<p>✚ The local VEP Forum was launched by DSD and was attended by 50 persons.</p>
		12-15, 18	<p>✚ 1 000 girls were reached through the Help a Girl campaign.</p>
		All	<p>✚ 2 000 persons were reached through the 16 Days of Activism campaign, where all service providers in the sector developed a key ring with service information on it to be introduced to the communities.</p>
		All	<p>✚ Officials attended Roses on the River, the World AIDS Day commemoration of @heart.</p>
		All	<p>✚ 100 women participated in general GBV and SUD awareness programmes.</p>
		12-15, 16	<p>✚ 22 unemployed youth were trained in the SSCF programme</p>
Youth	Youth Empowerment programmes Youth Capacity Building Transversal committees / Ad hoc programmes	3-6, 16-18, 20, 21	<p>✚ 98 youth were reached through a career expo.</p>
		12-15, 20	<p>✚ 39 youth received business development training over two days.</p>
		19	<p>✚ 9 youth were trained at the e-Centre in basic MS applications.</p>
		12-15, 20	<p>✚ 25 youth participated in an entrepreneurship training.</p>
		1, 2, 12-15, 20	<p>✚ 41 youth participated in the DCAS Cape Winelands Drama Festival.</p>



Focus area	Description	Ward	Activity
		2-4, 10, 12-20	Accredited skills training was completed in the following fields: <ul style="list-style-type: none"> ✦ Learner Licence: 10; ✦ Assistant Cheff: 13; ✦ Table Attendant: 25; ✦ General Building Maintenance: 13; and ✦ Lifeguard Training: 8
		18	✦ 33 youth participated in the Community Capacity Enhancement Programme of DSD.
		1-2, 16-20	✦ 129 youth participated in the job-readiness programme in partnership with DSD.
		6, 12, 13, 16-18	✦ 20 youth were trained as Emergency First Aid Responders.
		12-16	✦ 30 youth participated in general awareness programme.
		2	✦ 33 youth were trained in substance abuse prevention.
		12-16	✦ 30 youth participated in the Chrysalis and IEC awareness programme.
Grant in Aid	Donations to community organisations serving among others: youth, gender, ECDs, Old Age Homes, Health Organisations, and sports clubs	All	<ul style="list-style-type: none"> ✦ 1 financial management workshop with 17 organisations. ✦ 3 compulsory clarification workshops with 157 organisations. ✦ 97 GiA applications were assessed. ✦ 29 organisations attended the MOA signing workshop. ✦ See the table below regarding the approved donations. ✦ GiA Policy and SOP reviewed. ✦ 720 persons were trained through a GiA Food Garden Project, and 602 gardens were established.
People on the Street	Development, awareness raising through collaboration and services rendered	All	✦ 285 homeless persons were reached with general prevention and awareness information.
		All	✦ 460 persons were reached through the Winter Readiness Street Store.
		All	<ul style="list-style-type: none"> ✦ The Homelessness Forum continued with the conversations around homelessness and developed a service directory. ✦ SU recognised the work of the forum and awarded the interim chairperson with the Award for Social Impact.
		All	<ul style="list-style-type: none"> ✦ Give Responsibly marketing via Facebook and during the festive season safety campaign. ✦ The campaign was extended to include 2 000 license disc stickers and posters distributed. ✦ 427 first-year students were reached with the Give Responsibly Campaign during orientation week. ✦ 18 shops participate in the programmes through the sale of coupons. ✦ One mini-site on Give Responsibly was updated on the Visit Stellenbosch website to make the information on Give Responsibly available to tourists through a QR code. ✦ Give Responsibly Coupons sold: 5 240. ✦ Give Responsibly Coupons redeemed: 4 957.



Focus area	Description	Ward	Activity
		All	<ul style="list-style-type: none"> 585 work opportunities were provided to people on the street through the Animal Welfare Walk a Dog project and the Stellenbosch Night Shelter Cleaning project.
		All	<ul style="list-style-type: none"> 9 439 beds were taken up by homeless persons at the Stellenbosch Night Shelter through the GiA Donation.
		All	<ul style="list-style-type: none"> 74 homeless persons participated in the celebration of World Homeless Day.
Social Relief of Distress	Provision of food parcels, blankets, mattresses, vanity packs and warm food according to the need due to disaster incidences	ALL	<ul style="list-style-type: none"> 1 512 individuals were assisted.
Stellenbosch Local Drug Action Committee	Networking, Development of Service Directory, Collective programme implementation	All	<ul style="list-style-type: none"> The executive committee continued to meet monthly with quarterly, bigger engagements and was attended in total by 121 persons. 64 people participated in the International Day Against Drug Abuse and Illicit Trafficking. General Awareness programmes was implemented reaching 240 persons. Collaboration between role-players led to the establishment of an AA group in Kayamandi.
Mobile Thusong Centre	Inter-governmental Cooperation, taking services to the communities	1, 2	<ul style="list-style-type: none"> The event served 612 persons over the two days.

[illegible]



The table below indicates the number of Grant in Aid applications recommended and approved for the year under review:

Table 156: Number of Grant in Aid applications recommended and approved

Subcategory	Applications Recommended and approved	Recommended Amount R
2023/24		
General Soc Dev	4	160 000
Partial Care	12	470 000
Disability	3	120 000
Youth	2	80 000
Substance Abuse	1	40 000
Food Security	1	2 979 890.40
People who are homeless	2	2 568 331.78
Skills Development	1	40 000
Physical and Psychological Health	2	80 000
Sport Clubs	1	40 000
Art and Culture	2	80 000
Total	31	6 698 222.18

The table below indicates the total number of employees in the Section: Community Development as at 30 June 2024.

Table 157: 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	4	4	0	0
4 – 8	6	5	1	16.6
3 – 0	0	0	0	0
Total	11	10	1	9.1



COMPONENT E: ENVIRONMENTAL PROTECTION

3.16 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. In this regard Council has adopted the Ida's Valley Dam / Botmaskop EMP during 2023 and the Mont Rochelle Nature Reserve EMP in 2022. Papegaaiberg Nature Reserve and Paradyskloof Nature Area has approved EMPs, both currently under review. 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 Bylaw 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 158: Air Quality Complaints 2018

2018 Complaints	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th 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 159: Air Quality Complaints 2019

2019 Complaints	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th 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



2019 Complaints	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
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 160: Air Quality Complaints 2020

2020 Complaints	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th 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 161: Air Quality Complaints 2022

2022 Complaints	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th 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 162: Air Quality Complaints 2023

2023 Complaints	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th 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

**Table 188: Air Quality Complaints 2024**

2024 Complaints	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter
Fumes	20	11	17	12
Smoke	2	1	5	4
Dust	6	5	2	3
Burning of waste / tyres	1	2	3	2
Farmland burning	0	1	2	2
Crop spraying	1	1	1	3
Offensive odors	3	3	4	2
Unlicensed facilities	0	2	0	2
Noise	66	56	51	49
Other	1	1	2	1
Total	100	83	87	80

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**

Total noise complaints for 2024 = **222**

3.16.1 ENVIRONMENTAL IMPLEMENTATION

Stellenbosch Municipality works closely with the Department of Environmental Affairs and Development Planning with regards local government compliance and adherence to legislation. Implementation of operational plans in relation to management plans are executed within the area of responsibility.

3.16.2 URBAN FORESTRY

Maintenance of the Urban Forestry within the CBD is guided by the Tree Management Policy and applicable Standard Operating Procedures that facilitates the planting, protection, felling, 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 the areas within Stellenbosch Municipality green through advancing sustainable urban forestry practices, with the aim to guide investors towards eco development.

Below are the highlights and challenges:

Table 163: Environmental Management Highlights

Highlight	Description
Phase 2 completed of the Tree Application Management System	This is a three-year capital project that is focused on managing the maintenance of trees on a computerised application system.

**Table 164: Environmental Management Challenges**

Challenge	Actions to address
Load shedding	Noise nuisance and an increase in air pollution were also encountered as many businesses and households switch to backup generators, which run on fossil fuels such as diesel or petrol. The increased use of these generators leads to higher emissions of greenhouse gases such as carbon dioxide and nitrous oxide, as well as particulate matter. These pollutants can contribute to climate change, harm human health, and need to be managed in accordance with relevant legislation. The Noise Control officer is mandated to investigate complaints and implement the necessary corrective measures, and at the same time try to increase awareness and education among the public and help develop an environment that takes cognisance of everyone's rights
Severe weather Conditions	The adverse weather conditions caused destructive damage in nature reserves and areas that affected infrastructure and flora. These conditions have resulted in negative effects on both natural and built environment. Repair work to the effected environments is gradually underway



COMPONENT E: SECURITY AND SAFETY

3.17 Law Enforcement

The primary role of Law Enforcement is bylaw 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-hotspot areas through CCTV cameras. License 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 successful in the combatting of crime and crime prevention initiatives.

Highlights:

- ✦ Weekly operational planning with key stakeholders (SAPS and other safety partners);
- ✦ 24/7 operational control room to ensure more efficient service delivery and open to other role-players; and
- ✦ Procurement of a multi-purpose armoured vehicle to effectively deal with land invasions and assist SAPS in crime prevention initiatives.

Challenges:

- ✦ To render a 24/7 law enforcement patrol service;
- ✦ Increase and maintain surveillance of key places;
- ✦ Functionality of some CCTV and LPR cameras;
- ✦ Prevention of land invasions;
- ✦ Increase of homeless people, which results in an increase in criminal and bylaw offences;
- ✦ There is insufficient staff to fulfil operational requirements;
- ✦ There is insufficient office space to accommodate departmental staff; and
- ✦ The reduction of temporary law enforcement officers for the last financial year, evidence can be seen in the number of fines issued between the two financial years.

Law Enforcement attended to the following from 2022/23 until 2023/24:

Table 165: Law Enforcement highlights

Type of activity	2022/23	2023/24
Fines issued Section 56's and 341's	5 196	2 078
Liquor Compliance Inspections	51	95
Scrap metal / Bucket Shop Inspections	67	83
Law Enforcement Awareness sessions	33	64

3.17.1 TRAFFIC SERVICES

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.

Ongoing 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 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.

Highlights:

Traffic Service strategies have managed to yield favourable results.

In the 2023/24 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. Eighty-Two (82) awareness initiatives on public safety were held at targeted schools in the municipal area.

The special operations unit with Traffic Law Enforcement has yielded great results in the enforcement of public transport infringements as well as focussing on drag racing, driving under the influence, and moving violations, which include reckless and negligent driving.

The temporary traffic parking project is continuing successfully within limits and is beneficial to both the contractual staff who are earning an income (job creation) and the municipality, which is managing parking within the municipal area internally.

The OUTsurance points man project is another intervention that is supporting traffic operations by assisting in peak hour traffic, both early and late peaks. This project allows operational staff to focus on transgressions during peak hours, while the OUTsurance pointsmen are focussing on problematic intersections controlling traffic.

The appointment of six internally trained traffic wardens as officers has yielded positive results and boosted the operational efficiency of the enforcement teams.

Challenges:

- ⚠ Inadequate Human Resources: Limited Staff;
- ⚠ To render a 24/7 traffic service;
- ⚠ The capacity of the Drivers Licence Testing Centre limits the number of tests that can be performed in a day; and
- ⚠ Vehicle Testing Station infrastructure challenges and staff shortages.

Stellenbosch is continuing to be 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 has a negative impact on service delivery.



Service Statistics – Traffic Services

Table 166: Service Data for Traffic Services

Details	2021/22	2022/23	2023/24
Drivers License Tests	2 2 11	2 095	1 189
Learner Driver License Tests	3 118	4 471	3 363
Number of Section 56 Notices Issued	34 400	43 504	55 506
Number of Section 341 Issued	28 062	29 867	35 823
Traffic Awareness Sessions	86	54	82
Number of camera speeding fines issued	357 144	372 420	353 279
Number of ANPR interventions	97	100	118
Number of public transport operations	258	261	320
Number of drunken driving operations	275	223	208

The tables below indicate the capital expenditure for the Section: Law Enforcement and Traffic Services as at 30 June 2024:

Table 167: Capital Expenditure as at 30 June 2024: Section: Traffic and Law Enforcement

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget
	R'000		
Vehicle Fleet: Law Enforcement	7 094	7 064	0.42%
Furniture, Tools and Equipment: Traffic Services	93	91	1.66%
Vehicle Fleet: Traffic	1 099	1 099	0%
Install Computerised Access Security Systems and CCTV Cameras At Municipal Buildings	261	25	90.53%
Furniture, Tools and Equipment: Law Enforcement	153	147	4.13%
Only the five largest capital projects are listed.			

The Section: Traffic and Law Enforcement has spent 100% 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 2024.

Table 168: 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	0
14 – 17	0	0	0	0
9 – 13	0	0	0	0
4 – 8	2	1	1	50
3 – 0	0	0	0	0
Total	3	2	1	33.3

Table 169: 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	0



Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
9 – 13	0	0	0	0
4 – 8	0	0	0	0
3 – 0	0	0	0	0
Total	1	1	0	0

Table 170: 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	0
9 – 13	1	1	0	0
4 – 8	1	1	0	0
3 – 0	1	1	0	0
Total	4	4	4	100

Table 171: 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	3	1	2	66.6
9 – 13	39	33	6	15.3
4 – 8	13	4	9	69.2
3 – 0	0	0	0	0
Total	55	38	17	31

Table 172: 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	0
9 – 13	7	7	0	0
4 – 8	13	10	3	23.1
3 – 0	0	0	0	0
Total	21	18	3	14.2

Table 173: 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	2	1	33.3
9 – 13	30	27	3	10
4 – 8	34	30	4	11.7
3 – 0	0	0	0	0
Total	67	59	8	11.9



3.18 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."

Fire service strives to be proactive in preventing fires and other risks rather than simply reacting to fires through –

- a. Acting in support of the wider developmental agenda as outlined in the NDP;
- b. Establishing sound institutional and administrative capabilities that support its roles and purpose;
- c. Demonstrating good governance and administration;
- d. Adopting community-based approaches;
- e. Putting people and their concerns first; and
- f. Professionalisation of the function.

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 impact of disasters has been part of human history. Disasters have influenced, shaped, and modified human behaviour and the way humans live and respond to the environment. Despite the municipality's best efforts in rolling out risk reduction programmes, disasters still result in enormous tangible and intangible losses. Disaster risk is intimately connected to human development. Disasters can put this development at risk while, at the same time, development choices made by people, communities, and nations can generate new risks. This, however, is not inevitable, as human development can also contribute to a reduction in disaster risk.



Highlights:

- Conversion of the panel van into a mobile incident command vehicle.



Challenges:

- The manifestation of climate change – seen in excessive rains and flooding, as well as in more frequent and ferocious veld fires.

a) Service Statistics – Fire and Disaster Management

Table 174: Service Data for Fire and Disaster Management

Details	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Total fires attended in the year	647	1 011	1 043	947	944	1 022	893	1 209
Total of other incidents attended in the year	1 952	1 655	1 511	1 740	3416	2 515	1 948	1 615
Average turnout time - urban areas (minutes)	8.25	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	15
Firefighters in post at year-end	52	57	57	58	61	61	64	64
Total fire appliances at year-end	10	11	13	15	17	17	17	17
The average number of appliances off the road during the year	3	2	2	2	2	2	2	2
Total operational callouts	2 704	2 666	2 556	2 687	4 360	3 537	2 841	2 824
Immediate relief to victims	831	849	437	573	555	775	1 478	1 986
Emergency flood kits	300	184	118	372	37	0	82	1
Emergency housing kits	277	190	149	262	156	208	568	307
Meals (food parcels)	327	180	158	138	155	213	8 651 Meals / 328 Food Parcels	36 360 Meals / 534 Food Parcels
Blankets	315	526	473	479	497	601	984	1 512



The table below indicates the capital expenditure for the Section: Fire and Disaster Management as at 30 June 2024.

Table 175: Capital Expenditure as at 30 June 2024: Section: Fire and Disaster Management Services

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from Adjustment Budget
	R'000		
Furniture, Tools and Equipment: Fire	350	349	0.38%
Specialised Vehicles: Disaster Management	1 115	1 115	0%
Only the 5 largest capital projects are listed			

The Section: Fire and Disaster Management has spent 100% 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 2024.

Table 176: 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	1	1	0	0
14 – 17	5	5	0	0
9 – 13	37	37	0	0
4 – 8	27	27	0	0
3 – 0	0	0	0	0
Total	70	70	0	0



COMPONENT F: SPORT AND RECREATION

3.19 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.

3.19.1 SPORTS FACILITIES AND SWIMMING POOLS

Table 177: Service Statistics – Holiday Resorts and Campsites

Type of service	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Number of resorts	1	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	PAX:0 CARS:0 Income: R0 Flood damage

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.

3.19.2 SERVICE STATISTICS SPORT - GROUNDS AND SWIMMING POOLS

Table 178: Service Statistics Sports Grounds and Swimming Pool

Type of service	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Number of sport grounds / fields	17	17	17	17	17	14	15	15
Number of swimming pools	1	1	1	1	1	1	1	1
Number of stadiums	10	10	10	10	10	14	10	10

3.20 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 179: Total functions: Community Halls and Facilities**

Type of service	2019/20	2020/21	2021/22	2022/23	2023/24
Total functions at municipal halls					
Stellenbosch Town Hall	65	0	10	40	40
Klapmuts Centre	59	28	80	81	80
Eikestad Hall	142	17	74	80	68
Wemmershoek Hall	31	7	37	27	29
La Motte Community Hall	12	14	59	47	52
Franschhoek Town Hall	11	1	2	2	9
Groendal Community Hall	76	18	69	66	21
Kylemore Community Hall	20	19	36	35	38
Pniël Banquet Hall	44	15	34	50	50
Kayamandi Community Hall	N/A	N/A	27	152	147
Cloetesville Banquet Hall	N/A	N/A	5	65	51
Total	460	119	433	645	585

The table below indicates the total revenue for Community Halls and Facilities.

Table 180: Total Revenue / Income: Community Halls and Facilities

Type of service	2019/20	2020/21	2021/22	2022/23	2023/24
Stellenbosch Town Hall	R1 047 814.66	R0	R 100 935.38	R 384 455.10	R492 919.30
Klapmuts Centre	R47 356	R23 475.60	R 62 892.64	R 50 824	R73 125.70
Eikestad Hall	R93 475	R9 407.60	R 51 675.42	R 50 362.60	R108 729.30
Wemmershoek Hall	R35 526	R3 662.63	R 18 385.53	R 10 926	R13 924.90
La Motte Community Hall	R23 731	R7 068.61	R 30 293.54	R 18 379	R21 298.60
Franschhoek Town Hall	R66 260.90	R9 403	R10 565.22	R 16 120	R74 706.50
Groendal Community Hall	R61 394.10	R13 488.50	R 42 818.74	R 39 732	R26 898.00
Kylemore Community Hall	R11 260.70	R10 855.72	R 25 718.23	R 23 001.48	R25 869.50
Pniël Banquet Hall	R36 706.20	R8 522.12	R 30 556.39	R 30 347	R52 978.00
Kayamandi Community Hall	-	-	R 5 214.69	R 24 996	R33 369.00
Cloetesville Banquet Hall	-	-	R 815	R 17 130	R27 405.00
Total		R 85 883.78	R 379 870.78	R 666 273.18	R951 223.80



The table below indicates the capital expenditure for the Section: Sport, Recreation and Halls as at 20 June 2024.

Table 181: Capital Expenditure: Section: Sport, Recreation and Halls

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from Adjustment Budget (%)
	R'000		
Upgrade of Sport Facilities	4 239	3 307	21.98%
Upgrading of Parks	2 296	1 881	18.06%
Fencing :Parks and Gardens	700	678	3.14%
Furniture, Tools and Equipment: Environmental Management	958	755	21.18%
Jonkershoek Picnic Site upgrades	569	569	0%
Only the 5 largest capital projects are listed			

The Section: Sport, Recreation and Halls has spent 72% of its capital budget for the financial year.



COMPONENT G: CORPORATE POLICY OFFICES AND OTHER SERVICES

This component includes corporate policy offices, financial services, human resource services, ICT services, and property services.

3.21 FINANCIAL SERVICES

3.21.1 SERVICE STATISTICS

Table 182: Financial service statistics

Details of the types of accounts raised and recovered	2023/24		
	Billed in Year	Actual for accounts billed in a year	The proportion of value of accounts billed that were collected
	R		%
Property Rates	484 454 441	476 145 135	98.28%
Electricity	874 585 643	849 400 451	97.12%
Water	203 270 709	156 034 673	76.76%
Sanitation	114 951 742	104 456 373	90.87%
Refuse	96 326 521	84 249 108	87.46%

3.22 HUMAN RESOURCES SERVICES

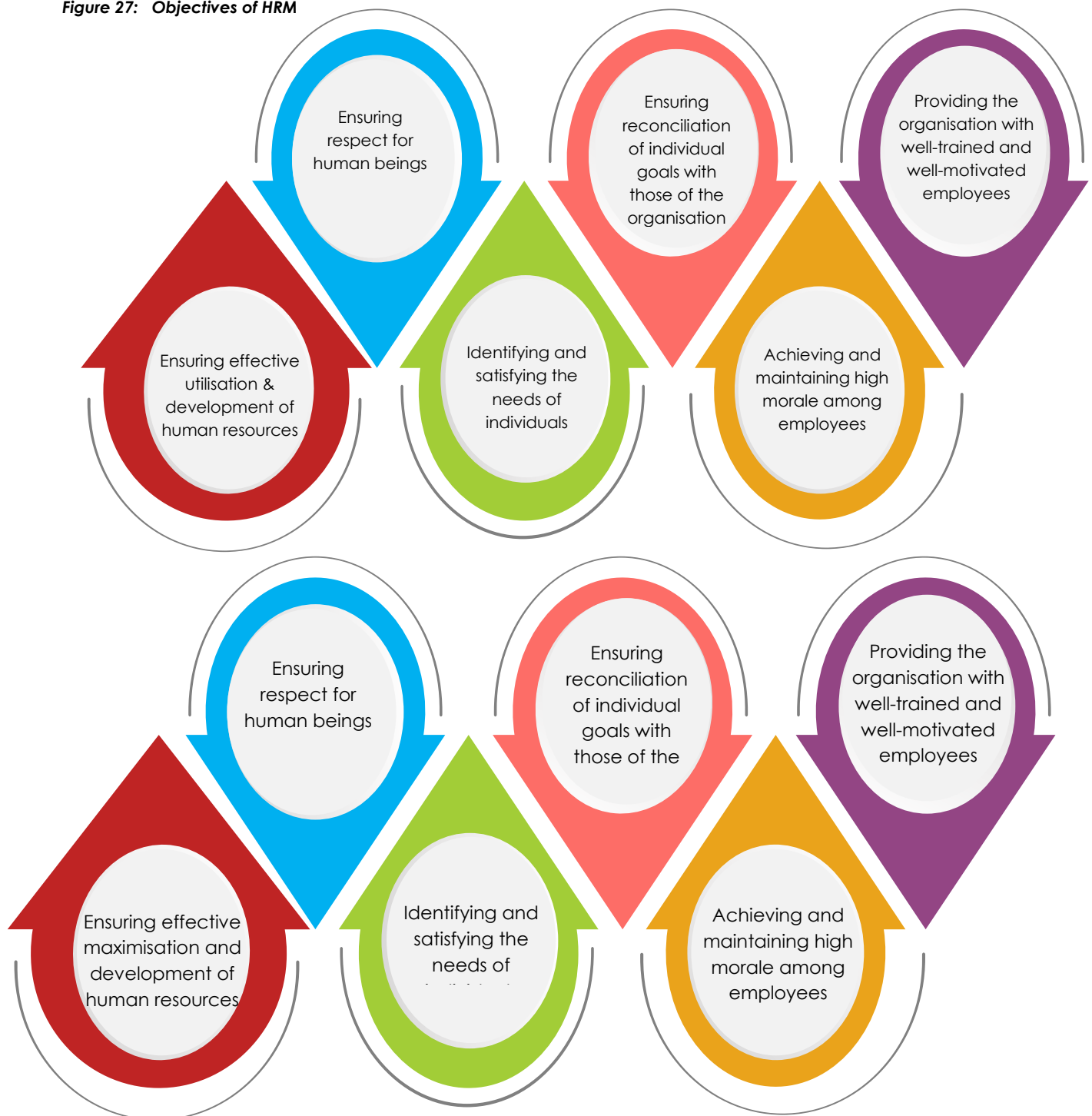
The vision of the Department: Human Resources Management is undoubtedly to build partnerships with management at all levels of the organisation, to create a culture or working environment where employees are valued or appreciated, and to ensure a diverse, qualified, healthy, and highly motivated workforce 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 depicted for Stellenbosch Municipality include, but are not limited to.

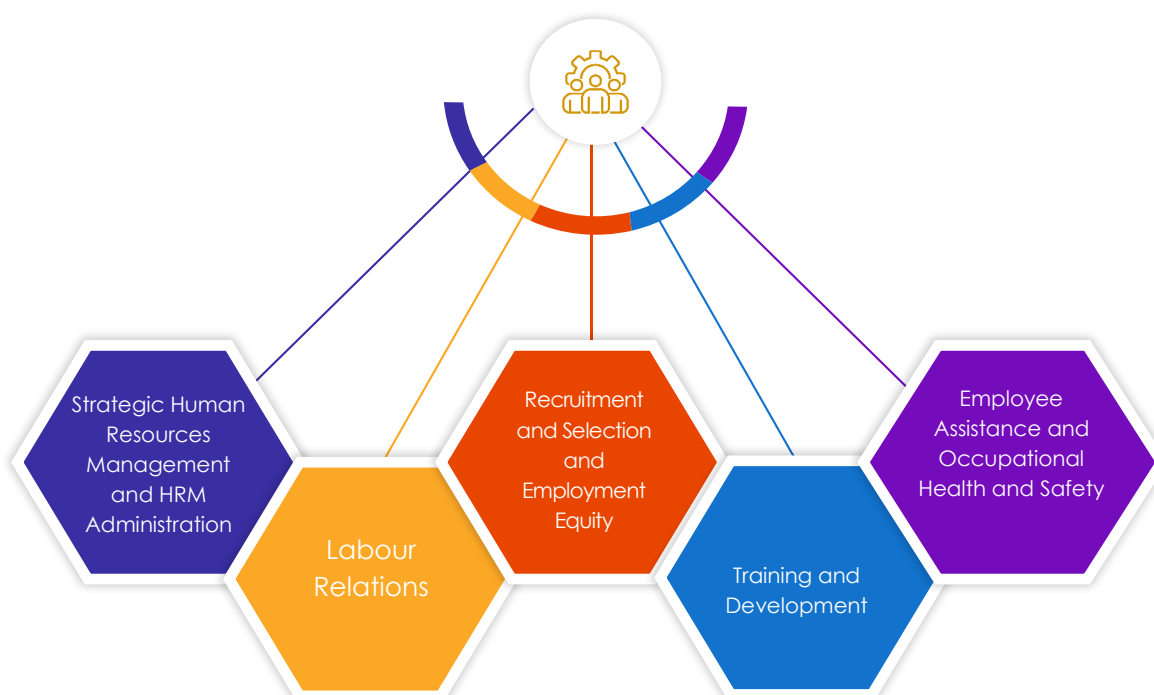
Figure 27: Objectives of HRM





Human resources services include:

Figure 28: HRM elements



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 table below indicates the total number of employees in the Department: Human Resource Management as at 20 June 2024:

Table 183: 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	11	11	0	0
4 – 8	4	3	1	25
3 – 0	0	0	0	0
Total	18	17	1	5.5

3.23 INFORMATION AND COMMUNICATION TECHNOLOGY (ICT) SERVICES

The Department of ICT committed its time in the 2023/24 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.
- 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.
- Successfully rolled out fibre connectivity to office buildings to ensure solid / stable connectivity and increased capacity for needed communications to service ICT, CCTV, and electricity specialised services.
- 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.
- 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.
- 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 OneDrive.
- Went out to the market to procure storage, which consisted of two hosts and one Tintri vmstore storage. This has been successfully installed and is currently online and will be the replacement for multiple hosts and Tintri vmstore storage that will reach End of Service Life (EOSL) in 2025.
- Procured an additional HP core switch, which was installed in the DC room and will be used to connect various devices that require network access in the server room. This will drastically reduce the strain on the current HP core.
- ICT, in conjunction with the Collaborator service provider, successfully upgraded Collaborator to the latest version.
- Replaced faulty UPS in ICT offices that had multiple battery failures with new upgraded UPS.
- Assisted the Electrical Engineering Department and service provider with the SCADA project, which included the installation and implementation of 2 SCADA servers at the ITC DC server room on the ground floor.
- Successfully relocated the DR site from Teraco Rondebosch to Teraco Brackenfell with the new service provider.



3.23.1 SERVICE STATISTICS – INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Table 184: Service Statistics – ICT

Details	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	%						
Ensure the availability of the network to ensure effective ICT systems for municipal processes.	99.9	99	99	99	99	99	99
Provide ICT support to all municipal departments by attending to requests within 4 working days.	98	98	98	98	98	98	98
Connecting all municipal sites to the ICT network.	100	100	100	100	100	100	100

The table below indicates the capital expenditure for the Department: ICT as at 30 June 2024.

Table 185: Capital expenditure - ICT services as at 30 June 2024

Capital Projects	Adjustment Budget	Actual Expenditure	Variance from the Adjustment Budget %
	R'000		
Purchase and Replacement of Computer / software and Peripheral devices	1 286	1 286	0%
Upgrading Communication Network	1 300	1 300	0%
Upgrade and Expansion of IT Infrastructure Platforms	5 714	5 264	7.88%
Server Storage expansion and upgrades	4 645	4 645	0%
Fibre Optic Implementation	1 909	1 908	0.05%

The Department: ICT has spent 97% of its capital budget for the financial year.

The table below indicates the number of employees in the Department: ICT as at 30 June 2024.

Table 186: 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	2	1	1	50
9 – 13	8	7	1	12.5
4 – 8	0	0	0	0
3 – 0	0	0	0	0
Total	11	9	2	18.2

3.24 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, memorandums, legislation, bylaws, and regulations;
- ✦ Advising the Municipal Council, Mayco, and Portfolio Committees on items submitted to meetings;
- ✦ Ensuring bylaws 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 2024.

Table 187: 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	1	1	0	0
14 – 17	0	0	0	0
9 – 13	0	0	0	0
4 – 8	1	0	1	100
3 – 0	0	0	0	0
Total	2	1	1	50

3.25 MUNICIPAL COURT – ADDITIONAL COURT - STELLENBOSCH

The Municipal Court is responsible for the following prosecutions:

- ✦ Traffic bylaws;
- ✦ Provincial traffic bylaws;
- ✦ SAPS bylaws;
- ✦ Law enforcement bylaws;
- ✦ Fire bylaws;
- ✦ Building and Land Use Regulations, and all other bylaw contraventions;
- ✦ Electrical Bylaws; 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 bylaw prosecutors and enforcers;
- Support bylaw 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 / Klipmuts 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.

3.25.1 STATISTICAL REPORT – CASE LOAD

Table 188: Statistical Report Caseload 2023/24

Months:	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
Cases on the roll	1 018	1 698	1 312	1 946	1 470	725	1 171	2 046	1 921	2 863	2 699	1 985
Withdrawn	9	3	1	1	0	2	2	2	3	1	31	0
Struck off the role	187	266	198	320	257	82	137	290	269	577	262	198
Warrants authorised	835	1 414	1 084	1 581	1 188	725	982	2 030	1 424	1 679	2 356	1 738
Deferment	0	0	0	0	0	0	0	0	0	0	0	0
Payments	5	17	13	30	15	11	29	22	46	31	225	39
Postponed	8	14	13	23	10	18	27	60	102	61	9	28
Mediations	0	0	0	0	0	0	0	0	0	0	0	0

3.25.2 FINANCIAL REPORT OF THE MUNICIPAL COURT 2023/24

Table 189: Financial Report of the Municipal Court 2023/24

Month	Traffic Fines	SAPS Fines	Law Enforcement Fines	Contempt of Court Fines	Provincial Fines	Electricity	Building	Total Amount
Jul	R413 900	R0	R3 950	R70 500	R900	R0	R12 000	R501 250
Aug	R560 610	R0	R1 800	R110 100	R6 550	R0	R13 000	R692 060
Sep	R545 260	R180	R1 000	R101 700	R750	R900	R4 000	R653 790
Oct	R656 930	R400	R1 400	R137 000	R500	R0	R2 500	R798 730
Nov	R746 480	R250	R1 150	R130 800	R1 300	R0	R4 500	R884 480
Dec	R714 110	R0	R3 000	R121 800	R4 850	R0	R2 500	R846 260
Jan	R559 950	R500	R950	R111 250	R4 500	R0	R3 000	R680 150
Feb	R758 800	R1 850	R1 450	R162 700	R5 600	R3 500	R7 500	R929 800
Mar	R939 800	R1 250	R1 750	R150 300	R1 000	R0	R4 000	R1 098 100
Apr	R641 560	R0	R650	R95 800	R3 350	R0	R16 500	R757 860
May	R782 960	R0	R970	R119 100	R5 800	R0	R9 200	R918 030
June	R682 430	R0	R850	R120 150	R2 000	R1 000	R10 500	R816 930



Month	Traffic Fines	SAPS Fines	Law Enforcement Fines	Contempt of Court Fines	Provincial Fines	Electricity	Building	Total Amount
Total	R8 002 970	R4 430	R18920	R1 431 200	R37 100	R5 400	R89 200	R9 577 440

The table below indicates the total number of employees in the Section: Municipal Court as at 30 June 2024.

Table 190: 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	1	1	0	0
14 – 17	0	0	0	0
9 – 13	0	0	0	0
4 – 8	5	3	2	40
3 – 0	0	0	0	0
Total	6	4	2	33.3



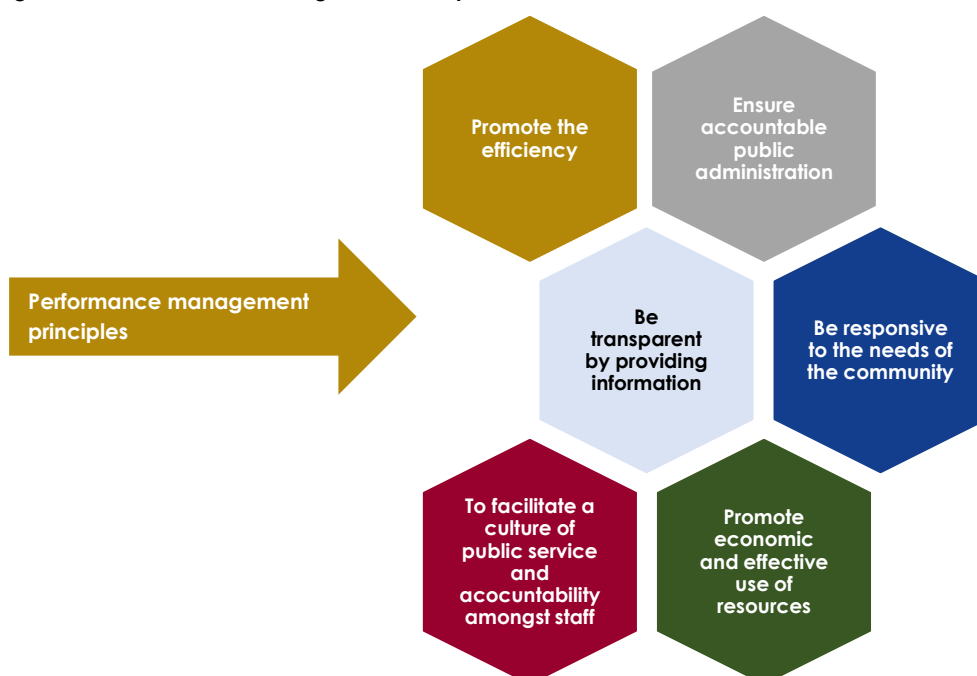
COMPONENT H: ORGANISATIONAL PERFORMANCE SCORECARD

3.26 PERFORMANCE MANAGEMENT

Performance management is defined as a management mechanism through which a municipality can plan, manage, monitor, and review the performance of the municipality and its employees to measure the progress made in achieving the objectives set out in the Integrated Development Plans (IDPs) and further measure the efficiency, effectiveness, and impact of its service delivery.

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 29: 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.



3.26.1 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.

3.26.2 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.

3.26.3 GOVERNANCE FRAMEWORK FOR THE IDP, BUDGET, AND PERFORMANCE MANAGEMENT

The draft review of the 5th Generation IDP was tabled in March 2023 and advertised for public comment thereafter. Stellenbosch Municipal Council adopted the 5th Generation IDP (2022 / 2027) together with the 2023/24 MTREF Budget on 31 May 2023.

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 2023/24 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.

3.26.4 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.

3.26.4.1 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 2023/24 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.

3.26.4.2 Amendment of the Top-layer SDBIP

The TL SDBIP 2023/24 was reviewed once during the financial year under review and submitted to the Council for approval on 20 June 2023 and revised on 25 January 2024.

The municipality utilises a 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 that are updated and provided to the internal auditor and AGSA upon request during the quarterly and annual audit testing.

3.26.4.3 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 in terms of 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 2023/24 financial year were signed on 26 February 2024 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 191: 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 192: 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%

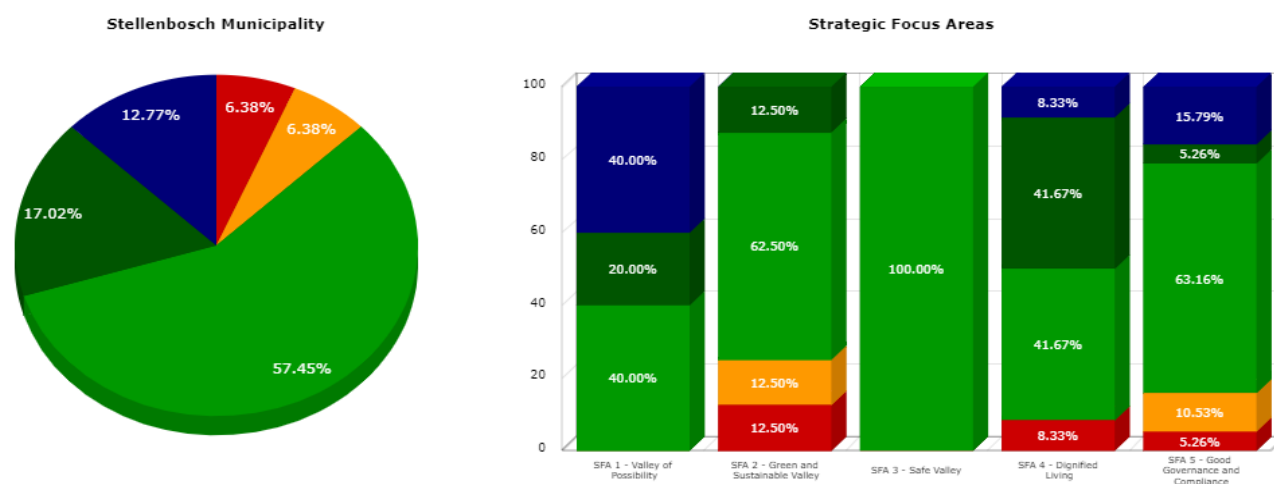


	KPI Met	Actual vs. target 100% achieved
	KPI Well Met	Actual vs. target more than 100% and less than 150% achieved
	KPI Extremely Well Met	Actual vs. target of more than 150% achieved

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.

3.26.4.4 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	3 (6.38%)	-	1 (12.50%)	-	1 (8.33%)	1 (5.26%)
KPI Almost Met	3 (6.38%)	-	1 (12.50%)	-	-	2 (10.53%)
KPI Met	27 (57.45%)	2 (40%)	5 (62.50%)	3 (100%)	5 (41.67%)	12 (63.16%)
KPI Well Met	8 (17.02%)	1 (20%)	1 (12.50%)	-	5 (41.67%)	1 (5.26%)
KPI Extremely Well Met	6 (12.77%)	2 (40%)	-	-	1 (8.33%)	3 (15.79%)
Total:	47	5	8	3	12	19
	100%	10.64%	17.02%	6.38%	25.53%	40.43%

Table and Graph 193: Overall performance per SFA- 01 July 2023 – 30 June 2024



CHAPTER 4: ORGANISATIONAL DEVELOPMENT PERFORMANCE

4.1 INTRODUCTION TO THE MUNICIPAL WORKFORCE

Stellenbosch Municipality, as of 30 June 2024, employed **1 151** 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.

4.1.1 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 194: 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%
2023/24	334	409	122%	497	665	133%	23	5	21.7%	75	72	96%

Table 195: 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%
2023/24	681	715	104.9%	670	437	65.2%	10	4	40%



4.1.2 OCCUPATIONAL CATEGORIES - RACE

The table below categorises the number of employees by race within the occupational levels.

Table 196: Occupational Categories – Race

Occupational Levels	Male				Female				Total
	A	C	I	W	A	C	I	W	
Top Management and Councillors	12	14	1	3	6	2	0	11	49
Senior management	0	6	0	4	1	2	0	0	13
Professionally qualified and experienced specialists and mid-management	8	26	1	10	11	14	1	10	81
Skilled technical and academically qualified workers, junior management, supervisors, foremen, and superintendents	53	11	2	26	64	93	0	15	368
Semi-skilled and discretionary decision-making	79	158	0	4	66	94	0	2	403
Unskilled and defined decision-making	98	121	0	0	29	32	0	0	280
Total permanent	250	440	4	54	170	237	1	38	1 194
Non-permanent employees (incl. EPWP, conditional grants, and provincial grants)	18	9	0	2	31	44	0	2	106
Grand total	268	449	4	56	201	281	1	40	1 300

4.1.3 DIRECTORATES BY RACE

The table below categorises the number of employees by race within the different Directorates:

Table 197: Directorates by Race

Directorate	Male				Female				Total
	A	C	I	W	A	C	I	W	
Office of the Mayor	12	11	0	3	6	1	0	10	43
Office of the Municipal Manager	0	2	0	1	4	5	0	2	14
Financial Services	10	36	1	2	23	49	0	4	124
Planning and Economic Development	7	21	0	7	20	27	0	8	90
Corporate Services	6	21	0	1	14	21	0	5	68
Community and Protection Services	73	132	1	20	65	95	1	6	393
Infrastructure Services	142	217	2	20	44	40	0	3	462
Total permanent	250	440	4	54	170	237	1	38	1 194
Non-permanent employees (incl. EPWP, conditional grants, and provincial grants)	18	9	0	2	31	44	0	2	106
Grand total	268	449	4	56	201	281	1	40	1 300



4.1.4 VACANCY RATE

The approved organogram (2017/2019) has a total of **1996** posts. The actual positions filled in the 2023/24 financial year are indicated in the tables below by post-level and functional level.

A total of **115** posts were vacant and funded at the end of 2023/24, resulting in a vacancy rate of **9.16%**.

The table below indicates the vacancies within the municipality:

Table 198: 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	13	0
Middle management	81	12
Skilled technical and academically qualified workers, junior management, supervisors, foremen and superintendents	368	44
Semi-skilled	403	46
Unskilled and defined decision-making	280	13
Total	1 151	115
Per Functional Level		
Functional area	Filled	Vacant
Office of the Mayor	43	0
Office of the Municipal Manager	14	2
Financial Services	124	14
Planning and Economic Development	90	10
Corporate	68	20
Community and Protection Services	393	29
Infrastructure Services	462	40
Total	1 194	115

4.1.5 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 199: 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%



Financial year	Total no appointments at the end of each Financial Year	New appointments	Number of terminations during the year	Turn-over Rate
2021/22	1 140	82	82	7.19%
2022/23	1 137	96 (incl promotion)	71	62%
2023/24	1 148	72 (New) 39 (Promotions)	70	6.1%

4.1.6 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 200: Injuries per Directorate

Directorates	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Office of the Municipal Manager	1	0	0	0	0	0	1
Financial Services	0	0	2	4	0	0	6
Planning and Economic Development Services	3	3	2	10	12	10	2
Corporate Services	1	1	7	9	5	7	5
Community and Protection Services	73	49	36	21	35	64	59
Infrastructure Services	42	32	42	77	57	69	56
Total	125	86	92	121	109	150	129

Injuries in operational services are normally higher due to the nature of work and the constant handling of equipment and machinery.

4.1.7 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 **2023/24** financial year shows a decrease of **733.43** working days when compared to the **2022/23** financial year.

The table below indicates the total number of sick leave days taken within the different directorates.

Table 201: Table 185: Sick Leave as at 30 June 2024

Directorate	2022/23	2022/23 (%)	2023/24	2023/24 (%)
Office of the Municipal Manager	83	19.45	106	28.39
Financial Services	667	21.75	660.62	19.98
Planning and Economic Development	449	21.59	391.22	16.30
Corporate Services	480.79	25.76	391.5	21.59
Community and Protection Services	1 915.93	19.21	1 792.28	17.10
Infrastructure Services	2 181.51	19.20	2 093.68	16.99
Total	5 777.23	21.16	5 043.80	20.06



4.1.8 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 202: Approved Policies for the year under review

Name of policy	Date approved / revised
Leave Policy	16 February 2024
Acting Policy	16 February 2024
Cellphone Policy	16 February 2024
Attendance and Punctuality	16 February 2024
Motor Vehicle Allowance	April 2024
Housing Policy	May 2024
Incapacity	16 February 2024
Work-related functions	16 February 2024
Sexual Harassment	April 2024
Internal Bursaries	16 February 2024
External Bursaries	16 February 2024
Student Assistance	April 2024
Occupational Health and Safety	16 February 2024
Employee Assistance	16 February 2024
Substance Abuse	April 2024
Smoking Policy	May 2024
Diversity	April 2024
Performance Management	November 2023

The Department: Human Resources Management submits policies to the Local Labour Forum regularly for review purposes.

4.1.9 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.

4.1.10 SKILLS MATRIX

The table below indicates the number of employees who received training in the year under review.

Table 203: 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	1	1
Legislators, senior officials, and managers	Female	12	1
	Male	10	6
Professionals	Female	4	6



Management level	Gender	Number of employees identified for training at the start of the year	Number of employees that received training
	Male	2	2
Associate professionals and Technicians	Female	16	8
	Male	36	10
Community and Personal Services	Female	0	0
	Male	0	0
Clerks	Female	31	9
	Male	19	11
Service and sales workers	Female	50	16
	Male	84	44
Skilled, Agricultural, Fishery, Craft, and Related Trades Workers	Female	3	3
	Male	39	22
Plant and machine operators and assemblers	Female	0	0
	Male	29	12
Elementary occupations	Female	19	6
	Male	176	38
Sub-total	Female	135	49
	Male	396	146
Total		531	195

4.1.11 SKILLS DEVELOPMENT – TRAINING PROVIDED AND BUDGET ALLOCATION

The table below indicates that a total of **R 6 143 421** was spent on the workplace skills plan. This represents **95%** when compared to the total salary budget of the municipality in the 2023/24 financial year.

Table 204: 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%
2023/24	R 622 332 797	R 4 590 000	R 5 186 870	1.13%

4.1.12 MANAGING THE MUNICIPAL WORKFORCE EXPENDITURE

4.1.12.1 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 205: 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%
2023/24	631 802	2 241 787	28%

Below is a summary of councillor and staff benefits for the year under review.

Table 206: Councillor and staff benefits

Financial year	2022/23	2023/24		2023/24
Description	Actual	Original Budget	Adjusted Budget	Actual
	R'000			
Councillors (Political Office Bearers Plus Other)				
Salary	19 152	18 759	18 759	18 816
Pension Contributions	511	495	495	518
Medical Aid Contributions	115	133	133	102
Motor Vehicle Allowance	985	763	763	961
Cell Phone and Other Allowances	2 002	1 946	1 946	2 223
Sub-Total - Councillors	22 765	22 096	22 096	22 620
% Increase / (Decrease) on Actual	12.96%	10.32%	10.32%	12.40%
Other Municipal Staff				
Basic Salaries and Wages	347 682	371 655	362 287	369 228
Pension and UIF Contributions	59 000	63 933	68 013	63 117
Medical Aid Contributions	27 108	28 434	30 528	29 853
Overtime	40 403	38 107	40 740	44 954
Performance Bonus	1 249	1 472	1 658	1 088
Motor Vehicle Allowance	8 857	12 006	12 959	9 837
Cellphone Allowance	2 172	2 746	2 990	2 274
Housing Allowances	2 716	3 057	3 232	2 744
Other benefits and allowances	46 349	60 903	63 977	71 958
Payments instead of leave	-42	7 523	7 523	5 751
Other Municipal staff				
Long service awards	5 150	2 402	2 402	5 375
Post-retirement benefit obligations	2 136	25 456	26 022	25 623
Sub-Total - Other Municipal Staff	542 779	617 694	622 331	631 802
% Increase / (Decrease)	-1.46%	10.84%	11.51%	12.83%
Total municipality	565 544	639 790	644 427	654 422
% Increase / (Decrease)	-088%	10.82%	11.47%	12.82%



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 2023/24 financial year.

Table 207: Financial Performance

Description	2022/23	2023/24			2023/24 Variance	
	Actual	Original Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Financial Performance						
Property rates	444 035	473 589	473 589	484 454	-2.29%	-2.29%
Service charges	1 138 698	1 315 591	1 306 867	1 289 135	2.01%	1.36%
Investment revenue	42 250	41 193	44 168	57 312	-39.13%	-29.76%
Transfers recognised - operational	211 107	240 911	225 163	230 231	4.43%	-2.25%
Other own revenue	264698	213 644	270 474	291 594	-36.49%	-7.81%
Total revenue (excluding capital transfers and contributions)	2 100 788	2 284 928	2 320 261	2 352 726	-2.97%	-1.40%
Employee costs	542 779	617 694	623 836	631 802	-2.28%	-1.28%
Remuneration of councillors	22 765	22 097	22 097	22 620	-2.37%	-2.37%
Depreciation and asset impairment	231 679	220 283	239 799	204 290	7.26%	14.81%
Finance charges	59 928	59 688	68 935	63 411	-6.24%	8.01%
Materials and bulk purchases	544 002	636 393	636 393	658 227	-3.43%	-3.43%
Transfers and grants	17 758	20 636	20 199	21 324	-3.33%	-5.57%
Other expenditure	528 968	681 559	749 120	640 112	6.08%	14.55%
Total Expenditure	1 947 880	2 258 350	2 360 379	2 241 786	0.73%	5.02%
Surplus / (Deficit)	152 908					
Transfers recognised - capital	100 335	103 856	135 828	106 864	-2.9%	21.3%
Contributions recognised - capital and contributed assets	0	—	—	5 136	#DIV/0!	0%
Surplus / (Deficit) after capital transfers and contributions	253 243	130 434	95 710	222 939	-71%	-133%
Capital expenditure and funds sources						
Capital expenditure						
Transfers recognised - capital	8 3467	103 856	135 828	106 533	-2.58%	21.57%
Public contributions and donations	0				0%	0%
Borrowing	100 335	200 000	146 884	137 739	31.13%	6.23%
Internally generated funds	137 704	200 944	209 014	182 886	8.99%	12.50%
Total sources of capital funds	321 506	504 800	491 726	427 158	15.38%	13.13%
Financial position						
Total current assets	955 338	812 698	962 448	1 053 537	-29.63%	-9.46%
Total non-current assets	6 076 313	6 443 332	6 330 437	6 291 559	2.36%	0.61%
Total current liabilities	498 795	448 318	493 183	517 751	-15.49%	-4.98%



Description	2022/23	2023/24			2023/24 Variance	
	Actual	Original Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Total non-current liabilities	733 525	1 059 662	906 942	827 907	21.87%	8.71%
Community wealth / equity	5 799 331	5 748 050	5 892 760	5 999 439	-4.37%	-1.81%
Net cash from (used) operating	433 938	428 518	459 629	368 809	13.93%	19.76%
Net cash from (used) investing	-346 495	-576 970	-562 824	-547 475	5.11%	2.73%
Net cash from (used) financing	23 213	144 368	144 368	82 399	42.92%	42.92%
Cash / cash equivalents at the year-end	248 533					
Cash backing / surplus reconciliation						
Cash and investments available	580 301	428 557	621 473	606 395	-41%	2%
Application of cash and investments	361 775	284 588	284 588	358 511	-26%	-26%
Balance - surplus (shortfall)	218 526	143 969	336 886	247 884	-72%	26%
Asset management						
Asset register summary (WDV)	5 634 083	6 004 827	5 887 144	5 853 785	2.52%	0.57%
Depreciation	231 679	220 283	239 799	204 290	7.26%	14.81%
Renewal of Existing Assets	20 533	33 634	52 027	31 809	5.43%	38.86%
Repairs and Maintenance	55 115	113 859	122 953	92 713	18.57%	24.59%
Free Services						
Cost of Free Basic Services provided	4 519	3 608	3 608	3 466	3.92%	3.92%
The revenue cost of free services provided	52 011	111 495	112 071	64 549	42.11%	42.40%
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 208: 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%
2023/24	2 456 089	2 464 726	-8.637	-0.35%	2 359 977	2 241 787	118 190	5.01%



5.2 REVENUE COLLECTION BY VOTE

The table below indicates the Revenue collection performance by vote for the 2023/24 financial year.

Table 209: Revenue collection performance by vote

Vote Description	2022/23	2023/24			2023/24 Variance	
	Actual	Original Budget	Adjusted Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Municipal Manager	550	–	–	–	0%	0%
Planning and Development	20 807	26 357	24 009	23 002	12.73%	4.19%
Infrastructure Services	1 405 955	1 589 956	1 626 185	1 593 728	-0.24%	2%
Community and Protection Services	188 870	164 777	196 160	184 153	-11.76%	6.12%
Corporate Services	11 557	10 179	12 553	12 196	-19.82%	2.84%
Financial Services	573 384	597 514	597 183	651 647	-9.06%	-9.12%

5.3 REVENUE COLLECTION BY SOURCE

The table below indicates the Revenue collection performance by source for the 2023/24 financial year.

Table 210: Revenue Collection by Source

Description	2022/23	2023/24			2023/24 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
Property rates	444 035	473 589	473 589	484 454	-2.29%	-2.29%
Service Charges	1 138 698	1 315 591	1 306 867	1 289 135	2.01%	1%
Rentals of facilities and equipment	12 373	10 604	13 014	11 056	-4.26%	15%
Interest earned - external investments	42 250	41 193	44 168	57 312	-39.13%	-30%
Interest earned - outstanding debtors	19 886	15 413	17 324	23 505	-52.50%	-36%
Interest	0	3 293	3 293	4 239	0%	0%
Sale of Goods and Rendering of Services	21 698	22 190	22 124	25 260	-13.84%	-14%
Fines	146 658	131 570	155 565	166 868	-26.83%	-7%
Licences and permits	8 408	7 872	7 994	8 149	-3.53%	-2%
Agency services	3 438	3 358	3 617	3 697	-10.11%	-2%
Transfers recognised - operational	211 107	240 911	225 163	230 231	4.43%	-2%
Transfers recognised - capital	100 335	103 856	135 828	112 001	-7.84%	18%
Other revenue	44 608	19 346	47 544	48 819	-152.35%	-3%
Gains on the disposal of PPE	0	–	–	–	0%	0%
Total Revenue (excluding capital transfers and contributions)	2 201 123	2 388 783	2 456 089	2 464 726	-3.18%	-0.35%



5.4 OPERATIONAL SERVICES PERFORMANCE

The table below indicates the operational services performance for the 2023/24 financial year.

Table 211: Operational Services Performance: Expenditure

Description	2022/23	2023/24			2023/24 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustment Budget
	R'000					%
Operating Cost						
Water	159 960	148 236	156 544	184 225	-24.28%	-17.68%
Wastewater (Sanitation)	143 425	153 124	204 058	162 910	-6.39%	20.17%
Electricity	851 029	758 726	737 990	958 343	-26.31%	-29.86%
Waste Management	117 588	147 466	167 006	123 558	16.21%	26.02%
Housing	18 389	31 614	35 757	17 358	45.09%	51.46%
Component A: sub-total	1 290 390	1 239 166	1 301 355	1 446 394	-16.72%	-11.15%
Roads and Stormwater	8 728	114 164	123 652	22 530	80.26%	81.78%
Component B: sub-total	8 728	114 164	123 652	22 530	80.26%	81.78%
Town Planning and Spatial Planning	-	12 784	10 596	58	99.54%	99.45%
Local Economic Development	1 928	16 428	14 441	2 563	84.40%	82.25%
Component C: sub-total	1 928	29 212	25 037	2 621	91.03%	89.53%
Libraries	10 798	14 026	13 536	10 277	26.73%	24.08%
Cemeteries	4 979	6 306	6 126	1 271	79.85%	79.25%
Community development	179	17 271	17 882	800	95.37%	95.53%
Component D: sub-total	15 956	37 603	37 544	12 348	67.16%	67.11%
Environmental Protection	-	-	-	-	0%	0%
Component E: sub-total	0	0	0	0	0%	0%
Traffic services	121 920	214 927	259 639	175 649	18.28%	32.35%
Fire Services and Disaster Management	941	58 878	51 237	1 132	98.08%	97.79%
Component F: sub-total	122 861	273 805	310 876	194 266	29.05%	37.51%
Holiday Resorts and Campsites	427	602	616	12	97.97%	98.02%
Sports grounds, parks, swimming pools	1 249	86 056	78 848	1 819	97.89%	97.69%
Community Halls, Facilities and Thusong Centres	579	5 421	5 448	819	84.89%	84.97%
Component G: sub-total	2 256	92 080	84 913	2 650	97.12%	96.88%



Description	2022/23	2023/24			2023/24 Variance	
	Actual	Original Budget	Adjustments Budget	Actual	Original Budget	Adjustment Budget
	R'000					%
Office of the MM	-0	17 089	16 787	5	99.97%	99.97%
Financial Services	572 686	251 424	214 734	648 642	-157.99%	-202.07%
Administration	100 885	117 566	82 011	95 795	18.52%	-16.81%
Property and contract management	9 406	48 010	40 740	7 136	85.14%	82.48%
HR	1 278	70 652	68 649	1 939	97.26%	97.18%
IT	-2	52 531	48 568	-	100%	100%
Internal Audit	550	4 234	4 065	-	100%	100%
Legal Services	2	8 048	6 996	23	99.71%	99.67%
Component H: sub-total	684 805	569 554	482 550	753 541	-32.30%	-35.96%
Total Expenditure	2 126 923	2 355 584	2 365 926	2 416 865	-2.60%	-2.11%

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 2023/24 financial year.

5.5.1 WATER SERVICES

Table 212: Financial Performance: Water Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(174 333)	(196 564)	(202 740)	(219 898)	-8%
Expenditure:					
Employees	30 863	35 413	37 601	41 525	-10%
Repairs and Maintenance	5 541	7 834	6 888	5 639	18%
Other	122 726	104 989	112 055	137 061	-22%
Total Operational Expenditure	159 130	148 236	156 544	184 225	-18%
Net Operational (Service)	(15 203)	(48 329)	(46 196)	(35 673)	-26%

Variances are calculated by dividing the difference between the actual and original budget by the actual.



5.5.2 SANITATION SERVICES

Table 213: Financial Performance: Sanitation Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(149 486)	(159 082)	(154 425)	(169 300)	-10%
Expenditure:					
Employees	39 837	46 221	48 292	39 825	18%
Repairs and Maintenance	6 219	8 782	34 638	36 550	-6%
Other	95 114	98 122	121 128	86 535	29%
Total Operational Expenditure	141 171	153 124	204 058	162 910	20%
Net Operational (Service)	(8 315)	(5 958)	49 633	(6 390)	113%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.3 ELECTRICITY SERVICES

Table 214: Financial Performance: Electricity Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(850 173)	(979 174)	(1 022 632)	(957 392)	6%
Expenditure:					
Employees	33 196	34 399	29 707	35 288	-19%
Repairs and Maintenance	8 881	11 215	11 280	10 623	6%
Other	808 925	713 112	697 003	912 433	-31%
Total Operational Expenditure	851 001	758 726	737 990	958 343	-30%
Net Operational (Service)	828	(220 448)	(284 642)	951	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 215: Financial Performance: Waste Management Services (Refuse Collections, Waste Disposal, and Recycling)

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(130 737)	(151 336)	(134 130)	(142 012)	-6%
Expenditure:					
Employees	32 039	32 817	33 300	49 759	-49%
Repairs and Maintenance	4 732	4 013	5 703	5 902	-3%
Other	77 870	110 636	128 003	67 897	47%
Total Operational Expenditure	114 641	147 466	167 006	123 558	26%
Net Operational (Service)	(16 096)	(3 870)	32 877	(18 453)	156%

Variances are calculated by dividing the difference between the actual and original budget by the actual.

5.5.5 INTEGRATED HUMAN DEVELOPMENT

Table 216: Financial Performance: Integrated Human Settlement

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(20 879)	(17 411)	(17 303)	(19 033)	-10%
Expenditure:					
Employees	18 089	22 475	21 672	18 624	14%
Repairs and Maintenance	(76)	174	1 168	1 137	3%
Other	645	8 964	12 916	(2 404)	119%
Total Operational Expenditure	18 659	31 614	35 757	17 358	51%
Net Operational (Service)	(2 221)	14 202	18 454	(1 675)	109%

Variances are calculated by dividing the difference between the actual and original budget by the actual.



5.5.6 ROADS AND STORMWATER

Table 217: Financial Performance: Roads and Stormwater

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(9 426)	(7 966)	(33 012)	(22 466)	32%
Expenditure:					
Employees	33 109	38 011	39 134	34 909	11%
Repairs and Maintenance	16 114	16 998	17 723	17 420	2%
Other	(42 159)	59 155	66 795	(29 799)	145%
Total Operational Expenditure	7 064	114 164	123 652	22 530	82%
Net Operational (Service)	(2 361)	106 198	90 640	64	100%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.7 TOWN AND SPATIAL PLANNING

Table 218: Financial Performance: Town and Spatial Planning

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-				
Expenditure:					
Employees	10 584	11 993	9 771	11 431	-17%
Repairs and Maintenance	-	-	15	12	22%
Other	-10 584	792	810	(11 385)	1 506%
Total Operational Expenditure	-	12 784	10 596	58	99%
Net Operational (Service)	-	12 784	10 596	58	99%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					



5.5.8 LOCAL ECONOMIC DEVELOPMENT (LED)

Table 219: Financial Performance: Local Economic Development (LED)

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(1 928)	(2 069)	(2 238)	(2 272)	-2%
Expenditure:					
Employees	4 310	3 310	3 461	4 467	-29%
Repairs and Maintenance	–	–	–	–	0%
Other	(2 403)	13 118	10 981	(1 904)	117%
Total Operational Expenditure	1 906	16 428	14 441	2 563	82%
Net Operational (Service)	(22)	14 359	12 203	291	98%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.9 LIBRARIES

Table 220: Financial Performance: Libraries

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-179	(81)	(281)	(81)	71%
Expenditure:					
Employees	4 894	5 362	5 742	5 395	6%
Repairs and Maintenance	20	33	52	49	6%
Other	-4 736	11 875	12 089	(4 644)	138%
Total Operational Expenditure	179	17 271	17 882	800	96%
Net Operational (Service)	-0	17 190	17 602	719	96%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					



5.5.10 COMMUNITY DEVELOPMENT

Table 221: Financial Performance: Community Development

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-179	(81)	(281)	(81)	71%
Expenditure:					
Employees	4 894	5 362	5 742	5 395	6%
Repairs and Maintenance	20	33	52	49	6%
Other	-4 736	11 875	12 089	(4 644)	138%
Total Operational Expenditure	179	17 271	17 882	800	96%
Net Operational (Service)	-0	17 190	17 602	719	96%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.11 CEMETERIES

Table 222: Financial Performance: Cemeteries

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-1 362	(1 140)	(1 163)	(1 271)	-9%
Expenditure:					
Employees	3 344	3 979	4 514	3 737	17%
Repairs and Maintenance	273	290	387	280	27%
Other	(2 255)	2 036	1 225	(2 747)	324%
Total Operational Expenditure	1 362	6 306	6 126	1 271	79%
Net Operational (Service)	-	5 166	4 963	-	100%
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 223: Financial Performance: Traffic Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-163 167	(147 228)	(171 490)	(160 461)	6%
Expenditure:					
Employees	70 929	66 449	69 797	73 217	-5%
Repairs and Maintenance	1 946	4 090	2 213	1 921	13%
Other	48 934	144 388	187 629	117 997	37%
Total Operational Expenditure	121 809	214 927	259 639	193 135	26%
Net Operational (Service)	(41 357)	67 699	88 149	32 674	63%
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 224: Financial Performance: Fire Services and Disaster Management Personnel Expenditure

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(931)	(983)	(1 045)	(1 100)	-5%
Expenditure:					
Employees	44 086	47 397	38 273	47 670	-25%
Repairs and Maintenance	1 779	3 199	3 059	3 732	-22%
Other	(44 925)	8 282	9 905	(50 269)	608%
Total Operational Expenditure	940	58 878	51 237	1 132	98%
Net Operational (Service)	9	57 895	50 192	32	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 225: Financial Performance: Holiday Resorts and Campsites

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-427	(415)	(66)	(12)	82%
Expenditure:					
Employees	124	488	517	101	80%
Repairs and Maintenance	-	-	-	-	0%
Other	303	115	98	(89)	190%
Total Operational Expenditure	427	602	616	12	98%
Net Operational (Service)	-	187	550	-	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 226: Financial Performance: Sport Grounds, Parks, and Swimming Pools

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	(1 759)	(1 552)	(1 337)	(1 656)	-24%
Expenditure:					
Employees	40 460	47 489	51 123	43 184	16%
Repairs and Maintenance	1 699	1 496	2 184	1 655	24%
Other	(31 872)	37 070	25 541	(43 019)	268%
Total Operational Expenditure	10 286	86 056	78 848	1 819	98%
Net Operational (Service)	8 527	84 504	77 511	163	100%
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 227: Financial Performance: Office of the Municipal Manager

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-				
Expenditure:					
Employees	15 282	12 860	13 265	9 631	27%
Repairs and Maintenance	24	81	20	-	100%
Other	-15 306	4 148	3 502	(9 626)	375%
Total Operational Expenditure	-	17 089	16 787	5	100%
Net Operational (Service)	-	17 089	16 787	5	100%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.17 HUMAN RESOURCE SERVICES

Table 228: Financial Performance: Human Resource Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-1 278	(625)	(1 250)	(1 265)	-1%
Expenditure:					
Employees	11 008	47 510	48 320	27 108	44%
Repairs and Maintenance	-	53	-	-	0%
Other	(9 730)	23 089	20 329	(25 169)	224%
Total Operational Expenditure	1 278	70 652	68 649	1 939	97%
Net Operational (Service)	(0)	70 027	67 399	674	99%
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 229: Financial Performance: Information and Communication Technology (ICT) Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	–	–	–	–	0%
Expenditure:					
Employees	8 323	9 897	10 590	9 072	14%
Repairs and Maintenance	599	1 007	679	621	9%
Other	(8 936)	41 627	37 299	(9 693)	126%
Total Operational Expenditure	(15)	52 531	48 568	–	100%
Net Operational (Service)	(15)	52 531	48 568	–	100%

Variances are calculated by dividing the difference between the actual and original budget by the actual.

5.5.19 LEGAL SERVICES

Table 230: Financial Performance: Legal Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-2	(1)	(2)	(23)	-9.83%
Expenditure:					
Employees	2 112	1 791	1 910	1 705	11%
Repairs and Maintenance	-	–	–	–	0%
Other	-2 110	6 257	5 086	(1 682)	133%
Total Operational Expenditure	2	8 048	6 996	23	100%
Net Operational (Service)	-0	8 046	6 994	0	100%

Variances are calculated by dividing the difference between the actual and original budget by the actual.



5.5.20 PROPERTY MANAGEMENT

Table 231: Financial Performance: Property and Contract Management

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-9 570	(8 320)	(10 238)	(10 062)	2%
Expenditure:					
Employees	7 470	9 431	10 418	6 453	38%
Repairs and Maintenance	7 146	16 273	9 274	6 830	26%
Other	(5 724)	22 306	21 048	(6 147)	129%
Total Operational Expenditure	8 892	48 010	40 740	7 136	82%
Net Operational (Service)	(678)	39 689	30 502	(2 926)	110%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					

5.5.21 FINANCIAL SERVICES

Table 232: Financial Performance: Financial Services

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-573 084	(597 514)	(597 183)	(652 046)	-9%
Expenditure:					
Employees	57 665	63 703	65 036	81 886	-26%
Repairs and Maintenance	91	381	678	196	71%
Other	517 551	187 341	149 020	566 560	-280%
Total Operational Expenditure	575 308	251 424	214 734	648 642	-202%
Net Operational (Service)	2 223	(346 090)	(382 449)	(3 404)	99%
Variances are calculated by dividing the difference between the actual and original budget by the actual.					



5.5.22 INTERNAL AUDIT

Table 233: Financial Performance: Internal Audit

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-550	–	–	–	0%
Expenditure:					
Employees	3 884	3 217	3 217	4 368	-36%
Repairs and Maintenance	-	–	–	–	0%
Other	-3 334	1 017	847	(4 368)	616%
Total Operational Expenditure	550	4 234	4 065	–	100%
Net Operational (Service)	0	4 234	4 065	–	100%

Variances are calculated by dividing the difference between the actual and original budget by the actual.

5.5.23 ADMINISTRATION

Table 234: Financial Performance: Administration

Description	2022/23	2023/24			
	Actual (Audited Outcome)	Original Budget	Adjustment Budget	Actual	Variance to Budget
	R'000				%
Total Operational Revenue	-101 012	(105 538)	(88 969)	(95 490)	-7%
Expenditure:					
Employees	45 189	41 673	43 791	54 403	-24%
Repairs and Maintenance	47	631	86	46	47%
Other	56 892	75 262	38 133	41 347	-8%
Total Operational Expenditure	102 129	117 566	82 011	95 795	-17%
Net Operational (Service)	1 117	12 028	(6 958)	306	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 2023/24 financial year. The performance in the spending of these grants is summarised as follows:

Table 235: Grant Performance

Description	2022/23	2023/24			2023/24 Variance	
	Actual	Budget	Adjustment Budget	Actual	Original Budget	Adjustment Budget
	R'000				%	
National Government:	188 219	210 148	209 881	210 606	-12%	-19%
Equitable Share	179 634	200 841	200 841	200 488	0%	0%
Financial Management Grant	1 550	1 550	1 550	1 448	7%	7%
EPWP	3 748	4 786	4 519	5 699	-19%	-26%
Integrated Urban Development Grant	3 287	2 971	2 971	2 971	0%	0%
Provincial Government:	24 946	30 963	14 583	14 314	54%	2%
Community Development Workers Operational Support Grant	38	38	38	38	0%	0%
Library Services: Conditional Grant	10 628	11 252	11 252	12 704	-13%	-13%
Municipal Library Support Grant	3 102	-	-	-	0%	0%
Library Services: Replacement Funding for most vulnerable B3 Municipalities	550	-	180	180	0%	0%
Municipal Accreditation and Capacity Building Grant	669	245	245	245	0%	0%
Financial Management Capability Building Grant	319	200	241	241	-21%	0%
Human Settlements Development Grant	6 954	17 380	535	-	100%	100%
Maintenance and Construction of Transport Infrastructure	495	345	345	345	0%	0%
Title Deeds Restoration Grant	940	1 503	1 503	317	79%	79%
Western Cape Municipal Energy Resilience Grant (WC MER Grant)	1 184	-	244	244	0%	0%
Housing consumer education	68	-	-	-	0%	0%
Community Development Workers Operational Support Grant	38	38	38	38	0%	0%
District Municipality:	599	0	200	120	0%	40%
Cape Winelands District Grant Long-Term Financial Plan	484	0	0	0	0%	0%
Cape Winelands Disaster Grant COMMUNITY SAFETY	115	0	200	120	0%	40%
Other Grant Providers:	0					
LG SETA Discretionary	0	-	-	-	-	0%
DBSA Grant	0	-	-	-	-	0%
Total Operating Transfers and Grants	213 764	241 111	224 664	225 040	6.67%	-0.17%



5.6.2 LEVEL OF RELIANCE ON GRANTS AND SUBSIDIES

Table 236: 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	311 629	2 201 123	14.16
2023/24	342 323	2 464 726	13.89

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 237: Repairs and Maintenance Expenditure

Description	2022/23	2023/24			2023/24 Variance
	Actual	Original Budget	Adjustment Budget	Actual	Budget variance
	R'000				%
Repairs and Maintenance Expenditure	55 115	113 859	122 953	92 713	24.60%



5.9 FINANCIAL RATIOS BASED ON KEY PERFORMANCE INDICATORS

Table 238: Liquidity Ratio

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Current Ratio	Current assets / current liabilities	2.18	2.02	2.09	1.82	1.48	1.68	1.90	2.03

5.10 IDP REGULATION FINANCIAL VIABILITY INDICATORS

Table 239: IDP Regulation Financial Viability of Indicators

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Cost Coverage	(Available cash + investments) / monthly fixed operational expenditure	5.71	4.59	4.70	2.21	1.83	2.26	3.10	2.98
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	28.51
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	22.64

5.11 BORROWING MANAGEMENT

Table 240: Borrowing Management

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
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%	4.65%

5.12 EMPLOYEE COSTS

Table 241: Employee Costs

Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
Employee costs	Employee costs / (total revenue - capital revenue)	26.84	28.80%	29.09%	29.99%	32.45%	28.70	25.84%	27.21%



COMPONENT B: SPENDING AGAINST CAPITAL BUDGET

5.13 CAPITAL EXPENDITURE

5.13.1 CAPITAL EXPENDITURE BY ASSETS PROGRAMME

Table 242: Capital Expenditure by Asset Programme

Description	2023/24		
	Original Budget	Adjustment Budget	Actual Expenditure
	R'000		
Capital Expenditure by Asset Class			
Infrastructure	437 507	415 609	348 574
Roads Infrastructure	70 100	92 684	60 797
Roads	41 700	57 667	44 763
Road Structures	21 200	22 726	9 169
Road Furniture	4 600	5 090	3 014
Stormwater Infrastructure	500	300	300
Stormwater Conveyance	2 100	6 900	3 550
Electrical Infrastructure	112 113	99 465	97 726
Power Plants	5 018	16 634	27 945
HV Substations	34 365	8 765	37 302
MV Switching Stations	–	–	–
MV Networks	36 572	38 353	3 175
MV Substations	29 708	29 209	20 975
LV Networks	6 200	6 253	2 500
Capital Spares	250	250	5 829
Water Supply Infrastructure	138 954	97 899	89 431
Dams and Weirs	–	–	1 992
Boreholes	500	500	–
Reservoirs	82 000	56 359	56 833
Water Treatment Works	7 000	–	3 549
Bulk Mains	12 021	17 014	13 615
Distribution	37 433	24 026	13 443
Capital Spares	–	–	–
Sanitation Infrastructure	46 340	29 868	16 032
Pump Station	500	600	–
Reticulation	1 800	300	–
Wastewater Treatment Works	37 040	15 351	28 168
Outfall Sewers	7 000	13 617	(12 136)
Toilet Facilities	–	–	–
Capital Spares	–	–	–
Solid Waste Infrastructure	62 000	87 694	70 506
Landfill Sites	46 000	69 630	65 366
Waste Transfer Stations	2 500	5 000	374
Waste Drop-off Points	2 500	2 367	470
Waste Separation Facilities		90	4 297
Capital Spares	1 000	700	–
Information and Communication Infrastructure	8 000	8 000	14 081



Description	2023/24		
	Original Budget	Adjustment Budget	Actual Expenditure
	R'000		
Data Centres	2 000	4 700	4 645
Distribution Layers	6 000	3 300	4 203
Capital Spares	–	–	5 233
Community Assets			
Community Facilities	15 380	18 656	24 780
Halls	2 400	400	115
Centres	200	249	–
Fire / Ambulance Stations	–	–	–
Markets	–	–	225
Abattoirs	–	–	95
Libraries	3 080	4 339	149
Cemeteries / Crematoria	5 500	9 000	9 389
Crèches	1 000	–	–
Police	–	–	7
Public Open Space	300	800	8 068
Nature Reserves	1 000	788	1 343
Public Ablution Facilities	–	–	143
Stalls	1 000	1 000	–
Taxi Ranks / Bus Terminals	–	–	2 324
Parks	900	2 080	2 921
Capital Spares	–	–	–
Sport and Recreation Facilities	8 211	7 002	4 831
Outdoor Facilities	8 211	7 002	4 831
Heritage assets	–	–	2 323 741
Heritage assets	5 781	7 483	–
Historic Buildings	5 781	7 483	–
Conservation Areas	–	–	–
Investment Properties			
Revenue Generating	–	–	–
Improved Property	–	–	–
Unimproved Property	–	–	–
Non-revenue Generating	–	–	–
Improved Property	–	–	–
Unimproved Property	–	–	–
Other assets	5 800	9 719	12 971
Operational Buildings	3 500	9 569	4 158
Municipal Offices	–	–	3 503
Yards	2 000	–	–
Stores	–	–	–
Training Centres	–	–	–
Manufacturing Plant	300	150	–
Depots	–	–	5 310



Description	2023/24		
	Original Budget	Adjustment Budget	Actual Expenditure
	R'000		
Capital Spares	–	–	–
Housing	1 000	1 320	1 016
Social Housing	1 000	1 320	1 016
Biological or Cultivated Assets	250	350	–
Biological or Cultivated Assets	250	350	
Intangible Assets	–	–	–
Licences and Rights	–	–	
Computer Software and Applications	–	–	
Computer Equipment	6 770	8 486	2 476
Computer Equipment	6 770	8 486	2 476
Furniture and Office Equipment	770	2 838	1 624
Furniture and Office Equipment	770	2 838	1 624
Machinery and Equipment	13 165	10 416	2 533
Machinery and Equipment	13 165	10 416	2 533
Transport Assets	10 166	9 847	23 291
Transport Assets	10 166	9 847	23 291
Land			5 063
Land	–	–	5 063
Total Capital Expenditure	504 800	491 726	427 158

5.13.2 SOURCES OF FINANCE

The table below indicates the capital expenditure by funding source for the 2023/24 financial year.

Table 243: Capital Expenditure by Funding Source

Details	2023/24			
	Original Budget (OB)	Adjustment Budget	Actual	Adjustment Budget Variance
	R'000			%
Source of finance				
External Loans	200 000	146 884	137 739	6.23%
Public Contributions and Donations	–	–	–	0%
Grants and Subsidies	103 856	135 828	106 533	21.57%
Other	200 944	209 014	182 886	12.50%
Total	504 800	491 726	427 158	13.13%
External Loans	40%	30%	32.23%	-7.89%
Public Contributions and Donations	0%	0%	0%	0%
Grants and Subsidies	21%	28%	24.93%	9.76%
Own Funding	40%	43%	42.84%	-0.79%
Water and Sanitation	170 290	104 407	94 140	9.83%
Electricity	113 113	100 352	98 375	1.97%



Details	2023/24			
	Original Budget (OB)	Adjustment Budget	Actual	Adjustment Budget Variance
	R'000			%
Housing	7 894	3 457	3 262	5.65%
Roads and Stormwater	71 750	97 699	73 507	24.76%
Other	141 753	185 811	158 091	14.92%
Total	504 800	491 726	427 374	13.09%
Water and Sanitation	34%	21%	22.03%	-3.74%
Electricity	22%	20%	23.02%	-12.79%
Housing	2%	1%	0.76%	-8.56%
Roads and Stormwater	14%	20%	17.20%	13.43%
Other	28%	38%	36.99%	2.11%

5.13.3 CAPITAL SPENDING ON 5 LARGEST PROJECTS

Projects with the highest capital expenditure in 2023/24.

Table 244: Capital Expenditure on the 5 Largest Projects

Name of Project	2023/24			Variance 2023/24	
	Original Budget	Adjustment Budget	Actual Expenditure	Original Variance	Adjustment Variance
				%	
Expansion of the landfill site (New cells)	46 000	67 281	65 366	-42%	2.85%
New Reservoir and Pipeline: Vlottenburg	46 000	35 901	35 222	23%	1.89%
Laterra Substation	23 108	22 967	22 454	3%	2.23%
Bulk Water Supply Pipeline and Reservoir - Jamestown	32 500	22 697	21 694	33%	4.42%
Electrification INEP	18 450	16 279	16 104	13%	1.07%

5.13.4 INTEGRATED URBAN DEVELOPMENT GRANT (IUDG)

Table 245: Integrated Urban Development Grant (IUDG)

Details	Budget	Adjustment Budget	Actual	Variance Budgets
	R'000			%
New Development Bulk Sewer Supply WC024	1 000 000	-	-	0%
Cloetesville Bulk Sewer upgrade	1 000 000	-	-	0%
Fencing: Parks and Gardens	200 000	700 000	700 000	0%
Upgrading Ad hoc Housing Projects	-	550 096	550 096	0%
Beautification of Parks and Cemeteries	300 000	300 000	300 000	0%
Calcatta Memorial Park	5 500 000	9 500 000	9 500 000	0%
Non-Motorised Transport Implementation	-	3 450 135	3 450 135	0%
Adhoc Reconstruction of Roads (WC024)	3 000 000	3 904 372	3 904 372	0%
Kayamandi Pedestrian Bridge (R304, River, and Railway Line)	11 000 000	549 865	549 865	0%
Languedoc access road and bridge	-	1 595 628	1 595 628	0%



Details	Budget	Adjustment Budget	Actual	Variance Budgets
	R'000			%
Expansion of the landfill site (New cells)	-	2 189 569	2 189 569	0%
Northern Extension: Feasibility	-	-	-	0%
New Reservoir and Pipeline: Vlotenburg	31 939 500	33 699 835	33 699 835	0%
New Developments Bulk Water Supply WC024	1 500 000	-	-	0%
Upgrading: Early Childhood Development Centres on Municipal Land	1 000 000	-	-	0%
Basic Salary and Wages	2 970 500	2 970 500	2 970 500	0%
Total	59 410	59 410	59 410	0%

5.14 CASH FLOW

Table 246: Cash flow

Description	2022/23	2023/24		
	Actual (Audited Outcome)	Original Budget	Adjusted Budget	Actual
R'000				
Cash Flow from Operating Activities				
Receipts				
Ratepayers and Other	1 630 359	2 106 841	2 142 527	1 824 843
Government Grants	314 394	344 766	348 270	333 123
Interest	42 250	41 193	44 168	57 312
Payments				
Employee Costs	-579 747	-	-	-
Suppliers	-932 884	-2 000 844	-2 011 898	-1 797 283
Finance Costs	-46 712	-42 802	-42 802	-49 186
Transfers and Grants	-17 758	-20 636	-20 636	-
Net Cash from / (Used) Operating Activities	409 902	428 518	459 629	368 808
Cash Flow from Investing Activities				
Receipts				
Proceeds on Disposal of PPE	1 738	-	-	724
Proceeds on Disposal of Biological Assets	-	-	-	0
Movement in Non-Current Receivables	-	-	-	0
Payments				
Purchase of PPE	0	-	-	-
Movement in Non-Current Receivables	0	-	-	-
Movement in Investments	-26 245	-	-	-123 949
Capital assets	-297 952	-576 970	-562 824	-424 249
Net Cash from / (Used) Investing Activities	-344 219			
Cash Flow from Financing Activities				
Receipts				
Proceeds from other Financial Liabilities	69 244	200 000	200 000	137 446
Increase in consumer deposits	0	-	-	-
Payments				



Description	2022/23	2023/24		
	Actual (Audited Outcome)	Original Budget	Adjusted Budget	Actual
	R'000			
Repayment of Borrowing	-46 031	-55 632	-55 632	-55 047
Prior period error	-	-	-	-
Net Cash from / (Used) Financing Activities	23 213	144 368	144 368	82 399
Net Increase / (Decrease) in Cash Held	110 656	-4 084	41 173	-96 265
Cash / Cash Equivalents at the Year-Begin:	139 312	432 641	580 301	249 945
Cash / Cash Equivalents at the Year-End:	249 968	428 557	621 474	153 680

5.15 GROSS OUTSTANDING DEBTORS PER SERVICE

Table 247: Gross Outstanding Debtors per Service

Financial year	Rates	Trading services	Trading services	Housing rentals	Other	Total
		(Electricity and Water)	(Sanitation and Refuse)			
	(R'000)					
2021/22	49 872	262 980	69 220	29 192	216 025	627 289
2022/23	56 526	323 873	86 820	31 363	252 067	750 649
Difference	6 654	60 893	17 600	2171	36 042	123 360
% growth year on year	12%	19%	20%	7%	14%	16%
2023/24	66 235	395 050	110 550	33 114	252 711	857 660
Difference	9 709	71 177	23 730	1 751	644	107 011
% growth year on year	15%	18%	21%	5%	0%	12%

Note: Figures exclude provision for bad debt.

5.16 DEBTORS AGE ANALYSIS

Table 248: 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)					
2021/22	224 149	16 533	16 880	17 537	352 191	627 289
2022/23	278 937	14 865	16 267	13 531	427 049	750 649
Difference	54 788	-1 668	-613	-4006	74 858	123 360
% growth year on year	20%	-11%	-4%	-30%	18%	16%
2023/24	235 655	20 202	20 517	10 759	570 527	857 660
Difference	-43 282	5 337	4 250	-2 772	143 478	107 011
% growth year on year	-18%	26%	21%	-26%	25%	12%

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 249: Actual Borrowings

Instrument	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	R'000							
Long-Term Loans	186 386	173 302	318 800	292 930	368 997	478 736	501 950	584 049

5.19 MUNICIPAL INVESTMENTS

Table 250: Municipal Investments

Investment type	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	R'000							
Deposits - Bank	575 418	505 618	398 164	306 637	222 434	305 522	331 767	455 717



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 2022/23

6.2 AUDITOR GENERAL OF SOUTH AFRICA REPORT 2022/23

Table 251: Auditor General of South Africa Report 2022/23

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



COMPONENT B: AUDITOR-GENERAL OPINION 2023/24

6.3 AUDITOR GENERAL OF SOUTH AFRICA REPORT 2023/24

Table 252: Auditor General of South Africa Report 2023/24

2023/24	
Audit Report Status:	
2023/24	
Issue raised	Corrective step implemented
Emphasis of matter:	
Restatement of corresponding figures	
As disclosed in note 62 to the financial statements, the corresponding figures for 30 June 2023 were restated as a result of errors in the financial statements of the municipality at, and for the year ended, 30 June 2024	None Required
Material Impairments	
As disclosed in note 4 to the financial statements, the municipality provided for the impairment of receivables from exchange transactions of R268,7 million (2022-23: R208 million).	None Required
As disclosed in note 5 to the financial statements, the municipality provided for the impairment of receivables from non-exchange transactions of R217,9 million (2022-23: R225,8 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 135, which comprise the statement of financial position as at 30 June 2024, statement of financial performance, statement of changes in net assets, cash flow statement and 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 2024 and its financial performance and cash flows for the year that 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 2023 (Dora).	None Required



ANNEXURE A: ANNUAL FINANCIAL STATEMENTS 2023/24



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annual Financial Statements

30 JUNE 2024



AUDITOR-GENERAL
SOUTH AFRICA

Auditing to build public confidence
30 November 2024

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

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The reports and statements set out below comprise the audited annual financial statements presented to the provincial legislature:

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Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

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 committee

Portfolio

Executive mayor and chairperson of mayoral committee
Deputy executive mayor
Speaker
Council Whip
MMC Human settlements
MMC Youth, sport and culture
MMC Planning, Local Economic Development and Tourism
MMC Environmental Management, Parks, Open Spaces, Cemeteries
MMC Community development
MMC Corporate services
MMC Financial services
MMC Protection services
MMC Infrastructure
MMC Rural Development

Councillor

G van Deventer
J Fasser
Q Smit
P Crawley
R Du Toit
JC Anthony
C van Wyk
J Williams

X Kalipa
L Nkamisa
J Fasser
R Pheiffer
P Johnson (Resigned: 12/06/2024)
J Joon

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

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	Slabbert	M
4	Ntsunguzi	N	21	Petersen	W
5	Nalumango (Resigned: 10/06/2024)	R	22	Manuel	C
6	Schafer	S	23	Van Rooyen	R
7	Adams	R	24	Mcombring	N
8	Mdemka	X	25	Ferns	N
9	Hanekom	A	26	Vermeulen	E
10	Petersen	G	27	Serdyn	J
11	Olayi	N	28	Tomose	A
12	Mkhontwana	N	29	Nkopane	M
13	Ndalasi	Z	30	Danana	M
14	Noble (Resigned: 05/04/2024)	C	31	Masimini	E
15	Van Stade	M	32	Dalling	Z
16	Hendrikse	R	33	Groenewald	E
17	Andrews	J			

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

General Information

Executive management

Position

Municipal Manager
 Chief Financial Officer (CFO)
 Director: Infrastructure
 Director: Corporate Services
 Director: Planning and Economic Development
 Director: Community and Protection Services

Name

Geraldine Mettler
 Kevin Carolus
 Preshane Chandaka
 Annalene de Beer
 Anthony Barnes
 Gary Boshoff

Members of the Audit Committee

Chairperson:

Members:

Linda Cecil Nene
 Reyhana Gani
 Ruthaleen Lucinda Colette Strydom
 Nimrod Llewellyn Mortimer

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)

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Abbreviations

ASB	Accounting Standards Board
CIGFARO	Chartered institute 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

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Officer's Responsibilities 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 audited annual financial statements and related financial information included in this report. It is the responsibility of the Accounting Officer to ensure that the audited 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 audited annual financial statements and was given unrestricted access to all financial records and related data.

The audited 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 audited 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 audited 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 34 to these audited 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 audited annual financial statements.

The audited 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 2024:



Accounting Officer
Geraldine Mettler

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Statement of Financial Position as at 30 June 2024

	Note(s)	2024	2023
Assets			
Current Assets			
Cash and cash equivalents	2	150 678 869	246 945 413
Receivables from exchange transactions	4	251 987 494	217 120 693
Receivables from non-exchange transactions	5	86 667 444	70 092 489
Inventories	6	23 268 245	22 151 767
Value-added-tax	8	30 829 208	11 979 052
Other receivables from exchange transactions	7	54 389 107	38 652 229
Short term investments	3	455 716 603	331 767 247
Total Current Assets		1 053 536 970	938 708 890
Non-Current Assets			
Investment property	9	422 930 670	425 076 488
Property, plant and equipment	10	5 853 784 635	5 624 551 933
Biological assets	12	2 925 054	5 142 777
Heritage assets	13	1 312 810	1 312 810
Intangible assets	11	4 097 725	4 260 776
Trade and other receivables from exchange transactions	14	6 508 597	4 598 731
Total Non-Current Assets		6 291 559 491	6 064 943 515
Total Assets		7 345 096 461	7 003 652 405
Liabilities			
Current Liabilities			
Borrowings	18	69 853 210	55 046 811
Lease liabilities	17	-	694 514
Employee benefits	16	65 195 966	58 283 915
Consumer deposits	15	24 190 439	22 347 626
Trade and other payables from exchange transactions	19	320 683 582	324 793 769
Payables from non-exchange transactions	20	37 827 435	32 460 665
Total Current Liabilities		517 750 632	493 627 300
Non-Current Liabilities			
Borrowings	18	514 496 032	446 903 149
Employee benefits	16	206 670 001	191 200 001
Provision	21	106 740 477	95 421 976
Total Non-Current Liabilities		827 906 510	733 525 126
Total Liabilities		1 345 657 142	1 227 152 426
Net Assets		5 999 439 319	5 776 499 979
Community Wealth / Equity			
Accumulated surplus		5 727 759 087	5 589 788 223
Reserves and funds		271 680 259	186 711 771
Total Community Wealth / Equity		5 999 439 346	5 776 499 994

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Statement of Financial Performance

	Note(s)	2024	2023
Revenue			
Exchange Revenue			
Services charges – Electricity	22	874 585 643	779 983 813
Services charges – Water	22	203 270 709	162 138 204
Services charges – Waste water management	22	114 951 742	106 739 375
Services charges – Waste Management	22	96 326 521	89 836 854
Rental from fixed assets	23	11 055 806	12 373 336
Interest earned from receivables	24	23 504 654	16 467 413
Interests earned from current and non-current assets	25	57 311 807	42 250 158
Licences or permits	26	8 149 482	8 407 621
Agency services	27	3 697 082	3 438 321
Operational revenue	28	48 819 184	44 608 302
Sales of goods and rendering of services	29	25 260 049	21 697 627
Total Exchange Revenue		1 466 932 679	1 287 941 024
Non-Exchange Revenue			
Property rates	30	484 454 441	452 019 022
Fines, penalties and forfeits	31	166 867 895	146 657 768
Transfers and subsidies	32	342 231 985	311 629 905
Interest earned from receivables	24	4 239 407	3 418 263
Total Non-Exchange Revenue		997 793 728	913 724 958
Total Revenue		2 464 726 407	2 201 665 982
Expenditure			
Employee related cost	33	631 801 689	542 779 491
Remuneration of councillors	34	22 619 919	22 764 755
Bulk purchases	35	658 227 496	544 002 101
Inventory consumed	36	66 371 383	64 172 062
Debt impairment	37	49 123 660	70 722 081
Depreciation and amortisation	38	204 290 393	231 676 940
Impairment loss /(reversal) of impairment	39	2 756 436	1 572 668
Finance costs	40	63 411 228	59 928 458
Contracted services	41	278 249 405	229 356 127
Transfers and subsidies	42	21 324 136	17 758 255
Irrecoverable debts written off	43	101 629 854	91 945 701
Contribution to/(from) Landfill provision	44	583 529	(69 693 846)
Operating leases	45	6 145 742	9 292 497
Operational cost	46	132 062 028	132 292 422
Gain/(Loss) on disposals and fair value adjustments	47	3 480 147	834 920
Inventory adjustments to net realisable value	48	(290 008)	389 307
Total Expenditure		2 241 787 037	1 949 793 939
Surplus for the year		222 939 370	251 872 043

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Statement of Changes in Net Assets

	Self insurance reserve	Capital replacement reserve	Total reserves	Accumulated surplus	Total net assets
Opening balance as previously reported	9 885 492	152 605 135	162 490 627	5 383 597 051	5 546 087 678
Adjustments					
Correction of errors	-	-	-	(18 436 426)	(18 436 426)
Balance at 01 July 2022 as restated*	9 885 492	152 605 135	162 490 627	5 362 137 323	5 524 627 950
Surplus for the year	-	-	-	251 872 043	251 872 043
Transfers to / from accumulated surplus for the year	-	161 293 889	161 293 889	(161 293 889)	-
Property, plant and equipment purchased	-	(137 072 745)	(137 072 745)	137 072 745	-
Total changes	-	24 221 144	24 221 144	227 650 899	251 872 043
Balance at 01 July 2023	9 885 492	176 826 279	186 711 771	5 589 788 203	5 776 499 974
Surplus for the year	-	-	-	222 939 370	222 939 370
Transfers to / from accumulated surplus for the year	-	262 985 070	262 985 070	(262 985 070)	-
Property, plant and equipment purchased	-	(178 016 582)	(178 016 582)	178 016 584	-
Total changes	-	84 968 488	84 968 488	137 970 884	222 939 372
Balance at 30 June 2024	9 885 492	261 794 767	271 680 259	5 727 759 087	5 999 439 346

We draw to your attention amounts restated for net assets as depicted in note 62

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Cash Flow Statement

	Note(s)	2024	2023
Cash flows from operating activities			
Receipts			
Sale of goods and services		1 824 843 027	1 630 358 920
Grants received		333 123 650	314 394 297
Interest		57 311 807	42 250 158
Payments			
Cash paid to employees		(632 039 518)	(579 747 395)
Cash paid to suppliers		(1 149 677 354)	(932 883 954)
Grants paid		(15 566 458)	(17 758 255)
Finance costs		(49 186 011)	(46 712 396)
Net cash from(used) operating activities	49	368 809 143	409 901 375
Cash flows from investing activities			
Receipts			
Capital asset sales		723 740	1 738 223
Payments			
Capital assets additions		(424 249 313)	(297 952 022)
Short term investments		(123 949 356)	(26 244 801)
Net cash flows from investing activities		(547 474 929)	(322 458 600)
Cash flows from financing activities			
Receipts			
Net movement in borrowings		82 399 282	23 213 468
Net cash flows from financing activities		82 399 282	23 213 468
Net increase/(decrease) in cash		(96 266 504)	110 656 243
Cash and cash equivalents at year begin		246 945 413	136 289 170
		150 678 909	246 945 413

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
2024						
Financial performance						
Revenue by source						
Exchange revenue						
Service charges - Electricity	913 669 187	-	913 669 187	874 585 643	(39 083 544)	The under performance is due to consumers making use of alternative energy sources.
Service charges - Water	171 866 497	-	171 866 497	203 270 709	31 404 212	The municipality has billed more water charges than initially anticipated due to an increase in water consumption.
Service charges - Waste Water Management	113 677 435	-	113 677 435	114 951 742	1 274 307	
Service charges - Waste Management	107 653 574	-	107 653 574	96 326 521	(11 327 053)	
Sale of goods and rendering of services	22 123 608	-	22 123 608	25 260 049	3 136 441	
Agency services	3 617 114	-	3 617 114	3 697 082	79 968	
Interest earned from receivables	17 323 717	-	17 323 717	23 504 654	6 180 937	
Interest earned from current and non current assets	44 167 518	-	44 167 518	57 311 807	13 144 289	
Rental from fixed assets	13 013 749	-	13 013 749	11 055 806	(1 957 943)	
Licence and permits	7 993 809	-	7 993 809	8 149 482	155 673	
Operational revenue	47 544 383	-	47 544 383	48 819 184	1 274 801	
	1 462 650 591	-	1 462 650 591	1 466 932 679	4 282 088	

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
Non-exchange revenue						
Property rates	473 588 918	-	473 588 918	484 454 441	10 865 523	
Fines, penalties and forfeits	155 565 187	-	155 565 187	166 867 895	11 302 708	The municipality recognised unclaimed deposits in the current financial year.
Transfer and subsidies - Operational	225 163 265	-	225 163 265	230 231 110	5 067 845	
Interest	3 292 796	-	3 292 796	4 239 407	946 611	
	857 610 166	-	857 610 166	885 792 853	28 182 687	
Total Revenue by source (excl. capital transfers and contributions)	2 320 260 757	-	2 320 260 757	2 352 725 532	32 464 775	

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
Expenditure						
Employee costs	(623 835 797)	1 503 000	(622 332 797)	(631 801 689)	(9 468 892)	
Remuneration of councillors	(22 096 514)	-	(22 096 514)	(22 619 919)	(523 405)	
Bulk purchases - Electricity	(636 392 814)	9 682 987	(626 709 827)	(626 175 769)	534 058	
Inventory consumed	(97 491 474)	(4 877 555)	(102 369 029)	(98 423 110)	3 945 919	
Debt impairment	(71 053 115)	-	(71 053 115)	(49 123 660)	21 929 455	
Depreciation and amortisation	(239 798 581)	-	(239 798 581)	(204 290 393)	35 508 188	
Interest	(68 934 733)	3 771 400	(65 163 333)	(63 411 228)	1 752 105	
Contracted services	(289 033 616)	(11 367 066)	(300 400 682)	(278 249 405)	22 151 277	
Transfers and subsidies	(20 198 529)	(5 620 529)	(25 819 058)	(21 324 136)	4 494 922	
Irrecoverable debts written off	(115 712 979)	-	(115 712 979)	(101 629 854)	14 083 125	
Operational costs	(175 829 278)	6 921 963	(168 907 315)	(138 791 299)	30 116 016	
Losses on disposal of Assets	-	-	-	(3 480 147)	(3 480 147)	
Other Losses	-	-	-	(2 466 428)	(2 466 428)	
Total Expenditure	(2 360 377 430)	14 200	(2 360 363 230)	(2 241 787 037)	118 576 193	
Surplus	(40 116 673)	14 200	(40 102 473)	110 938 495	151 040 968	
Transfers and subsidies - capital (monetary allocations)	135 828 072	-	135 828 072	106 864 062	(28 964 010)	Revenue recognition of grants was not done due to non-spending of conditional grants on capital expenditure projects.
Transfers and subsidies - capital (in-kind)	-	-	-	5 136 813	5 136 813	
Surplus for the year	95 711 399	14 200	95 725 599	222 939 370	127 213 771	

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Reconciliation of total revenue

Reconciliation items

Revenue as per Budget statement - before capital transfers and subsidies

2 352 725 532

Add reconciling items:

Transfers and subsidies - Capital (Monetary allocations)

106 864 062

Transfers and subsidies - Capital (In-kind)

5 136 813

Total Revenue

2 464 726 407

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
Financial position						
Assets						
Current assets						
Cash and cash equivalents	621 473 443	-	621 473 443	609 418 774	(12 054 669)	
Trade and other receivables from exchange transactions	248 105 399	-	248 105 399	251 987 494	3 882 095	
Receivables from non-exchange transactions	37 785 443	-	37 785 443	86 667 444	48 882 001	The variance is mainly due to the outstanding traffic fines issued.
Inventory	37 108 629	(4 777 555)	32 331 074	23 268 245	(9 062 829)	
VAT	12 014 179	-	12 014 179	33 106 172	21 091 993	
Other current assets	5 961 272	-	5 961 272	54 389 107	48 427 835	
Total current assets	962 448 365	(4 777 555)	957 670 810	1 058 837 236	101 166 426	
Non-current assets						
Investment property	426 892 921	-	426 892 921	422 930 670	(3 962 251)	
Property, plant and equipment	5 887 143 725	-	5 887 143 725	5 853 784 635	(33 359 090)	The variance is due to capital spending targets that were not reached as well as decrease in depreciation due to targets not achieved.
Biological assets	5 492 777	-	5 492 777	2 925 054	(2 567 723)	
Heritage assets	1 312 677	-	1 312 677	1 312 810	133	
Intangible assets	4 996 551	-	4 996 551	4 097 725	(898 826)	
Trade and other receivables from exchange transactions	4 581 571	-	4 581 571	6 491 436	1 909 865	
Non-current receivables from non-exchange transactions	17 161	-	17 161	17 161	-	
Total non-current assets	6 330 437 383	-	6 330 437 383	6 291 559 491	(38 877 892)	
Total assets	7 292 885 748	(4 777 555)	7 288 108 193	7 350 396 727	62 288 534	

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
Liabilities						
Current liabilities						
Financial liabilities	62 456 896	-	62 456 896	69 853 210	7 396 314	
Consumer deposits	23 688 825	-	23 688 825	24 190 439	501 614	
Trade and other payables from exchange transactions	322 478 941	(1 020 355)	321 458 586	320 683 582	(775 004)	
Trade and other payables from non-exchange transactions	21 331 570	-	21 331 570	37 827 435	16 495 865	The variance is due to unspent conditional grants.
Provision	58 198 189	(3 771 400)	54 426 789	65 195 966	10 769 177	
VAT	5 028 816	-	5 028 816	-	(5 028 816)	
Total current liabilities	493 183 237	(4 791 755)	488 391 482	517 750 632	29 359 150	
Non-current liabilities						
Financial liabilities	584 555 129	-	584 555 129	514 496 032	(70 059 097)	The external loan amount to be taken up was reduced due to the slow capital spending.
Provision	322 387 252	-	322 387 252	313 410 478	(8 976 774)	
Total non-current liabilities	906 942 381	-	906 942 381	827 906 510	(79 035 871)	
Total liabilities	1 400 125 618	(4 791 755)	1 395 333 863	1 345 657 142	(49 676 721)	
Net assets	5 892 760 130	14 200	5 892 774 330	6 004 739 585	111 965 255	

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
Community wealth/ Equity						
Accumulated Surplus/(Deficit)	5 573 258 327	14 200	5 573 272 527	5 733 059 354	159 786 827	An increase in the surplus for the current financial year has contributed to this variance.
Reserves	319 501 803	-	319 501 803	271 680 259	(47 821 544)	
Total current community wealth/ equity	5 892 760 130	14 200	5 892 774 330	6 004 739 613	111 965 283	

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
Cash flow						
Cash flow from operating activities						
Receipts						
Property rates	481 303 031	-	481 303 031	484 454 441	3 151 410	
Service charges	1 481 790 190	-	1 481 790 190	1 286 848 344	(194 941 846)	The municipality under collected in terms of the service charges
Other revenue	179 433 659	-	179 433 659	53 539 981	(125 893 678)	Over estimation during the forecasting of other revenue
Transfers and Subsidies - Operational	224 378 500	-	224 378 500	221 122 775	(3 255 725)	
Transfers and Subsidies - Capital	123 891 103	-	123 891 103	112 000 875	(11 890 228)	
Interest	44 167 518	-	44 167 518	57 311 807	13 144 289	
	2 534 964 001	-	2 534 964 001	2 215 278 223	(319 685 778)	
Payments						
Suppliers and employees	(2 011 898 374)	-	(2 011 898 374)	(1 781 716 651)	230 181 723	The municipality paid less than anticipated.
Finance charges	(42 801 802)	-	(42 801 802)	(49 186 011)	(6 384 209)	
Transfers and subsidies	(20 635 518)	-	(20 635 518)	(15 566 458)	5 069 060	
	(2 075 335 694)	-	(2 075 335 694)	(1 846 469 120)	228 866 574	
Net cash from/(used) operating activities	459 628 307	-	459 628 307	368 809 103	(90 819 204)	

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance
Cash flow from investing activities						
Receipts						
Proceeds on disposal of PPE	-	-	-	723 740	723 740	The municipality took advantage of the increased interest rates and invested excess funds
Decrease (increase) in short term investments	-	-	-	(123 949 356)	(123 949 356)	
	-	-	-	(123 225 616)	(123 225 616)	
Payments						
Capital assets	(562 823 611)	-	(562 823 611)	(424 249 313)	138 574 298	The municipality had an under spending on its capital expenditure budget.
Net cash from/(used) investing activities	(562 823 611)	-	(562 823 611)	(547 474 929)	15 348 682	
Cash flow from financing activities						
Receipts						
Borrowing long term/refinancing	200 000 000	-	200 000 000	137 446 093	(62 553 907)	The municipality required less funding from borrowings than anticipated.
Payments						
Repayment of borrowing	(55 632 448)	-	(55 632 448)	(55 046 810)	585 638	The municipality required less funding from borrowings than anticipated.
Net cash from/(used) financing activities	144 367 552	-	144 367 552	82 399 283	(61 968 269)	
Net Increase/ (Decrease) in cash held	41 172 248	-	41 172 248	(96 266 543)	(137 438 791)	
Cash/cash equivalents at the year begin:	580 301 195	-	580 301 195	246 945 413	(333 355 782)	The amount budgeted includes investments as cash and cash equivalents, however these investments are taken into account in the Investing activities for the actual amount on the comparative basis.
Cash/cash equivalents at the year end:	621 473 443	-	621 473 443	150 678 869	(470 794 574)	

Comparison of Budget and Actual Amounts for the year ended 30 June 2024

	Approved budget	*Budget adjustments	Final budget	Actual amounts on comparable basis	Difference between final budget and actual	Reason for the material variance

Commentary

Budget adjustments are done in terms of section 28 and section 31 of the MFMA.

All budget adjustments above relate to virements in terms of Council Approved Virement Policy.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

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 Finance Management 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 audited 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 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.

1.3 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.

1.4 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.

1.5 Materiality

Material omissions or misstatements of items are material if they could, individually or collectively, influence the decisions or assessments of users made on the basis of the financial statements. Materiality depends on the nature or size of the omission or misstatement judged in the surrounding circumstances. The nature or size of the information item, or a combination of both, could be the determining factor.

Assessing whether an omission or misstatement could influence decisions of users, and so be material, requires consideration of the characteristics of those users. The Framework for the Preparation and Presentation of Financial Statements states that users are assumed to have a reasonable knowledge of government, its activities, accounting and a willingness to study the information with reasonable diligence. Therefore, the assessment takes into account how users with such attributes could reasonably be expected to be influenced in making and evaluating decisions.

Materiality utilised for the statement of budget comparison (GRAP 24) comprises of the following components:

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Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.5 Materiality (continued)

Statement of financial Performance

Revenue: 1% of Total Revenue

Expenditure: 2% of Total expenditure

Statement of financial position

Assets: 1% of total assets

Liabilities: 2% of total liabilities

Net assets: 5% of accumulated surplus

Cash flow statement

The receipt items follow a revenue base as per the statement of financial performance and the payments follow an expenditure base as per the statement of financial performance.

1.6 Significant judgements and estimates

In the application of the municipality's accounting policies, which are described below, management is required to make judgement, estimates and assumption that affect the reported amounts of revenues, expenses, assets and liabilities, and the disclosure of contingent liabilities, at the end of the reporting period. The estimates and associated assumptions are based on historical experiences and other factors that are considered too reasonable under the circumstances, the results of which form the basis of making the judgements about carrying values of assets and liabilities that are not readily apparent from other sources. Actual results may differ from these estimates.

These estimates and underlying assumptions are reviewed on an on-going basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised if the revision affects only that period or in the period of the revision and future periods if the revision affects both current and future periods.

1.7 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.

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

Trees in plantation forest

Useful life

Indefinite

Stellenbosch Municipality

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Accounting Policies

1.8 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.

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 9).

The municipality discloses relevant information relating to assets under construction or development, in the notes to the annual financial statements (see note 9).

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;

Stellenbosch Municipality

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Accounting Policies

1.8 Investment property (continued)

(b) commencement of development with a view to sale, for a transfer from investment property to inventories;

(c) end of owner-occupation, for a transfer from owner-occupied property to investment property; or

(d) commencement of an operating lease (on a commercial basis) to another party, for a transfer from inventories to investment property.

1.9 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, its 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

Stellenbosch Municipality

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Accounting Policies

1.9 Property, plant and equipment (continued)

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.

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 10).

Stellenbosch Municipality

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Accounting Policies

1.10 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 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.

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

Stellenbosch Municipality

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Accounting Policies

1.10 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.

1.11 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 13 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 1.16, 1.17 and 1.18.

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.

Stellenbosch Municipality

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Accounting Policies

1.12 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.

1.12.1 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

Long-term receivables
Consumer debtors
Other debtors
Short-term investment deposit - Call
Bank balances and cash

Classification in terms of GRAP 104

Financial assets at amortised cost
Financial assets at amortised cost
Financial assets at amortised cost
Financial assets at amortised cost
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

Long-term liabilities
Current portion of long-term liabilities
Other creditors

Classification in terms of GRAP 104

Financial liability at amortised cost
Financial liability at amortised cost
Financial liability at amortised cost

Stellenbosch Municipality

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Accounting Policies

1.12 Financial instruments (continued)

1.12.2 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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.12 Financial instruments (continued)

1.12.3 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.

1.12.4 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.

1.13 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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Accounting Policies

1.14 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.

1.15 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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Accounting Policies

1.16 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.

1.17 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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Accounting Policies

1.17 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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Accounting Policies

1.17 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.

Stellenbosch Municipality

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Accounting Policies

1.18 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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Accounting Policies

1.18 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.

1.19 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.

Stellenbosch Municipality

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Accounting Policies

1.19 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.

Stellenbosch Municipality

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Accounting Policies

1.19 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

Stellenbosch Municipality

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Accounting Policies

1.19 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.

Stellenbosch Municipality

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Accounting Policies

1.19 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. 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;

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.

Stellenbosch Municipality

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1.19 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.

1.20 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.

Stellenbosch Municipality

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Accounting Policies

1.20 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 its carrying amount. If a decrease in the liability exceeds the carrying amount of the asset, the excess is recognised immediately in surplus or deficit;

if the adjustments result in an addition to the cost of an asset, the municipality considers whether this is an indication that the new carrying amount of the asset may be fully recoverable. If there is such an indication, the municipality tests the asset for impairment by estimating its recoverable amount or recoverable service amount, and accounts for any impairment loss, in accordance with the accounting policy on impairment of assets as described in the accounting policy on impairment of cash-generating assets and/or impairment of non-cash generating assets.

The adjusted depreciable amount of the asset is depreciated over its useful life. Therefore, once the related asset has reached the end of its useful life, all subsequent changes in the liability are recognised in surplus or deficit as they occur.

1.21 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.

Stellenbosch Municipality

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Accounting Policies

1.22 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.

1.22.1 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.

Stellenbosch Municipality

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Accounting Policies

1.22 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.

1.22.2 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

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.22 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 or expenditure 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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.23 Statutory receivables

1.23.1 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.

1.23.2 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.

1.23.3 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).

1.23.4 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:

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.23 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.

1.23.5 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.

1.24 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).

Stellenbosch Municipality

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Accounting Policies

1.24 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 it 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.

1.25 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.

Stellenbosch Municipality

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Accounting Policies

1.26 Comparative of actual information to budgeted information

The annual budget figures have been prepared in accordance with the Municipal Budget and Reporting Regulations, 2009. A comparative of actual to budgeted amounts are reported in a separate additional financial statement, called the Statement of comparison of budget and actual amounts. Explanatory comment is provided in the notes to the statement giving motivations for over- or under spending on line items where it is found to be material. The budgeted figures are those approved by the Council at the beginning and during the year following a period of consultation with the public as part of the Integrated Development Plan. The budget is prepared and approved on an accrual basis by nature classification. The approved budget covers the period from 01 July 2023 to 30 June 2024.

In general, a difference of 10% or more is considered material, although the surrounding circumstances are taken into account if it could influence the decisions or assessments of the users of the audited annual financial statements in determining whether a difference between the budgeted and actual amount is material.

1.27 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.

1.28 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.

1.29 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.

1.30 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).

Stellenbosch Municipality

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Accounting Policies

1.30 Related parties and related party transactions (continued)

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.

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.31 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 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.

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.

Details of changes in accounting policies, changes in estimates and correction of errors are disclosed in the notes to the audited annual financial statements where applicable.

1.32 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.

1.33 Value Added Tax

The municipality accounts for Value Added Tax on the cash (receipt) basis.

1.34 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 audited 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 municipalities materiality framework. These material differences will be explained in the financial statements under note for budget differences referenced to the statement of budget comparison.

1.35 Events after reporting date

Events after the reporting date that are classified as adjusting events have been accounted for in the audited annual financial statements. The events after the reporting date that are classified as non-adjusting events after the reporting date have been disclosed in the notes to the audited annual financial statements.

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.35 Events after reporting date (continued)

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.

1.36 Presentation currency

These audited annual financial statements are presented in South African Rand, which is the functional currency of the municipality and all values are rounded to the nearest hundred.

1.37 Construction contracts and receivables

Construction contract is a contract, or a similar binding arrangement, specifically negotiated for the construction of an asset or a combination of assets that are closely interrelated or interdependent in terms of their design, technology and function or their ultimate purpose or use.

Contractor is an entity that performs construction work pursuant to a construction contract.

A contractor is an entity that enters into a contract to build structures, construct facilities, produce goods, or render services to the specifications of another entity either itself or through the use of subcontractors. The term "contractor" thus includes a general or prime contractor, a subcontractor to a general contractor, or a construction manager.

1.38 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.

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.

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Accounting Policies

1.39 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.

1.40 Current year comparatives

When the presentation or classification of items in the audited 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.

1.41 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.

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.

1.42 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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

1.42 Housing arrangements (continued)

An expected deficit on a construction contract to which paragraph .49 applies shall be recognised as an expense immediately in accordance with paragraph .49.

1.43 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 audited annual financial statements as expenses in the period that the events giving rise to the transfer occurred.

1.44 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.

1.45 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.

1.46 New standards and interpretations

1.46.1 Standards, amendments to standards and interpretations effective and adopted in the current year

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:

Standard/ Interpretation:

	Effective date: Years beginning on or after	Expected impact:
• iGRAP 21: The Effect of Past Decisions on Materiality	01 April 2023	The impact of the interpretation is not material. The impact of the amendment is not material. The impact of the interpretation is not material. The impact of the improvements are not material. The impact of the standard is not material. The impact of the amendments are not material.
• GRAP 25 (as revised): Employee Benefits	01 April 2023	
• iGRAP 7 (as revised): Limit on defined benefit asset, minimum funding requirements and their interaction	01 April 2023	
• GRAP 2020: Improvements to the Standards of GRAP 2020	01 April 2023	
• Guideline: Guideline on Accounting for Landfill Sites	01 April 2023	
• GRAP 1 (amended): Presentation of Financial Statements (Materiality)	01 April 2023	

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Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
2. Cash and cash equivalents		
2.1 Cash and cash equivalents		
Cash and cash equivalents consist of the following:		
Call deposits and investments		
Deposit taking institutions (Call account)	56 294 377	97 732 060
Cash at bank		
Bank account	94 369 773	149 198 634
Cash on hand	14 719	14 719
Total cash and cash equivalents	150 678 869	246 945 413
The municipality had the following bank statement account balances		
FNB - Primary (62869253684)	85 135 796	140 578 930
FNB - Lamotte Trust (62869255169)	3 868 587	3 291 277
FNB - Charitable Trust (62869253733)	189 850	74 216
FNB - Longlands Trust (63010520062)	2 203 995	2 056 639
	91 398 228	146 001 062
Cash book reconciliation		
Grand cash book total	94 369 773	149 198 634
Less Lamotte trust cash book	(3 048 030)	(2 890 140)
Less Charitable trust cash book	(166 225)	(64 216)
Less Longlands cash book	(2 040 770)	(2 056 639)
	89 114 748	144 187 639
Reconciling the bank accounts to the cash book		
Primary Bank statement balance at the end of the year	85 135 796	140 578 930
Net movement/reconciling items	3 978 952	3 608 709
Cash book balance at the end of the year	89 114 748	144 187 639

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
3. Short term investments		
Short term investments	455 716 603	331 767 247
FNB Investments		
Opening Balance	-	-
Deposits	120 000 000	-
Interest accrued	2 663 014	-
Withdrawals	(122 663 014)	-
	-	-
Nedbank Investments		
Opening balance	209 268 026	183 783 985
Deposits	175 481 647	200 000 000
Interest accrued	21 847 389	13 160 966
Withdrawals	(218 590 000)	(187 676 925)
	188 007 062	209 268 026
Standard Bank Investments		
Opening balance	-	81 126 949
Deposits	200 000 000	210 000 000
Interest accrued	1 967 671	9 194 172
Withdrawals	(101 541 507)	(300 321 121)
	100 426 164	-
ABSA Investments		
Opening balance	122 499 219	40 611 507
Deposits	354 518 353	270 000 000
Interest accrued	15 383 731	8 511 548
Withdrawals	(325 117 928)	(196 623 836)
	167 283 375	122 499 219

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Notes to the Audited Annual Financial Statements

2024 2023

4. Receivables from exchange transactions

	4.1		
Consumer receivables from exchange transactions			
Electricity		181 083 506	154 999 597
Waste management		8 849 764	8 386 476
Waste water management		12 164 769	9 518 712
Water		48 080 590	42 050 232
Service charges		1 063 430	1 381 361
		251 242 059	216 336 378
	4.2		
Other consumer receivables from exchange transactions			
Property rental debtors		745 435	784 315
Total receivables from exchange transactions		251 987 494	217 120 693

The amount disclosed in this note is net of impairment. Refer to note 4.1 & 4.2 for the amount before the provision (gross) and the actual value of the provision.

4.1 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.

	2024			2023		
	Gross	Impairment	Total	Gross	Impairment	Total
Consumer receivables from exchange transactions						
Electricity	193 853 518	(12 770 012)	181 083 506	168 668 326	(13 668 729)	154 999 597
Waste management	59 730 963	(50 881 199)	8 849 764	47 653 550	(39 267 074)	8 386 476
Waste water management	50 818 824	(38 654 055)	12 164 769	40 323 455	(30 804 743)	9 518 712
Water	201 196 856	(153 116 266)	48 080 590	153 960 820	(111 910 588)	42 050 232
Service charges	14 333 531	(13 270 101)	1 063 430	13 769 316	(12 387 955)	1 381 361
Total consumer receivables from exchange transactions	519 933 692	(268 691 633)	251 242 059	424 375 467	(208 039 089)	216 336 378



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4. Receivables from exchange transactions (continued)

4.1.1 Ageing of consumer receivables

2024

Consumer receivables from exchange transactions

Total by debt type

	Not due			Past due			
	Total	Current (0-30 days)	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Electricity	193 853 518	134 687 886	3 441 006	3 105 393	3 228 342	29 343 905	20 046 986
Waste management	59 730 963	7 187 615	943 191	844 837	859 804	7 979 630	41 915 886
Waste water management	50 818 824	11 184 061	756 999	641 734	689 836	5 345 409	32 200 785
Water	201 196 856	45 399 921	3 350 002	3 798 016	5 102 933	20 818 138	122 727 846
Service charges	14 333 531	919 970	65 931	49 620	32 793	491 660	12 773 557
Total by debt type	519 933 692	199 379 453	8 557 129	8 439 600	9 913 708	63 978 742	229 665 060



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4. Receivables from exchange transactions (continued)

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	168 668 326	114 529 574	402 841	322 645	276 106	42 950 590	10 186 570
Waste management	47 653 550	6 565 621	909 712	829 378	842 814	7 545 965	30 960 060
Waste water management	40 323 455	8 450 127	634 612	591 810	581 043	4 878 344	25 187 519
Water	153 960 820	31 466 117	2 685 373	2 899 798	3 297 217	15 548 336	98 063 979
Service charges	13 769 316	1 117 784	293 812	161 997	169 090	1 651 860	10 374 773
Total by debt type	424 375 467	162 129 223	4 926 350	4 805 628	5 166 270	72 575 095	174 772 901



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Notes to the Audited Annual Financial Statements

4. Receivables from exchange transactions (continued)

4.1.2 Impairment reconciliation of consumer receivables

	2024				2023			
	Opening balance	Impairment raised	Impairment reversed	Closing balance	Opening balance	Impairment raised	Impairment reversed	Closing balance
Consumer receivables from exchange transactions								
Electricity	13 668 729	-	(898 717)	12 770 012	14 737 421	-	(1 068 692)	13 668 729
Waste management	39 267 074	11 614 125	-	50 881 199	29 359 118	9 907 956	-	39 267 074
Waste water management	30 804 743	7 849 312	-	38 654 055	24 146 043	6 658 700	-	30 804 743
Water	111 910 588	41 205 678	-	153 116 266	96 374 437	15 536 151	-	111 910 588
Service charges	12 387 955	882 146	-	13 270 101	11 211 915	1 176 040	-	12 387 955
Total consumer receivables	208 039 089	61 551 261	(898 717)	268 691 633	175 828 934	33 278 847	(1 068 692)	208 039 089



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Notes to the Audited Annual Financial Statements

2024 2023

4. Receivables from exchange transactions (continued)

4.1.3 Consumer debt past due not impaired

2024

	Total	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables from exchange transactions						
Electricity	41 986 563	3 028 791	2 786 197	3 018 528	26 753 214	6 399 833
Waste management	768 667	102 162	69 752	51 212	253 488	292 053
Waste water management	702 334	96 321	73 851	86 332	175 210	270 620
Water	2 136 338	348 266	378 724	301 836	459 261	648 251
Service charges	159 359	9 943	11 728	9 448	63 438	64 802
Total consumer receivables	45 753 261	3 585 483	3 320 252	3 467 356	27 704 611	7 675 559

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

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.

4.2 Other receivables from exchange transactions

	2024			2023		
	Gross	Impairment	Total	Gross	Impairment	Total
Property rental debtors	33 113 953	(32 368 518)	745 435	31 500 615	(30 716 300)	784 315

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Notes to the Audited Annual Financial Statements

4. Receivables from exchange transactions (continued)

4.2.1 Ageing of other receivables from exchange transactions

2024

	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	33 113 953	587 568	179 982	398 518	183 873	1 584 409	30 179 603

2023

	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	31 500 615	537 829	200 891	620 592	342 711	1 538 555	28 260 037

4.2.2 Impairment reconciliation of other receivables from exchange transactions

	2024			2023		
	Opening balance	Impairment raised	Closing balance	Opening balance	Impairment raised	Closing balance
Property rental debtors	30 716 300	1 652 218	32 368 518	28 463 410	2 252 890	30 716 300



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4. Receivables from exchange transactions (continued)

4.2.3 Other receivables from exchange transactions past due not impaired

2024

	Past due					
	Total	31 - 60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Property rental debtors	158 724	7 671	55 029	4 324	29 259	62 441

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

The impairment provision calculation is calculated by assessing each individual debtor and assessing the probability of future payment using a formula considering historical trends in relation to the individual debtors payment history.

	Rates	Services	Interest	Sundry	Total
Government debt as at 30 June 2023					
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

	Rates	Services	Interest	Sundry	Total
Government debt as at 30 June 2024					
Nat. dept of Public Works	807 082	6 647 761	1 064 193	13 123	8 532 159
Prov. dept of Transport and Public Works	152 865	109 226	23 166	-	285 257
Western Cape Education department	1 024	2 414 221	16 529	52	2 431 826
Department of Health	-	669 869	-	-	669 869
Dept of local government and housing	157 950	453 161	61 248	3 662	676 021
Other government departments	832	170	147	1 007	2 156
	1 119 753	10 294 408	1 165 283	17 844	12 597 288

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	2024	2023
5. Receivables from non-exchange transactions		
	5.1	
Consumer receivables		
Property rates	29 072 921	28 204 232
Other receivables		
Accrued income	5 298 358	10 648 502
Fines	52 296 165	31 239 755
	57 594 523	41 888 257
Total receivables	86 667 444	70 092 489

5.1 Receivables from non-exchange transactions

	2024			2023		
	Gross	Impairment	Total	Gross	Impairment	Total
Consumer receivables						
Property rates	66 235 109	(37 162 188)	29 072 921	57 925 803	(29 721 571)	28 204 232
Other receivables						
Accrued income	5 298 358	-	5 298 358	10 648 850	-	10 648 850
Fines	233 078 454	(180 782 289)	52 296 165	227 276 286	(196 036 531)	31 239 755
	238 376 812	(180 782 289)	57 594 523	237 925 136	(196 036 531)	41 888 605
Total	304 611 921	(217 944 477)	86 667 444	295 850 939	(225 758 102)	70 092 837

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Notes to the Audited Annual Financial Statements

5. Receivables from non-exchange transactions (continued)

5.1.1 Ageing of receivables from non-exchange transactions

2024

	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	66 235 109	24 692 898	1 118 891	1 233 366	844 862	9 234 885	29 110 207
Other receivables							
Accrued income	5 298 358	912 284	-	-	-	-	4 386 074
Fines	233 078 454	10 082 954	10 345 650	10 445 974	12 562 199	67 658 106	121 983 571
	238 376 812	10 995 238	10 345 650	10 445 974	12 562 199	67 658 106	126 369 645
	304 611 921	35 688 136	11 464 541	11 679 340	13 407 061	76 892 991	155 479 852

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	57 925 803	24 203 822	990 992	1 056 224	767 734	7 219 197	23 687 834
Other receivables							
Accrued income	10 648 850	3 552 665	-	-	-	-	7 096 185
Fines	227 276 286	9 831 956	10 088 110	10 185 936	12 249 480	65 973 850	118 946 954
	237 925 136	13 384 621	10 088 110	10 185 936	12 249 480	65 973 850	126 043 139
	295 850 939	37 588 443	11 079 102	11 242 160	13 017 214	73 193 047	149 730 973

No debtors were pledged as security.

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

	2024	2023
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5. Receivables from non-exchange transactions (continued)**Statutory receivables included in receivables from non-exchange transactions above are as follows:**

Property rates	29 072 921	28 204 232
Fines	52 296 165	31 239 755
	81 369 086	59 443 987

Financial asset receivables included in receivables from non-exchange transactions above

Accrued Income	5 298 358	10 648 502
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Notes to the Audited Annual Financial Statements

5. Receivables from non-exchange transactions (continued)

5.1.2 Impairment reconciliation of receivables from non-exchange transactions

	2024			2023		
	Opening balance	Impairment movement	Closing balance	Opening balance	Impairment movement	Closing balance
Consumer receivables						
Property rates	29 697 191	7 464 997	37 162 188	32 151 675	(2 430 104)	29 721 571
Other receivables						
Fines	196 036 531	(15 254 242)	180 782 289	155 516 346	40 520 185	196 036 531
Total	225 733 722	(7 789 245)	217 944 477	187 668 021	38 090 081	225 758 102



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2024 2023

5. Receivables from non-exchange transactions (continued)

5.1.3 Ageing of impaired receivables from non-exchange transactions past due not impaired

2024

	Past due					
	Total	31-60 days	61 - 90 days	91 - 120 days	121 - 365 days	365+ days
Consumer receivables						
Property rates	3 121 467	399 541	281 084	210 465	1 732 941	497 436
Other receivables						
Fines	42 213 208	1 873 717	1 891 887	2 275 159	12 253 667	23 918 778
	45 334 675	2 273 258	2 172 971	2 485 624	13 986 608	24 416 214

2023

	Past due					
	Total	31 - 60 days	61 - 90 days	91 - 120 days	121- 365 days	365+ days
Consumer receivables						
Property rates	3 240 103	340 214	282 168	203 168	1 250 253	1 164 300
Other receivables						
Fines	21 407 799	950 227	959 442	1 153 813	6 214 265	12 130 052
	24 647 902	1 290 441	1 241 610	1 356 981	7 464 518	13 294 352

Statutory receivables general information

Transaction(s) arising from statute

Property rates related transactions arise in terms of the Municipal 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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024

2023

5. Receivables from non-exchange transactions (continued)

Interest or other charges levied/charged

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
6. Inventories		
Consumables	2 241 649	551 893
Materials and supplies	10 110 877	9 937 091
Water	2 865 719	2 562 783
Housing stock	8 050 000	9 100 000
Total Inventories	23 268 245	22 151 767

R66 371 383 (2023: R64 172 062) 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(290 008) (2023: R389 807).

No inventories were pledged as securities.

7. Other receivables from exchange transactions

Deposits	13 882 018	1 895 810
Goods received/Invoice received	-	113 356
Other receivable	6 039 523	2 769 459
Licensing and registration	3 673 272	3 290 273
Prepayments and advances	30 794 294	30 583 331
Total	54 389 107	38 652 229

8. Value-added-tax

VAT Receivable / (Payable)	30 829 208	11 979 052
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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 5. The statutory receivable amounts are as follows R8 270 605 (2023:R8 315 239)

VAT Breakdown

Net VAT control (As per VAT 201)	8 270 605	8 315 239
VAT Accrual (Payable)	(22 962 600)	(17 210 862)
VAT Accrual Receivable	45 521 203	20 874 675
	30 829 208	11 979 052

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
9. Investment property		
9.1 Reconciliation of carrying value		
Opening carrying value		
Cost	438 586 232	438 586 232
Accumulated depreciation and impairment losses	(13 509 744)	(13 086 177)
	425 076 488	425 500 055
Depreciation	38 (420 818)	(423 567)
Impairment loss / reversal of impairment loss	38 (1 725 000)	-
Closing carrying value	422 930 670	425 076 488
 Cost	 438 586 232	 438 586 232
Accumulated depreciation and impairment losses	(15 655 562)	(13 509 744)
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	11 055 806	12 373 336

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

10. Property, plant and equipment

10.1 Summary

	2024			2023		
	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value	Cost / Valuation	Accumulated depreciation and accumulated impairment	Carrying value
Land	492 959 498	(27 052 477)	465 907 021	488 646 498	(27 052 477)	461 594 021
Transport Assets	199 932 779	(90 295 252)	109 637 527	177 457 548	(84 644 016)	92 813 532
Electrical Infrastructure	1 598 481 834	(539 261 554)	1 059 220 280	1 491 911 258	(498 647 037)	993 264 221
Water Supply Infrastructure	2 022 399 746	(574 086 113)	1 448 313 633	1 933 229 910	(525 367 418)	1 407 862 492
Sanitation Infrastructure	1 331 799 109	(296 860 182)	1 034 938 927	1 315 767 046	(268 037 759)	1 047 729 287
Solid Waste Infrastructure	141 404 397	(18 255 242)	123 149 155	70 897 949	(16 268 130)	54 629 819
Other Infrastructure	33 785 570	-	33 785 570	33 785 570	-	33 785 570
Machinery and Equipment	84 580 317	(64 613 352)	19 966 965	82 863 210	(61 025 913)	21 837 297
Furniture and Office Equipment	56 384 977	(43 195 187)	13 189 790	55 196 043	(39 674 267)	15 521 776
Computer Equipment	79 849 067	(55 175 873)	24 673 194	78 382 896	(49 748 173)	28 634 723
Information and Communication Infrastructure	18 791 151	(3 860 402)	14 930 749	4 710 223	(3 581 375)	1 128 848
Roads Infrastructure	1 440 095 335	(573 118 428)	866 976 907	1 383 148 215	(527 228 051)	855 920 164
Storm water Infrastructure	87 559 967	(49 644 575)	37 915 392	83 709 964	(48 596 116)	35 113 848
Community Assets	201 143 486	(36 968 466)	164 175 020	171 532 955	(31 326 030)	140 206 925
Other assets	559 180 959	(122 176 454)	437 004 505	546 051 098	(111 541 688)	434 509 410
- Operational Buildings	359 450 388	(81 983 885)	277 466 503	357 952 843	(74 653 091)	283 299 752
- Housing Selling Schemes	199 730 571	(40 192 569)	159 538 002	188 098 255	(36 888 597)	151 209 658
Total	8 348 348 192	(2 494 563 557)	5 853 784 635	7 917 290 383	(2 292 738 450)	5 624 551 933

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

10. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment – 2024

	Opening balance	Additions	Disposals	Transfers received	Transfers made	Depreciation	Impairment loss/ reversal	Total
Land	461 594 021	5 063 000	(750 000)	-	-	-	-	465 907 021
Transport Assets	92 813 533	23 290 517	(344 380)	-	-	(6 122 142)	-	109 637 527
Electrical Infrastructure	993 264 216	97 726 158	-	-	8 844 419	(40 614 513)	-	1 059 220 280
Water Supply Infrastructure	1 407 862 484	89 431 389	-	(261 552)	-	(48 718 688)	-	1 448 313 633
Sanitation Infrastructure	1 047 729 289	16 032 063	-	-	-	(28 822 425)	-	1 034 938 927
Solid Waste Infrastructure	54 629 820	70 506 448	-	-	-	(1 987 113)	-	123 149 155
Other Infrastructure	33 785 570	-	-	-	-	-	-	33 785 570
Machinery and Equipment	21 837 301	2 506 158	(128 404)	-	-	(4 248 090)	-	19 966 965
Furniture and Office Equipment	15 521 781	1 650 402	(87 203)	-	-	(3 895 191)	-	13 189 790
Computer Equipment	28 634 713	2 475 540	(207 429)	-	-	(6 229 630)	-	24 673 194
Information and Communication Infrastructure	1 128 844	14 080 929	-	-	-	(279 024)	-	14 930 749
Roads Infrastructure	855 920 166	56 947 121	-	-	-	(45 890 380)	-	866 976 907
Storm water Infrastructure	35 113 847	3 850 003	-	-	-	(1 048 458)	-	37 915 392
Community Assets	140 206 920	29 610 536	-	-	-	(5 642 435)	-	164 175 020
Other assets	434 509 406	13 987 714	(468 753)	-	-	(9 992 426)	(1 031 436)	437 004 505
- Operational Buildings	279 135 576	7 660 930	-	-	-	(8 298 567)	(1 031 436)	277 466 503
- Housing Selling Schemes	155 373 830	6 326 784	(468 753)	-	-	(1 693 859)	-	159 538 002
Total	5 624 551 911	427 157 978	(1 986 169)	(261 552)	8 844 419	(203 490 515)	(1 031 436)	5 853 784 635

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

10. Property, plant and equipment (continued)

Reconciliation of property, plant and equipment – 2023

	Opening balance	Additions	Disposals	Transfers made	Depreciation	Impairment loss/ reversal	Total
Land	461 617 521	-	(23 500)	-	-	-	461 594 021
Transport Assets	100 800 738	1 785 330	(800 349)	-	(7 399 519)	(1 572 668)	92 813 532
Electrical Infrastructure	992 044 730	65 825 855	-	(19 658 509)	(44 947 855)	-	993 264 221
Water Supply Infrastructure	1 388 821 188	72 409 987	(315 773)	(399 106)	(52 653 804)	-	1 407 862 492
Sanitation Infrastructure	1 049 114 057	35 586 649	(44 321)	-	(36 927 098)	-	1 047 729 287
Solid Waste Infrastructure	58 802 151	5 459 983	(7 504 068)	-	(2 128 247)	-	54 629 819
Other Infrastructure	27 534 497	6 251 073	-	-	-	-	33 785 570
Machinery and Equipment	26 696 562	2 685 751	(14 282)	-	(7 530 735)	-	21 837 297
Furniture and Office Equipment	18 734 827	2 125 114	(6 624)	-	(5 331 541)	-	15 521 776
Computer Equipment	29 095 628	6 955 475	(4 429)	-	(7 411 951)	-	28 634 723
Information and Communication Infrastructure	1 413 468	211 635	(151)	-	(496 104)	-	1 128 848
Roads Infrastructure	834 247 304	70 470 099	(640 602)	-	(48 156 636)	-	855 920 164
Storm water Infrastructure	35 910 480	290 596	(3 170)	-	(1 084 058)	-	35 113 848
Community Assets	131 667 701	14 409 056	(509 732)	-	(5 360 100)	-	140 206 925
Other assets	411 726 217	33 598 392	(163 400)	-	(10 651 799)	-	434 509 410
- Operational Buildings	272 112 571	20 185 053	-	-	(8 997 872)	-	283 299 752
- Housing Selling Schemes	139 613 646	13 413 339	(163 400)	-	(1 653 927)	-	151 209 658
Total	5 568 227 069	318 064 995	(10 030 401)	(20 057 615)	(230 079 447)	(1 572 668)	5 624 551 933

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
10. Property, plant and equipment (continued)		
10.2 Construction work-in-progress		
Work in Progress		
The following assets were still in the process of being constructed at year end:		
Community Assets	23 568 298	8 711 629
Electrical Infrastructure	255 721 590	157 995 431
Other infrastructure	33 578 152	33 578 152
Information and Communication Infrastructure	12 780 606	-
Roads Infrastructure	114 504 564	68 286 049
Sanitation infrastructure	182 498 512	259 668 367
Solid waste infrastructure	81 437 349	11 304 522
Storm Water Infrastructure	7 217 748	3 367 743
Water Supply Infrastructure	169 366 173	159 325 356
Internally Generated Intangible Assets	1 742 452	1 526 451
Other Assets	34 300 233	20 381 396
Total	916 715 677	724 145 096

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.

10.3 Property, plant and equipment pledged as security

No assets have been pledged as security during the current financial year.

10.4 Maintenance of property, plant and equipment

10.4.1 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	92 712 588	55 115 009
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Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

11. Intangible assets

11.1 Reconciliation of carrying value

2024

		Computer software	Total
Opening carrying value as at 01 July 2023			
Cost		16 033 795	16 033 795
Accumulated depreciation and impairment		(11 773 018)	(11 773 018)
		4 260 777	4 260 777
Additions from acquisitions		216 001	216 001
Amortisation	38	(379 053)	(379 053)
		(163 052)	(163 052)
Closing carrying value as at 30 June 2024		4 097 725	4 097 725
Cost		16 249 796	16 249 796
Accumulated amortisation and impairment		(12 152 071)	(12 152 071)
		4 097 725	4 097 725

2023

		Computer software	Total
Opening carrying value as at 01 July 2022			
Cost		20 500 151	20 500 151
Accumulated depreciation and impairment		(15 271 026)	(15 271 026)
		5 229 125	5 229 125
Additions		207 100	207 100
Amortisation	38	(1 175 449)	(1 175 449)
		(968 349)	(968 349)
Carrying value of disposals / transfers			
Cost		(4 673 456)	(4 673 456)
Accumulated depreciation and impairment		4 673 456	4 673 456
		-	-
Closing carrying value as at 30 June 2023		4 260 776	4 260 776
Cost		16 033 795	16 033 795
Accumulated amortisation and impairment		(11 773 019)	(11 773 019)
		4 260 776	4 260 776

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.

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

2024 2023

12. Biological assets

12.1 Reconciliation of carrying value

	2024		2023	
	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	(723 740)	(723 740)	-	-
	4 419 037	4 419 037	5 142 777	5 142 777
Fair value less costs to sell adjustments				
Consumable assets	(1 493 983)	(1 493 983)	-	-
Closing carrying value	2 925 054	2 925 054	5 142 777	5 142 777



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2024 2023

12. Biological assets (continued)

2024 - Nature and quantities of each biological asset	Opening Balance	Decrease due to harvest	Fair value movement	Total
Botmanskop Plantation	293 463	(109 324)	(56 159)	127 980
Paradyskloof Plantation	4 849 313	(614 416)	(1 437 823)	2 797 074
	5 142 776	(723 740)	(1 493 982)	2 925 054

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

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 pledged as security in the current financial year.

Non-Financial Information

Quantities of each biological asset (In hectars)

Botmanskop Plantation	4	10
Paradyskloof Plantation	16	32
	20	42

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

2024 2023

13. Heritage assets

13.1 Reconciliation of carrying value

2024

	Land and buildings	Monuments and parks	Other assets	Total
Opening carrying value as at 01 July 2023				
Cost	275 982	892 883	143 945	1 312 810
Cost	275 982	892 883	143 945	1 312 810

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	275 982	-	-	275 982
	275 982	892 883	143 945	1 312 810
Cost	-	892 883	143 945	1 036 828
Additions from acquisitions	275 982	-	-	275 982
	275 982	892 883	143 945	1 312 810



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2024 2023

13. Heritage assets (continued)

13.2 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 accommodation and is therefore 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	61 981 836	62 337 914
58 - 60 Andringa Street	1 848 421	1 858 476
35B Mark Street	3 112 063	3 121 213
127 Dorp Street, Transvalia, Alma & Bosmanshuis flats	12 587 685	12 618 351
116 - 118 Dorp Street, Voorgelegen - offices	5 496 842	5 516 951
4 Reservoir West, Mooiwater	2 048 737	2 056 781
34 Mark Street, Rynse Komplex; Toy Museum, Tourism	8 087 685	8 118 351
PMU Building, Alexander Street, Burger Huis	1 551 474	1 558 009
Merriman, Bergzicht Training Centre, Oude Libertas Theatre & Restaurant	61 460 908	61 652 545
Die Laan, Landbou Saal	4 322 684	4 329 471
	162 498 335	163 168 062

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 10 to the financial statements.

There was no repairs and maintenance expenditure incurred on other remaining heritage assets.

14. Non-current receivables

Trading services debtors

4.1

Electricity	493 864	554 827
Waste management	847 721	534 875
Waste water management	685 293	417 415
Water	3 344 996	2 139 941
Property rental debtors	503 839	369 630
Service charges	615 723	564 882
Total	6 491 436	4 581 570

Other receivables

Public organisation	17 161	71 703
Transferred to current receivables	-	(54 542)
Total non-current other receivables	17 161	17 161

15. Consumer deposits

Electricity	13 509 055	12 362 360
Sundry	171 511	204 420
Rental properties	752 824	769 496
Water	9 198 636	8 452 937
Wayleave	558 413	558 413
Total	24 190 439	22 347 626

Deposits are released on termination of the contract or when the contractual services are delivered.

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

		2024	2023
16. Employee benefits			
Non-current employee benefits			
Post employment health care benefits	16.1	180 536 001	166 384 001
Long-service awards benefits	16.4	26 134 000	24 816 000
		206 670 001	191 200 001
Current employee benefits			
Post employment health care benefits	16.1	11 259 000	9 772 000
Bonus	16.2	15 545 103	14 629 565
Staff leave	16.3	34 417 842	30 740 330
Long-service awards benefits	16.4	3 974 021	3 142 020
		65 195 966	58 283 915
Total		271 865 967	249 483 916

16.1 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:

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

2024 2023

16. Employee benefits (continued)

	Number	Number
In-service members (eligible employees on medical aid)	723	673
In-service non-members (eligible employees w/o medical aid)	427	454
Continuation members (retirees and surviving dependants)	174	175
Total members	1 324	1 302

Characteristics and risks of defined benefit plans [GRAP 25.143(a)]

The Municipality administers a defined benefit pension plan that provides retirement, disability, and death benefits to eligible employees. The plan is funded by both the entity and the employees through mandatory contributions based on a percentage of the employees' salaries.

Eligible employees appointed before 1 July 2003 will receive a post-employment subsidy of 70% of the contribution payable should they be a member of a medical scheme at retirement, and provided that they have not been promoted since then and do not receive a promotion in future. Promotions result in new employment contracts, and new contracts contain a 60% post-employment subsidy benefit. Hence, all other eligible employees will receive a 60% post-employment subsidy, should they be a member of a medical scheme at retirement.

The eligible employees' post-employment subsidy rates were provided, and it was assumed that all employees appointed before 1 July 2003 and who have not been promoted since then, will not receive a promotion in future.

Continuation members and their eligible dependants receive either a 60% or 70% subsidy, as described above. However, there are three members with special arrangements, whereby they are in receipt of a 50% subsidy.

Risks associated with the defined benefit plan [GRAP 25.143(a)]

Longevity Risk: There is a risk that eligible individuals live longer than expected, potentially increasing the liability of the plan as their benefits are payable for longer than expected.

Inflation Risk: There is a risk that future CPI inflation and medical aid contribution inflation are higher than assumed and present in an uncontrolled manner.

Volatility of open ended Defined Benefit Obligation:

The risk that the DBO may be volatile which is exacerbated by its long-term nature.

Regulatory Risk

The risk that changes in post-employment medical aid benefit may increase the defined benefit obligation for Stellenbosch Municipality.

Plan amendments, curtailments, and settlements [GRAP 25.147(c)]

During the reporting period, there were no amendments, curtailments, or settlements that had a significant effect on the plan's obligations Stellenbosch municipality.

The liability in respect of past service has been estimated as follows:

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
16. Employee benefits (continued)		
In-service members (eligible employees on medical aid)	71 149 001	67 805 000
In-service non-members (eligible employees w/o medical aid)	8 034 000	7 341 000
Continuation members (retirees and surviving dependants)	112 612 000	101 010 001
Total liability	191 795 001	176 156 001

Maturity Profile

The defined benefit obligation of the municipality's health care plan has a weighted average duration of approximately 14 years. This duration reflects the estimated time period over which the accrued benefits are expected to be settled.

Maturity profile of the defined benefit obligation [GRAP 25.154(c)]

The following table provides a maturity analysis of the present value of the defined benefit obligations, showing the undiscounted cash flows to be paid in respect of benefits to be provided under the plan:

Future year intervals	Projected Benefit Payments
Within 1 year	11 259 000
Between 1 - 2 years	12 469 000
Between 2 - 3 years	13 486 000
Between 3 - 4 years	14 837 000
Between 4 - 5 years	16 315 000
6 to 10 years	107 361 000
11 to 15 years	165 322 000
16 to 20 years	240 230 000
21 to 25 years	333 471 000
26 to 30 years	432 527 000
31 to 40 years	1 112 025 000
41 to 50 years	1 184 921 000
51 to 60 years	915 484 000
61 to 70 years	464 345 000
71 to 80 years	126 925 000
	5 150 977 000

The benefits payments are scheduled based on the expected retirement ages of current employees and the provisions of the plan that determine the timing of benefits payments. The distribution of these payments is subject to changes in demographic factors such as retirements, mortality rates, and changes in employment within the Municipality.

The estimated current service cost for the upcoming year has been determined to be R 5 603 000, while the interest cost for the same period is projected to be R 22 676 000. For comparison, in 2023/2024, the current service cost and interest cost were R 5 165 000 and R 21 118 000, respectively.

Non-current	180 536 001	166 384 001
Current	11 259 000	9 772 000
Total liability	191 795 001	176 156 001

The municipality contributes to the following medical aids:

- Bonitas
- Key Health
- LA Health
- Samwumed
- Sizwe-Hosmed

The principal assumptions used for the purposes of the actuarial valuations were as follow:

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16. Employee benefits (continued)

Rates of interest

Discount rate	12.17%	11.74%
CPI inflation rate	6.17%	8.37%
Medical aid contribution inflation rate	7.67%	3.11%

General:

It is assumed that the municipality's health care arrangements and subsidy policy would remain as outlined in the accounting policy, and that the level of benefits receivable and the contributions payable would remain unchanged, with the exception of allowing for inflationary adjustments. Implicit in this approach is the assumption that current levels of cross-subsidy from in-service members to continuation members within the medical scheme are sustainable, and will continue.

Basis for determining the discount rate [GRAP 25.147(d)]

The discount rate used to calculate the defined benefit obligation was determined based on the yield curve of current market rates of appropriate term that are denominated in the currency in which the benefits will be paid and that have maturities approximating the terms of the plan's obligations. The corresponding index-linked yield at this term is 5.18%. These rates do not reflect any adjustment for taxation. These rates were deduced from the interest rate data obtained from the Johannesburg Stock Exchange after the market close on 28 June 2024.

Actuarial assumptions of defined benefit obligation [GRAP 25.151]

The following are the significant actuarial assumptions used to calculate the present value of the defined benefit obligations for the Municipality's pension plan as of 31 June 2024. The assumptions are expressed in absolute terms to provide clarity on their impact:

Mortality rate

Assumption: SA 85 - 90

This mortality table is used to estimate the life expectancy of plan participants, based on current trends and historical data within the sector.

Discount rate:

Assumption: 12.17%

The discount rate is based on the yield curve of current market rates available and expected to be available during the estimated period of the obligations.

Medical aid contribution inflation rate

Assumption: 7.67%

This assumption is required to reflect estimated future changes in the cost of medical services, resulting from both inflation and specific changes in medical costs

CPI Inflation rate:

Assumption: 6.17%

Inflation is considered in the projection of salary increases and the adjustment of retirement benefits.

Proportion of Eligible In-Service Non-Members Joining a Scheme by Retirement

It has been assumed that 15% of eligible in-service non-members will be on a medical scheme by retirement (should they not exit employment before then) and continue with the subsidy at and after retirement.

Family Profile

It has been assumed that female spouses will be five years younger than their male counterparts. Furthermore, we've assumed that 60% of eligible employees on a health care arrangement at retirement will have a subsidised spouse dependant. For current retiree members, actual subsidised spouse dependants were used and the potential for remarriage was ignored.

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2024 2023

16. Employee benefits (continued)

Continuation of Membership:

It has been assumed that 75% of in-service members will remain on the Municipality's health care arrangement should they stay until retirement.

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	191 795 001	176 156 001
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Amounts recognised in the statement of financial performance

The amounts recognised in the statement of financial performance is as follows:

Service cost: Current service cost	5 165 000	5 820 000
Net interest expense: Interest cost	21 118 000	21 656 000
Remeasurements: Actuarial (gains)/ losses	(660 010)	(30 656 325)
Total post-retirement benefit included in employee related costs	33 25 622 990	(3 180 325)

Movements in the present value of the defined benefit obligation

Opening balance	176 156 001	189 158 001
Current service cost	5 165 000	5 820 000
Interest cost	21 118 000	21 656 000
Actual employer benefit payments	(9 983 990)	(9 821 675)
Actuarial loss/ (gain) recognised in the year	(660 010)	(30 656 325)
Present value of fund obligation at the end of the year	191 795 001	176 156 001

Sensitivity analysis on the Accrued Liability (R Millions)

Assumption	Change	In-service	Continuation	Total	% change
Central assumptions		79.183	112.612	191.795	
Health care inflation	1%	94.299	122.556	216.855	13%
	-1%	67.047	103.909	170.956	-11%
Discount rate	1%	67.579	104.306	171.885	-10%
	-1%	93.772	122.221	215.993	13%
Post-employment mortality	1 yr	77.311	108.973	176.284	-3%
	(1)	81	106	181	3
Average retirement age	- 1 year	86.652	112.612	199.264	4%
Continuation of membership at retirement	-10%	69.304	112.612	181.916	-5%

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16. Employee benefits (continued)

Sensitivity analysis on Current-service and Interest Costs

Assumption	Change	Current-service cost	Interest cost	Total	% Change
Central assumptions		5 165 000	21 118 000	26 283 000	
Health care inflation	1%	6 309 000	23 970 000	30 279 000	15%
	-1%	4 268 000	18 750 000	23 018 000	-12%
Discount rate	1%	4 346 000	20 382 000	24 728 000	-6%
	-1%	6 214 000	21 938 000	28 152 000	7%
Post-retirement mortality	+1 yr	5 046 000	20 487 000	25 533 000	-3%
	-1 yr	5 290 000	21 746 000	27 036 000	3%
Average retirement age	-1 yr	5 586 000	21 947 000	27 533 000	5%
Membership continuation	-10%	4 539 000	19 986 000	24 525 000	-7%

Methods and assumptions used in sensitivity analysis [GRAP 25.152(b)]

The sensitivity analyses were prepared using the projected unit credit method, which is consistent with the method used to value the DBO in the financial statements. The analyses assume a parallel shift in the respective actuarial assumptions while holding all other assumptions constant. It is important to recognize that the use of this method does not imply that the impact of changes in actuarial assumptions is linear or follows any predictable pattern.

Expected contributions for the next reporting period [GRAP 25.154(b)]

For the financial year ended 30 June 2024, Stellenbosch Municipality expects to contribute approximately R 5 603 000 (2023: R 5 165 000) to the defined benefit plan. This estimated contribution takes into account current salary levels, the number of participating employees, and actuarial assumptions regarding demographic and financial factors. These contributions are designed to secure sufficient assets to meet the plan's future benefits obligations as they become due.

16.2 Bonus

Provision for bonus	16.2.1	15 545 103	14 629 565
Less: Transfer to current portion		(15 545 103)	(14 629 565)
Total non-current benefit		-	-
Current		15 545 103	14 629 565

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	15 545 103	14 629 565
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Amounts recognised in the statement of financial performance

The amounts recognised in the statement of financial performance are as follow:

16.2.1 Provision for bonus

Movements in the present value of the defined benefit obligation

Opening Balance	14 629 565	13 928 763
Increases	915 538	700 802
Closing balance	15 545 103	14 629 565

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	2024	2023
16. Employee benefits (continued)		
16.3 Staff leave		
Provision for staff leave	16.3.1 34 417 842	30 740 330
Less: Transfer to current portion	(34 417 842)	(30 740 330)
Total non-current benefit	-	-
Current	34 417 842	30 740 330
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	34 417 842	30 740 330
16.3.1 Provision for staff leave		
Movements in the present value of the defined benefit obligation		
Opening Balance	30 740 330	32 871 279
Increases/(Decreases)	5 751 360	(42 432)
Reductions (Payments, remeasurement etc.)	(2 073 848)	(2 088 517)
Closing balance	34 417 842	30 740 330
16.4 Long-service awards benefits		
Provision for long-service awards	16.4.1 30 108 021	27 958 020
Less: Transfer to current portion	(3 974 021)	(3 142 020)
Total non-current benefit	26 134 000	24 816 000
Non-current	26 134 000	24 816 000
Current	3 974 021	3 142 020
Total liability	30 108 021	27 958 020



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16. Employee benefits (continued)

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 2024 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 (2023: 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%

Characteristics and risks of defined benefit plans

The Municipality offers employees LSA for every five years of service completed, from ten years of service to 45 years of service, inclusive. In the month that each "completed service" milestone is reached, the employee is granted an LSA. Working days are valued at 1/249th of annual earnings per day.

Risks associated with the defined benefit plan

Termination of service risk: There is a risk that fewer eligible employees terminate their service at the Municipality i.e. more long service awards vest than expected

Inflation Risk: There is a risk that future CPI inflation and earnings inflation are higher than assumed and present in an uncontrolled manner.

Regulatory Risk

There is a risk that changes to legislation with respect to long service awards may increase the defined benefit obligation for Stellenbosch Municipality.

Enforcement of eligibility criteria and rules

The risk that eligibility criteria and rules are not strictly or consistently enforced, to the detriment of the Municipality.

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.

Volatility of open ended Defined Benefit Obligation:

The risk that the long service award DBO may be volatile which is exacerbated by its long-term nature.

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	30 108 021	27 958 020
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2024 2023

16. Employee benefits (continued)

Amounts recognised in the statement of financial performance

The amounts recognised in the statement of financial performance are as follow:

Current service cost		2 185 000	2 224 000
Interest cost		3 008 000	2 926 000
Actuarial losses / (gains) recognised		182 442	(2 139 584)
Total expense included in employee related costs	33	5 375 442	3 010 416

16.4.1 Provision for long service awards

Movements in the present value of the defined benefit obligation

Opening Balance	27 958 020	27 729 020
Increases	5 375 443	5 150 000
Reductions (Payments, remeasurement etc.)	(3 225 442)	(4 921 000)
Closing balance	30 108 021	27 958 020

The following table provides a maturity analysis of the present value of the defined benefit obligations, showing the undiscounted cash flows to be paid in respect of benefits to be provided under the plan:

Future year intervals	Projected Benefit Payments
Within 1 year	3 974 000
Between 1 - 2 years	4 616 000
Between 2 - 3 years	4 777 000
Between 3 - 4 years	3 734 000
Between 4 - 5 years	4 467 000
6 to 10 years	28 508 000
11 to 15 years	33 429 000
16 to 20 years	30 676 000
21 to 30 years	43 911 000
31 to 40 years	5 912 000
	164 004 000

The benefits payments are scheduled based on the expected long service terms of current employees and the provisions of the plan that determine the timing of benefits payments. The distribution of these payments is subject to changes in demographic factors such as normal salary cost inflation and withdrawal rates.

The estimated current service cost for the upcoming year has been determined to be R 2 304 000, while the interest cost for the same period is projected to be R 3 158 000. For comparison, in 2023/2024, the current service cost and interest cost are R 2 185 000 and R 3 008 000, respectively.

Sensitivity Analysis

Methods and assumptions used in sensitivity analysis

The sensitivity analyses were prepared using the projected unit credit method, which is consistent with the method used to value the DBO in the financial statements. The analyses assume a parallel shift in the respective actuarial assumptions while holding all other assumptions constant. It is important to recognize that the use of this method does not imply that the impact of changes in actuarial assumptions is linear or follows any predictable pattern.



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16. Employee benefits (continued)

Expected contributions for the next reporting period

For the financial year ended 30 June 2024, Stellenbosch Municipality expects to contribute approximately R 2 304 000 (2023: R 2 185 000) to the defined benefit plan. This estimated contribution takes into account current salary levels, the number of participating employees, and actuarial assumptions regarding demographic and financial factors. These contributions are designed to secure sufficient assets to meet the plan's future benefits obligations as they become due.

Sensitivity analysis on Current-service and Interest Costs

Assumption	Change	Current service cost	Interest cost	Total	% change
Central assumptions		2185000	3008000	5193000	
General earnings inflation rate	1%	2357000	3199000	5556000	7%
	-1%	2032000	2834000	4866000	-6%
Discount rate	1%	2049000	3391000	5129000	-1%
	-1%	2340000	2469000	5264000	1%
Average retirement age	2 yr	2406000	3391000	5797000	12%
	(2)	1 888 000	2 469 000	4 357 000	(16)
Rates of termination of service	x2	1643000	2462000	4105000	-21%
	x0.5	2581000	3373000	5954000	15%

Sensitivity analysis on the defined benefit obligation

Assumption	Change	DBO	% Change
Central assumptions		30 108 000	
General earnings inflation	1%	31 852 000	6%
	-1%	28 518 000	-5%
Discount rate	1%	28 485 000	-5%
	-1%	31 915 000	6%
Average retirement age	+2 yr	33 623 000	12%
	-2 yr	24 931 000	-17%
Rates of termination of service	x2	25 145 000	-16%
	-x0.5	33 418 000	11%

Basis for determining the discount rate

The discount rate used to calculate the Long service award defined benefit obligation was determined based on the yield curve of current market rates of appropriate term that are denominated in the currency in which the benefits will be paid and that have maturities approximating the terms of the plan's obligations. The corresponding index-linked yield at this term is 5.09%. These rates do not reflect any adjustment for taxation. These rates were deduced from the interest rate data obtained from the Johannesburg Stock Exchange after the market close on 28 June 2024.

Actuarial assumptions of defined benefit obligation

The following are the significant actuarial assumptions used to calculate the present value of the long service award for the Municipality as of 31 June 2024. The assumptions are expressed in absolute terms to provide clarity on their impact:

Discount rate:

Assumption: 11.21%

The discount rate is based on the yield curve of current market rates available and expected to be available during the estimated period of the obligations.



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Notes to the Audited Annual Financial Statements

	2024	2023
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16. Employee benefits (continued)

General earnings inflation rate

Assumption: 11.21%
The discount rate is based on the yield curve of current market rates available and expected to be available during the estimated period of the obligations.

Promotional earnings scale

As per the Valuation report for LSA, an additional promotional earnings scale is taken into account in the escalation in addition to the above General earnings inflation rate based on the age band of qualifying employees.

Mortality rate

Assumption: SA 85 - 90
This mortality table is used to estimate the life expectancy of long service award participants, based on current trends and historical data within the sector and adjusted for female lives.

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	2024	2023
17. Lease liabilities		
Operating lease liabilities	-	694 514
Less: Transferred to current liabilities	-	(694 514)
Total non-current liabilities	-	-
18. 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 10.71% 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	584 349 242	501 949 960
Less: Current portion transferred to current liabilities	(69 853 210)	(55 046 811)
Total non-current borrowings	514 496 032	446 903 149

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		2024	2023
19. Trade and other payables from exchange transactions			
Bulk purchases	19.1	91 950 423	73 788 181
Contractors	19.2	34 900 579	35 605 791
Control and clearing accounts	19.3	10 768 550	6 080 751
Other payables	19.4	183 064 027	209 319 046
Total		320 683 579	324 793 769
Current		320 683 582	324 793 769
19.1 Bulk purchases			
Bulk water		8 742 225	308 973
Bulk electricity		83 208 198	73 479 208
Total		91 950 423	73 788 181
19.2 Contractors			
Retentions		34 900 579	35 605 791
19.3 Control and clearing accounts			
Cash and bank		2 471 629	2 018 791
Goods received/invoice received		108 488	-
Group life control		807 652	899 695
Salary Control - Employee Related Costs		7 380 781	3 162 265
Total		10 768 550	6 080 751
19.4 Other payables			
Payables and accruals		140 056 109	149 092 498
Unallocated deposits		14 326 424	34 786 092
Advance payments		28 681 494	25 440 456
Total		183 064 027	209 319 046

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.

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

20. Payables from non-exchange transactions

		2024					2023				
		Opening balance	Funds received	Transfer to revenue	Repayment unspent grants	Closing balance	Opening balance	Funds received	Transfer to revenue	Repayment unspent grants	Closing balance
Capital											
Monetary Allocations	20.1	21 186 045	120 455 201	(106 296 778)	(8 030 315)	27 314 153	18 529 953	101 704 298	(98 811 831)	(771 499)	20 650 921
Operational											
Monetary Allocations	20.2	11 874 620	22 942 167	(20 156 336)	(4 147 169)	10 513 282	11 252 018	36 125 199	(31 044 532)	(4 522 941)	11 809 744
Total		33 060 665	143 397 368	(126 453 114)	(12 177 484)	37 827 435	29 781 971	137 829 497	(129 856 363)	(5 294 440)	32 460 665

For **2024** the Department of Cultural Affairs and Sport approved a roll-over of unspent operational funds for the Library Community Library Services Grant to be transferred and be utilised for Capital purposes. This resulted in a reclassification of the opening balance from operating conditional grants to the amount of R535 124.

For **2023** The Department of Cultural Affairs and Sport approved a roll-over of unspent operational funds for the Library Community Library Services Grant to be transferred and be utilised for Capital purposes. This resulted in a reclassification of the opening balance from operating conditional grants to the amount of R1 808 460. The Department of Human Settlements (now Department of Infrastructure, due to completion of projects allowed the municipality to shift unspent operational funds from the Idas Valley project to Capital funds for the same project. This resulted in a reclassification of the opening balance from operating conditional grants to the amount of R2 319 792

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20. Payables from non-exchange transactions (continued)

20.1 Unspent capital monetary allocations

	2024					2023				
	Opening balance	Funds received	Transfer to revenue	Repayment unspent grants	Closing balance	Opening balance	Funds received	Transfer to revenue	Repayment unspent grants	Closing balance
District Municipalities										
Western Cape	146 959	-	-	-	146 959	146 959	-	-	-	146 959
National Government										
Integrated National Electrification Programme Grant	8 030 315	20 000 000	(20 000 000)	(8 030 315)	-	8 382 170	28 350 000	(28 701 855)	-	8 030 315
Integrated Urban Development Grant	-	56 439 500	(56 439 500)	-	-	-	62 459 650	(62 459 650)	-	-
Municipal Disaster Relief Grant	-	30 132 000	(10 718 878)	-	19 413 122	-	-	-	-	-
Total	8 030 315	106 571 500	(87 158 378)	(8 030 315)	19 413 122	8 382 170	90 809 650	(91 161 505)	-	8 030 315
Private Enterprises										
Other transfers private enterprises	440 392	-	-	-	440 392	440 392	-	-	-	440 392
Provincial Government										
Western Cape	12 568 379	13 883 701	(19 138 400)	-	7 313 680	9 560 432	10 894 648	(7 650 326)	(771 499)	12 033 255
Total unspent capital monetary allocations	21 186 045	120 455 201	(106 296 778)	(8 030 315)	27 314 153	18 529 953	101 704 298	(98 811 831)	(771 499)	20 650 921

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

20. Payables from non-exchange transactions (continued)

20.2 Unspent operational monetary allocations

	2024					2023				
	Opening balance	Funds received	Transfer to revenue	Repayment unspent grants	Closing balance	Opening balance	Funds received	Transfer to revenue	Repayment unspent grants	Closing balance
District Municipalities										
Western Cape	500 000	378 000	(119 700)	-	758 300	484 000	615 000	(599 000)	-	500 000
Households										
Other transfers (cash)	340 000	-	-	-	340 000	-	340 000	-	-	340 000
National Government										
Expanded Public Works Programme Integrated Grant	1 180 159	4 519 000	(4 518 999)	(1 180 158)	2	-	4 928 000	(3 747 841)	-	1 180 159
Integrated Urban Development Grant	-	2 970 500	(2 970 500)	-	-	-	3 287 350	(3 287 350)	-	-
Local Government Financial Management Grant	-	1 550 000	(1 448 412)	-	101 588	-	1 550 000	(1 550 000)	-	-
Total	1 180 159	9 039 500	(8 937 911)	(1 180 158)	101 590	-	9 765 350	(8 585 191)	-	1 180 159
Non-profit Institutions										
National Research Foundation	102 000	258 000	-	-	360 000	102 000	-	-	-	102 000
Private Enterprises										
Other transfers private enterprises	6 264 108	990 604	(96 991)	-	7 157 721	5 334 735	2 365 413	(1 436 040)	-	6 264 108

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20. Payables from non-exchange transactions (continued)

Provincial Government

Western Cape

3 249 778	12 276 063	(11 001 734)	(2 967 011)	1 557 096	5 092 708	23 039 436	(20 424 301)	(4 522 941)	3 184 902
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Public Corporations

Other transfers public corporations

238 575	-	-	-	238 575	238 575	-	-	-	238 575
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Total unspent operational monetary allocations

11 874 620	22 942 167	(20 156 336)	(4 147 169)	10 513 282	11 252 018	36 125 199	(31 044 532)	(4 522 941)	11 809 744
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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.

Stellenbosch Municipality

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		2024	2023
21. Provision			
Landfill Sites	21.1	106 740 477	95 421 976
Non-current		106 740 477	95 421 976
21.1 Landfill Sites			
Opening Balance		95 421 976	160 533 093
Additional provisions raised/(Reversed)		583 529	(77 151 099)
Increases (Passage of Time/Discounted Rate)		10 734 972	12 039 982
Closing balance		106 740 477	95 421 976
Non-current		106 740 477	95 421 976

Landfill site provision

The municipality has a present obligation to rehabilitate the landfill site which stems from licensing agreements 19/2/5/1/B4/45/WL0182/22 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 R106 740 477 (2023: R95 421 976) to restore the site at the end of its useful life.

The unwinding of the provision for landfill site for the current year was R10 734 972 (2023: R12 039 982) 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 2024

Key cost parameters:

- Inflation rate 5.4% (2023: 5.6%)
- Discount rate 11.75% (2023: 11.25%)

Refer to note 44 for contribution to the provision.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
22. Services charges		
Electricity		
Exchange – Consumption	874 585 643	779 983 813
Waste management		
Exchange – Consumption	96 326 521	89 836 854
Waste water management		
Exchange – Consumption	114 951 742	106 739 375
Water		
Exchange – Consumption	203 270 709	162 138 204
Total	1 289 134 615	1 138 698 246

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.

23. Rental from fixed assets

Market related	6 359 726	7 590 891
Non-market related	4 696 080	4 782 445
Total	11 055 806	12 373 336

24. Interest earned from receivables

Exchange receivables	24.1	23 504 654	16 467 413
Non-exchange receivables	24.2	4 239 407	3 418 263
Total		27 744 061	19 885 676

24.1 Interest earned from exchange receivables

Consumer receivables

Electricity	3 776 833	1 870 939
Water	11 555 709	8 514 053
Waste water management	3 027 593	2 231 528
Waste management	3 992 025	2 806 309
Service charges	1 152 494	1 044 584
	23 504 654	16 467 413

24.2 Interest earned from non-exchange receivables

Consumer receivables

Property rates	4 239 407	3 418 263
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25. Interests earned from current and non-current assets

Bank accounts	8 848 063	5 423 264
Short-term investments and call accounts	48 463 744	36 826 894
Total	57 311 807	42 250 158

26. Licences or permits

Exchange revenue	26.1	8 149 482	8 407 621
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Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
26. Licences or permits (continued)		
26.1 Licenses and permits - Exchange revenue		
Market porters	206 910	164 642
Road and transport	7 942 115	8 240 238
Trading	457	2 741
Total	8 149 482	8 407 621
27. Agency services		
Provincial	3 697 082	3 438 321
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.		
28. Operational revenue		
Administrative Handling Fees	256 661	284 601
Breakages and Losses Recovered	3 011	2 691
Collection Charges	55 573	2 727 349
Incidental Cash Surpluses	1 982	5 657
Inspection fees	8 309	29 644
Insurance Refund	2 818 339	1 065 491
Merchandising, Jobbing and Contracts	4 917 486	4 860 840
Recovery Maintenance	534 756	614 166
Request for information	60 470	58 649
Sale of Property	1 618 109	-
Skills Development Levy Refund	931 782	864 945
Staff and Councillors Recoveries	420 158	629 244
Development Charges	37 192 548	33 465 025
Total	48 819 184	44 608 302
29. Sales of goods and rendering of services		
Application Fees for Land Usage	1 188 087	1 138 591
Building Plan Approval	8 719 636	6 783 438
Cemetery and Burial	1 270 896	1 106 042
Clearance Certificates	589 505	464 612
Computer Services	-	13 800
Encroachment Fees	6 487 688	5 533 562
Entrance Fees	261 922	1 037 941
Fire Services	246 318	182 325
Housing (Boarding Services)	-	351 907
Library Fees	678	917
Parking Fees	5 722 596	4 422 045
Photo copies, Faxes and Telephone charges	79 116	65 744
Removal of Restrictions	58 391	131 196
Sale of Goods	604 146	460 209
Scrap, Waste & Other Goods	29 970	-
Re-allocation Fees	1 100	5 298
Total	25 260 049	21 697 627

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
30. Property rates		
Agricultural property	20 789 622	19 435 922
Business and commercial properties	169 353 450	160 005 178
Public benefit organisations	41 684	38 949
Public service purposes properties	10 225 108	9 564 881
Residential properties	267 044 169	248 858 631
Vacant land	17 000 408	14 115 461
Total	484 454 441	452 019 022

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 2024:

Residential Property – R 0.005068

Business and Commercial Property – R 0.010643

Agricultural Property – R 0.001267

Public Service Purposes – R 0.010643

Public Service Infrastructure – R 0.001267

Public Benefit Organization – R 0.001267

Vacant Residential – R 0.010136

Vacant other – R 0.020273

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 11 000 - 75%

From R11 001 to R13 000 - 50%

From R13 001 to R17 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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

30. Property rates (continued)

Stellenbosch special rebate

A rebate of 20% may be granted as per paragraph 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.

31. Fines, penalties and forfeits

Fines	31.1	143 331 671	146 657 768
Forfeits		23 536 224	-
Total		166 867 895	146 657 768

31.1 Fines

Traffic fines

Municipal fines	143 096 788	146 459 602
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Other fines

Building fines	79 652	11 044
Law enforcement	22 720	126 077
Overdue books	26 028	20 021
Pound fees	106 483	41 024
	234 883	198 166
Total	143 331 671	146 657 768

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

32. Transfers and subsidies - Revenue

Operational

Allocations in-kind	32.1	9 338 292	-
Monetary allocations	32.2	220 892 818	211 295 154
Total transfers and subsidies: Operational		230 231 110	211 295 154

Capital

Allocations in-kind	32.3	5 136 813	22 920
Monetary allocations	32.4	106 864 062	100 311 831
Total transfers and subsidies: Capital		112 000 875	100 334 751
Total		342 231 985	311 629 905

32.1 Allocations in-kind: Operational

Provincial government		9 338 292	-
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The municipality received services in the form of consultancy fees to the value of R9 338 292 from the western cape provincial government.

32.2 Monetary allocations: Operational

District municipalities		119 700	599 000
National governments		8 937 911	8 585 191
National revenue fund		200 488 473	179 633 999
Provincial government		11 346 734	22 476 964
Total		220 892 818	211 295 154

32.3 Allocations in-kind: Capital

District municipalities		5 055 000	-
Private enterprises		81 813	-
Public corporations		-	22 920
Total		5 136 813	22 920

32.4 Monetary allocations: Capital

National government		87 158 378	91 161 505
Provincial governments		19 705 684	9 150 326
Total		106 864 062	100 311 831

Included in above are the following transfers and subsidies received:

Conditional grants received	143 397 369	137 829 497
Unconditional grants received	200 488 473	179 634 000
	343 885 842	317 463 497

Grant revenue is recognised when all the conditions of the grant has been met.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

33. Employee related cost

Senior management	33.1	11 246 668	10 969 702
Municipal staff	33.2	620 555 021	531 809 789
Total		631 801 689	542 779 491

33.1 Senior management costs

2024

	G Mettler (MM)	K Carolus (CFO)	G Boshoff	A De Beer	S Chandaka	A Barnes	Total
Basic salary	1 428 140	1 078 401	1 499 662	1 559 662	1 586 329	1 267 310	8 419 504
Bonuses	248 608	208 927	134 310	164 157	123 118	208 927	1 088 047
Allowances	225 904	301 543	101 925	40 800	41 485	40 800	752 457
Bargaining council	137	137	137	137	137	137	822
Group life insurance	24 471	20 471	20 471	20 471	20 471	20 471	126 826
Medical	43 973	32 810	-	-	-	54 068	130 851
Pension	272 953	197 081	-	-	-	245 377	715 411
Unemployment insurance	2 125	2 125	2 125	2 125	2 125	2 125	12 750
	2 246 311	1 841 495	1 758 630	1 787 352	1 773 665	1 839 215	11 246 668

2023

	G Mettler (MM)	K Carolus (CFO)	G Boshoff	A De Beer	S Chandaka	A Barnes	Total
Basic salary	1 358 591	1 076 049	1 495 051	1 552 174	1 312 093	1 269 894	8 063 852
Bonuses	258 074	210 323	210 732	210 453	175 215	165 211	1 230 008
Allowances	220 800	302 778	100 800	41 233	53 920	40 800	760 331
Bargaining council	130	130	130	130	119	130	769
Group life insurance	23 469	19 723	19 723	19 723	18 096	19 723	120 457
Medical	42 802	30 834	-	-	-	49 221	122 857
Pension	249 844	180 661	-	-	-	228 350	658 855
Unemployment insurance	2 125	2 125	2 125	2 125	1 948	2 125	12 573
	2 155 835	1 822 623	1 828 561	1 825 838	1 561 391	1 775 454	10 969 702

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
33. Employee related cost (continued)		
33.2 Municipal staff costs		
Basic salary	360 808 704	339 618 066
Bonuses	-	19 026
Service-related benefits	108 015 875	85 681 154
Allowances	15 108 668	14 123 027
Bargaining council	249 820	233 077
Group life insurance	7 511 641	7 034 390
Medical	29 722 149	26 984 782
Pension	59 651 027	55 643 449
Post-retirement benefit: Medical	25 622 990	(3 180 325)
Long service awards	5 375 442	3 010 416
Leave Gratuity Increases/(Reversals)	5 751 360	(42 432)
Unemployment insurance	2 737 345	2 685 159
Total	620 555 021	531 809 789

Please refer to note 16 for detailed breakdown of the employee benefit items contained with the employee related costs note as disclosed above in note 33.2. These include: Post retirement benefit: medical, long service awards, leave gratuity and bonus provision.

34. Remuneration of councillors

Executive Mayor/Mayor	34.1	1 040 254	1 069 085
Chief whip	34.2	792 276	774 160
Speaker	34.3	842 114	862 911
Deputy executive mayor	34.4	846 402	880 812
Executive committee	34.5	7 846 941	7 456 851
All other councillors	34.6	11 251 932	11 720 936
Total		22 619 919	22 764 755

34.1 Executive Mayor/Mayor

Allowances and service related benefits

Basic salary	810 646	844 285
Cell phone allowance	49 608	44 800
Travelling allowance	180 000	180 000
	1 040 254	1 069 085

34.2 Chief whip

Allowances and service related benefits

Travelling allowance	167 957	167 957
Basic salary	534 615	526 585
Cell phone allowance	49 608	42 000
	752 180	736 542

Social contributions

Pension fund contributions	40 096	37 618
Total	792 276	774 160

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
34. Remuneration of councillors (continued)		
34.3 Speaker		
Allowances and service related benefits		
Basic salary	612 506	638 111
Cell phone allowance	49 608	44 800
Travelling allowance	180 000	180 000
	842 114	862 911
34.4 Deputy executive mayor		
Allowances and service related benefits		
Basic salary	792 506	833 434
Cell phone allowance	49 608	44 800
Travelling allowance	4 288	2 578
	846 402	880 812
34.5 Executive committee		
Allowances and service related benefits		
Basic salary	6 959 809	6 473 839
Cell phone allowance	493 730	422 100
Travelling allowance	151 830	296 549
	7 605 369	7 192 488
Social contributions		
Medial aid benefits	34 560	34 560
Pension fund contributions	207 012	229 803
	241 572	264 363
Total	7 846 941	7 456 851

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

		2024	2023
34. Remuneration of councillors (continued)			
34.6 All other councillors			
Allowances and service related benefits			
Basic salary		9 104 592	9 835 721
Cell phone allowance		1 532 079	1 404 050
Travelling allowance		276 660	157 456
		10 913 331	11 397 227
Social contributions			
Medial aid benefits		67 680	83 520
Pension fund contributions		270 921	240 189
		338 601	323 709
Total		11 251 932	11 720 936
35. Bulk purchases			
Electricity: Eskom		626 175 769	521 011 668
Water		32 051 727	22 990 433
Total		658 227 496	544 002 101
36. Inventory consumed			
Consumables		35 032 652	39 239 118
Housing stock		1 060 000	150 000
Materials and supplies		30 278 731	24 782 944
Total		66 371 383	64 172 062
37. Debt impairment			
Trade and other receivables from exchange transactions contribution/(reversal)	4	56 912 905	31 475 278
Property Rates contribution/(reversal)	5	7 464 997	(1 273 382)
Fines impairment contribution/(reversal)		(15 254 242)	40 520 185
Total		49 123 660	70 722 081
38. Depreciation and amortisation			
Amortisation			
Intangible assets	11.1	379 052	1 175 448
Depreciation			
Investment property	9.1	420 819	423 567
Property, plant and equipment	10	203 490 522	230 077 925
		203 911 341	230 501 492
Total		204 290 393	231 676 940

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

		2024	2023
39. Impairment loss /(reversal) of impairment			
Investment property	9.1	1 725 000	-
Property, plant and equipment		1 031 436	1 572 668
Total		2 756 436	1 572 668
40. Interest, dividends and rent on land			
Interest	40.1	63 411 228	59 928 458
40.1 Interest cost			
Financial liabilities			
• Annuity loans		49 186 011	46 712 396
Discounting of financial instruments	19	3 490 245	1 176 080
Interest costs non-current provisions	21	10 734 972	12 039 982
Total		63 411 228	59 928 458
41. Contracted services			
Consultants and professional services	41.1	23 809 802	26 705 395
Contractors	41.2	124 084 673	83 230 276
Outsourced services	41.3	130 354 930	119 420 456
Total		278 249 405	229 356 127
41.1 Consultants and professional services			
Business advisory services			
Audit committee		507 191	296 411
Business and financial management		2 864 992	3 793 067
Forensic investigators		228 993	279 541
Human resources		10 250	54 110
Organisational		33 150	-
Project management		704 822	10 472 838
Research and advisory		11 315 735	3 684 757
Valuer and assessors		2 153 994	936 051
Total business advisory services		17 819 127	19 516 775
Laboratory services			
Water		822 851	1 707 535
Legal services			
Issue of summons		73 082	78 970
Legal advice and litigation		5 094 742	5 402 115
Total legal services		5 167 824	5 481 085
Total consultants and professional services		23 809 802	26 705 395

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
41.2 Contractors		
General services		
Artists and performers	373	-
Bore waterhole drilling	7 614	7 614
Catering services	1 954 395	940 929
Employee wellness	5 706	92 875
Event promoters	1 920 000	1 638 094
Forestry	4 164 442	1 858 713
Gardening services	216 658	147 486
Gas	1 304	1 337
Graphic designers	-	146 789
Interior decorator	79 364	199 849
Management of informal settlements	6 749 988	6 899 621
Medical services	84 624	55 716
Pest control and fumigation	85 311	80 396
Plants, flowers and other decorations	824 264	708 526
Preservation/Restoration/Dismantling/Cleaning services	121 589	266 900
Sewerage services	6 789 331	6 414 822
Stage and sound crew	240 185	145 195
Tracing agents and debt collectors	2 460 755	2 206 910
Transportation	2 067 693	1 721 769
Total general services	27 773 596	23 533 541
Maintenance services		
Maintenance of buildings and facilities	7 952 663	7 106 472
Maintenance of equipment	12 015 858	3 443 803
Maintenance of unspecified assets	70 797 741	43 686 063
Total maintenance service	90 766 262	54 236 338
Trading services		
Prepaid electricity vendors	5 544 815	5 460 397
Total contractor	124 084 673	83 230 276
41.3 Outsourced services		
Business and advisory services		
Accounting and Auditing	274 828	128 530
Project Management	3 035 986	1 958 390
Total business and advisory services	3 310 814	2 086 920

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
General services		
Animal Care	700	11 650
Catering Services	-	17 884
Cleaning Services	2 060 890	1 513 186
Clearing and Grass Cutting Services	1 238 332	1 705 461
Drivers Licence Cards	929 040	721 725
Internal Auditors	1 800	172 328
Litter Picking and Street Cleaning	3 319 619	3 106 885
Medical Services	-	636
Personnel and Labour	29 400	-
Professional Staff	331 308	303 600
Refuse Removal	54 625 143	53 682 787
Traffic Fines Management	13 065 594	9 646 176
Transport Services	252 584	313 299
Total general services	75 854 410	71 195 617
Trading services		
Security Services	51 189 706	46 137 919
Total outsourced services	130 354 930	119 420 456
42. Transfers and subsidies - Expenditure		
Operational		
Allocations in-kind	42.1 5 757 678	4 264 641
Monetary allocations	42.2 15 566 458	13 493 614
Total transfers and subsidies: Operational	21 324 136	17 758 255
42.1 Allocations in-kind: Operational		
Households - Social Relief	5 757 678	4 264 641
42.2 Monetary allocations: Operational		
Households	7 146 603	962 361
Non-profit institutions	8 419 855	12 531 253
Total	15 566 458	13 493 614

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
43. Irrecoverable debts written off		
Electricity	17 146	154 306
Refuse	6 074	904 123
Sewerage	6 198	781 479
Water	54 046	4 536 770
Housing rental	9 357	582 310
Rates	272 573	2 007 210
Traffic fines	101 264 460	82 979 503
	101 629 854	91 945 701
44. Contribution to/(from) Landfill provision		
Landfill site	583 529	(69 693 846)
45. Operating leases		
Furniture and Office Equipment	1 363 775	2 033 762
Investment Properties	4 267 101	6 068 633
Machinery and Equipment	514 866	1 190 102
Total	6 145 742	9 292 497

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
46. Operational cost		
Achievements and Awards	24 559	17 754
Advertising, Publicity and Marketing	2 216 581	2 110 817
Assets less than the Capitalisation Threshold	-	163 991
Bank Charges, Facility and Card Fees	1 727 211	1 803 393
Bargaining Council	6 071 063	6 845 910
Bursaries (Employees)	546 312	527 015
Cleaning Services	4 407	2 583
Commission	2 100 418	1 832 347
Communication	10 538 542	10 328 853
Deeds	-	2 348
Drivers Licences and Permits	32 764	12 660
Entertainment	34 435	7 380
External Audit Fees	8 318 351	8 104 988
External Computer Service	21 633 340	23 831 956
Fines and Penalties	220 513	-
Full Time Union Representative	141 602	154 242
Hire Charges	9 584 861	11 816 150
Honoraria (Voluntarily Workers)	48 000	48 165
Indigent Relief	3 466 400	4 519 318
Insurance Underwriting	6 570 415	8 060 606
Learnerships and Internships	292 118	348 216
Licences	1 563 688	1 734 225
Management Fee	9 226 281	8 969 582
Municipal Services	19 736 269	15 209 418
Office Decorations	4 188	19 374
Printing, Publications and Books	408 542	324 046
Professional Bodies, Membership and Subscription	182 973	195 226
Registration Fees	5 183 881	4 373 990
Remuneration to Ward Committees	701 019	806 560
Resettlement Cost	25 877	36 945
Samples and Specimens	1 324 381	1 024 635
Search Fees	95 813	56 260
Skills Development Fund Levy	5 186 870	4 805 444
Storage of Files (Archiving)	76 657	81 361
Supplier Development Programme	-	28 125
System Access and Information Fees	44 984	55 193
Travel Agency and Visa's	6 395	23 217
Travel and Subsistence	896 822	729 760
Uniform and Protective Clothing	9 445 734	8 575 384
Vehicle Tracking	638 116	639 319
Workmen's Compensation Fund	3 741 646	4 065 666
Total	132 062 028	132 292 422

The following principle agent arrangements were in place in relation to the expenditure as contained in note 46 to the annual financial statements:

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 commissions paid.

Ontec (Agent) sells and collects money from the sale of prepaid electricity on behalf of the Municipality. Ontec 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 Ontec (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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

46. Operational cost (continued)

These arrangements are subject to standard terms and conditions upon termination.

None of the municipalities assets are under the custodianship of the agents.

47. Gain/(Loss) on disposals and fair value adjustments

Gains/(losses) on disposals	47.1	(1 986 164)	(834 920)
Fair value adjustment	47.2	(1 493 983)	-
Total		(3 480 147)	(834 920)

47.1 Gains/(losses) on disposals

Property, plant and equipment	(1 986 164)	(834 920)
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47.2 Fair value adjustment

Biological assets	(1 493 983)	-
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48. Inventory adjustments to net realisable value

Inventory	(290 008)	389 307
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49. Net cash from/(used) operating activities

Surplus for the year	222 939 370	251 872 043
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Adjustments for:

Depreciation and amortisation	204 290 392	231 676 940
Bad debts written off	101 629 854	91 945 701
Impairment Losses	2 756 436	1 572 668
(Gains) / Losses on disposal of assets	1 986 169	834 920
Fair value adjustment	4 984 228	1 176 080
Finance Cost	10 734 972	12 039 982
Increase / (Decrease) in provisions	583 529	(77 151 099)
Increase / (Decrease) employee benefit	22 382 051	(14 203 147)
Increase / (Decrease) operating Lease - Straight Lining	(694 514)	(1 423 508)
Inventory losses	769 992	539 307
Other changes, movements in PPE	(6 570 703)	(565 178)
Other changes, movements in surplus	-	(36 069)
Debtors impairment	49 123 660	70 722 081
Rehabilitation provision capitalised	-	7 457 254
Allocations in kind	(3 580 614)	-
Non-exchange assets received	(5 136 813)	-

Movement in working capital

(Increase) / Decrease in receivables from non-exchange transactions	(110 322 734)	(126 330 983)
(Increase) / Decrease in inventory	(1 886 470)	(7 540 104)
(Increase) / Decrease in receivables from exchange transactions	(91 872 527)	(86 170 423)
(Increase) / Decrease in other receivables from exchange	(15 736 878)	(13 688 476)
(Increase) / Decrease in VAT Receivable	(18 850 156)	6 672 381
Increase / (Decrease) in trade and other payables from exchange	(529 573)	55 256 803
Increase / (Decrease) in payables from non-exchange	5 366 770	2 764 392
Increase / (Decrease) in consumer deposits	1 842 813	1 533 990
Increase / (Decrease) in long term receivables	(5 400 111)	945 820

Net cash flows from operating activities	368 809 143	409 901 375
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Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

50. Financial instruments disclosure

Categories of financial instruments

2024

Financial assets

	At amortised cost	Total
Cash and cash equivalents	153 702 171	153 702 171
Receivables from exchange	251 987 494	251 987 494
Other receivables from exchange	23 594 813	23 594 813
Receivables from non-exchange	5 298 358	5 298 358
Short term investments	455 716 603	455 716 603
Trade and other receivables from exchange transactions (Non-current)	6 508 597	6 508 597
	896 808 036	896 808 036

Financial liabilities

	At amortised cost	Total
Consumer deposits	24 190 439	24 190 439
Borrowings	584 349 242	584 349 242
Payables from exchange transactions	283 813 652	283 813 652
	892 353 333	892 353 333

2023

Financial assets

	At amortised cost	Total
Cash and cash equivalents	249 968 715	249 968 715
Receivables from exchange	217 120 693	217 120 693
Other receivables from exchange	8 068 898	8 068 898
Receivables from non-exchange	10 648 502	10 648 502
Short term investments	331 767 247	331 767 247
Trade and other receivables from exchange transactions (Non-current)	4 598 731	4 598 731
	822 172 786	822 172 786

Financial liabilities

	At amortised cost	Total
Consumer deposits	22 347 626	22 347 626
Borrowings	501 949 960	501 949 960
Payables from exchange transactions	295 291 353	295 291 353
	819 588 939	819 588 939

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

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51. 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 2024	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Consumer deposits	24 190 439	-	-	-
Borrowings	127 802 183	122 490 834	330 048 262	286 195 664
Payables from exchange transactions	320 683 582	-	-	-
At 30 June 2023	Less than 1 year	Between 1 and 2 years	Between 2 and 5 years	Over 5 years
Consumer deposits	22 347 626	-	-	-
Borrowings	104 080 467	104 080 467	278 469 805	244 345 506
Payables from exchange transactions	324 793 769	-	-	-

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.

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

51. 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:	2024	2023
Cash and cash equivalents	153 702 171	249 968 715
Short term investments	455 716 603	331 767 247
Receivables from exchange transactions	251 987 494	217 120 693
Other receivables from exchange transactions	23 594 813	8 068 898
Receivables from non-exchange transactions	5 298 358	10 648 502
Trade and other receivables from exchange transactions (Non-current)	6 508 597	4 598 731

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

51. 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.

52. Commitments

Authorised capital expenditure

Already contracted for but not provided for

• Property, plant and equipment - Infrastructure Assets	307 576 396	279 991 372
• Property, plant and equipment - Community Assets	4 593 068	3 483 552
• Property, plant and equipment - Computer Equipment	268 380	2 346 805
• Property, plant and equipment - Furniture and Equipment	9 635	185 519
• Property, plant and equipment - Machinery and Equipment	-	69 539
• Property, plant and equipment - Other assets	5 803 929	10 275 564
• Property, plant and equipment - Transport Assets	3 656 443	2 952 099
• Heritage Assets	40 017	272 329
	321 947 868	299 576 779

Total capital commitments

Already contracted for but not provided for	321 947 868	299 576 779
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Total commitments

Total commitments

Authorised capital expenditure	321 947 868	299 576 779
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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 asset classes as stipulated is depicted as per the classes of Property, plant and equipment in note 10. The infrastructure items have been grouped together due to the fact that these items will only be unbundled once the projects are completed.

53. 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 18 in the annual financial statements.

Remuneration of management

Compensation of key management and personnel is set out in notes 33 and 34 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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

					2024	2023
54. Awards to close family members - SCM Regulation 45						
Awards to close family members of persons in the service of Stellenbosch Municipality						
Supplier name - Award Number	Employee name	Relationship	State Institution	Expenditure		
AECOM - B/SM 50/23	FA Lubbe	Spouse	NECSA	Rates award, no actual expenditure	-	-
	R De Kock	Spouse	City of Cape Town		-	-
	E Bekker	Spouse	Gauteng department of Education		-	-
	L Burger	Spouse	Education Department		-	-
	A Peinke	Spouse	Ethenkwini municipality		-	-
	MB Wessels	Parent	Western cape education		-	-
	R van der Walt	Spouse	Western cape education		-	-
Bergstan South Africa - B/SM 50/23	C Christians	Child	Western cape education	Rates award, no actual expenditure	-	-
Bigen Africa B/SM 50/23	R Aartsma	Child	DWS Pretoria	Rates award, no actual expenditure	-	-
JPCE - B/SM 50/23 & SWM 1	JA Minnie	Spouse	City of Cape Town	Amount approved	103 318	-
NCC Environmental service - B/SM 50/23	C Rhoda	Spouse	City of Cape Town	Rates award, no actual expenditure	-	-
Neil Lyners and associates - B/SM 50/23 & ESH 2	A Potgieter	Child	City of Cape Town	Approved amount	3 459 930	-
Royal Mndawe Holdings (Pty) Ltd - B/SM 50/23	A Xuwuka	Spouse	Coega Development Corporation	Rates award, no actual expenditure	-	-
Zutari - B/SM 50/23 & B/SM 93/23	HC Ahlschlager	Spouse	Special Investigating Unit	Rates award, no actual expenditure	-	1 498 896
	K Nadasen	Spouse	National Department of Public Works		-	-
	MR Marques	Spouse	Department of Internal Affairs		-	-
	TJ Ndaka	Spouse	Western cape education		-	-
Zana Manzi Services (Pty) Ltd - B/SM 101/23	Gloria Luthuli	Child	Desmond Tutu Child & Youth Care Centre.	Award value	7 719 007	-

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

					2024	2023
54. Awards to close family members - SCM Regulation 45 (continued)						
Alprene Plastic Products (Pty) Ltd - B/SM 61/23 & B/SM 62/23	Christopher Glazer	Spouse	Department of Forestry, Fisheries, and the Environment	Rates award, no actual expenditure	-	-
Red Ant Security Relocation and Eviction services (Pty) Ltd - B/SM 27/23 & B/SM 84/23	Noxolo Lesiela	Spouse	Mogale City Local Municipality	Rates, actual order amount	8 564 998	-
Tridentchem (Pty) Ltd - B/SM 69/23 & B/SM 71/24	George February	Spouse	Western Cape Education Department	Rates award, actual expenditure	825 298	-
Jvz construction (Pty) Ltd - B/SM 92/23	RE Matthee	Spouse	Correctional Services - Security	Approved amount	11 138 326	-
Ducharme asset management B/SM 108/23 & FQ 21/24	Lamahlobi Mbekeni	Spouse	Department of rural development and land reform	Rates, actual order amount	187 335	-
Resource innovations africa (Pty) Ltd - B/SM 64/23	MR Ramdeo	Spouse	Ethekweni municipality.	Rates, actual order amount	1 619 358	-
Kemanzi (Pty) Ltd - B/SM 11/24	JN Du Toit	Spouse	City of Cape Town	Rates, actual order amount	2 031 400	-
Growie property group B/SM 07/23	Amanda Growie	Spouse	Department of roads & transport	Rates, no actual spending	-	-
FG Transport CC B/SM 38/23 & FQ 07/24	H Pool	Spouse	WCED educator	Rates, actual order amount	933 807	-
Immex (Pty) Ltd - B/SM 38/23	Kaylyn Flagg	Child	Western cape education department		-	-
	A Dorfling	Spouse	Department Of Education	rates, no actual spending	-	-
Ian Dickie and Company (Pty) Ltd - FQ/69/24 & FQ 17/23	Deon Samuels	Spouse	SA police service	Rates, actual order amount	11 213	44 040
Rhode Security and fire cc - FQ 111/24	Patricia Barbara Rhode	Spouse	Western Cape Education Department	Rates, actual order amount	247 595	-
Akhile Management and Consulting - B/SM 64/24	M Hadebe	Spouse	Ekhuruleni Municipality	Approved amount	527 598	-
Cigicell (Pty) Ltd - B/SM 52/24	Modise Nyawane	Spouse	Department of education	Estimate	5 100 000	-
Nedbank B/SM 78/24 & B/SM 81/23	Venisha Subramoney	Spouse	Department of Education	Total loan amount	267 180 084	104 882 421
Kemp & Associates - B/SM 61/24 & B/SM 54/22	M Williams	Spouse	Stellenbosch Municipality	rates, no actual spending	-	-
	D October	Spouse	Cape Agulhas Municipality		-	-

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

					2024	2023
54. Awards to close family members - SCM Regulation 45 (continued)						
Actom - D/SM 2/24	Sybrand Nel	Child	City of Cape Town	Actual deviation amount	204 028	-
TMT - D/SM 19/24	Daniel Lubbe Monique du Toit	Spouse Spouse	Department of Education City of Cape Town	Actual deviation amount	- 7 032 203	- -
Kemanzi (Pty) Ltd - B/SM 71/22 & FQ 22/23	JN Du Toit	Spouse	Department of Local Government	Approved amount	-	796 241
Conlog (Pty) Ltd - B/SM 03/23	N Moodley	Spouse	Department of Health	Approved amount	-	-
Redhills Electronics - FQ18/23	L Hartley	Spouse	Education Department	Approved amount	-	200 000
Ikapa Reticulation - B/SM 10/23	Cindy SchuylerDavids	Child	Education Department	Rates, actual order amount	-	20 472 196
Rhode Security & Fire CC T/A Rhotech FQ 59/23	RE Matthee	Spouse	Correctional Services	Rates, actual order amount	-	200 000
Cape Petroleum FQ 95/23	Lydia B. Mdyogolo	Spouse	Department of Education	Approved amount	-	151 510
Van Zyl Kruger Inc B/SM 54/22	Peter Marais	Parent	Member Of Parliament	Actual expenditure	-	48 832
Van Der Spuy (Wp) Inc BSM 54/22	Mariaan Van Zyl	Spouse	Department of Education	Rates award, no actual expenditure	-	-
Etienne Walter Vermaak B/SM 54/22	JMC Vermaak	Spouse	Phamacist @ Department of Health	Rates award, no actual expenditure	-	-
Empa structures B/SM 05/23	Gaylon Petersen	Spouse	Driver City of Cape Town	Actual award value	-	414 102
Adapt IT Holding Limited D/SM 13/23	Dudley Muziwanadoda	Spouse	Sanral	Actual award value	-	335 942
Resource Innovation Africa D/SM 14/23	Siyothozoza Mbmabo	Spouse	Ethekweni Municipality	Actual award value	-	1 187 049
Red Ant Security D/SM 17/23	Kaveesh Ramdoe	Spouse	Mogale City Local Municipality	Rates, actual order amount	-	1 670 153
Herold Gie Attorneys B/SM 54/22	Noxolo Lesiela	Spouse	Senior Clerk @ City of Cape Town	Rates award, no actual expenditure	-	-
	K Meyer	Parent				

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

					2024	2023
54. Awards to close family members - SCM Regulation 45 (continued)						
Webber & Wentzel B/SM 54/22	Jennifer Abraham	Parent	Department of Education	Rates award, no actual expenditure	-	-
	Clive Truter	Parent	Department of Education		-	-
	Anlerie Marelese	Parent	West Coast Education District		-	-
	Truter					
	Esther Watson	Parent	Department of public service		-	-
	Johannes Cornelius	Parent	Beaufort West Municipality		-	-
	Louw Smit					
	Busisiwe Thembekile	Parent	Department Of Education		-	-
	Mahlangu					
	Nicoas Dias	Spouse	City of Cape Town		-	-
	Khomotso Nonyane	Spouse	Petro SA		-	-
	Alison Smith	Parent	South African Airways		-	-
	Sizi Qolohle	Parent	National Treasury		-	-
	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		-	-
	Pieter Coetzee	Parent	Tshwane metro Police Department		-	-
	Sizi Solohle	Parent	National Treasury		-	-
					316 885 498	131 901 382



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30 November 2024

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

2024 2023

55. Unauthorised, irregular, fruitless and wasteful expenditure

55.1 Unauthorised expenditure

The municipality incurred no unauthorised expenditure in both the current and previous financial year.

55.2 Irregular expenditure

Opening balance as previously reported	30 129 574	26 402 075
Correction of prior period error	(2 869 426)	-
Opening balance as restated	27 260 148	26 402 075
Add: Irregular expenditure - current	12 420 386	30 992 707
Add: Irregular expenditure – prior period	-	4 796 449
Less: Amounts written-off – current	(27 248 674)	(34 931 082)
Closing balance	12 431 860	27 260 149

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	12 420 386	10 113 039
	-	25 676 116

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. 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 accordingly. The Auditor-General concluded that the tender award does not comply with Preferential Procurement Regulations 2017.

Total	12 420 386	35 789 155
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55.3 Fruitless and wasteful expenditure

The municipality incurred no fruitless and wasteful expenditure in both the current and previous financial year.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
56. Additional disclosure in terms of Municipal Finance Management Act		
Contributions to SALGA		
Opening balance	-	7 205
Current year subscription / fee	6 612 659	6 316 571
Early settlement discount	(330 633)	(315 829)
Current year expenditure	(1 570 507)	(1 500 186)
Prepaid expenditure	(4 711 519)	(4 500 556)
Amount paid - previous years	-	(7 205)
	-	-
Audit fees		
Opening balance	-	16 509
Current year subscription / fee	9 542 703	9 323 542
Amount paid - current year	(9 536 439)	(9 323 542)
Amount paid - previous years	-	(16 509)
	6 264	-
PAYE, UIF and SDL		
Current year subscription / fee	102 010 888	92 036 184
Amount paid - current year	(102 010 888)	(92 036 184)
	-	-
Pension and Medical Aid Deductions		
Current year subscription / fee	139 092 944	129 984 910
Amount paid - current year	(139 092 944)	(129 984 910)
	-	-

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

56. Awards to close family members - SCM Regulation 45 (continued)

Councillors' arrear consumer accounts

There were no councillor arrear accounts more than 90 days as at 30 June 2024.

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	357 647 395	344 236 600
Sales	(337 518 453)	(329 632 095)
	20 128 942	14 604 505

Electricity losses are calculated as 5.63% (2023: 4.24%). Electricity losses are within the industry norm.

Water distribution losses (KL)

System Input	12 563 518	10 807 188
Sales	(8 631 963)	(7 859 839)
	3 931 555	2 947 349

Water losses are calculated as 31.3% (2023: 27.27%). Water losses are above the industry norm. The increase in water losses is due to various bulk water mains damaged by the excessive rain and subsequent flood events. The repairs could only be performed once the flood water subsided.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

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57. 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 238 000 000 (30 June 2018: R14 298 600 000), 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.

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 2023 disclosed an actuarial valuation amounting to R1 338 791 000 (30 June 2022: R1 391 841 000), with a surplus of R226 285 000 (2022: R144 158 000), with a funding level of 120.3% (30 June 2022: 111.6%).

Defined contribution scheme

The actuarial valuation report at 30 June 2023 indicated that the defined contribution scheme of the fund is in a sound financial position, with net assets amounting to R2 163 627 000 (30 June 2022: R1 976 184 000), net investment reserve of Rnil (30 June 2022: Rnil) and with a funding level of 100% (2022: 100%).

Cape Joint Retirement Fund (CRF)

The most recent statutory valuation performed as at 30 June 2023 revealed that the assets of the fund amounted to R42 710 035 000 (30 June 2022: R36 502 914 000), with funding levels of 120.1% and 100.2% (30 June 2022: 131.6% and 100.4%) for the Pensions Account and the Share Account respectively. The contribution rate paid by the members (7,50%/9%) and the municipalities (19,50%/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.

Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

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57. Retirement benefit information (continued)

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 R10 866 257 000 (30 June 2017: R7 720 948 000), with funding levels of 100.0% (30 June 2017: 102.0%). The Fund's assets exceeded the member liabilities as at 30 June 2021, by a margin of R 130.4 million or 1.2%. In the valuation report the actuaries have chosen to allocate R 100.3 million to the Risk Reserve, to allow for projected excess salary-multiple death and disability claims in the year following the valuation date (in excess of the contributions allocated toward these risk benefits over this period), while also leaving a reasonable margin against future claims variability. Accordingly there is a small positive balance in the Investment Reserve. The value of the assets is more than sufficient to cover the accrued liabilities (Members' Shares), and the required level of risk reserve in respect of the self-insured risk benefits, and the Fund is therefore financially sound.

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

58. Going concern

We draw attention to the fact that at 30 June 2024, the municipality had total community wealth of R6 004 739 613.

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.

59. 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 audited annual financial statements.

SCM paragraph

reference

36 (1)(a) i	Dispense with the official procurement processes in an emergency	24 771 246	6 298 623
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.	15 680 919	335 943
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.	18 275 924	26 804 533

Total deviations

58 728 089 33 439 099

The deviations and 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 is not present, nor an estimate due to certain conditions, the actual expenditure incurred will be disclosed.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	2024	2023
60. Contingent liabilities		
Contingency arising out of litigation	18 869 071	42 656 699
<p>Litigation is the process of taking a civil law suit (legal dispute) to Court. A civil case refers to a legal dispute between two or more parties seeking resolution through the civil court system. Civil litigation refers to the legal process of resolving disputes between parties seeking monetary damages, specific performance, or other remedies instead of criminal sanctions. These cases arise from a wide range of issues, including contract disputes, personal injury claims, property disputes, employment grievances, and more.</p>		
Contingency arising out of mediation	250 000	250 000
<p>Mediation is a process by which a mediator assists the parties in a legal dispute by facilitating discussions between the parties, assisting them in identifying issues and exploring areas of compromise.</p>		
Contingency arising out of arbitration	1 000 000	-
<p>Arbitration is a procedure in which a dispute is submitted, by agreement of the parties, to one or more arbitrators who make a binding decision on the dispute. In choosing arbitration, the parties opt for a private dispute resolution procedure instead of going to court.</p>		
Municipal landfill site	-	-
<p>The municipality has a present obligation to rehabilitate the landfill site which stems from licensing agreements 19/2/5/1/B4/45/WL0182/22 issued in terms of the Environmental Conservation Act, 1989 (Act 73 of 1989). 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 2024, 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 reliably estimated due to the uncertainty of the key events contained within the licencing conditions.</p>		
VAT on library grants	11 808 695	9 868 979
<p>The municipality has approached SARS to provide a VAT ruling in relation to library grants received by the transferring department. The current contingency relates to the question as to the services rendered by the municipality in relation to libraries in the municipal area are not part of the municipalities mandate and consequently, the grant received is therefore potentially not exempt of VAT due to the benefit being for the transferring department. The contingency relates to the outcome of SARS ruling in relation to this item. The amount disclosed is an estimate of the VAT amount, potential interest and penalties which the municipality may be exposed to.</p>		
	31 927 766	52 775 678
Prior period error		
Contingent liabilities previously reported	-	42 906 699
VAT on library grant	-	9 868 979
The municipality has sought guidance on the treatment of VAT on the library grants and has concluded that a contingency does exist and therefore gives rise to a contingent liability in the prior year as well. The amount in relation to this error is R9 868 979	-	-
	-	52 775 678

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024

2023

61. 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 environmental 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 the relevant laws and regulations. Environmental planning and protection for long term sustainability.
Trading services	Primary basic service provision including water, electricity, sanitation and refuse.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

61. 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	15 720 658	230 422 659	142 183 424	521 979 955	910 306 696
External revenue from exchange transactions	20 373 230	35 755 279	1 156 596 625	16 498 315	1 229 223 449
Interest revenue	-	-	15 422 829	46 713 004	62 135 833
Total	36 093 888	266 177 938	1 314 202 878	585 191 274	2 201 665 978
Segment expenses					
Total segment expenses	(242 236 969)	(269 790 035)	(879 658 134)	(263 363 198)	(1 655 048 336)
Depreciation and amortisation	(17 231 499)	(54 739 290)	(145 591 708)	(14 114 453)	(231 676 950)
Interest expense	-	-	(58 752 378)	(1 176 080)	(59 928 458)
Impairment losses	(1 572 667)	-	-	-	(1 572 667)
Contribution to/from provisions	-	-	69 693 846	-	69 693 846
Debt impairment	(3 256 569)	(40 520 184)	(28 218 707)	1 273 381	(70 722 079)
Inventory losses/write downs	(25 000)	-	-	(364 308)	(389 308)
Cost of housing sold	(150 000)	-	-	-	(150 000)
Total	(264 472 704)	(365 049 509)	(1 042 527 081)	(277 744 658)	(1 949 793 952)
Surplus for the year	(228 378 816)	(98 871 571)	271 675 797	307 446 616	251 872 026
Other information					
Total capital expenditure	20 352 978	73 678 259	192 921 927	31 111 831	318 064 995

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

61. Segment information (continued)

2024

	Community and public safety	Economic and environmental services	Trading services	Governance and admin	Total
Segment revenue					
External revenue from non-exchange transactions	15 534 706	223 396 995	170 366 231	584 256 389	993 554 321
External revenue from exchange transactions	17 804 445	42 352 126	1 308 677 280	17 282 367	1 386 116 218
Interest revenue	-	-	22 352 159	62 703 708	85 055 867
Total	33 339 151	265 749 121	1 501 395 670	664 242 464	2 464 726 406
Segment expenses					
Total segment expenses	(268 621 923)	(289 952 401)	(1 073 838 402)	(288 438 701)	(1 920 851 427)
Depreciation and amortisation	(10 153 511)	(55 986 974)	(128 805 049)	(9 344 855)	(204 290 389)
Interest expense	-	-	(59 920 983)	(3 490 244)	(63 411 227)
Impairment losses	-	-	(1 031 435)	(1 725 000)	(2 756 435)
Contribution to/from provisions	-	-	(583 528)	-	(583 528)
Debt impairment	(2 571 325)	15 254 242	(54 341 579)	(7 464 997)	(49 123 659)
Inventory losses/write downs	10 000	-	302 936	(22 928)	290 008
Cost of housing sold	(1 060 000)	-	-	-	(1 060 000)
Total	(282 396 759)	(330 685 133)	(1 318 218 040)	(310 486 725)	(2 241 786 657)
Surplus for the year	(249 057 608)	(64 936 012)	183 177 630	353 755 739	222 939 749
Other information					
Total capital expenditure	30 590 468	90 290 352	268 754 904	37 522 252	427 157 976

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.:

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

62. Prior period error and reclassification

62.1 Adjustments of Statement of financial position items

2024

	Note	As previously reported	Correction of error	Re-classification	Restated
Assets					
Current assets					
Cash and cash equivalents	2	248 533 953	1 434 762	-	249 968 715
Short term investments	3	331 767 247	-	-	331 767 247
Receivables from exchange transactions	4	217 629 743	(509 050)	-	217 120 693
Other receivables from exchange transactions	7	40 746 627	(1 623 860)	(470 538)	38 652 229
Inventories	6	36 030 865	(13 879 098)	-	22 151 767
Receivables from non-exchange transactions	5	68 615 257	1 006 694	470 538	70 092 489
VAT Control		12 014 194	(35 142)	-	11 979 052
		955 337 886	(13 605 694)	-	941 732 192
Non-current assets					
Investment property	9	425 076 488	-	-	425 076 488
Property, plant and equipment	10	5 634 083 486	(9 531 553)	-	5 624 551 933
Intangible assets	11	6 098 776	(1 838 000)	-	4 260 776
Biological assets	12	5 142 777	-	-	5 142 777
Heritage assets	13	1 312 802	-	-	1 312 802
Trade and other receivables from exchange transactions	14	4 598 731	-	-	4 598 731
		6 076 313 060	(11 369 553)	-	6 064 943 507
Total assets		7 031 650 946	(24 975 247)	-	7 006 675 699
Net assets and liabilities					
Current liabilities					
Consumer deposits	15	23 688 825	(1 341 199)	-	22 347 626
Employee benefits	16	58 283 915	-	-	58 283 915
Payables from exchange transactions	19	327 287 591	(2 493 822)	-	324 793 769
Borrowings	18	55 046 811	-	-	55 046 811
Lease liabilities		694 514	-	-	694 514
Payables from non-exchange transactions	20	33 793 304	(1 332 639)	-	32 460 665
		498 794 960	(5 167 660)	-	493 627 300
Non-current liabilities					
Employee benefits	16	191 200 001	-	-	191 200 001
Borrowings		446 903 149	-	-	446 903 149
Provisions	21	95 421 976	-	-	95 421 976
		733 525 126	-	-	733 525 126
Total net assets					
Reserves and funds		162 490 627	24 221 144	-	186 711 771
Accumulated surplus		5 636 840 233	(44 028 708)	-	5 592 811 525
		5 799 330 860	(19 807 564)	-	5 779 523 296
Total net assets and liabilities		7 031 650 946	(24 975 224)	-	7 006 675 722

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

62. Prior period error and reclassification (continued)

62.2 Adjustments of Statement of financial performance items

2024

	Note	As previously reported	Correction of error	Re-classification	Restated
Revenue					
Non-exchange revenue					
Property rates	30	444 035 356	-	7 983 666	452 019 022
Transfers and subsidies	32	311 441 843	188 062	-	311 629 905
Fines, penalties and forfeits	31	146 657 768	-	-	146 657 768
Interest on receivables	24	3 418 263	-	-	3 418 263
		905 553 230	188 062	7 983 666	913 724 958
Exchange revenue					
Services charges - Electricity	22	779 983 813	-	-	779 983 813
Services charges - Water	22	162 138 204	-	-	162 138 204
Services charges - Waste water management	22	106 739 375	-	-	106 739 375
Services charges - Waste management	22	89 836 854	-	-	89 836 854
Rental	23	12 373 336	-	-	12 373 336
Interest on investments	25	42 250 158	-	-	42 250 158
Interest on receivables	24	16 467 413	-	-	16 467 413
Licences or permits	26	8 407 621	-	-	8 407 621
Agency services	27	3 438 321	-	-	3 438 321
Operational revenue	28	44 253 512	354 790	-	44 608 302
Sales of goods and rendering of services	29	29 681 293	-	(7 983 666)	21 697 627
		1 295 569 900	354 790	(7 983 666)	1 287 941 024
Total revenue		2 201 123 130	542 852	-	2 201 665 982
Expenditure					
Employee related cost	33	542 779 491	-	-	542 779 491
Remuneration of councillors	34	22 764 757	-	-	22 764 757
Depreciation & amortisation	38	231 679 002	(2 062)	-	231 676 940
Contribution to allowance for doubtful debt		70 722 081	-	-	70 722 081
Finance costs	40	59 928 458	-	-	59 928 458
Bulk purchases	35	544 002 101	-	-	544 002 101
Inventory consumed	36	64 172 062	-	-	64 172 062
Contracted services	41	228 438 291	917 836	-	229 356 127
Transfers and subsidies	42	17 758 255	-	-	17 758 255
Operational cost	46	131 489 785	802 637	-	132 292 422
Operating leases	45	9 292 497	-	-	9 292 497
Contribution to/from provision		(69 693 846)	-	-	(69 693 846)
Irrecoverable debt written off		91 945 701	-	-	91 945 701
Gain/(Loss) on disposals and fair value adjustments		389 307	-	-	389 307
Impairment losses		1 572 668	-	-	1 572 668
Loss on disposal of assets	47	639 332	195 588	-	834 920
Total expenditure		1 947 879 942	1 913 999	-	1 949 793 941

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

62. Prior period error and reclassification (continued)

62.3 Correction of errors

The following prior period errors adjustments occurred:

Inventory

In the prior financial year the land inventory population was reinspected as items pertaining to land inventory had already been transferred. Consequently a derecognition had occurred and corrected in the financial statements. The financial effect of this transaction is depicted below:

Nature of error

Land inventory amount previously disclosed	- 14 146 828
Correction journal processed	- (14 146 828)
	- -

Property plant and equipment

An in depth review was done on the entire Fixed Asset Register to identify food to waste project that was no longer deemed feasible by the municipality. The municipality also received donated assets of R106 147. The financial effect of removing these items from the Fixed Asset Register is shown below.

Nature of error

Property, plant and equipment previously reported	- 5 634 083 486
Correction processed	- (9 531 553)
	- 5 624 551 933

Accumulated surplus

The accumulated surplus was restated due to multiple reasons. In the prior year the municipality omitted to disclose the effect of the transfer to and from the capital replacement reserve and the accumulated surplus. The municipality also corrected multiple errors. The financial effect of these errors are displayed below. The financial effect of the transfer in relation to the capital replacement reserve of R24 221 144 is also depicted below.

Nature of error

Amount previously reported	- 5 636 840 233
Capital replacement reserve transfer correction	- (24 221 144)
Correction of error: property, plant and equipment	- (5 943 793)
Correction of error: Cash and cash equivalents	- 1 434 761
Correction of error: Receivables	- (2 131 984)
Correction of error: Inventory	- (13 879 097)
Correction of error: Liabilities: Payables	- 1 387 566
Correction of error: Liabilities: Consumer deposits	- 1 341 197
Correction of error: Intangibles	- (1 837 998)
Correction of error: Suplus adjustment	- (178 215)
	- 5 592 811 526

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

62. Prior period error and reclassification (continued)

62.4 Reclassification

Special rating area reclassification

Special ratings area was previous classified as an exchange transaction under sales of goods and rendering of services. After investigation and analysing the relevant underlying evidence, it was concluded that special ratings area is in fact a non-exchange transaction and has been reclassified accordingly to property rates. This change is also in line with National Treasury's Municipal Standard Chart of Accounts (mSCOA).

Nature of reclassification

Special ratings area previously disclosed on the financial statements.

Amount reclassified to Property Rates

-	7 983 666
-	(7 983 666)

-	-
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63. 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.

64. Change in estimate

The useful lives of all asset classes were adjusted during the 2023/2024 financial year to more accurately reflect the period of economic benefits or service potential derived from these assets. Refer to note 10. The effect of changing the remaining useful life of assets for the municipality during 2023/2024 has decreased the depreciation charge for the current year by R 2 060 848. It is impracticable to estimate the effect of these changes on future periods.



ANNEXURE B: ANNUAL PERFORMANCE REPORT 2023/24



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Annual Performance Report

2023/24

(01 July 2023 – 30 June 2024)

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PO Box 17
Stellenbosch
7599

Phone: 021 808 8025 • Email: mm@stellenbosch.gov.za

1. PURPOSE

The Annual Performance Report 2023/24 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 2023 to 30 June 2024 and focuses on the implementation of the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2023/24, 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 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, Dorpsstraat 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: Key Socio-economic Statistics¹

Name	2011	2022
Total population	155 728	175 411
Young children (0-14 years)	22,8%	20,6%
Working age population (15-64 years)	72,3%	73,1%
Elderly (65+ years)	4,9%	6,3%
Dependency ratio	38,4	36,8
Sex ratio	95,7	94,2
No schooling (20+ years)	3,1%	2,3%
Higher education (20+ years)	17,1%	24,7%
Number of households	43 417	59 626
Average household size	3,6	2,9
Formal dwellings	75,1%	87,3%
Flush toilets connected to sewerage	91,0%	96,8%
Weekly refuse disposal service	87,0%	87,3%
Access to piped water in the dwelling	72,4%	86,4%
Electricity for lighting	92,9%	96,9%

¹ Statistics South Africa. Census 2022.

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 2: 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 2023/24 was prepared as described in the paragraphs below and approved by the Executive Mayor on 20 June 2023.

The approved TL SDBIP 2023/24 was revised in February 2024. 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 3: 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 of 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 2023/24 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 2023/24.

5. PLANNED TARGETS VS ACTUAL RESULTS FOR THE 2023/24 FINANCIAL YEAR

This section of the Annual Performance Report 2023/24 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 4: NKPA- Municipal Transformation and Institutional Development

INDICATOR	MUNICIPAL ACHIEVEMENT 2022/23	MUNICIPAL ACHIEVEMENT 2023/24
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	4
The percentage of a municipality's budget actually spent on implementing its workplace skills plan	R 5 491 014 / R 611 731 735 = 0.89%	(R6 263 077 / R645 932 311) = 0.97%

5.1.2 Basic Service Delivery

Table 5: NKPA- Basic Service Delivery

INDICATOR	MUNICIPAL ACHIEVEMENT 2022/23*	MUNICIPAL ACHIEVEMENT 2023/24*
The percentage of households earning less than R7 000 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 6: NKPA- Local Economic Development

INDICATOR	MUNICIPAL ACHIEVEMENT 2022/23	MUNICIPAL ACHIEVEMENT 2023/24
The number of jobs created through the municipality's local economic development initiatives including capital projects	1 449	1 695

5.1.4 Municipal Financial Viability and Management

Table 7: NKPA- Municipal Financial Viability and Management

INDICATOR	MUNICIPAL ACHIEVEMENT 2022/23	MUNICIPAL ACHIEVEMENT 2023/24
Debt coverage ((Total operating revenue - operating grants received) / Debt service payments due within the year)	33.22%	32.26%
Service debtors to revenue (Total outstanding service debtors / Annual revenue received for services)	30%	30.55%
Cost coverage ((Available cash + investments) / Monthly fixed operating expenditure)	4.04	3.66

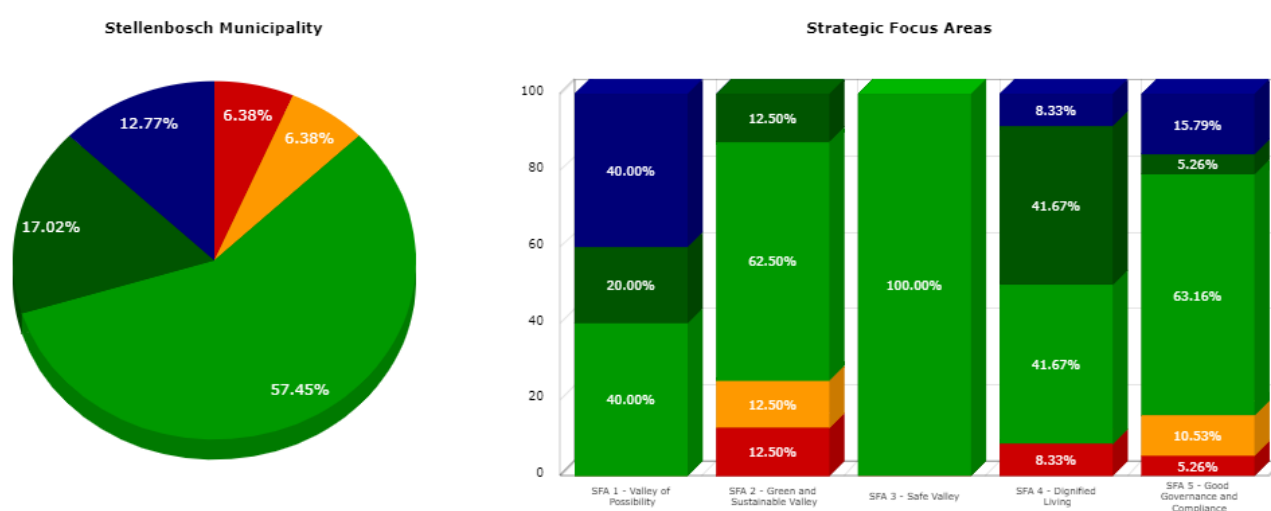
5.1.5 Good Governance and Public Participation

Table 8: NKPA- Good Governance and Public Participation

INDICATOR	MUNICIPAL ACHIEVEMENT 2022/23	MUNICIPAL ACHIEVEMENT 2023/24
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	84.79%	85.88%

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	3 (6.38%)	-	1 (12.50%)	-	1 (8.33%)	1 (5.26%)
KPI Almost Met	3 (6.38%)	-	1 (12.50%)	-	-	2 (10.53%)
KPI Met	27 (57.45%)	2 (40%)	5 (62.50%)	3 (100%)	5 (41.67%)	12 (63.16%)
KPI Well Met	8 (17.02%)	1 (20%)	1 (12.50%)	-	5 (41.67%)	1 (5.26%)
KPI Extremely Well Met	6 (12.77%)	2 (40%)	-	-	1 (8.33%)	3 (15.79%)
Total:	47	5	8	3	12	19
	100%	10.64%	17.02%	6.38%	25.53%	40.43%

Table and Graph 9: Overall performance per SFA- 01 July 2023 – 30 June 2024

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)			
							Target	Actual	R					
TL53	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	1 449	1 100	1 100	1 100	1 695	B					
TL54	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		75%	75%			75%			90.90%	G2	10 / 11 x 100 = 90.90%
TL55	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs		22	4			4			4	27	B
TL56	KPI006	Submission of the revised Spatial Development Framework (SDF) to the Council	Number of revised SDFs submitted to the Council by 30 June	1	1	1	1	1	G					
TL57	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	2
G2	KPI Well Met	1
B	KPI Extremely Well Met	2
Total KPIs		5

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL60	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		
TL61	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	2	2	2	G		
TL62	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	42.91%	60%	60%	60%	62.92%	G2	1 261 / 2 004 x 100 = 62.92%	
TL63	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	46.04%	70%	70%	70%	48.65%	R	(46.30% + 43.30% + 40% + 65% = 194.60% / 4 = 48.65%) Amendments to the WWTW license are necessary because some Special Limit requirements are incorrect.	Capital upgrade of Wemmerhoek WWTW: Phase 2 (construction starting in July 2024). Capital upgrde of Klapmuts WWTW: Phase 1 is currently being designed. Raithby WWTW Capital upgrade: Consultant to be appointed for Design. Operational Improvements on Stellenbosch and Wemmershoek WWTW: A service provider is appointed until 30 June 2026.

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
											<p>The Stellenbosch WWTW license amendment application has already been submitted to the Department of Water and Sanitation.</p> <p>Limiting stormwater ingress into the sewer system programme started. This is a long-term programme.</p>
TL65	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	51.30%	20%	20%	20%	19.88%	○	9 703t / 48 814t x 100 = 19.88%	The municipality has appointed new staff to assist with processing incoming green waste.
TL94	KPI011	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	New KPI	1	1	1	1	G		
TL95	KPI019	Submission of a Service Level Charter to the Municipal Manager	Number of Service Level Charters submitted to the Municipal Manager by 30 June	New KPI	1	1	1	1	G		
TL96	KPI010	Installation of the SCADA Master Station	Number of the SCADA Master Stations installed by 30 June	New KPI	1	1	1	1	G		

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	1
O	KPI Almost Met	1
G	KPI Met	5
G2	KPI Well Met	1
B	KPI Extremely Well Met	0
Total KPIs		8

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL66	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		
TL67	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	
TL68	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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL70	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	56	20	20	20	20	G		
TL71	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	5 584 / 5 584 x 100 = 100%
TL72	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 Electricity Units Purchased and/or Generated} x 100}	Percentage of average electricity losses, measured by 30 June	4.24%	<9%	<9%	9%	5.65%	B	(357 647 395 kWh - 337 447 812 kWh) / 357 647 395 kWh x 100 = 5.65%	
TL73	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	94.81%	90%	90%	90%	95.26%	G2	= (Q1 + Q2 + Q3 + Q4) / 4 = (97.40% + 95.82% + 94.61% + 93.20%) / 4 = (381.03 / 4) % = 95.26%	
TL74	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	27.42%	<25%	<25%	25%	31.29%	R	((12 563 518kL – 8 631 963kL / 12 563 518kL) x 100 = 31.29% The increase in water losses is a	The municipality has successfully awarded the pipe replacement consultant and the pipe replacement tender, which

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over- performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
										result of the damage to various bulk water mains caused by the excessive rain and subsequent flood events. The municipality could only complete the restorations after the floodwater receded.	<div>involves designing and earmarking sections of high-risk pipelines for replacement in the 2024/25 financial year.</div> <div>The following additional corrective measures will also be implemented as part of the municipality's ongoing water losses minimisation programme:<ul style="list-style-type: none">• Waterpipe replacement;• Domestic leak detection and repair;• Water demand and pressure management• Upgrades to water meters.</div> <div>The municipality continually implements these measures, specifically ramping up the Waterpipe Replacement programme.</div>
TL75	KPI033	Registered indigent formal households with access to free basic electricity provided by	Percentage of registered indigent formal households with access to free basic	100%	100%	100%	100%	100%	G	5 584 / 5 584 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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
		the municipality (NKPI Proxy - MSA, Reg. S10(a), (b))	electricity provided by the municipality, measured quarterly								
TL76	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	5 584 / 5 584 x 100 = 100%	
TL77	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	5 584 / 5 584 x 100 = 100%
TL78	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	26 895	27 000	27 000	27 000	27 310	G2		
TL79	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	26 895	27 000	27 000	27 000	27 310	G2		
TL80	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	26 895	27 000	27 000	27 000	27 310	G2		
TL81	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	26 895	27 000	27 000	27 000	27 310	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	1
O	KPI Almost Met	0
G	KPI Met	5
G2	KPI Well Met	5
B	KPI Extremely Well Met	1
Total KPIs		12

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL47	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	1	1	1	1	1	G		
TL48	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	37.50%	50%	50%	50%	66%	G2	4 / 6 x 100 = 66.66%	
TL49	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 31 March		1	1			1		
TL50	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		
TL51	KPI062	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	New KPI	1	1	1	1	G		
TL58	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	0	1	1	1	1	G		
TL59	KPI060	Submission of the revised Comprehensive Integrated Transport Plan (CITP) 2023 - 2028 to the MayCo	Number of revised CITPs 2023 - 2028 submitted to the MayCo 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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
TL82	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)	4.04	2	2	2	3.66	B	(R609 418 774 - R37 827 438) / (R1 875 297 387 / 12)	
TL83	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	95.06%	96%	96%	96%	94.53%	○	<p>((R416 752 462 + R1 778 020 014 - R513 579 475 - R388 452) / R1 778 020 014)) x 100</p> <p>There was a dispute with a debtor that significantly increased the outstanding debt. After 30 June 2024, the municipality reached an agreement with the debtor. If there was no dispute, the payment percentage would have been 96.33%.</p>	The municipality has reached an agreement with the pertinent customer, who will satisfy the outstanding debt in accordance with the terms of the agreement. The Finance Department will supervise the agreement and ensure its compliance.
TL84	KPI040	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	84.79%	90%	90%	90%	85.88%	○	<p>(R422 288 828 / R491 726 021) x 100 = 85.88%</p> <p>The municipality received the Municipal Disaster Response Grant from the National Treasury, but the grant conditions</p>	The Demand Management Plan will be strictly monitored and aligned with the approved capital project.

SFA 5 - GOOD GOVERNANCE AND COMPLIANCE

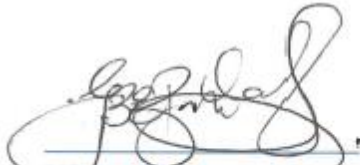
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
										did not allow it to apply the funds to expenditures already incurred. This negatively impacted the performance of the actual expenditure against the approved budget.	
TL85	KPI045	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	0.89%	0.20%	0.20%	0.20%	0.97%	B	(R6 263 077 / R645 932 311) = 0.97%	
TL86	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	33.22%	15%	15%	15%	32.26%	B	(R2 484 489 180 - R230 892 818) / 69 853 210 = 32.26%	
TL87	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	30%	27%	27%	27%	30.55%	R	R513 579 475 / R1 681 046 362 = 30.55%	The municipality will write off outstanding debt as per the processes followed in the Credit and Debt Collection Policy.
TL88	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		
TL89	KPI051	Submission of the revised Information and	Number of revised ICT Backup Disaster Recovery Plans	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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)
							Target	Actual	R		
		Communication Technology (ICT) Backup Disaster Recovery Plan to the ICT Steering Committee	submitted to the ICT Steering Committee by 31 March								
TL90	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		
TL91	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		
TL92	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		
TL93	KPI056	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council 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	2
G	KPI Met	12
G2	KPI Well Met	1
B	KPI Extremely Well Met	3
Total KPIs		19


MR GARY BOSHOFF
ACTING MUNICIPAL MANAGER
 DATE: 30/08/2024



ANNEXURE C: AUDIT AND PERFORMANCE AUDIT COMMITTEE ANNUAL REPORT 2023/24



STELLENBOSCH
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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 2023/2024 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 and Performance Audit Committee Charter. The Committee's operation is guided by the MFMA, the King IV report on Corporate Governance and Global Internal Audit 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 Ruth Strydom and Reyhana Gani on 27 September 2023 to fill these vacancies. June Williams resigned on 28 March 2024 and Dr Len Mortimer was appointed on 1 May 2024. 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 2024.
- 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 is urged to strengthen controls to adequately monitor non-compliance with laws and regulations on a timely basis.
- vii. Management was requested to concentrate on accurate presentation and review of the annual financial statements submitted to the Auditor General for audit.
- viii. Management held a workshop with end-user departments to address the root causes of previous reported findings.
- ix. 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.
- x. 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.
- 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 was 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 Global Internal Audit Standards.
- vii. Reviewed the standard operating procedure of Asset Management which was a consulting engagement conducted by the Internal Audit department.
- viii. 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.
- 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):
 - Housing administration
 - Pre-determined objectives
 - Disaster and climate change readiness assessment
 - Monthly or regular reconciliations of assets, debtors, and creditors

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 and Communication Technology (ICT) and ICT system controls improved in the Auditor General's Management report.

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 was 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 Auditor 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.

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 2023/2024 audit outcome, there were no repeat findings.
- 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

On behalf of the Audit and Performance Audit Committee I am extremely indebted 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. To the members that served their term and those who have retired, I am grateful for the time and dedication you have offered to the strengthening of Stellenbosch Municipality governance. 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 of the Municipality led by the Municipal Manager, 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 2025



ANNEXURE D: REPORT OF THE AUDITOR GENERAL OF SOUTH AFRICA 2023/24

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 7 to 135, which comprise the statement of financial position as at 30 June 2024, statement of financial performance, statement of changes in net assets, cash flow statement and 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 2024 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 2023 (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 62 to the financial statements, the corresponding figures for 30 June 2023 were restated as a result of errors in the financial statements of the municipality at, and for the year ended, 30 June 2024.

Material impairments

8. As disclosed in note 4 to the financial statements, the municipality provided for the impairment of receivables from exchange transactions of R268,7 million (2022-23: R208 million).
9. As disclosed in note 5 to the financial statements, the municipality provided for the impairment of receivables from non-exchange transactions of R217,9 million (2022-23: R225,8 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 particulars of non-compliance with the MFMA should be disclosed 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 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. This description, which is located at page 6, forms part of our 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 2024 for auditing. I selected an objective 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
Dignified living	15 to 17	To provide basic services to all citizens in the greater Stellenbosch area to ensure that everyone has access to a dignified life and sustainable human settlements and to 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
 - all the indicators relevant for measuring the municipality's performance against its primary mandated and prioritised functions and planned objectives are included
 - 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 and is comparable and understandable
 - 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 provides measures taken to improve performance.
24. 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. The measures taken to improve performance are included in the annual performance report on pages 15 to 17.

Dignified living

Targets achieved: 92%		
Budget spent: 87%		
Key service delivery indicator not achieved	Planned target	Reported achievement
Limit unaccounted water to less than 25%	<25%	31,29%

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. If, based on the work I have performed, I conclude that there is a material misstatement in this other information, I am required to report that fact.
33. I have nothing to report in this regard.

Internal control deficiencies

34. 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.
35. I did not identify any significant deficiencies in internal control.

Auditor - General

Cape Town

30 November 2024



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 (MFMA)	<p>Section 1</p> <p>Sections 11(1), 13(2), 14(1), 14(2)(a), 14(2)(b), 15, 24(2)(c)(iv), 28(1), 29(1)</p> <p>Sections 29(2)(b), 32(2), 32(2)(a), 32(2)(a)(i), 32(2)(a)(ii), 32(2)(b)</p> <p>Sections 32(6)(a), 32(7), 53(1)(c)(ii), 54(1)(c), 62(1)(d)</p> <p>Sections 63(2)(a), 63(2)(c), 64(2)(b)</p> <p>Sections 64(2)(c), 64(2)(e), 64(2)(f), 64(2)(g), 65(2)(a), 65(2)(b), 65(2)(e)</p> <p>Sections 72(1)(a)(iii), 112(1)(j), 116(2)(b), 116(2)(c)(ii), 117, 122(1), 122(2)</p> <p>Sections 126(1)(a), 126(1)(b), 127(2), 127(5)(a)(i), 127(5)(a)(ii)</p> <p>Sections 129(1), 129(3), 133(1)(a), 133(1)(c)(i), 133(1)(c)(ii), 170</p> <p>Sections 171(4)(a), 171(4)(b)</p>
MFMA: Municipal Budget and Reporting Regulations, 2009	Regulations 71(1)(a), 71(1)(b), 71(2)(a), 71(2)(b), 71(2)(d), 72(a), 72(b), 72(c)
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, 2017	<p>Regulations 5, 12(1)(c), 12(3), 13(b), 13(c), 16(a), 17(1)(a)</p> <p>Regulations 17(1)(b), 17(1)(c), 19(a), 21(b), 22(1)(b)(i), 22(2), 27(2)(a)</p> <p>Regulations 27(2)(e), 28(1)(a)(i), 29(1)(a), 29(1)(b)</p> <p>Regulations 29(5)(a)(iii), 29(5)(b)(ii), 32, 36(1), 36(1)(a), 38(1)(c)</p> <p>Regulations 38(1)(d)(iii), 38(1)(e), 38(1)(g)(i), 38(1)(g)(ii), 38(1)(g)(iii), 43</p> <p>Regulations 44, 46(2)(e), 46(2)(f)</p>
Municipal Systems Act 32 of 2000 (MSA)	<p>Sections 25(1), 26(a), 26(c), 26(h), 26(i), 29(1)(b)(ii), 34(a), 34(b)</p> <p>Sections 38(a), 41(1)(a), 41(1)(b), 41(1)(c)(ii), 42, 43(2), 54A(1)(a), 56(1)(a), 57(2)(a)</p> <p>Sections 57(6)(a), 66(1)(a), 66(1)(b), 67(1)(d), 74(1), 96(b)</p>
MSA: Municipal Planning and Performance Management Regulations, 2001	<p>Regulations 2(1)(e), 2(3)(a), 3(3), 3(4)(b), 7(1), 8, 9(1)(a), 10(a)</p> <p>Regulations 12(1), 15(1)(a)(i), 15(1)(a)(ii)</p>
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)

Legislation	Sections or regulations
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)
MSA: Municipal Staff Regulations, 2021	Regulations: 7(1),31
Division of Revenue Act 5 of 2023	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)

8.2	REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2024/25
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Collaborator No:

IDP KPA Ref No: Financial Sustainability

Meeting Date: 22 January 2025 & 29 January 2025

1. SUBJECT: REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2024/25

2. PURPOSE

To obtain the Council's approval for the revisions made to the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2024/25.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The TL SDBIP 2024/25 was approved by the Executive Mayor on 25 June 2024. It is common practice for a municipality, as provided for in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), to review its performance indicators and targets after approving the adjustments budget.

All the necessary changes, which must be deleted or amended, are indicated with a strikethrough and an underline, respectively (for ease of reference). It should be noted that the TL SDBIP 2024/25 is the in-year plan of the municipality, and amendments made to the TL SDBIP 2024/25 must be read in conjunction with the Integrated Development Plan (IDP). Therefore, changes made in the Revised TL SDBIP 2024/25 are considered to be made in the IDP as well.

The reasons for the amendments to the following KPIs are as follows:

- a) KPI002 - The target date of the deliverable was revised from 31 March to 30 June. The target date was revised in line with available resources to realistically achieve the planned target.
- b) KPI010 - The indicator was removed as the target was achieved in the previous financial year.
- c) KPI063 – This is a new indicator to compliment the phased in approach of KPI010 which was achieved in the previous financial year.
- d) KPI055 - The indicator wording was revised to indicate the specific name of the plan.
- e) KPI060 - The indicator wording and target date from 28 February to 31 May were revised. The target date was revised in line with available resources to realistically achieve the planned target.

Any detected spelling, grammatical, and / or alignment errors in the document were also corrected where needed.

5. RECOMMENDATIONS

It is being recommended to the Council that:

- (a) The Revised TL SDBIP 2024/25 be approved;
- (b) The Revised TL SDBIP 2024/25 be published on the Municipal Website; and
- (c) The Revised TL SDBIP 2024/25 be submitted to:
 - i. Internal Audit Unit (for notification);
 - ii. Department of Local Government: Western Cape;
 - iii. Provincial Treasury: Western Cape;
 - iv. Auditor General of South Africa; and
 - v. National Treasury.

6. DISCUSSION**6.1 Background**

In terms of the MFMA, the mayor must take all reasonable steps to ensure that the municipality's TL SDBIP is approved within 28 days after the municipal budget is approved.

The Draft Top Layer SDBIP 2024/25 was made public for public participation in April 2024 as part of the Integrated Development Plan (IDP) and Budget consultative process.

The municipal manager, CFO, and Directors as well as all the managers, participated in the setting of key performance indicators (KPIs) and targets.

The TL SDBIP 2024/25 was approved by the Executive Mayor on 25 June 2024, after the approval of the IDP and Budget in May 2024. The Council should note that the provisions of the MFMA allow the Executive Mayor to approve the TL SDBIP within 28 days after the approval of the Budget.

6.2 Financial Implications

There are no financial implications beyond that which was approved in the 2024/25 MTRF Budget and Adjustments Budget.

6.3 Legal Implications

In terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (MFMA), section 54(1)(c) *"On receipt of a statement or report submitted by the accounting officer of the municipality in terms of section 71 or 72 the mayor must- the mayor must, consider and, if necessary, make any revisions to the service delivery and budget implementation plan, provided that revisions to the service delivery targets and performance indicators in the plan may only be made with the approval of the council following approval of an adjustments budget"*

6.4 Staff Implications

This report has no staff implications for the municipality.

6.5 Risk Implication

None

6.6 Previous Council Decisions

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: 2025-01-22: ITEM 6.2**

- (a) that the Revised TL SDBIP 2024/25 be approved;
- (b) that The Revised TL SDBIP 2024/25 be published on the Municipal Website; and
- (c) that the Revised TL SDBIP 2024/25 be submitted to:
 - (i) Internal Audit Unit (for notification);
 - (ii) Department of Local Government: Western Cape;
 - (iii) Provincial Treasury: Western Cape;
 - (iv) Auditor General of South Africa; and
 - (v) National Treasury.

ANNEXURES

Annexure A: Revised Top Layer Service Delivery and Budget Implementation Plan 2024/25

FOR FURTHER DETAILS CONTACT:

NAME	<i>Geraldine Mettler</i>
POSITION	<i>Municipal Manager</i>
DIRECTORATE	<i>Office of the Municipal Manager</i>
CONTACT NUMBERS	<i>021 – 808 8025</i>
E-MAIL ADDRESS	municipal.manager@ Stellenbosch.gov.za
REPORT DATE	<i>16 January 2025</i>

ANNEXURE A



STELLENBOSCH

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REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2024/25

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1. MUNICIPAL MANAGER'S QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of the Stellenbosch Municipality, hereby submit the Revised Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2024/25 financial year for consideration by the Executive Mayor. This Revised TL SDBIP 2024/25 has been prepared in terms of the stipulated requirements as documented in the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and regulations made under this Act.

GERALDINE METTLER
MUNICIPAL MANAGER

Date: _____

2. EXECUTIVE MAYOR'S CERTIFICATE OF APPROVAL

I, Jeremy Fasser, in my capacity as the Executive Mayor of the Stellenbosch Municipality, hereby submit the Revised Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) for the 2024/25 financial year to the Council for consideration and approval, as required in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) and the regulations made under this Act.

CLLR JEREMY FASSER
EXECUTIVE MAYOR

Date: _____

3. IMPLEMENTATION, MONITORING AND REVIEW – ONE YEAR

The Local Government: Municipal Finance Management, 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 the Council, the 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 (SFAs) 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 for measuring the performance in service delivery against end-year targets and implementing the budget.

Indicators developed for the Stellenbosch Municipality address the SFAs of the municipality. The municipality utilises the one-year TL SDBIP to ensure that it delivers on its service delivery mandate by indicating clear indicators and targets. These indicators also form the basis of the performance plans of the Municipal Manager and Directors, hence, the Municipal Manager and 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.

4. REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN (SDBIP) 2024/25: PER STRATEGIC FOCUS AREA (SFA)

4.1 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 (2023/24) (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	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of revised Economic Development Strategies submitted to the Municipal Manager by <u>30 June</u> 31 March	Programme	ALL	1 per annum	New	1 revised Economic Development Strategy submitted to the Municipal Manager by <u>30 June</u> 31 March	n/a	n/a	<u>n/a</u> 1	<u>1</u> 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	<u>1 695</u> 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	<u>90.90%</u> 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	<u>27</u> 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

4.2 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 (2023/24) (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
KPI010	Infrastructure Services	Installation of the SCADA Master Station	Number of SCADA Master Stations installed by 30 June	Project	ALL	1 per annum	1 New KPI	1 SCADA Master Station installed by 30 June	n/a	n/a	n/a	1	Output
KPI063	Infrastructure Services	Installation of a SCADA telemetry system at the Jan Marais electrical substation	Number of SCADA telemetry systems installed at the Jan Marais electrical substation by 30 June	Project	All	1 per annum	New KPI	1 SCADA telemetry system installed at the Jan Marais electrical substation	n/a	n/a	n/a	1	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	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	62.92% 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	19.88% 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

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 (2023/24) (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
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
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	48.65% 46.04%	70% of wastewater quality compliance as per the analysis certificate, measured quarterly	70%	70%	70%	70%	Outcome

4.3 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 (2023/24) (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

4.4 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 (2023/24) (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	50 per annum	<u>20</u> 56	25 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	<u>5.65%</u> 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	95% per annum	<u>95.26%</u> 94.81%	95% of water quality level as per the analysis certificate, measured quarterly	95%	95%	95%	95%	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	<u>31.29%</u> 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 (2023/24) (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	27 310 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	27 310 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	27 310 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 (2023/24) (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	<u>27 310</u> 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

4.5 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 (2023/24) (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	<u>85.88%</u> 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	<u>3.66</u> 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	<u>94.53%</u> 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	<u>66%</u> 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 (2023/24) (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	<u>0.97%</u> 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	<u>32.26%</u> 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	<u>30.55%</u> 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

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 (2023/24) (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
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
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 Sewer Wastewater Master Plan to the Municipal Manager	Number of revised Sewer Wastewater Master Plans submitted to the Municipal Manager by 30 June	Programme	ALL	1 per annum	0	1 revised Sewer Wastewater Master Plan submitted to the Municipal Manager 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 (2023/24) (2022/23)	Annual Target 2024/25	TOP LAYER: Service Delivery and Budget Implementation Plan (SDBIP 2024/25)				Delivery Indicator
									Q1	Q2	Q3	Q4	
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 a draft Smart City Framework to the Municipal Manager	Number of draft Smart City Frameworks submitted to the Municipal Manager by 30 June	Key Initiative	ALL	1 per annum	New KPI	1 draft Smart City Framework submitted to the Municipal Manager by 30 June	n/a	n/a	n/a	1	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	Programme	ALL	1 per annum	1	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 <u>Municipal Manager MayCo</u>	Number of updated CITPs 2023 - 2028 submitted to the <u>Municipal Manager MayCo</u> by <u>31 May</u> 30 November	Programme	ALL	1 per annum	1	1 updated CITP 2023 - 2028 submitted to the <u>Municipal Manager MayCo</u> by <u>31 May</u> 30 November	n/a	$\frac{n/a}{1}$	n/a	$\frac{1}{n/a}$	Output

8.3	MFMA SECTION 52 REPORTING UP TO DECEMBER 2024
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: MFMA SECTION 52 REPORTING UP TO DECEMBER 2024

2. PURPOSE

To comply with Section 52(d) of the Municipal Finance Management Act and report to Council on the implementation of the budget; and service delivery budget plan of the Municipality for the 2nd quarter of the 2024/25 financial year.

3. DELEGATED AUTHORITY

THE EXECUTIVE MAYOR TO SUBMIT TO COUNCIL

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

"The mayor of a municipality—

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

4. EXECUTIVE SUMMARY

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

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

This report provides the overall performance of the Municipality for the period 1 October 2024 to 31 December 2024.

5. RECOMMENDATION

That Council notes Section 52 Report (including quarterly performance report) for second quarter of the financial year.

6. DISCUSSION / CONTENTS

6.1 Background

To comply with section 52 (d) of the Municipal Finance Management Act and report to Council on the budget; financial and service delivery budget implementation plan of the Municipality for the 2nd quarter of the financial year. The report is indicated under **APPENDIX 1.**

6.2 Discussion

This report illustrates the implementation of the budget as well as the non-financial performance of the municipality for quarter 2.

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

6.3 Financial Implications

None.

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

None.

6.7 Risk Implications

None.

6.8 Comments from Senior Management:

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

6.8.1 Municipal Manager:

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 6.3

that Council notes Section 52 Report (including quarterly performance report) for second quarter of the financial year.

ANNEXURES

Appendix 1 : Section 52 Report – Second Quarter

FOR FURTHER DETAILS CONTACT:

NAME	Monique Steyl
POSITION	Senior Manager Financial Management Services
DIRECTORATE	Financial Services
CONTACT NUMBER	021 – 808 8512
E-MAIL ADDRESS	Monique.Steyl@ Stellenbosch.gov.za
REPORT DATE	22 January 2024

APPENDIX 1



STELLENBOSCH

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QUARTERLY BUDGET MONITORING REPORT

2nd Quarter 2024/25



QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the quarterly report the period ending December 2024 has been prepared in accordance with Section 52 of the Municipal Finance Management Act and regulations made under the Act and accordingly submit the required quarterly statement on the state of Stellenbosch Municipality's budget reflecting the particulars up until the end of December 2024.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality- WC024

Signature  _____

Date: 20/01/2025

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

To Council

In accordance with Section 52(d) of the Municipal Finance Management Act, I submit the required report on the implementation of the budget and the financial situation of Stellenbosch Municipality reflecting the particulars of the second quarter of the financial year 2024/25.

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



Cllr Jeremy Fasser
Executive Mayor
Date: 20/01/2025

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1. Recommendations

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

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

2. Executive Summary

2.1 Introduction

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

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

2.2 Summary of 2024/25 budget progress / implementation

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

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

Detail	Capital Expenditure	Operating Expenditure	Operating Revenue (excluding capital transfers and contributions)
Original Budget	599 345 303	2 511 734 132	2 532 153 396
Adjustment Budget	655 943 513	2 511 293 732	2 531 712 996
Plan to Date (SDBIP)	171 892 566	1 023 442 795	1 144 415 140
Actual	129 277 539	703 824 539	1 302 954 152
Variance to SDBIP	(42 615 027)	(319 618 256)	158 539 012
Year to date % Variance to SDBIP	-24,79%	-31,23%	13,85%

3. Operating Revenue

The following table shows the actual operating revenue per National Treasury Reporting regulations against that planned in the SDBIP for the 2nd Quarter of 2024/25.

Operating Revenue by Source

Description	ORIGINAL BUDGET	ADJUSTMENT BUDGET
Exchange Revenue		
Service charges - Electricity	1 029 705 173,00	1 029 705 173,00
Service charges - Water	182 522 220,00	182 522 220,00
Service charges - Waste Water Management	122 771 630,00	122 771 630,00
Service charges - Waste Management	115 081 671,00	115 081 671,00
Sale of Goods and Rendering of Services	24 653 963,00	24 653 963,00
Agency services	3 794 352,00	3 794 352,00
Interest earned from Receivables	18 172 580,00	18 172 580,00
Interest earned from Current and Non Current	44 232 144,00	44 232 144,00
Rental from Fixed Assets	13 648 887,00	13 648 887,00
Licence and permits	8 385 504,00	8 385 504,00
Operational Revenue	47 692 457,00	47 692 457,00
Non-Exchange Revenue		
Property rates	509 116 169,00	509 116 169,00
Fines, penalties and forfeits	163 379 995,00	163 379 995,00
Transfer and subsidies - Operational	245 637 999,00	245 197 599,00
Interest	3 358 652,00	3 358 652,00
Other Gains	-	-
Total Revenue (excluding capital transfers and contributions)	2 532 153 396	2 531 712 996

QUARTER 2 2024/25		
PLANNED	ACTUAL	VAR
205 113 467	235 317 354	-15%
43 882 840	49 403 948	-13%
27 357 032	30 300 447	-11%
21 396 880	23 167 522	-8%
5 140 758	8 562 064	-67%
660 828	725 214	-0
5 046 319	6 323 377	-25%
11 058 036	15 706 578	-42%
2 432 607	2 318 351	5%
1 768 528	1 844 634	-4%
5 179 531	10 328 774	-99%
96 297 998	114 074 608	-18%
9 685 514	84 094	99%
72 820 562	84 944 787	-17%
1 148 848	1 260 463	-10%
-	-	0%
508 989 748	584 362 213	-15%

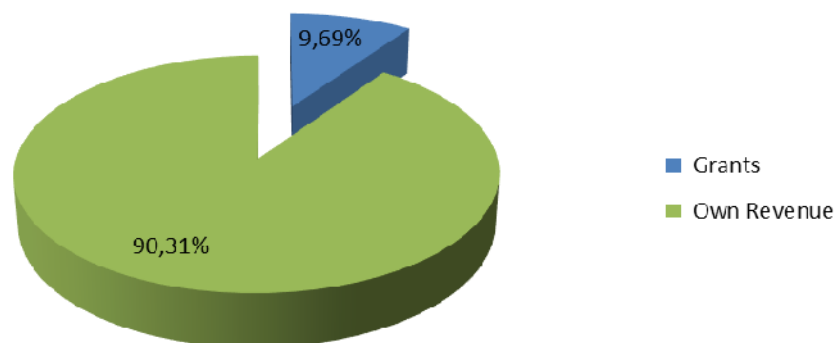
QUARTER 2 2023/24		
PLANNED	ACTUAL	VAR
138 030 826	205 116 074	-49%
46 504 505	43 882 841	6%
25 583 955	27 357 032	-7%
21 100 313	21 814 491	-3%
4 920 154	4 797 250	0%
727 334	660 829	9%
3 744 266	5 314 733	-42%
10 298 166	14 461 912	-40%
3 233 308	1 996 090	38%
2 046 747	1 656 361	0%
1 175 632	14 150 513	0%
91 050 207	102 057 552	-12%
37 240 206	9 624 759	74%
47 929 119	57 595 521	-20%
969 762	1 148 848	0%
-	-	
434 554 500	511 634 805	-17,74%

NB: - The “year to date” actual for income refers to the total billed and earnings for the year and not actual receipts/collections.

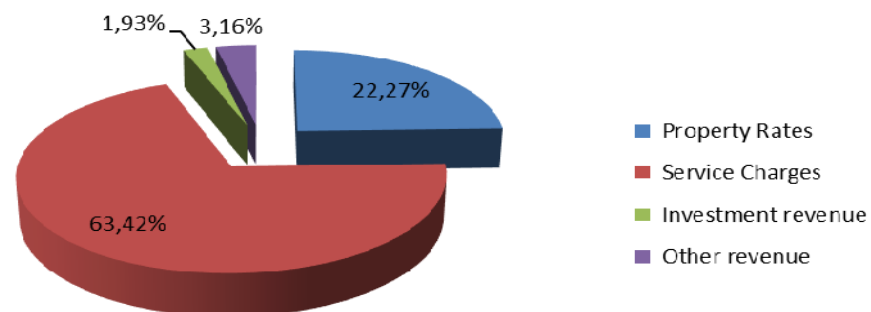
Stellenbosch municipality is not dependant on grant funding to fund the operating budget as is evident in the graph below.

Own revenue consists mainly of service charges at 63.42 per cent of the 2 286 515 397 billion own revenue budget.

Funding of the 2024/25 operating budget



Composition of own revenue



Operating Revenue Variance Report

The variances between actual operating revenue and the planned operating revenue contained in the SDBIP are explained per revenue source and are as follows:

Revenue by Source

3.1 Property Rates

Property rates and service charges water are billed monthly. However, some consumers applied to have their property rates and service charges to be billed annually. This has resulted in an overperformance of R17 969 622 for property rates when compared to the year-to-date budget projections, as the annual applications do not form part of the monthly budgeted revenue projections. It is recommended that the budget not be adjusted during the Mid-year adjustment process.

3.2 Service charges - Electricity

The municipality has billed R89 875 176 more electricity charges than initially anticipated. The over performance is due to a relief from prolonged load shedding outages and an increase in tariffs and demand. Considering the consumption over the past 6 months of the current financial year, the actual electricity revenue billed over the past three financial years as well as the tariff increase of 10.99%, the current budget of R1 029 705 173 is deemed insufficient. It is recommended that the budget be increased with approximately R50 million during the Mid-year adjustment budget process.

3.3 Service charges - Water revenue

The municipality has billed R11 991 727 more water charges than initially anticipated. The increase in water revenue is a result of an increase in consumption due to the summer season. Considering the monthly average billing (R14 880 030) as well as the tariff increase of 6.20%, the current budget of R182 522 220 is deemed sufficient.

3.4 Service charges - Waste Water Management

The municipality has billed R7 495 501 more sanitation charges than initially anticipated. Considering the consumption over the past 6 months of the current financial year (average: R11 013 839), annual consumption over the past three financial years (R107 992 177) as well as the tariff increase of 8.0%, the current budget of R122 771 630 is deemed sufficient.

3.5 Service charges - Waste Management

The municipality has billed R3 894 502 more refuse charges than initially anticipated. Considering the average billings over the past 6 months of the current financial year (R9 266 216), annual consumption over the past three financial years (R90 271 757) as well as the tariff increase of 6.90%, the current budget of R115 081 671 is deemed unattainable. It is recommended that the budget be decreased with approximately R5 000 000 during the Mid-year adjustment budget process.

3.6 Interest earned from Current and Non-Current Assets

An over performance was noted for interest earned on external investments to the amount of R8 882 614. The variance is attributed to increases in the interest rates in the past few years and the municipality has also invested additional funds. Considering the monthly average over the past 6 months (R5 166 447) it is recommended that the budget be increased with R10 000 000 during the Mid-year adjustment process.

3.7 Interest earned – outstanding debtors

An over performance was noted for the interest earned on outstanding debtors to the amount of R2 772 420. This is due to increases in debt. Considering the monthly average over the past 6 months (R2 088 596), the current budget of R18 172 580 is sufficient.

3.8 Sale of Goods and Rendering of Services

An over performance is noted for other revenue to the amount of R5 235 470. Considering the actual revenue in the first half of the financial year which amounted to R15 643 392 with a monthly average of R2 607 232, the budget is deemed sufficient and attainable.

The adjustment has been necessitated due to the following:

3.8.1 Revenue: Exchange Revenue: Sales of Goods and Rendering of Services: Encroachment Fees

An over performance of R1 495 371 has been noted. Considering the monthly average over the past 6 months of R719 159 it renders the current budget amounting to R5 931 625 as sufficient. It is recommended that the budget not be adjusted during the mid-year adjustment process.

3.8.2 Revenue: Exchange Revenue: Sales of Goods and Rendering of Services: Building Plan Approval

An over performance of R2 328 890 has been noted. Considering the monthly average over the past 6 months of R1 011 969 it renders the current budget amounting to R7 485 850 as sufficient based on historic trends. It is recommended that the budget not be adjusted during the mid-year adjustment process.

3.9 Fines, penalties, and forfeits

An underperformance was noted to the amount of R32 265 594. The recognition of traffic fines in terms of iGRAP 1 will be done monthly, including the journal processed on the financial system. It should be noted that a journal amounting to R165 981 was processed for the current financial year. The budget is deemed to be sufficient. It is recommended that the budget not be adjusted during the mid-year adjustment process.

3.10 Licences and permits

An under performance is noted for licences and permits to the amount of R467 439. The underperformance is due to less licences and permit renewals as well as accompanying applications being received than initially anticipated. Considering the actuals generated over the past three financial years (average: R8 122 181) and a monthly average over the past six months of the current financial year (R557 744), the current budget of R8 385 504 is deemed as attainable.

3.11 Rental from Fixed Assets

An under performance is noted for the Rental of facilities and equipment to the amount of R210 638. Considering the average of the actuals generated over the past three (3) financial years amounting to R11 867 337 and the average monthly revenue (R811 434), the current budget of R13 648 887 is deemed sufficient due to the annual levies that must still be billed. It is recommended that the budget not be adjusted during the mid-year adjustment process.

4. Operating Expenditure

The following table illustrates the actual operating expenditure for each Directorate against planned expenditure in the SDBIP for the 2nd Quarter of 2024/25.

Operating Expenditure (Per Directorate):

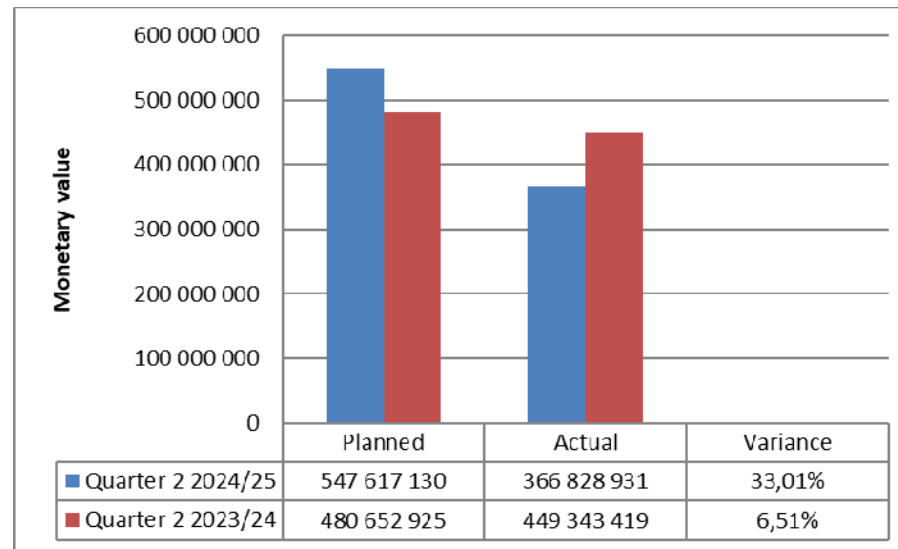
DIRECTORATE	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	17 202 891	17 202 891
Planning & Development	98 091 073	98 091 073
Infrastructure Services	1 541 782 409	1 541 342 009
Community and Protection Services	510 981 472	510 981 472
Corporate Services	216 623 591	216 623 591
Financial Services	127 052 696	127 052 696
TOTALS	2 511 734 132	2 511 293 732

QUARTER 2 2024/25	
PLANNED	ACTUALS
5 391 777	438 551
26 134 579	11 189 383
343 640 523	291 479 870
94 154 451	32 482 210
42 841 096	18 962 944
35 454 704	12 275 973
547 617 130	366 828 931

QUARTER 2 2023/24	
PLANNED	ACTUALS
4 251 261	4 618 651
24 164 301	19 742 755
289 114 647	288 274 708
88 059 340	75 826 062
44 657 769	32 616 164
30 405 607	28 265 079
480 652 925	449 343 419

During the second quarter of the financial year the directorates spent R366 828 931, 33% less than the planned expenditure. At the same period last year, the directorate spent R449 343 419, 6.51% less than the planned expenditure.

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024



The year on year comparison for the second quarter is 66,99% actual spending rate of the planned operating budget for the financial year 2024/25, compared to a 93,49% actual spending rate for the same period in the previous financial year.

Operating Expenditure Variance Report

The variances between actual operating expenditure and planned operating expenditure contained in the SDBIP are explained per item and are as follows:

4.1 Planning and Development Services

The Planning and Development Services directorate planned to spend R52 282 429 of the amended budget. The year- to- date actual expenditure incurred amounted to R18 645 263 which resulted in an underperformance of R33 637 166. The items that attributed to the underperformance are as follows:

4.1.1 Expenditure: Contracted Services: Consultants and Professional Services: Business and Advisory: Project Management (Planning and development general).

The user department planned to spend R1 275 153 of the amended budget. The year-to-date actual expenditure incurred amounted to R108 261. Orders to the amount of R108 261 have been loaded onto the financial system. The user department indicated that the revised bid specifications for the Local spatial development framework tender served at the bid specifications committee in December 2024.

4.1.2 Expenditure: Contracted Services: Contractors: Event Promoters

The user department planned to spend R2 252 160 of the amended budget. The year-to-date actual expenditure incurred amounted to R506 000. The user department indicated that an invoice for December will be submitted in January for payment, and they are awaiting a final invoice from the service provider.

4.1.3 Employee related costs

The user department planned to spend R32 613 912 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.2 Infrastructure Services

The Infrastructure Services directorate planned to spend R638 168 485 of the amended budget. The year-to-date actual expenditure incurred amounted to R564 728 349 which resulted in an underperformance of R73 440 136. The items that attributed to the underperformance are as follows:

4.2.1 Expenditure: Contracted Services: Outsourced Services: Refuse Removal (Refuse Removal)

The user department planned to spend R16 213 152 of the amended budget. The year-to-date actual expenditure incurred amounted to R11 933 669. Orders to the amount of R3 089 758 have been loaded onto the financial system. The user department indicated that they are awaiting invoices from the service providers.

4.2.2 Expenditure: Contracted Services: Contractors: Maintenance of Unspecified Assets (Storm Water)

The user department planned to spend R3 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R720 000. Orders to the amount of R838 956 have been loaded onto the financial system. The user department indicated that a tender has been awarded, and they expect expenditure to increase.

4.2.3 Expenditure: Contracted Services: Outsourced Services: Refuse Removal (Landfill Site)

The user department planned to spend R13 125 534 of the amended budget. The year-to-date actual expenditure incurred amounted to R6 585 685. Orders to the amount of R11 882 235 have been loaded onto the financial system. The user department indicated that they are awaiting invoices from the service provider.

4.2.4 Expenditure: Contracted Services: Contractors: Prepaid Electricity Vendors

The user department planned to spend R2 758 440 of the amended budget. The year-to-date actual expenditure incurred amounted to R475 841. Orders to the amount of R2 378 406 have been loaded onto the financial system. The user department indicated that the invoices have been received from the service provider and will be submitted for payment. An improvement is expected in the next reporting period.

4.2.5 Employee related costs

The user department planned to spend R111 720 641 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.3 Community and Protection Services

The Community and Protection Services directorate planned to spend R170 669 277 of the amended budget. The year-to-date actual expenditure incurred amounted to R53 352 514 which resulted in an underperformance of R117 316 763. The items that attributed to the underperformance are as follows:

4.3.1 Expenditure: Contracted Services: Contractors: Maintenance of Unspecified Assets (Fire Services)

The user department planned to spend R875 496 of the amended budget. The year-to-date actual expenditure incurred amounted to R433 263. The user department indicated that work is being done continuously, and they are awaiting invoices for work that has been done to date.

4.3.2 Expenditure: Transfers and Subsidies: Operational: Monetary Allocations: Households: Social Security Payments: Social Assistance: Grant in Aid

The user department planned to spend R4 300 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R2 516 596. The user department indicated that all category A donations have been made. The application for one Category B donation which is payable on a claims basis was however denied due to access space and a suitable site has not yet been identified.

4.3.3 Expenditure: Contracted Services: Outsourced Services: Security Services

The user department planned to spend R30 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R20 116 609. The user department indicated that services are rendered continuously and that available invoices have been submitted for payment, however, some invoices were sent back to the service providers for corrections and have not yet been received.

4.3.4 Expenditure: Contracted Services: Outsourced Services: Business and Advisory: Project Management

The user department planned to spend R943 713 of the amended budget. No expenditure has been incurred to date. The user department indicated that they have not yet found a suitable service provider thus far and therefore no appointment has been made.

4.3.5 Employee related costs

The user department planned to spend R107 106 532 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.4 Corporate Services

The Corporate Services directorate planned to spend R85 520 525 of the amended budget. The year-to-date actual expenditure incurred amounted to R37 427 030 which resulted in an underperformance of R48 093 495. The items that attributed to the underperformance are as follows:

4.4.1 Expenditure: Contracted Services: Contractors: Catering Services (Councillors)

The user department planned to spend R282 033 of the amended budget. The year-to-date actual expenditure incurred amounted to R19 975. The user department indicated that expenditure is incurred only when needed hence the slow expenditure.

4.4.2 Expenditure: Contracted Services: Outsourced Services: Cleaning Services

The user department planned to spend R446 787 of the amended budget. The year-to-date actual expenditure incurred amounted to R365 595. Orders to the amount of R640 630 have been loaded onto the financial system. The user department indicated that a service provider was appointed, and invoices are received monthly.

4.4.3 Employee related costs

The user department planned to spend R48 263 701 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

4.5 Financial Services

The Financial Services directorate planned to spend R67 805 746 of the budget. The year-to-date actual expenditure incurred amounted to R28 873 516 which resulted in an underperformance of R38 932 230. The items that attributed to the underperformance are as follows:

4.5.1 Employee related costs

The user department planned to spend R36 575 206 of the amended budget. Expenditure has been incurred but has not yet been integrated into the financial system due to system integration challenges.

5. Capital Expenditure

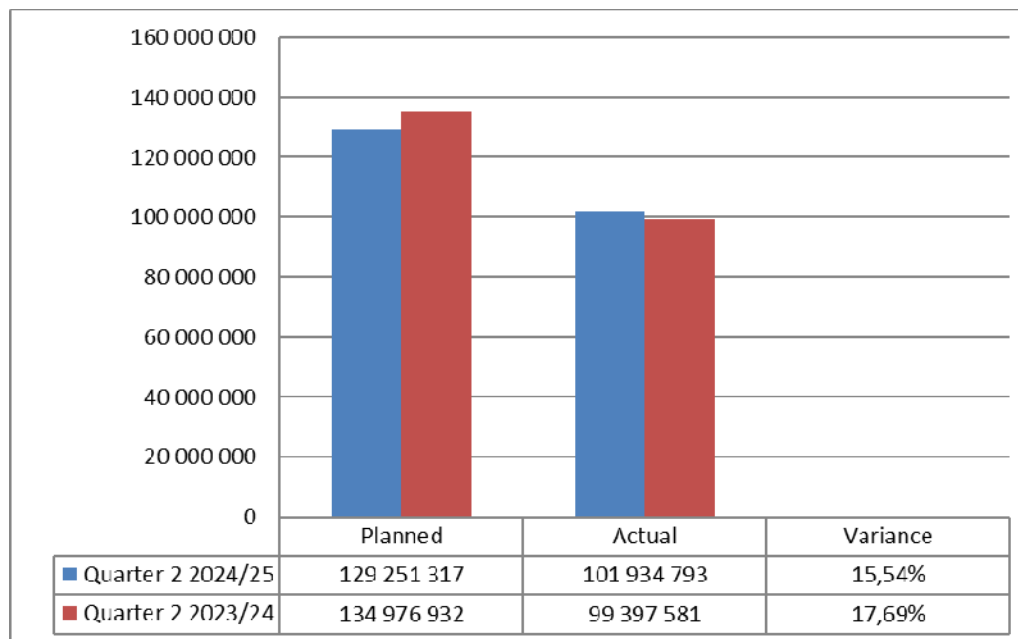
The following table illustrates the actual capital expenditure per directorate against the planned in the SDBIP for the 2nd Quarter of 2024/25.

DIRECTOR	ORIGINAL BUDGET	AMENDED BUDGET
Municipal Manager	40 000	40 000
Planning & Development	20 244 000	21 923 845
Infrastructure Services	449 483 974	494 711 555
Corporate Services	56 420 000	60 688 523
Community and Protection Services	71 757 329	77 179 590
Financial Services	1 400 000	1 400 000
TOTALS	599 345 303	655 943 513

QUARTER 2 2024/245		
PLANNED	ACTUAL EXPENDITURE	VAR %
38 203	28 485	-
2 616 772	1 609 787	-38%
93 486 862	92 661 748	-1%
3 331 744	4 616 827	39%
29 717 736	2 879 216	-90%
60 000	138 731	131%
129 251 317	101 934 793	-21%

QUARTER 2 2023/24		
PLANNED	ACTUAL EXPENDITURE	VAR %
38 206	33 049	100%
1 451 818	529 325	-64%
118 590 780	88 456 620	-25%
8 235 450	6 073 445	-26%
5 442 020	4 305 141	-21%
1 218 658	-	-100%
134 976 932	99 397 581	-26%

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024



The year-on-year comparison for the end of the second quarter is [R101 934 793/ R655 943 513] 15.54% of the total capital budget of R655 943 513 for the 2024/25 financial year compared to a [99 397 581/ R 561 998 374] 17.69% spending rate for the same period in the previous financial year.

Capital Expenditure Variance Report

The variances between actual capital expenditure and the planned capital expenditure contained in the SDBIP are explained per directorate and are as follows:

5.1 Planning and Development

The Directorate planned to spend R3 629 504 of the amended budget. The year-to-date actual expenditure incurred amounted to R2 112 108. This resulted in an underperformance of R1 540 124. The projects that attributed to the underperformance are as follows:

5.1.1 Establishment of the Kayamandi Informal Trading Area

The user department planned to spend R600 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R215 250 have been loaded onto the financial system. The user department indicated that a service provider has been appointed to prepare the specifications for a construction tender.

5.1.2 Erf 64, Kylemore

The user department planned to spend R400 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount R778 988 have been loaded onto the financial system. The user department indicated that they are awaiting an invoice from the service provider.

5.2 Community and Protection Services

The Directorate planned to spend R36 837 595 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 254 270. This resulted in an underperformance of R32 583 325. The projects that attributed to the underperformance are as follows:

5.2.1 Calcutta Memorial Park

The user department planned to spend R20 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R526 060. Orders to the amount of R1 076 345 have been loaded onto the financial system. The user department indicated that the tender is currently in its technical evaluation process.

5.2.2 Specialized Vehicles: Traffic

The user department planned to spend R1 375 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that there were no prospective bidders during the tender process. The budget will be reduced by approximately R2 750 000 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

5.2.3 Vehicle Fleet: Law Enforcement

The user department planned to spend R1 190 000 of the amended budget. No expenditure has been incurred to date. Orders to the amount of R1 189 605 have been loaded onto the financial system. The user department indicated that the vehicles have been procured, and they are awaiting deliver.

5.3 Infrastructure Services

The Directorate planned to spend R127 725 520 of the amended budget. The year-to-date actual expenditure incurred amounted to R92 167 863. This resulted in an

underperformance of R9 735 121. The projects that attributed to the underperformance are as follows:

5.3.1 Landfill Gas to Energy

The user department planned to spend R11 420 875 of the amended budget. The year-to-date expenditure incurred amounted to R7 868 813. Orders to the amount of R7 828 527 have been loaded onto the financial system. The user department indicated that there are significant savings that have been achieved due to the contractor removing excess items from the bill. The budget will be reduced by during the Mid-year adjustment budget process.

5.3.2 Alternative Energy

The user department planned to spend R10 527 858 of the amended budget. The year-to-date expenditure incurred amounted to R6 272 232. Orders to the amount of R2 826 319 have been loaded onto the financial system. The user department indicated that there was a delay in the appointment of the consultant for the switchgears. The budget will be reduced during the Mid-year adjustment budget process.

5.3.3 Franschhoek Mooiwater 236

The user department planned to spend R9 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R5 419 400. Orders to the amount of R5 886 894 have been loaded onto the financial system. The user department indicated that the construction of the service sites is currently in progress.

5.3.4 New Reservoir & Pipeline: Vlottenburg

The user department planned to spend R1 207 853 of the amended budget. The year-to-date expenditure incurred amounted to R422 876. Orders to the amount of R882 316 have been loaded onto the financial system. The user department indicated that the project was delayed due to a dispute with the landowner on the pipeline route. The budget will be reduced during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

5.3.5 Bridge Assessment and Design

The user department planned to spend R11 000 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R7 699 748. Orders to the amount of R1 371 201 have been loaded onto the financial system. The user department indicated that construction is currently in progress.

5.3.6 Specialized Vehicles: Sanitation

The user department planned to spend R1 375 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that there were no prospective bidders during the tender process. The budget will be reduced during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

5.3.7 Jamestown Transport Network - School Street

The user department planned to spend R1 800 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that the advertisement of the tender was delayed. The budget will be reduced during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

5.4 Corporate Services

The Directorate planned to spend R3 491 744 of the amended budget. The year-to-date actual expenditure incurred amounted to R4 663 572. This resulted in an overperformance of R1 517 396. The projects that attributed to the overperformance are as follows:

5.4.1 Structural Upgrade: Heritage Building

The user department planned to spend R971 676 of the amended budget. The year-to-date actual expenditure incurred amounted to R1 696 176. Orders to the amount of R558 108 have been loaded onto the financial system. The user department indicated that the project is currently underway.

5.4.2 Purchase and Replacement of Computer/software and Peripheral devices

The user department planned to spend R100 000 of the amended budget. The year-to-date actual expenditure incurred amounted to R1 232 643. Orders to the amount of R558 108 have been loaded onto the financial system. The user department indicated that additional funds will be requested during the mid-year budget process due to devices that have reached their end of their lifespan and will need to be renewed.

6. Investments and Borrowings

6.1 Investments

ACC. NR	BANK	Type/ Period	INTEREST RATE	MATURITY DATE	OPENING BALANCE AS AT 1 JULY 2024	QUARTER 2		TOTAL INVESTMENTS/ WITHDRAWALS	INTEREST CAPITALISED FOR THE QUARTER UNDER REVIEW	INTEREST ACCRUED YTD	CLOSING BALANCE YTD
						INVEST	WITHDRAWAL				
	ABSA BANK										
93-6748-9415	A#9415	CALL	7,000%		56 294 418,72	-	-	(611 464,15)	1 250 108,06	3 219 367,25	58 902 322,33
20-8139-2381	A#2381	FIXED/9 MTHS	9,660%	07-Oct-24	167 283 375,34	-	171 433 205,48	(171 433 205,48)	254 071,23	4 149 830,14	(0,00)
20-8176-3645	A#3645	FIXED/6 MTHS	9,030%	12-Mar-25		-	-	100 000 000,00	2 300 794,52	2 770 849,32	102 770 849,32
20-8179-5573	A#5573	FIXED/9 MTHS	8,820%	10-Jul-25		159 153 479,00	-	159 153 479,00	3 268 968,85	3 268 968,85	162 422 447,85
					223 577 794,07	159 153 479,00	(171 433 205,48)	87 108 809,37	7 073 942,67	13 409 015,55	324 095 619,50
	NEDBANK										
03/7881123974/...031	N#031	FIXED / 12 MTHS	10,300%	10-Jul-24	116 078 362,13	-	-	(116 346 255,64)	-	267 894,48	0,98
03/7881123974/...032	N#032	FIXED / 12 MTHS	9,670%	19-Dec-24	71 928 701,37	-	75 099 931,51	(75 099 931,51)	1 465 071,23	3 171 230,14	(0,00)
03/7881123974/...033	N#033	FIXED / 4 MTHS	9,200%	18-Nov-24		-	103 781 414,39	(3 169 950,24)	1 217 260,89	3 169 950,24	0,00
03/7881123974/...034	N#034	FIXED / 6 MTHS	8,845%	12-Mar-25		-	-	50 000 000,00	1 114 712,33	1 344 924,66	51 344 924,66
					188 007 063,50	-	(178 881 345,90)	(144 616 137,39)	3 797 044,45	7 953 999,52	51 344 925,63
	SBSA										
258489367-041	S#041	FIXED 3 MNTHS	9,150%	12-Sep-24	100 426 164,38	-	-	(102 256 164,38)	-	1 830 000,00	0,00
258489367-042	S#042	CALL	8,000%			50 000 000,00	-	50 000 000,00	901 548,21	901 548,21	50 901 548,21
258489367-043	S#043	FIXED 9 MNTHS	8,775%	10-Sep-25		40 846 521,00	-	40 846 521,00	834 695,86	834 695,86	41 681 216,86
258489367-044	S#044	FIXED 5 MNTHS	8,650%	12-May-25		100 000 000,00	-	100 000 000,00	473 972,60	473 972,60	100 473 972,60
					100 426 164,38	190 846 521,00	-	88 590 356,62	2 210 216,67	4 040 216,67	193 056 737,68
INVESTMENT TOTAL					512 011 021,95	350 000 000,00	(350 314 551,38)	31 083 028,60	13 081 203,80	25 403 231,75	568 497 282,81

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

6.2 Borrowings

Lending Institution	Balance 1/12/2024	Received Quarter 2	Interest Capitalised Quarter 2	Capital Repayments Quarter 2	Balance 31/12/2024	Percentage	Sinking Funds
							(R'000)
DBSA@ 11.1%	3 918 505	-	-	1 904 721	2 013 785	11,10%	
DBSA@ 10.25%	18 576 891	-	-	4 294 042	14 282 849	10,25%	
DBSA @ 9.74%	54 048 197	-	-	3 810 002	50 238 196	9,74%	
NEBANK @ 9.70%	98 728 950	-	-	7 890 669	90 838 281	9,70%	
NEBANK @ 8.8%	80 633 572	-	-	4 277 350	76 356 222	6,73%	
STANDARD BANK @ 11.00%	126 007 906	-	-	4 991 095	121 016 811	11,00%	
NEDBANK @10,21%	64 989 129	-	-	2 189 372	62 799 757	9,70%	
NEDBANK @10,71%	137 446 093	-	-	4 581 536	132 864 557	10,71%	
TOTAL	584 349 243	-	-	33 938 786	550 410 456		

7. Allocations and grant receipts and expenditure for the 2nd Quarter of 2024/25

OPERATING & CAPITAL GRANTS	TOTAL 2024/25	EXPECTED ALLOCATION	OPENING BALANCE 1 JULY 2024	CAPITAL DEBTORS	ACCUMULATE D ACTUAL RECEIPTS	ACCUMULATE D ACTUAL EXPENDITURE	QUARTER 2 RECEIPTS	QUARTER 2 ACTUAL EXPENDITURE	UNSPENT CONDITIONAL GRANTS - 30 JUNE 2025
Unconditional Grant:Equitable Share	215 604 000	215 604 000	-		161 601 000	77 373 208	71 766 000	41 978 838	84 227 792
Grand Total (Unconditional Grants)	215 604 000	215 604 000	-	-	161 601 000	77 373 208	71 766 000	41 978 838	84 227 792
EPWP Integrated Grant for Municipalities	2 021 000	2 021 000			1 414 000	-	909 000	-	1 414 000
Local Government Financial Management Grant	1 600 000	1 600 000			1 600 000	-	-	-	1 600 000
Integrated National Electrification Programme (Municipal) Grant	5 056 000	5 056 000			5 056 000	960 000	3 056 000	960 000	4 096 000
Integrated Urban Development Grant	64 495 000	64 495 000			36 503 000	20 874 241	23 604 000	20 307 144	15 628 759
Energy Efficiency and Demand Side	5 000 000	5 000 000			2 750 000	-	1 750 000	-	2 750 000
LGSETA Funding	-				-	-	-	-	-
Municipal Disaster Response Grant	19 413 122	-	19 413 122		-	8 858 064	-	8 858 064	10 555 058
Community Development Workers Operational Support Grant	38 000	38 000			38 000	3 080	-	3 080	34 920
Community Library Service Grant	15 469 048	11 333 000	4 136 048		7 556 000	44 038	3 778 000	44 038	11 648 011
Human Settlements Development Grant	20 248 690	18 568 845	1 679 845	204 170	-	399 184	(3 000 000)	399 184	1 280 661
Informal Settlements Upgrading Partnership Grant: Provinces	19 343 904	18 550 000	793 904	363 114	10 600 000	10 249 205	10 600 000	6 976 255	1 144 699
Title Deeds Restoration Grant	803 000	803 000			-	-	-	-	-
Municipal Accreditation and Capacity Building Grant	249 000	249 000			249 000	-	249 000	-	249 000
Integrated Transport Planning	628 000	628 000			-	-	-	-	-
Financial Management Capability Grant	40 000		40 000		-	-	-	-	-
Maintenance and Construction of Transport Infrastructure	345 000	345 000		345 000	-	109 300	-	109 300	-109 300
Regional Socio-Economic Project/violence through urban upgrading	1 500 000	1 500 000			1 500 000	-	-	-	1 500 000
Cape Winelands District Municipality Grant	500 000	500 000			500 000	-	500 000	-	500 000
Cape Winelands District Municipality Grant Capacity and support	150 000	150 000			-	-	-	-	-
Khaya Lam Free Market Foundation	360 000	-	360 000		-	-	-	-	-
Grand total (Conditional Grants)	157 259 765	130 836 845	26 422 920	912 284	67 766 000	41 497 112	41 446 000	37 657 065	52 291 808

8. Personnel Expenditure

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

Employee - Related Costs	Original Budget	Adjustments Budget	Quarter 2 Budget	Quarter 2 Actual	YTD Budget	YTD Actual	YTD %
Basic Salary and Wages	380 410 739	379 453 257	95 078 241	819 199	189 403 308	819 199	0%
Bonus	33 175 849	33 175 849	32 745 453	-	32 891 448	-	0%
Acting and Post Related Allowances	905 064	905 064	226 269	-	452 538	-	0%
Non Structured	43 266 162	43 266 162	10 802 430	-	21 633 090	-	0%
Standby Allowance	15 740 886	15 740 886	3 935 226	-	7 870 452	-	0%
Travel or Motor Vehicle	13 635 637	13 635 637	3 405 162	-	6 810 324	-	0%
Accommodation, Travel and Incidental	52 068	52 320	27 039	-	26 160	-	0%
Bargaining Council	227 151	226 899	56 886	-	113 460	-	0%
Cellular and Telephone	3 174 757	3 174 757	793 704	-	1 587 408	-	0%
Current Service Cost	6 436 226	6 436 226	1 609 056	-	3 218 112	-	0%
Essential User	870 292	870 292	217 575	-	435 150	-	0%
Entertainment	-	-	-	-	-	-	0%
Fire Brigade	3 273 647	3 273 647	818 412	-	1 636 824	-	0%
Group Life Insurance	6 125 321	6 125 321	1 531 338	-	3 062 676	-	0%
Housing Benefits	3 432 541	3 432 541	858 147	-	1 716 294	-	0%
Interest Cost	21 022 581	21 022 581	5 255 646	-	10 511 292	-	0%
Leave Gratuity	7 989 130	7 989 130	1 997 280	-	3 994 560	-	0%
Leave Pay	-	-	-	-	-	-	0%
Long Term Service Awards	2 551 160	2 551 160	637 791	-	1 275 582	-	0%
Medical	32 420 645	32 420 645	8 105 175	-	16 210 350	-	0%
Non-pensionable	259 243	259 243	64 812	-	129 624	-	0%
Pension	69 061 237	69 061 237	17 265 315	-	34 530 630	-	0%
Scarcity Allowance	1 611 775	1 611 775	402 942	-	805 884	-	0%
Shift Additional Remuneration	4 893 835	4 893 835	1 223 463	-	2 446 926	-	0%
Structured	2 743 570	2 743 570	685 893	-	1 371 786	-	0%
Unemployment Insurance	3 175 159	3 175 159	791 877	-	1 583 754	-	0%
Totals	656 454 675	655 497 193	188 535 132	819 199	343 717 632	819 199	0%

The total employee related cost expenditure incurred was R285 455 583 (83.05%) of the planned expenditure of R343 717 632. This underspending is because of vacant posts that is in the process of being advertised and filled. The employee related costs item is currently not reflecting on the financial system reports due to system integration challenges.

9. Withdrawals

<i>Consolidated Quarterly Report for period 01/10/2024 to 31/12/2024</i>				
Date	Payee	Amount in R'000	Description and Purpose (including section reference e.g. sec 11(f))	Authorised by (name)
Monthly	Provincial Government Western Cape	7 545 506	The Municipality acts as an agent for PAWC for collection of licencing fees. S 11(e)(i)	Acting Director: Community and Protection Services
Monthly	VERSO Group Insurance and Sanlam Group Insurance	2 442 843	Group Insurance. S11(e) (ii)	Council
Ad Hoc	Investment Management	350 000 000	Investment in accordance with the Cash Management and Investment Policy. S11(h)	Accounting Officer (Municipal Manager)

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

10. Cost Containment Reporting

Measures	Cost Containment In - Year Report										
	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	YTD		Saving/ (Over spending)
			Budget	Actual		Budget	Actual		Total YTD Budget	Total YTD Actual	
Use of consultants	35 930 448	34 216 748	5 935 595	1 281 794	4 653 801	4 503 521	4 632 911	- 129 390	10 439 116	5 914 705	4 524 411
Vehicles used for political office -bearer	-	-	-	-	-	-	-	-	-	-	-
Accommodation, Travel and Incidental costs	15 505 704	15 604 204	3 813 320	116 983	3 696 337	3 901 030	150 679	3 750 351	7 714 350	267 663	7 446 687
Sponsorships, events and catering	5 241 543	5 383 693	413 573	233 573	180 000	3 219 728	1 094 539	2 125 189	3 633 301	1 328 113	2 305 188
Communication	14 642 730	14 642 730	2 860 253	1 592 441	1 267 812	3 320 055	2 546 850	773 205	6 180 308	4 139 291	2 041 017
Other related expenditure items	50 953 967	50 953 967	12 745 791	725	12 745 066	12 725 901	3 129	12 722 772	25 471 692	3 854	25 467 838
Grand Total	122 274 392	120 801 342	25 768 532	3 225 517	22 543 015	27 670 235	8 428 108	19 242 127	53 438 767	11 653 625	41 785 142

The largest year to date spending was noted for use of consultant's expenditure items of which the largest component relates to Legal Advice and Litigation.

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Item for report	Item longcode	Description	Original Budget	Amended Budget	Quarter 1		Saving/ (Over spending)	Quarter 2		Saving/ (Overspending)	YTD			Saving/ (Overspending)
					Budget	Actual		Budget	Actual		Total YTD	Budget	Total YTD Actual	
Use of consultants	IE0030020010010000000000000000000000	Business and Advisory:Accounting and Auditing	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020010030000000000000000000000	Business and Advisory:Audit Committee	369 000	369 000	39 125	66 000	- 26 875	133 250	81 250	52 000	172 375	147 250	25 125	-
	IE0030020010050000000000000000000000	Business and Advisory:Business and Financial Manag	6 322 827	5 121 327	288 060	524 164	- 236 104	356 500	348 067	8 433	644 560	872 230	- 227 670	-
	IE0030020010060000000000000000000000	Business and Advisory:Commissions and Committees	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020010070000000000000000000000	Business and Advisory:Communications	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020010080000000000000000000000	Business and Advisory:Human Resources	110 000	110 000	38 400	-	38 400	-	10 740	- 10 740	38 400	10 740	27 660	-
	IE0030020010100000000000000000000000	Business and Advisory:Occupational Health and Safe	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020010110000000000000000000000	Business and Advisory:Organisational	118 973	118 973	-	-	-	33 150	-	33 150	33 150	-	33 150	-
	IE0030020010120000000000000000000000	Business and Advisory:Project Management	12 715 406	12 848 862	4 530 559	139 294	4 391 265	808 888	338 608	470 280	5 339 447	477 902	4 861 545	-
	IE0030020010130000000000000000000000	Business and Advisory:Research and Advisory	3 084 414	2 438 758	470 307	-	470 307	152 860	319 762	- 166 902	623 167	319 762	303 405	-
	IE0030020010140000000000000000000000	Business and Advisory:Qualification Verification	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020010150000000000000000000000	Business and Advisory:Quality Control	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020010160000000000000000000000	Business and Advisory:Valuer and Assessors	3 982 250	3 982 250	77 752	404 813	- 327 061	982 500	818 850	163 650	1 060 252	1 223 663	- 163 411	-
	IE0030020010170000000000000000000000	Business and Advisory:Forensic Investigators	289 939	289 939	-	4 000	- 4 000	190 493	12 000	178 493	190 493	16 000	174 493	-
	IE0030020020010000000000000000000000	Infrastructure and Planning:Architectural	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020020040000000000000000000000	Engineering:Civil	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020020040100000000000000000000	Engineering:Structural	-	-	-	-	-	-	-	-	-	-	-	-
	IE0030020020080000000000000000000000	Infrastructure and Planning:Land and Quantity Surv	-	-	-	-	-	-	-	-	-	-	-	-
Vehicles used for political office - bearers	IE0030020030040000000000000000000000	Laboratory Services:Water	2 870 000	2 870 000	36 548	70 104	- 33 556	641 250	284 874	356 376	677 798	354 978	322 820	-
	IE0030020040010000000000000000000000	Legal Cost:Legal Advice and Litigation	5 563 863	5 563 863	454 844	73 420	381 424	1 081 880	2 418 761	- 1 336 881	1 536 724	2 492 181	- 955 457	-
	IE0030020040020000000000000000000000	Legal Cost:Issue of Summons	503 776	503 776	-	-	-	122 750	-	122 750	122 750	-	122 750	-
	N/A	N/A	-	-	-	-	-	-	-	-	-	-	-	-

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Accommodation, Travel and Incidental	IE0050010010010050050000000000000000	Allowance:Travel or Motor Vehicle	142 513	142 513	33 612	-	33 612	35 628	-	35 628	69 240	-	69 240
	IE0050010020010050050000000000000000	Allowance:Travel or Motor Vehicle	304 976	304 976	67 224	-	67 224	76 245	-	76 245	143 469	-	143 469
	IE0050010020010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-
	IE0050010040010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-
	IE0050010070010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-
	IE0050010090010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-
	IE0050010100010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-
	IE0050010110010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-
	IE0050010140010050070000000000000000	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-	-
	IE0050010170010050050000000000000000	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-	-
	IE0050020010050010000000000000000000	Allowances:Accommodation, Travel and Incidental	49 643	49 643	12 411	-	12 411	12 411	-	12 411	24 822	-	24 822
	IE0050020010050060000000000000000000	Allowances:Travel or Motor Vehicle	12 974 044	12 974 044	3 239 763	-	3 239 763	3 239 763	-	3 239 763	6 479 526	-	6 479 526
	IE0080010010030000000000000000000000	Allowances and Service Related Benefits:Travelling	202 248	202 248	50 562	-	50 562	50 562	-	50 562	101 124	-	101 124
	IE0080020010030000000000000000000000	Allowances and Service Related Benefits:Travelling	20 195	20 195	5 049	-	5 049	5 049	-	5 049	10 098	-	10 098
	IE0080030010030000000000000000000000	Allowances and Service Related Benefits:Travelling	202 248	202 248	50 562	-	50 562	50 562	-	50 562	101 124	-	101 124
	IE0080040010030000000000000000000000	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-	-	-	-
	IE0080050010030000000000000000000000	Allowances and Service Related Benefits:Travelling	181 764	181 764	45 441	-	45 441	45 441	-	45 441	90 882	-	90 882
	IE0080060010030000000000000000000000	Allowances and Service Related Benefits:Travelling	202 661	202 661	50 664	-	50 664	50 664	-	50 664	101 328	-	101 328
	IE0100390000000000000000000000000000	Travel Agency and Visa's	30 155	35 155	4 640	12 641	8 001	6 755	-	6 755	11 395	12 641	1 246
Sponsorships, events and catering	IE0100570010010000000000000000000000	Travel and Subsistence:Domestic:Accommodation	394 559	449 559	86 852	36 912	49 940	134 427	54 538	79 889	221 279	91 449	129 830
	IE0100570010020000000000000000000000	Travel and Subsistence:Domestic:Daily Allowance	175 083	186 083	28 176	12 331	15 845	48 560	19 797	28 763	76 736	32 128	44 608
	IE0100570010030000000000000000000000	Travel and Subsistence:Domestic:Food and Beverage (Served)	365 457	385 457	85 744	42 231	43 513	87 649	20 730	66 919	173 393	62 961	110 432
	IE0100570010040000000000000000000000	Travel and Subsistence:Domestic:Incidental Cost	15 889	15 889	2 758	-	2 758	2 069	101	1 968	4 827	101	4 726
	IE0100570010050010000000000000000000	Travel and Subsistence:Domestic:Transport without Operator:Other	33 353	33 353	7 290	-	7 290	4 417	3 836	581	11 707	3 836	7 871
	IE0100570010060010000000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Other	5 000	12 500	1 300	-	1 300	8 400	-	8 400	9 700	-	9 700
	IE0100570010060020010000000000000000	Travel and Subsistence:Domestic:Transport with Operator:Public	205 916	205 916	41 272	12 869	28 403	42 428	51 678	9 250	83 700	64 547	19 153
	IE0030030100000000000000000000000000	Contractors:Catering Services	2 699 520	2 811 470	361 553	233 573	127 980	921 558	588 539	333 019	1 283 111	822 113	460 998
	IE0030010060000000000000000000000000	Outsourced Services:Catering Services	-	-	-	-	-	-	-	-	-	-	-
	IE0100020050000000000000000000000000	Advertising, Publicity and Marketing:Gifts and Pro	35 823	35 823	-	-	-	20 000	-	20 000	20 000	-	20 000
Communication	IE0030030140000000000000000000000000	Contractors:Event Promoters	2 506 200	2 536 400	52 020	-	52 020	2 278 170	506 000	1 772 170	2 330 190	506 000	1 824 190
	IE0100150010000000000000000000000000	Communication:Cellular Contract (Subscription and	2 867 000	2 867 000	336 177	375 940	39 763	505 278	555 825	50 547	841 455	931 765	90 310
	IE0100150020000000000000000000000000	Communication:Licences (Radio and Television)	-	-	-	-	-	-	-	-	-	-	-
	IE0100150040000000000000000000000000	Communication:Radio and TV Transmissions	2 685 232	2 685 232	581 897	636 296	54 399	601 448	994 462	393 014	1 183 345	1 630 759	447 414
	IE0100150030000000000000000000000000	Communication:Postage/Stamps/Frinking Machines	2 632 343	2 632 343	646 749	95 820	550 929	646 749	295 110	351 639	1 293 498	390 930	902 568
	IE0100150070000000000000000000000000	Communication:SMS Bulk Message Service	122 400	122 400	30 600	-	30 600	30 600	-	30 600	61 200	-	61 200
	IE0100150090000000000000000000000000	Communication:Telemetric Systems	-	-	-	-	-	-	-	-	-	-	-
Other related expenditure items	IE0050020010050030000000000000000000	Allowances:Cellular and Telephone	2 995 523	2 995 523	748 890	-	748 890	748 890	-	748 890	1 497 780	-	1 497 780
	IE0100150080000000000000000000000000	Communication:Telephone, Fax, Telegraph and Telex	3 340 232	3 340 232	515 940	484 385	31 555	787 090	701 452	85 638	1 303 030	1 185 837	117 193
	IE0100230030000000000000000000000000	Entertainment:Senior Management	30 000	30 000	18 200	-	18 200	-	-	-	18 200	-	18 200
	IE0100230020000000000000000000000000	Entertainment:Total for All Other Councillors	-	-	-	-	-	-	-	-	-	-	-
	IE0100230010000000000000000000000000	Entertainment:Executive Mayor	20 400	20 400	1 690	725	965	-	3 129	3 129	1 690	3 854	2 164
	IE0100230040000000000000000000000000	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	-	-	-	-	-
	IE0100230050000000000000000000000000	Entertainment:Speaker	-	-	-	-	-	-	-	-	-	-	-
	IE0100230060000000000000000000000000	Entertainment:Chief Whip	-	-	-	-	-	-	-	-	-	-	-
	IE0100230070000000000000000000000000	Entertainment:Executive Committee	-	-	-	-	-	-	-	-	-	-	-
	IE0100230080000000000000000000000000	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	-	-	-	-	-
	IE0050020010050090120020000000000000	Overtime:Non Structured	43 266 162	43 266 162	10 816 545	-	10 816 545	10 816 545	-	10 816 545	21 633 090	-	21 633 090
	IE0050020010050090120040000000000000	Overtime:Shift Additional Remuneration	4 893 835	4 893 835	1 223 463	-	1 223 463	1 223 463	-	1 223 463	2 446 926	-	2 446 926
	IE0050020010050090120030000000000000	Overtime:Structured	2 743 570	2 743 570	685 893	-	685 893	685 893	-	685 893	1 371 786	-	1 371 786
Grand Total			122 274 392	120 801 342	25 768 532	3 225 517	22 543 015	27 670 235	8 428 108	19 242 127	53 438 767	11 653 625	41 785 142

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

11. Quarterly Budget Statements

Table C1: Quarterly Budget Statement Summary

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Q2 Second Quarter

Description	2023/24	Budget Year 2024/25							
	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands									
Financial Performance									
Property rates	484 454	509 116	509 116	37 840	302 253	284 283	17 970	6%	509 116
Service charges	1 289 135	1 450 081	1 450 081	112 169	752 715	639 458	113 257	18%	1 450 081
Investment revenue	57 312	44 232	44 232	4 992	30 999	22 116	8 883	40%	44 232
Transfers and subsidies - Operational	230 231	245 638	245 198	68 071	153 794	110 398	43 397	39%	245 198
Other own revenue	310 347	283 086	283 086	6 224	63 193	88 160	(24 967)	-28%	283 086
Total Revenue (excluding capital transfers and	2 371 479	2 532 153	2 531 713	229 297	1 302 954	1 144 415	158 539	14%	2 531 713
Employee costs	632 279	656 455	655 497	168	819	343 718	(342 898)	-100%	655 497
Remuneration of Councillors	22 620	23 422	23 422	-	-	11 711	(11 711)	-100%	23 422
Depreciation and amortisation	207 181	249 408	249 408	-	72 083	0	72 083	1201385099%	249 408
Interest	63 411	71 259	71 259	29 982	29 982	28 516	1 467	5%	71 259
Inventory consumed and bulk purchases	724 599	827 038	827 542	57 939	401 077	409 724	(8 647)	-2%	827 542
Transfers and subsidies	21 324	20 739	20 739	698	12 269	13 830	(1 561)	-11%	20 739
Other expenditure	571 775	663 413	663 426	27 939	187 594	215 944	(28 350)	-13%	663 426
Total Expenditure	2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31%	2 511 294
Surplus/(Deficit)	128 290	20 419	20 419	112 570	599 130	120 972	478 157	395%	20 419
Transfers and subsidies - capital (monetary allocations)	106 864	99 123	123 392	9 039	40 466	51 357	(10 890)	-21%	123 392
Transfers and subsidies - capital (in-kind)	5 137	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers &	240 291	119 542	143 812	121 609	639 596	172 329	467 267	271%	143 812
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	240 291	119 542	143 812	121 609	639 596	172 329	467 267	271%	143 812
Capital expenditure & funds sources									
Capital expenditure	427 374	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944
Capital transfers recognised	121 312	137 551	165 699	19 013	57 086	71 248	(14 162)	-20%	165 699
Borrowing	137 739	200 000	209 300	2 116	31 198	39 966	(8 769)	-22%	209 300
Internally generated funds	162 937	261 795	280 944	12 253	40 993	60 558	(19 564)	-32%	280 944
Total sources of capital funds	421 989	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944
Financial position									
Total current assets	2 194 437	894 865	835 569		2 395 115				835 569
Total non current assets	6 291 425	6 680 375	6 736 973		6 329 720				6 736 973
Total current liabilities	1 641 165	486 366	459 517		1 240 028				459 517
Total non current liabilities	827 907	1 076 572	1 076 572		827 907				1 076 572
Community wealth/Equity	6 021 324	6 012 302	6 036 572		8 391 567				6 036 572
Cash flows									
Net cash from (used) operating	1 812 697	461 634	459 440	127 513	577 430	80 752	(496 678)	-615%	2 446 089
Net cash from (used) investing	(422 339)	(689 247)	(754 335)	(34 161)	(206 248)	199 891	406 140	203%	754 335
Net cash from (used) financing	(137 446)	200 000	200 000	-	-	100 000	100 000	100%	200 000
Cash/cash equivalents at the month/year end	2 129 573	593 861	526 579	-	1 699 778	1 002 116	(697 662)	-70%	4 729 021
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	110 611	41	10 813	17 123	10 858	10 498	34 737	296 573	491 254
Creditors Age Analysis									
Total Creditors	24 382	-	-	-	-	-	-	-	24 382

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Q2 Second Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
R thousands										
Revenue - Functional									%	
Governance and administration		664 483	649 367	649 367	67 155	401 140	370 479	30 662	8%	649 367
Executive and council		846	987	987	27	343	355	(12)	-3%	987
Finance and administration		663 637	648 380	648 380	67 127	400 797	370 123	30 673	8%	648 380
Internal audit		-	-	-	-	-	-	-	-	-
Community and public safety		211 563	220 431	226 247	2 865	15 601	54 815	(39 214)	-72%	226 247
Community and social services		21 350	17 872	22 008	1 778	4 383	9 356	(4 972)	-53%	22 008
Sport and recreation		746	257	257	61	99	12	87	726%	257
Public safety		179 028	180 261	180 261	410	6 976	39 510	(32 534)	-82%	180 261
Housing		10 440	22 041	23 721	615	4 143	5 938	(1 795)	-30%	23 721
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		104 683	120 984	133 697	9 845	51 527	57 414	(5 887)	-10%	133 697
Planning and development		87 028	106 067	104 667	8 097	39 779	40 612	(833)	-2%	104 667
Road transport		16 733	13 422	27 535	1 745	11 084	16 712	(5 628)	-34%	27 535
Environmental protection		922	1 494	1 494	3	663	90	573	636%	1 494
Trading services		1 502 751	1 640 495	1 645 795	158 471	875 152	713 064	162 088	23%	1 645 795
Energy sources		965 506	1 122 237	1 122 237	100 996	603 936	482 116	121 820	25%	1 122 237
Water management		220 201	215 225	215 225	23 271	108 346	85 945	22 400	26%	215 225
Waste water management		170 215	159 519	164 819	18 401	87 169	73 708	13 461	18%	164 819
Waste management		146 830	143 514	143 514	15 804	75 702	71 295	4 407	6%	143 514
Other	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	2 483 480	2 631 276	2 655 105	238 336	1 343 420	1 195 772	147 649	12%	2 655 105
Expenditure - Functional										
Governance and administration		311 209	353 721	353 721	7 859	64 231	160 312	(96 081)	-60%	353 721
Executive and council		31 667	33 196	32 996	255	1 768	15 799	(14 031)	-89%	32 996
Finance and administration		273 426	314 934	315 134	7 575	62 266	141 522	(79 256)	-56%	315 134
Internal audit		6 117	5 591	5 591	29	197	2 991	(2 794)	-93%	5 591
Community and public safety		462 724	518 969	518 833	8 226	72 707	173 303	(100 596)	-58%	518 833
Community and social services		46 533	55 692	56 090	1 180	7 424	26 446	(19 022)	-72%	56 090
Sport and recreation		60 833	75 133	74 765	503	7 852	33 177	(25 325)	-76%	74 765
Public safety		322 791	345 534	345 344	5 868	48 551	95 226	(46 675)	-49%	345 344
Housing		32 566	42 611	42 635	675	8 881	18 454	(9 574)	-52%	42 635
Health		-	-	-	-	-	-	-	-	-
Economic and environmental services		150 714	228 743	228 439	3 016	26 208	80 570	(54 363)	-67%	228 439
Planning and development		66 937	84 954	84 489	796	12 237	41 339	(29 103)	-70%	84 489
Road transport		68 522	124 698	124 698	1 620	10 852	31 292	(20 441)	-65%	124 698
Environmental protection		15 255	19 092	19 252	600	3 119	7 938	(4 819)	-61%	19 252
Trading services		1 318 542	1 410 302	1 410 302	97 626	540 679	609 258	(68 578)	-11%	1 410 302
Energy sources		773 628	839 839	840 159	58 586	401 464	397 720	3 744	1%	840 159
Water management		188 776	178 797	178 537	12 697	42 882	63 282	(20 400)	-32%	178 537
Waste water management		186 738	230 551	230 491	20 288	58 713	83 144	(24 430)	-29%	230 491
Waste management		169 400	161 114	161 114	6 055	37 620	65 112	(27 492)	-42%	161 114
Other		-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31%	2 511 294
Surplus/ (Deficit) for the year		240 291	119 542	143 812	121 609	639 596	172 329	467 267	271%	143 812

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

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

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

WC024 Stellenbosch - Table C3 Monthly Budget Statement - Financial Performance (revenue and expenditure by municipal vote) - Q2 Second Quarter

Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited	Original	Adjusted	Monthly	YearTD	YearTD	YTD	YTD	Full Year
		Outcome	Budget	Budget	Actual	Actual	Budget	Variance	Variance	Forecast
R thousands									%	
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-		-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		23 224	33 903	35 583	826	11 390	11 986	(596)	-5,0%	35 583
Vote 3 - INFRASTRUCTURE SERVICES		1 593 728	1 748 089	1 766 102	168 103	918 768	764 340	154 428	20,2%	1 766 102
Vote 4 - COMMUNITY AND PROTECTION SERVICES		202 046	199 917	204 053	2 252	12 122	48 967	(36 845)	-75,2%	204 053
Vote 5 - CORPORATE SERVICES		12 856	12 642	12 642	794	5 746	3 913	1 833	46,8%	12 642
Vote 6 - FINANCIAL SERVICES		651 637	636 725	636 725	66 361	395 395	366 566	28 829	7,9%	636 725
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-		-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-		-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-		-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-		-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-		-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-		-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-		-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-		-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-		-
Total Revenue by Vote	2	2 483 491	2 631 276	2 655 105	238 336	1 343 420	1 195 772	147 649	12,3%	2 655 105
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		13 630	17 203	17 203	126	798	8 996	(8 198)	-91,1%	17 203
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		82 395	98 091	98 091	992	18 645	52 282	(33 637)	-64,3%	98 091
Vote 3 - INFRASTRUCTURE SERVICES		1 427 232	1 541 782	1 541 342	99 639	564 728	638 168	(73 440)	-11,5%	1 541 342
Vote 4 - COMMUNITY AND PROTECTION SERVICES		410 086	510 981	510 981	8 163	53 353	170 669	(117 317)	-68,7%	510 981
Vote 5 - CORPORATE SERVICES		179 643	216 624	216 624	3 033	37 427	85 521	(48 093)	-56,2%	216 624
Vote 6 - FINANCIAL SERVICES		130 204	127 053	127 053	4 774	28 874	67 806	(38 932)	-57,4%	127 053
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-		-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-		-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-		-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-		-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-		-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-		-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-		-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-		-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-		-
Total Expenditure by Vote	2	2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31,2%	2 511 294
Surplus/ (Deficit) for the year	2	240 301	119 542	143 812	121 609	639 596	172 329	467 267	271,1%	143 812

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

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Q2 Second Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue									%	
Exchange Revenue		1 466 933	1 610 661	1 610 661	122 963	844 424	715 221	129 203	18%	1 610 661
Service charges - Electricity		874 586	1 029 705	1 029 705	77 347	541 755	451 880	89 875	20%	1 029 705
Service charges - Water		203 271	182 522	182 522	17 267	89 280	77 288	11 992	16%	182 522
Service charges - Waste Water Management		114 952	122 772	122 772	9 926	66 083	58 588	7 496	13%	122 772
Service charges - Waste management		96 327	115 082	115 082	7 628	55 597	51 703	3 895	8%	115 082
Sale of Goods and Rendering of Services		25 260	24 654	24 654	(371)	15 643	10 408	5 235	50%	24 654
Agency services		3 697	3 794	3 794	61	1 543	1 572	(29)	-2%	3 794
Interest		-	-	-	-	-	-	-		-
Interest earned from Receivables		23 505	18 173	18 173	2 093	12 532	9 759	2 772	28%	18 173
Interest earned from Current and Non Current Assets		57 312	44 232	44 232	4 992	30 999	22 116	8 883	40%	44 232
Dividends		-	-	-	-	-	-	-		-
Rent on Land		-	-	-	-	-	-	-		-
Rental from Fixed Assets		11 056	13 649	13 649	738	4 869	5 079	(211)	-4%	13 649
Licence and permits		8 149	8 386	8 386	216	3 346	3 814	(467)	-12%	8 386
Operational Revenue		48 819	47 692	47 692	3 066	22 776	23 014	(238)	-1%	47 692
Non-Exchange Revenue		904 547	921 493	921 052	106 333	458 531	429 194	29 336	7%	921 052
Property rates		484 454	509 116	509 116	37 840	302 253	284 283	17 970	6%	509 116
Surcharges and Taxes		-	-	-	-	-	-	-		-
Fines, penalties and forfeits		184 354	163 380	163 380	25	166	32 432	(32 266)	-99%	163 380
Licence and permits		-	-	-	-	-	-	-		-
Transfer and subsidies - Operational		230 231	245 638	245 198	68 071	153 794	110 398	43 397	39%	245 198
Interest		4 239	3 359	3 359	397	2 318	2 082	236	11%	3 359
Fuel Levy		-	-	-	-	-	-	-		-
Operational Revenue		-	-	-	-	-	-	-		-
Gains on disposal of Assets		302	-	-	-	-	-	-		-
Other Gains		966	-	-	-	-	-	-		-
Discontinued Operations		-	-	-	-	-	-	-		-
Total Revenue (excluding capital transfers and expenditure)		2 371 479	2 532 153	2 531 713	229 297	1 302 954	1 144 415	158 539	14%	2 531 713
Expenditure By Type										
Employee related costs		632 279	656 455	655 497	168	819	343 718	(342 898)	-100%	655 497
Remuneration of councillors		22 620	23 422	23 422	-	-	11 711	(11 711)	-100%	23 422
Bulk purchases - electricity		626 176	714 397	714 397	51 337	360 427	357 199	3 228	1%	714 397
Inventory consumed		98 423	112 641	113 145	6 603	40 650	52 525	(11 876)	-23%	113 145
Debt impairment		49 124	74 031	74 031	-	-	-	-		74 031
Depreciation and amortisation		207 181	249 408	249 408	-	72 083	0	72 083	1201385099%	249 408
Interest		63 411	71 259	71 259	29 982	29 982	28 516	1 467	5%	71 259
Contracted services		278 249	297 434	295 638	18 050	98 009	138 513	(40 504)	-29%	295 638
Transfers and subsidies		21 324	20 739	20 739	698	12 269	13 830	(1 561)	-11%	20 739
Irrecoverable debts written off		101 630	121 383	121 383	-	16 590	19	16 572	89124%	121 383
Operational costs		138 791	169 885	171 694	9 889	72 995	77 413	(4 418)	-6%	171 694
Losses on Disposal of Assets		2 288	-	-	-	-	-	-		-
Other Losses		1 692	680	680	-	-	-	-		680
Total Expenditure		2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31%	2 511 294
Surplus/(Deficit)		128 290	20 419	20 419	112 570	599 130	120 972	478 157	0	20 419
Transfers and subsidies - capital (monetary allocations)		106 864	99 123	123 392	9 039	40 466	51 357	(10 890)	(0)	123 392
Transfers and subsidies - capital (in-kind)		5 137	-	-	-	-	-	-		-
Surplus/(Deficit) after capital transfers & Income Tax		240 291	119 542	143 812	121 609	639 596	172 329			143 812
Income Tax		-	-	-	-	-	-	-		-
Surplus/(Deficit) after income tax		240 291	119 542	143 812	121 609	639 596	172 329			143 812
Share of Surplus/(Deficit) attributable to Joint Venture		-	-	-	-	-	-			-
Share of Surplus/(Deficit) attributable to Minorities		-	-	-	-	-	-			-
Surplus/(Deficit) attributable to municipality		240 291	119 542	143 812	121 609	639 596	172 329			143 812
Share of Surplus/(Deficit) attributable to Associate		-	-	-	-	-	-			-
Intercompany/Parent subsidiary transactions		-	-	-	-	-	-			-
Surplus/ (Deficit) for the year		240 291	119 542	143 812	121 609	639 596	172 329			143 812

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Table C5: Monthly Budget Statement – Capital Expenditure

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Q2 Second Quarter

Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands	1									
Multi-Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		39	40	40	28	36	38	(2)	-6%	40
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		3 726	18 294	19 701	192	1 597	2 850	(1 252)	-44%	19 701
Vote 3 - INFRASTRUCTURE SERVICES		353 580	444 684	485 526	29 395	115 092	123 889	(8 797)	-7%	485 526
Vote 4 - COMMUNITY AND PROTECTION SERVICES		26 587	54 148	55 508	454	2 890	29 467	(26 578)	-90%	55 508
Vote 5 - CORPORATE SERVICES		29 161	56 420	60 609	2 023	4 664	3 292	1 372	42%	60 609
Vote 6 - FINANCIAL SERVICES		1 404	100	100	-	68	40	28	70%	100
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital Multi-year expenditure	4,7	414 497	573 686	621 483	32 092	124 347	159 576	(35 229)	-22%	621 483
Single Year expenditure appropriation	2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		556	1 950	2 223	303	515	780	(265)	-34%	2 223
Vote 3 - INFRASTRUCTURE SERVICES		2 115	4 800	9 185	980	2 898	3 837	(938)	-24%	9 185
Vote 4 - COMMUNITY AND PROTECTION SERVICES		3 610	17 609	21 672	5	1 365	7 370	(6 006)	-81%	21 672
Vote 5 - CORPORATE SERVICES		1 039	-	80	-	-	80	(80)	-100%	80
Vote 6 - FINANCIAL SERVICES		494	1 300	1 300	1	153	130	23	18%	1 300
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-
Total Capital single-year expenditure	4	7 814	25 659	34 460	1 290	4 931	12 197	(7 266)	-60%	34 460
Total Capital Expenditure	3	422 311	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944
Capital Expenditure - Functional Classification										
<i>Governance and administration</i>		37 522	57 860	62 129	2 052	4 921	3 580	1 341	37%	62 129
Executive and council		39	40	40	28	36	38	(2)	-6%	40
Finance and administration		37 484	57 820	62 089	2 024	4 885	3 542	1 343	38%	62 089
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		30 806	82 931	90 746	945	5 924	35 729	(29 805)	-83%	90 746
Community and social services		11 766	39 069	43 388	48	735	22 443	(21 708)	-97%	43 388
Sport and recreation		8 194	13 800	15 125	265	2 340	6 697	(4 357)	-65%	15 125
Public safety		7 584	11 943	12 435	135	1 083	3 819	(2 736)	-72%	12 435
Housing		3 262	18 119	19 799	496	1 766	2 770	(1 003)	-36%	19 799
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		90 290	106 734	134 735	20 559	51 764	71 090	(19 326)	-27%	134 735
Planning and development		14 453	18 131	27 040	4 352	13 805	19 221	(5 416)	-28%	27 040
Road transport		74 697	85 953	105 097	16 204	37 875	49 828	(11 954)	-24%	105 097
Environmental protection		1 140	2 650	2 598	3	85	2 041	(1 956)	-96%	2 598
<i>Trading services</i>		268 755	351 820	368 335	9 826	66 669	61 374	5 295	9%	368 335
Energy sources		98 459	87 035	87 400	3 052	17 706	27 883	(10 177)	-36%	87 400
Water management		72 955	156 882	156 555	1 447	14 342	727	13 615	1872%	156 555
Waste water management		20 885	77 504	83 255	5 061	22 869	9 801	13 067	133%	83 255
Waste management		76 457	30 400	41 124	266	11 751	22 962	(11 210)	-49%	41 124
<i>Other</i>		-	-	-	-	-	-	-	-	-
Total Capital Expenditure - Functional Classification	3	427 374	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944
Funded by:										
National Government		86 958	72 056	89 716	5 779	29 859	38 600	(8 741)	-23%	89 716
Provincial Government		19 575	27 067	33 677	3 260	10 648	12 757	(2 108)	-17%	33 677
District Municipality		-	-	-	-	-	-	-	-	-
Transfers and subsidies - capital (primarily infrastructure) from other spheres		-	-	-	-	-	-	-	-	-
Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		14 779	38 428	42 307	9 974	16 579	19 892	(3 313)	-17%	42 307
Transfers recognised - capital		121 312	137 551	165 699	19 013	57 086	71 248	(14 162)	-20%	165 699
Borrowing	6	137 739	200 000	209 300	2 116	31 198	39 966	(8 769)	-22%	209 300
Internally generated funds		162 937	261 795	280 944	12 253	40 993	60 558	(19 564)	-32%	280 944
Total Capital Funding	7	421 989	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944

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

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Table C6: Monthly Budget Statement – Financial Position

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Q2 Second Quarter

Description	Ref	2023/24	Budget Year 2024/25			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		606 395	529 941	462 659	722 450	462 659
Trade and other receivables from ex change transactions		282 581	283 068	283 068	276 349	283 068
Receivables from non-ex change transactions		104 354	27 565	27 565	100 213	27 565
Current portion of non-current receivables		–	–	–	–	–
Inventory		23 268	36 429	35 925	41 656	35 925
VAT		1 157 916	11 901	20 390	1 239 240	20 390
Other current assets		19 922	5 961	5 961	15 207	5 961
Total current assets		2 194 437	894 865	835 569	2 395 115	835 569
Non current assets						
Investments		–	–	–	–	–
Investment property		422 931	426 452	426 452	422 795	426 452
Property, plant and equipment		5 853 650	6 238 418	6 294 882	5 892 159	6 294 882
Biological assets		2 925	5 743	5 877	2 925	5 877
Living and non-living resources		–	–	–	–	–
Heritage assets		1 313	1 313	1 313	1 313	1 313
Intangible assets		4 098	3 850	3 850	4 020	3 850
Trade and other receivables from ex change transactions		6 491	4 582	4 582	6 491	4 582
Non-current receivables from non-ex change transactions		17	17	17	17	17
Other non-current assets		–	–	–	–	–
Total non current assets		6 291 425	6 680 375	6 736 973	6 329 720	6 736 973
TOTAL ASSETS		8 485 862	7 575 239	7 572 542	8 724 834	7 572 542
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		69 853	62 457	62 457	35 914	62 457
Consumer deposits		24 190	23 689	23 689	23 916	23 689
Trade and other payables from ex change transactions		317 010	308 387	307 561	(184 736)	307 561
Trade and other payables from non-ex change transactions		37 827	21 235	(4 788)	60 253	(4 788)
Provision		65 196	59 899	59 899	60 888	59 899
VAT		1 127 087	10 699	10 699	1 243 793	10 699
Other current liabilities		–	–	–	–	–
Total current liabilities		1 641 165	486 366	459 517	1 240 028	459 517
Non current liabilities						
Financial liabilities		514 496	720 635	720 635	514 496	720 635
Provision		132 874	148 734	148 734	132 874	148 734
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		180 536	207 202	207 202	180 536	207 202
Total non current liabilities		827 907	1 076 572	1 076 572	827 907	1 076 572
TOTAL LIABILITIES		2 469 071	1 562 937	1 536 088	2 067 935	1 536 088
NET ASSETS	2	6 016 791	6 012 302	6 036 454	6 656 899	6 036 454
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 749 644	5 967 595	5 991 865	8 119 886	5 991 865
Reserves and funds		271 680	44 707	44 707	271 681	44 707
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	6 021 324	6 012 302	6 036 572	8 391 567	6 036 572

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Table C7: Monthly Budget Statement – Cash Flow

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Q2 Second Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		1 315 228	488 755	488 755	160 240	666 043	244 376	421 668	173%	488 755
Service charges		1 081 723	1 608 400	1 608 400	97 896	690 375	706 298	(15 923)	-2%	1 608 400
Other revenue		97 379	210 077	210 077	7 428	57 430	86 665	(29 235)	-34%	210 077
Transfers and Subsidies - Operational		203	245 638	245 198	-	1 600	110 398	(108 798)	-99%	245 198
Transfers and Subsidies - Capital		-	99 123	97 369	-	2 000	36 563	(34 563)	-95%	97 369
Interest		8 215	44 232	44 232	795	5 595	22 116	(16 521)	-75%	44 232
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(690 049)	(2 156 820)	(2 156 820)	(138 845)	(845 614)	(1 083 317)	(237 703)	22%	(170 171)
Interest		-	(57 032)	(57 032)	-	-	(28 516)	(28 516)	100%	(57 032)
Transfers and Subsidies		-	(20 739)	(20 739)	-	-	(13 830)	(13 830)	100%	(20 739)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1 812 697	461 634	459 440	127 513	577 430	80 752	(496 678)	-615%	2 446 089
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	-	-	-	-	-	-		-
Decrease (increase) in non-current receivables		1 910	-	-	-	-	-	-		-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-		-
Payments										
Capital assets		(424 249)	(689 247)	(754 335)	(34 161)	(206 248)	199 891	406 140	203%	754 335
NET CASH FROM/(USED) INVESTING ACTIVITIES		(422 339)	(689 247)	(754 335)	(34 161)	(206 248)	199 891	406 140	203%	754 335
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		(137 446)	200 000	200 000	-	-	100 000	(100 000)	-100%	200 000
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-		-
Payments										
Repayment of borrowing		-	-	-	-	-	-	-		-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(137 446)	200 000	200 000	-	-	100 000	100 000	100%	200 000
NET INCREASE/(DECREASE) IN CASH HELD		1 252 911	(27 613)	(94 895)	93 352	371 182	380 643			3 400 424
Cash/cash equivalents at beginning:		876 661	621 473	621 473		1 328 597	621 473			1 328 597
Cash/cash equivalents at month/year end:		2 129 573	593 861	526 579		1 699 778	1 002 116			4 729 021

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

12. Supporting Documentation

Debtors Age Analysis

Supporting Table SC3: Monthly Budget Statement - Aged Debtors

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Q2 Second Quarter

Description	NT Code	Budget Year 2024/25										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	28 509	13	3 185	2 705	2 252	2 584	18 517	101 223	158 990	127 282	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	50 534	1	3 507	4 878	5 263	4 777	1 351	10 254	80 566	26 523	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	24 284	4	1 420	1 172	1 046	779	3 057	18 404	50 166	24 457	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	10 258	6	981	1 506	767	897	3 380	26 064	43 858	32 613	-	-
Receivables from Exchange Transactions - Waste Management	1600	8 811	7	1 100	2 683	936	919	4 627	35 438	54 519	44 602	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	2 047	1	264	275	367	258	1 153	12 035	16 400	14 089	-	-
Interest on Arrear Debtor Accounts	1810	3 201	5	149	328	196	251	2 386	79 414	85 929	82 574	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(17 032)	4	207	3 575	31	33	266	13 742	827	17 648	-	-
Total By Income Source	2000	110 611	41	10 813	17 123	10 858	10 498	34 737	296 573	491 254	369 788	-	-
2023/24 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	17 007	4	800	1 516	69	71	378	3 078	22 923	5 112	-	-
Commercial	2300	23 656	0	3 129	5 644	5 838	5 391	3 526	39 213	86 396	59 611	-	-
Households	2400	63 224	31	6 447	8 083	4 756	4 879	30 090	242 079	359 589	289 887	-	-
Other	2500	6 724	6	437	1 881	195	157	743	12 203	22 346	15 178	-	-
Total By Customer Group	2600	110 611	41	10 813	17 123	10 858	10 498	34 737	296 573	491 254	369 788	-	-

Creditors Age Analysis

Supporting Table SC4: Monthly Budget Statement – Aged Creditors

WC024 Stellenbosch - Supporting Table SC4 Monthly Budget Statement - aged creditors - Q2 Second Quarter

Description	NT Code	Budget Year 2024/25								
		0 - 30 Days	31 - 60 Days	61 - 90 Days	91 - 120 Days	121 - 150 Days	151 - 180 Days	181 Days - 1 Year	Over 1 Year	Total
R thousands										
Creditors Age Analysis By Customer Type										
Bulk Electricity	0100	-	-	-	-	-	-	-	-	-
Bulk Water	0200	-	-	-	-	-	-	-	-	-
PAYE deductions	0300	8 817	-	-	-	-	-	-	-	8 817
VAT (output less input)	0400	-	-	-	-	-	-	-	-	-
Pensions / Retirement deductions	0500	-	-	-	-	-	-	-	-	-
Loan repayments	0600	-	-	-	-	-	-	-	-	-
Trade Creditors	0700	15 565	-	-	-	-	-	-	-	15 565
Auditor General	0800	-	-	-	-	-	-	-	-	-
Other	0900	-	-	-	-	-	-	-	-	-
Total By Customer Type	1000	24 382	-	-	-	-	-	-	-	24 382

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Investments and Borrowings

Supporting Table SC5: Monthly Budget Statement – Investment Portfolio

WC024 Stellenbosch - Supporting Table SC5 Monthly Budget Statement - investment portfolio - Q1 First Quarter

Investments by maturity Name of institution & investment ID	Ref	Period of Investment	Type of Investment	Capital Guarantee (Yes/ No)	Variable or Fixed interest rate	Interest Rate *	Commission Paid (Rands)	Commission Recipient	Expiry date of investment	Opening balance	Interest to be realised	Partial / Premature Withdrawal (4)	Investment Top Up	Closing Balance
R thousands		Yrs/Months												
Municipality														
A#9415		CALL ACCOUN	Deposits - Bank (03)	No	Yes	7,00%	No	No	30/06/2025	107 105	548	(50 000)	-	57 652
A#2381		9M	Deposits - Bank (03)	No	Yes	9,60%	No	No	07/10/2024	169 909	1 270		-	171 179
A#3645		6M	Deposits - Bank (03)	No	Yes	9,03%	No	No	12/03/2024		470		100 000	100 470
N#032		1Y	Deposits - Bank (03)	No	Yes	9,67%	No	No	19/12/2024	73 079	556		-	73 635
N#033		4M	Deposits - Bank (03)	No	Yes	9,20%	No	No	18/11/2024	101 803	761		-	102 564
N#034		6M	Deposits - Bank (03)	No	Yes	8,85%	No	No	12/03/2024		230		50 000	50 230
S#041		3M	Deposits - Bank (03)	No	Yes	9,15%	No	No	12/09/2024	101 980	276	(102 256)	-	0
		-								-	-		-	-
Municipality sub-total										553 876	4 111	(152 256)	150 000	555 731
TOTAL INVESTMENTS AND INTEREST	2									553 876	4 111	(152 256)	150 000	555 731

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

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

WC24 Stellenbosch - Supporting Table SC6 Monthly Budget Statement - transfers and grant receipts - Q2 Second Quarter

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
RECEIPTS:	1.2									
Operating Transfers and Grants										
National Government:		209 528	221 720	221 280	71 766	164 615	1 276	163 339	12800,9%	3 621
Operational Revenue: General Revenue: Equitable Share		200 488	215 604	215 604	71 766	161 601	–	161 601	15,7%	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]		4 519	2 021	2 021	–	1 414	1 010	404	39,9%	2 021
Local Government Financial Management Grant [Schedule 5B]		1 550	1 600	1 600	–	1 600	266	1 335	502,6%	1 600
Integrated Urban Development Grant		2 971	2 495	2 055	–	–	1 027	(1 027)	-100,0%	2 055
Provincial Government:		12 516	23 268	23 268	–	7 843	6 781	1 062	15,7%	23 268
Community Library Service Grant		11 252	11 333	11 333	–	7 556	5 979	1 577	26,4%	11 333
Municipal Accreditation and Capacity Building Grant		245	249	249	–	249	130	119	91,4%	249
Title Deeds Restoration Grant		317	803	803	–	–	665	(665)	-100,0%	803
Maintenance and Construction of Transport Infrastructure		–	345	345	–	–	–	–	–	345
WC Financial Management Support Grant		240	–	–	–	–	–	–	–	–
Community Development Workers Operational Support Grant		38	38	38	–	38	7	31	442,9%	38
Western Cape Municipal Energy Resilience Grant (WC MER Grant)		244	–	–	–	–	–	–	–	–
Specify (Add grant description)		180	10 500	10 500	–	–	–	–	–	10 500
District Municipality:		378	650	650	–	500	302	198	65,6%	650
Cape Winelands District Municipality Grant Capacity and support		–	150	150	–	–	52	(52)	-100,0%	150
Cape Winelands District Municipality Grant		378	500	500	–	500	250	250	100,0%	500
Other grant providers:		1 249	–	–	–	22	–	22	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	–	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-profit Institutions		258	–	–	–	–	–	–	–	–
Private Enterprises		991	–	–	–	22	–	22	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Total Operating Transfers and Grants	5	223 671	245 638	245 198	71 766	172 980	8 359	164 622	1969,4%	27 539
Capital Transfers and Grants										
National Government:		106 572	72 056	70 302	25 354	42 559	23 000	19 559	85,0%	65 302
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]		20 000	5 056	5 056	–	5 056	1 800	3 256	180,9%	5 056
Energy Efficiency and Demand Side Management Grant		–	5 000	5 000	1 750	1 000	–	1 000	–	–
Municipal Disaster Relief Grant		30 132	–	–	–	–	–	–	–	–
Municipal Emergency Housing Grant		–	–	–	–	–	–	–	–	–
Integrated Urban Development Grant		56 440	62 000	60 246	23 604	36 503	21 200	15 303	72,2%	60 246
Provincial Government:		13 884	27 067	28 747	5 750	9 850	11 963	(2 113)	-17,7%	27 067
Integrated Transport Planning		–	628	628	–	–	370	(370)	-100,0%	628
Human Settlements Development Grant		3 784	6 389	8 069	1 750	1 750	600	1 150	191,7%	6 389
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)		9 099	18 550	18 550	4 000	6 600	10 393	(3 793)	-36,5%	18 550
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)		1 000	1 500	1 500	–	1 500	600	900	150,0%	1 500
District Municipality:		–	–	–	–	–	–	–	–	–
Other grant providers:		–	–	–	–	–	–	–	–	–
Departmental Agencies and Accounts		–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations		–	–	–	–	–	–	–	–	–
Households		–	–	–	–	–	–	–	–	–
Non-Profit Institutions		–	–	–	–	–	–	–	–	–
Private Enterprises		–	–	–	–	–	–	–	–	–
Public Corporations		–	–	–	–	–	–	–	–	–
Higher Educational Institutions		–	–	–	–	–	–	–	–	–
Parent Municipality / Entity		–	–	–	–	–	–	–	–	–
Transfer from Operational Revenue		–	–	–	–	–	–	–	–	–
Total Capital Transfers and Grants	5	120 455	99 123	99 049	31 104	52 409	34 963	17 446	49,9%	92 369
TOTAL RECEIPTS OF TRANSFERS & GRANTS	5	344 126	344 761	344 247	102 870	225 389	43 322	182 068	420,3%	119 908

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

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

WC024 Stellenbosch - Supporting Table SC7(1) Monthly Budget Statement - transfers and grant expenditure - Q2 Second Quarter

Description		Ref	2023/24	Budget Year 2024/25							
			Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands											
EXPENDITURE											
Operating expenditure of Transfers and Grants											
National Government:			209 528	221 720	221 280	12 588	78 207	2 303	75 903	3295,4%	(5 676)
Operational Revenue: General Revenue: Equitable Share			200 488	215 604	215 604	12 421	77 373	–	77 373	–	–
Expanded Public Works Programme Integrated Grant for Municipalities [Schedule 5B]			4 519	2 021	2 021	–	–	1 010	(1 010)	-100,0%	(2 021)
Local Government Financial Management Grant [Schedule 5B]			1 550	1 600	1 600	–	–	266	(266)	-100,0%	(1 600)
Integrated Urban Development Grant			2 971	2 495	2 055	168	833	1 027	(194)	-18,9%	(2 055)
Provincial Government:			12 517	23 268	23 268	44	156	6 781	(6 624)	-97,7%	(23 268)
Community Library Service Grant			11 252	11 333	11 333	44	44	5 979	(5 935)	-99,3%	(11 333)
Municipal Accreditation and Capacity Building Grant			245	249	249	–	–	130	(130)	-100,0%	(249)
Title Deeds Restoration Grant			317	803	803	–	–	665	(665)	-100,0%	(803)
Maintenance and Construction of Transport Infrastructure			–	345	345	–	109	–	109	–	(345)
WC Financial Management Support Grant			241	–	–	–	–	–	–	–	–
Community Development Workers Operational Support Grant			38	38	38	–	3	7	(4)	-56,0%	(38)
Western Cape Municipal Energy Resilience Grant (WC MER Grant)			244	–	–	–	–	–	–	–	–
Specify (Add grant description)			180	10 500	10 500	–	–	–	–	–	(10 500)
District Municipality:			120	650	650	–	–	302	(302)	-100,0%	(650)
Cape Winelands District Municipality Grant Capacity and support			120	650	650	–	–	302	(302)	-100,0%	(650)
Other grant providers:			97	–	–	16	79	–	79	–	–
Departmental Agencies and Accounts			–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations			–	–	–	–	–	–	–	–	–
Households			–	–	–	–	–	–	–	–	–
Non-profit Institutions			–	–	–	–	–	–	–	–	–
Private Enterprises			97	–	–	16	79	–	79	–	–
Public Corporations			–	–	–	–	–	–	–	–	–
Higher Educational Institutions			–	–	–	–	–	–	–	–	–
Parent Municipality / Entity			–	–	–	–	–	–	–	–	–
Total operating expenditure of Transfers and Grants:			222 261	245 638	245 198	12 648	78 442	9 386	69 056	735,7%	(29 594)
Capital expenditure of Transfers and Grants											
National Government:			87 158	72 056	70 302	4 412	21 001	23 000	(1 999)	-8,7%	(65 302)
Integrated National Electrification Programme (Municipal Grant) [Schedule 5B]			20 000	5 056	5 056	–	960	1 800	(840)	-46,7%	(5 056)
Energy Efficiency and Demand Side Management Grant			–	5 000	5 000	–	–	–	–	–	–
Municipal Disaster Relief Grant			10 719	–	–	–	–	–	–	–	–
Integrated Urban Development Grant			56 440	62 000	60 246	4 412	20 041	21 200	(1 159)	-5,5%	(60 246)
Integrated Urban Development Grant			–	–	–	–	–	–	–	–	–
Provincial Government:			20 262	27 067	29 541	3 260	9 455	12 387	(2 931)	-23,7%	(53 090)
Library Services: Conditional Grant			203	–	–	–	–	–	–	–	(4 136)
Human Settlement Development Grant			3 784	6 389	8 069	–	–	600	(600)	-100,0%	(8 069)
Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries)			9 099	18 550	19 344	3 260	9 455	11 187	(1 731)	-15,5%	(19 344)
Integrated Transport Planning			6 175	628	628	–	–	–	–	–	(20 041)
Regional Socio-Economic Project/violence through urban upgrading (RSEP/VPUU)			1 000	1 500	1 500	–	–	600	(600)	-100,0%	(1 500)
District Municipality:			–	–	–	–	–	–	–	–	–
Other grant providers:			–	–	–	–	–	–	–	–	–
Departmental Agencies and Accounts			–	–	–	–	–	–	–	–	–
Foreign Government and International Organisations			–	–	–	–	–	–	–	–	–
Households			–	–	–	–	–	–	–	–	–
Non-Profit Institutions			–	–	–	–	–	–	–	–	–
Private Enterprises			–	–	–	–	–	–	–	–	–
Public Corporations			–	–	–	–	–	–	–	–	–
Higher Educational Institutions			–	–	–	–	–	–	–	–	–
Parent Municipality / Entity			–	–	–	–	–	–	–	–	–
Transfer from Operational Revenue			–	–	–	–	–	–	–	–	–
Total capital expenditure of Transfers and Grants			107 421	99 123	99 843	7 672	30 456	35 387	(4 931)	-13,9%	(118 392)
TOTAL EXPENDITURE OF TRANSFERS AND GRANTS			329 682	344 761	345 041	20 320	108 898	44 773	64 125	143,2%	(147 986)

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Supporting Table SC7 (2) Monthly Budget Statement – expenditure against approved roll-overs

WC024 Stellenbosch - Supporting Table SC7(2) Monthly Budget Statement - Expenditure against approved rollovers - Q2 Second Quarter

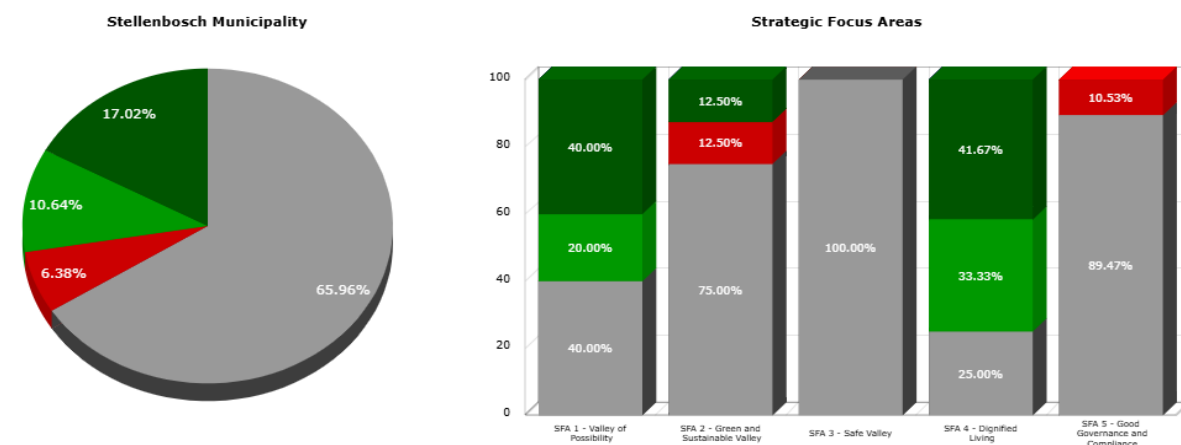
Description	Ref	Budget Year 2024/25				
		Approved Rollover 2023/24	Monthly Actual	YearTD Actual	YTD Variance	YTD Variance %
R thousands						
EXPENDITURE						
Operating expenditure of Approved Roll-overs						
National Government:		-	-	-	-	
Operational Revenue:General Revenue:Equitable Share		-	-	-	-	
Provincial Government:		-	-	-	-	
District Municipality:		-	-	-	-	
Other grant providers:		-	-	-	-	
Departmental Agencies and Accounts		-	-	-	-	
Foreign Government and International Organisations		-	-	-	-	
Households		-	-	-	-	
Non-profit Institutions		-	-	-	-	
Private Enterprises		-	-	-	-	
Public Corporations		-	-	-	-	
Higher Educational Institutions		-	-	-	-	
Parent Municipality / Entity		-	-	-	-	
Total operating expenditure of Approved Roll-overs		-	-	-	-	
Capital expenditure of Approved Roll-overs						
National Government:		19 413	1 367	8 858	(10 555)	-54,4%
Municipal Disaster Relief Grant		19 413	1 367	8 858	(10 555)	-54,4%
Provincial Government:		6 610	-	1 193	(5 417)	-81,9%
Informal Settlement Upgrading Partnership Grant		794	-	794	-	
Human Settlement Development Grant		1 680	-	399	(1 281)	-76,2%
Specify (Add grant description)		-	-	-	-	
LIBRARY SERVICES: CONDITIONAL GRANT		4 136	-	-	(4 136)	
District Municipality:		-	-	-	-	
Other grant providers:		-	-	-	-	
Departmental Agencies and Accounts		-	-	-	-	
Foreign Government and International Organisations		-	-	-	-	
Households		-	-	-	-	
Non-Profit Institutions		-	-	-	-	
Private Enterprises		-	-	-	-	
Public Corporations		-	-	-	-	
Higher Educational Institutions		-	-	-	-	
Parent Municipality / Entity		-	-	-	-	
Transfer from Operational Revenue		-	-	-	-	
Total capital expenditure of Approved Roll-overs		26 023	1 367	10 051	(15 972)	-61,4%
TOTAL EXPENDITURE OF APPROVED ROLL-OVERS		26 023	1 367	10 051	(15 972)	-61,4%

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

12. QUARTERLY PERFORMANCE ASSESSMENT REPORT 2024/25, Q2 (01 October – 31 December 2024)

12.1 OVERALL PERFORMANCE OF THE MUNICIPALITY

- (a) Dashboard summary per Municipal Strategic Focus Area (SFA) for the 2nd Quarter (01 October – 31 December 2024) of the 2024/25 financial year.



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	31 (65.96%)	2 (40%)	6 (75.00%)	3 (100%)	3 (25%)	17 (89.47%)
KPI Not Met	3 (6.38%)	-	1 (12.50%)	-	-	2 (10.53%)
KPI Almost Met	-	-	-	-	-	-
KPI Met	5 (10.64%)	1 (20%)	-	-	4 (33.33%)	-
KPI Well Met	8 (17.02%)	2 (40%)	1 (12.50%)	-	5 (41.67%)	-
KPI Extremely Well Met	-	-	-	-	-	-
Total:	47	5	8	3	12	19
	100%	10.64%	17.02%	6.38%	25.53%	40.43%

Table: 1 Overall performance for Quarter 2 (01 October – 31 December 2024) per SFA

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

13. ACTUAL PERFORMANCE AND CORRECTIVE MEASURES TO BE IMPLEMENTED**13.1 SFA 1 - Valley of Possibility**

		KPI Not Yet Measured	2							
SFA 1 - Valley of Possibility										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
TL101	KPI002	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of the revised Economic Development Strategies submitted to the Municipal Manager by 31 March	1	1	0	0	N/A		
TL102	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	1 100	1 100	660	877	G2		
TL103	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	75%	75%	75%	86%	G2	6 / 7 x 100 = 86%	
TL104	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	4	4	1	1	G		
TL106	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	0	0	N/A		

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

KPI Not Met	0
KPI Almost Met	0
KPI Met	1
KPI Well Met	2
KPI Extremely Well Met	0
Total KPIs	5

Summary of Results: SFA 1 - Valley of Possibility

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

13.2 SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
TL109	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	0	0	N/A		
TL110	KPI021	Implementation of identified waste minimisation projects	Number of identified waste minimisation projects implemented by 30 June	2	2	0	0	N/A		
TL111	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	60%	60%	60%	88.17%	G2	358 / 406 x 100 = 88.17%.	
TL112	KP022	Wastewater quality measured to 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	70%	70%	70%	50%	R	The Wemmershoek WWTW is under construction for Phase 2 upgrades, after which there will be an increase in the actual results for this KPI. Also, Stellenbosch WWTW is surpassing most of its design limits at present.	An appointed specialist service provider is on site to provide operational support.
TL113	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	20%	20%	0%	0%	N/A		
TL141	KPI018	Submission of a Waste Reclaimers Strategy to the Municipal Manager	Number of Waste Reclaimers Strategies submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		
TL143	KPI010	Installation of the SCADA Master Station	Number of SCADA Master Stations installed by 30 June	1	1	0	0	N/A		
TL145	KPI013	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	1	1	0	0	N/A		

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

Summary of Results: SFA 2 - Green and Sustainable Valley

	KPI Not Yet Measured	6
	KPI Not Met	1
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	1
	KPI Extremely Well Met	0
Total KPIs		8

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

13.3 SFA 3 - Safe Valley

SFA 3 - Safe Valley										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
TL114	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	0	0	N/A		
TL115	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	0	0	N/A		
TL116	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	0	0	N/A		

Summary of Results: SFA 3 - Safe Valley

	KPI Not Yet Measured	3
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	0
Total KPIs		3

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

13.4 SFA 4 - Dignified Living

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
TL117	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	25	25	0	0	N/A		
TL118	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%	G	6 446 / 6 446 x 100 = 100%	
TL119	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 Electricity Units Purchased and/or Generated} x 100}	Percentage of average electricity losses, measured by 30 June	<9%	<9%	0%	0%	N/A		
TL120	KPI030	Water quality measured quarterly to the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	95%	95%	95%	95.40%	G2		
TL121	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	<25%	<25%	0%	0%	N/A		
TL122	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%	100%	100%	100%	G	6 446 / 6 446 x 100 = 100%	
TL123	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%	G	6 446 / 6 446 x 100 = 100%	

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

SFA 4 - Dignified Living										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
TL124	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%	G	6 446 / 6 446 x 100 = 100%	
TL125	KPI036	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	27 000	27 000	27 000	27 507	G2		
TL126	KPI037	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	27 000	27 000	27 000	27 507	G2		
TL127	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	27 000	27 000	27 000	27 507	G2		
TL128	KPI039	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	27 000	27 000	27 000	27 507	G2		

Summary of Results: SFA 4 - Dignified Living

	KPI Not Yet Measured	3
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	4
	KPI Well Met	5
	KPI Extremely Well Met	0
Total KPIs		12

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

13.5 SFA 5 - Good Governance and Compliance

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
TL97	KPI059	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	1	1	0	0	N/A		
TL98	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	50%	50%	0%	0%	N/A		
TL99	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 31 March	1	1	0	0	N/A		
TL100	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	0	0	N/A		
TL107	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	1	1	0	0	N/A		
TL108	KPI060	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 November	1	1	1	0	R	The CITP could not be completed by 30 November 2024 as anticipated due to the number of vacancies experienced within the department.	The target due date will be revised to 30 June 2025 with the revised Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2024/25 to be submitted to the Council for consideration and approval in January 2025.
TL129	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)	2	2	0	0	N/A		

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
TL130	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%	0%	0%	N/A		
TL131	KPI040	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	90%	90%	30%	19.71%	R	R129 277 539 / R655 943 513 x 100 = 19.71%	A detailed performance assessment was conducted with the Mid-Year Adjustment Budget 2024/25, and projects will be shifted to the outer years based on cash flow projections, as well as tenders that are not yet in place.
TL132	KPI045	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	0.20%	0.20%	0%	0%	N/A		
TL133	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	15%	15%	0%	0%	N/A		
TL134	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	27%	27%	0%	0%	N/A		
TL135	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	0	0	N/A		
TL136	KPI051	Submission of the revised Information and Communication Technology (ICT) Backup Disaster	Number of revised ICT Backup Disaster Recovery Plans submitted to the ICT Steering Committee by 31 March	1	1	0	0	N/A		

QUARTERLY BUDGET STATEMENT FOR DECEMBER 2024

SFA 5 - Good Governance and Compliance										
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 October – 31 December 2024				
						Target	Actual	R	Performance Comment	Corrective Measures
		Recovery Plan to the ICT Steering Committee								
TL137	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	0	0	N/A		
TL138	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	0	0	N/A		
TL139	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	0	0	N/A		
TL140	KPI056	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council by 30 June	1	1	0	0	N/A		
TL144	KPI057	Submission of a draft Smart City Framework to the Municipal Manager	Number of draft Smart City Frameworks submitted to the Municipal Manager by 30 June	1	1	0	0	N/A		

Summary of Results: SFA 5 - Good Governance and Compliance

	KPI Not Yet Measured	17
	KPI Not Met	2
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	0
Total KPIs		19

14. STRATEGIC PERFORMANCE CONCLUSION

- (a) Out of the 47 Key Performance Indicators (KPIs) listed on the Top layer SDBIP 2024/25, 31 were not measured during quarter 2 (01 October – 31 December 2024). 03 of the measured KPIs were not achieved, 05 were met and 08 were well met.

	KPI Not Yet Measured	31
	KPI Not Met	3
	KPI Almost Met	0
	KPI Met	5
	KPI Well Met	8
	KPI extremely well met	0
Total KPIs		47

Summary of Results: Strategic Focus Areas 1 - 5

8.4	S72 MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR 2024/2025
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: S72 MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT FOR 2024/2025

2. PURPOSE

To submit the Section 72 report (Mid-year Budget and Performance Assessment Report) to Council.

3. DELEGATED AUTHORITY

FOR NOTICE BY MUNICIPAL COUNCIL

In terms of Section 54 of the Municipal Finance Management Act (MFMA), 56 of 2003.

4. EXECUTIVE SUMMARY

This report provides the progress made by the Municipality in terms of the Service Delivery Budget and Implementation Plan (SDBIP) for the period 1 July 2024 to 31 December 2024.

5. RECOMMENDATIONS

After reviewing the mid-year budget and performance assessment for the period ending 31 December 2024, the following is recommended:

- (a) that Council take note of the report and more specifically the assessment and forecasts contained in the report,
- (b) that Council take note that an Adjustments Budget will be tabled to Council as a result of the following:
 - the appropriation of additional allocations received and increased realistically anticipated revenue during the financial year;
 - the reprioritization of projects in line with being completed by the communicated cut-off dates to facilitate year- end preparation;
- (c) that Council note the performance of the Municipality against the set objectives contained in **APPENDIX 1** - Section 2; and
- (d) that the Accounting Officer attend to ensuring that Directors put the necessary corrective measures in place to ensure that projects are managed proactively in a bid to ensure that Council meet its strategic objectives contained in the Service Delivery and Budget Implementation Plan and to report on same at the end of quarter.

6 DISCUSSION / CONTENTS**6.1 Background**

In terms of the Municipal Finance Management Act (MFMA) Section 72(1) the Accounting Officer of the municipality must by 25 January each year assess:

- (a) the performance of the municipality during the first half of the financial year; taking into account the following:
 - (i) the monthly statements referred to in Section 71 for the first half of the financial year;
 - (ii) the municipality's service delivery performance during the first half of the financial year, and the service delivery targets and performance indicators set in the service delivery and budget implementation plan;
 - (iii) the past year's annual report, and progress on resolving problems identified in the annual report; and
- (b) submit a report on such assessment to-
 - (i) the mayor of the municipality;
 - (ii) the National Treasury; and
 - (iii) the relevant Provincial Treasury

Once the Mayor has considered the section 72 report, it must be submitted to Council by the 31st of January of each year in terms of section 54 (1) (f) of the MFMA.

The statements as referred to in section 71 (1) of the MFMA for the first half of the financial year, specifically the sixth month, is incorporated into the mid-year budget and performance assessment in accordance with section 72 (2) of the MFMA.

As part of the review in terms of Section 72 (3) the Accounting Officer must:

- (a) make recommendations on whether an adjustments budget is necessary; and
- (b) recommend revised projections for revenue and expenditure to the extent that this may be necessary.

6.2 Discussion

The Financial Mid-year Performance is reported on in **APPENDIX 1** (Section 1). This report encapsulates the performance of the first six months of the financial year and places emphasis on the positive as well as the areas of concern.

The condensed comparative statement report for operating revenue and operating expenditure for the period ending 31 December 2024 can be found in the budget performance analysis of the attached report. It should however be noted that the following services included in the Operating Revenue relate to actual levied amounts against consumer accounts and not actual cash received:

- Property Rates
- Property Rates-Penalties imposed and collection charges

- Service Charges
 - Electricity
 - Refuse Removal
 - Sewerage
 - Water
- Interest earned-Outstanding Debtors

It is important to note that in the past the following services were levied for the full year and minimal movement was seen for the rest of the financial year:

- Property Rates
- Refuse Removal
- Sewerage

Due to the implementation of mSCOA all services are levied on a monthly basis and consumers must apply if they want annual levies for above services.

6.2.1 Operating Revenue

Service charges - electricity revenue

The municipality has billed R89 875 176 more electricity charges than initially anticipated. The over performance is due to a relief from prolonged load shedding outages and an increase in tariffs and demand. Considering the consumption over the past 6 months of the current financial year, the actual electricity revenue billed over the past three financial years as well as the tariff increase of 10.99%, the current budget of R1 029 705 173 is deemed insufficient. It is recommended that the budget be increased with approximately R50 million during the Mid-year adjustment budget process.

Service charges - Waste Management

The municipality has billed R3 894 502 more refuse charges than initially anticipated. Considering the average billings over the past 6 months of the current financial year (R9 266 216), annual consumption over the past three financial years (R90 271 757) as well as the tariff increase of 6.90%, the current budget of R115 081 671 is deemed unattainable. It is recommended that the budget be decreased with approximately R5 000 000 during the Mid-year adjustment budget process.

Interest earned from Current and Non-Current Assets

An over performance was noted for interest earned on external investments to the amount of R8 882 614. The variance is attributed to increases in the interest rates in the past few years and the municipality has also invested additional funds. Considering the monthly average over the past 6 months (R5 166 447) it is recommended that the budget be increased with R10 000 000 during the Mid-year adjustment process.

Transfers and subsidies

The transfers and subsidies will be increased with R373 000 during the Mid-year Adjustment budget process. A decrease of R950 000 relates to operating grants and an increase of R1 323 000 relates to capital grants.

The following changes will be incorporated:

- An increase in the budget due to additional as well as new grant allocations in respect of the following;
 - Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries) to the amount of R7 712 000.
 - Provincial Contribution towards the Acceleration of Housing delivery to the amount of R6 400 000.
- A decrease in the grant funding in respect of the following:
 - Human Settlements Development Grant to the amount of R13 739 000.

6.2.2 Operational expenditure

The expenditure to date reflects an under spending of R319 618 256 when comparing the financial performance of the first six months to the pro-rata budget.

It should be noted that the budget items reflect under spending when compared to the year-to-date budget and are as follows:

- Employee costs: An underperformance of R342 898 433 is noted against the year-to-date budget projections. This is largely due to the salary integration not being completed on the financial system due to system related issues. No adjustment to the budget is recommended during the Mid-year adjustment budget process.
- Remuneration of Councilors: An underperformance of R11 711 160 is noted against the year-to-date budget projections. This is largely due to the salary integration not being completed on the financial system due to system related issues. No adjustment to the budget is recommended during the Mid-year adjustment budget process.
- Depreciation and asset impairment: An overperformance of R72 083 112 is noted against the year-to-date budget projections. The expenditure is still within the approved amended budget for the year. Considering the actual monthly average over the past 6 months of the current financial year (R12 013 852), the current budget of R249 407 798 is deemed as unattainable and based on the year-to-date actual amounts and historical trends, it is recommended that the budget be reduced with approximately R29 704 476 during the mid-year adjustment budget process.
- Finance charges: An overperformance of R1 466 635 is noted against the year-to-date budget projections. This is largely due to the repayments on borrowings. Considering the actuals incurred over the past 3 financial years (average: R55 890 683) and a monthly average over the past 6 months of the current financial year (R4 997 064), the budget of R71 259 076 is deemed to be unattainable and it is recommended that it be increased with approximately R12 222 279 during the mid-year adjustment budget process.
- Contracted Services: An underperformance of R40 503 614 is noted against the year-to-date budget projections. Considering the actual expenditure incurred in the first half of the financial year amounting to R98 009 034 with a monthly average of R16 334 839. However, due to additional requirements, It is recommended that the budget be increased by R22 250 000 during the Mid-year adjustment budget process.

-
- The underperformance is due to the following:
 - Contracted Services: Contractors: Maintenance of Unspecified Assets: An underperformance is noted to the amount of R4 713 025. Considering the actual expenditure incurred in the first half of the financial year amounting to R14 284 610 with a monthly average of R2 380 768. It is recommended that the budget be reduced by R1 500 000 during the Mid-year adjustment budget process due to funds required for additional operational needs.
 - Contracted Services: Contractors: Maintenance of Buildings and Facilities: An under performance is noted to the amount of R1 069 799. Considering the actual expenditure incurred in the first half of the financial year amounting to R4 720 629 with a monthly average of R608 471. It is recommended that the budget be reduced by R6 100 000 during the Mid-year adjustment budget process.
 - Contracted Services: Outsourced Services: Security Services: An under performance is noted to the amount of R10 114 005. Considering the actual expenditure incurred in the first half of the financial year amounting to R20 145 995 with a monthly average of R3 357 666. However, additional security is required on critical infrastructure sites. It is therefore recommended that the budget be increased by R6 650 000 during the Mid-year adjustment budget process.

Various other line items were also identified where additional funds are requested due to operational pressure. This will be addressed in the Mid-Year Adjustments Budget and will result in an envisaged budget increase with an amount of approximately R4 106 395 for other operational expenditure.

6.2.3 Mid-year Non-Financial Performance Assessment

Non-Financial Mid-year Performance is reported on in **APPENDIX 1 - Section 2**. It covers the overall performance of the Municipality on the Key Performance Indicators (KPI's) that are assessed in the period from 1 July 2024 to December 2024. The performance of the first six months of the financial year should be assessed and reported on in terms of Section 72 of the MFMA. This assessment must include the measurement of performance, the identification of corrective actions and recommendations for the adjustments of KPI's, if necessary.

6.3 Financial Implications

The financial implications of this report will be dealt with in the adjustments budget.

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:

The previous resolution relevant to this item was made on:

- 19th Council meeting, 24th January 2024, item 8.3.

6.7 Risk Implications

None.

6.8 Comments from Senior Management:**6.8.1 Municipal Manager:**

Agree with the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 6.4

- (a) that Council take note of the report and more specifically the assessment and forecasts contained in the report,
- (b) that Council take note that an Adjustments Budget will be tabled to Council as a result of the following:
 - the appropriation of additional allocations received and increased realistically anticipated revenue during the financial year;
 - the reprioritization of projects in line with being completed by the communicated cut-off dates to facilitate year- end preparation;
- (c) that Council note the performance of the Municipality against the set objectives contained in **APPENDIX 1** - Section 2; and
- (d) that the Accounting Officer attend to ensuring that Directors put the necessary corrective measures in place to ensure that projects are managed proactively in a bid to ensure that Council meet its strategic objectives contained in the Service Delivery and Budget Implementation Plan and to report on same at the end of quarter

ANNEXURES

Appendix 1: Mid-Year Budget and Performance Assessment For 2024/2025.

NAME	Kevin Carolus
POSITION	Chief Financial Officer
DIRECTORATE	Financial Services
CONTACT NUMBERS	021 – 808 8528
E-MAIL ADDRESS	CFO@ Stellenbosch.gov.za
REPORT DATE	22 January 2025

APPENDIX 1



MID-YEAR BUDGET AND PERFORMANCE ASSESSMENT

DECEMBER 2024

APPENDIX 1 – SECTION 1

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PART A

Operational Revenue
 Operational Expenditure
 Capital Expenditure
 Employee Related Costs
 Grant allocations: Received
 Grant allocations: Expenditure
 Investments and borrowings

BUDGET & FINANCIAL PERFORMANCE OF STELLENBOSCH MUNICIPALITY AS AT 31 DECEMBER 2024

1. PURPOSE

The mid-year report is used as a management tool to assess the Municipality's performance and financial position against the approved budget by analyzing trends and patterns for the first six months of the 2024/2025 financial year, with a view of giving effect to the Mayor and Council's oversight role and to recommend the need for an adjustment budget as envisaged by the Municipal Finance Management Act.

2. LEGISLATIVE BACKGROUND

In terms of Section 72 (1) (a) of the Local Government Municipal Finance Management Act No. 56 of 2003 (MFMA) the Accounting Officer must by the 25th of January of each year assess the performance of the Municipality during the first half of the financial year. A report on such assessment must then be submitted to the Mayor, Provincial Treasury and National Treasury in terms of Section 72 (1) (b) of the Act. Once the Mayor has considered the report in terms of Section 54 (1) (f) of the MFMA, he must table the report with recommendations to Council by 31 January of each year.

3. BUDGET PERFORMANCE ANALYSIS

3.1 Overview of Operating Revenue and Expenditure performance for the period July to December 2024.

Description	Adjusted Budget	YearTD Budget	YearTD Actual	YTD Variance	Year-to-date Variance %
Revenue					
Exchange Revenue					
Service charges - Electricity	1 029 705 173,00	451 879 629,00	541 754 805,14	-89 875 176,14	-20%
Service charges - Water	182 522 220,00	77 288 453,00	89 280 179,61	-11 991 726,61	-16%
Service charges - Waste Water Management	122 771 630,00	58 587 531,00	66 083 032,00	-7 495 501,00	-13%
Service charges - Waste management	115 081 671,00	51 702 796,00	55 597 298,30	-3 894 502,30	-8%
Sale of Goods and Rendering of Services	24 653 963,00	10 407 923,00	15 643 392,71	-5 235 469,71	-50%
Agency services	3 794 352,00	1 572 459,00	1 543 460,60	28 998,40	2%
Interest earned from Receivables	18 172 580,00	9 759 156,00	12 531 575,92	-2 772 419,92	-28%
Interest earned from Current and Non Current Assets	44 232 144,00	22 116 072,00	30 998 685,79	-8 882 613,79	-40%
Rental from Fixed Assets	13 648 887,00	5 079 242,00	4 868 603,67	210 638,33	4%
Licence and permits	8 385 504,00	3 813 903,00	3 346 463,22	467 439,78	12%
Operational Revenue	47 692 457,00	23 013 650,00	22 776 095,84	237 554,16	1%
Non-Exchange Revenue					
Property rates	509 116 169,00	284 283 318,00	302 252 939,58	-17 969 621,58	-6%
Fines, penalties and forfeits	163 379 995,00	32 431 575,00	165 981,29	32 265 593,71	99%
Transfer and subsidies - Operational	245 197 599,00	110 397 507,00	153 794 038,35	-43 396 531,35	-39%
Interest	3 358 652,00	2 081 926,00	2 317 599,58	-235 673,58	-11%
Other Gains	-	-	-	-	0%
Total Revenue (excluding capital transfers and contributions)	2 531 712 996,00	1 144 415 140,00	1 302 954 151,60	-158 539 011,60	-113%

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

Expenditure By Type					
Employee related costs	655 497 193,00	343 717 632,00	819 199,16	342 898 432,84	100%
Remuneration of councillors	23 422 305,00	11 711 160,00	-	11 711 160,00	100%
Bulk purchases - electricity	714 397 202,00	357 198 606,00	360 426 876,08	-3 228 270,08	-1%
Inventory consumed	112 664 806,00	52 525 262,00	40 649 652,24	11 875 609,76	23%
Debt impairment	74 031 467,00	-	-	-	0%
Depreciation and amortisation	249 407 798,00	6,00	72 083 111,91	-72 083 105,91	-1201385099%
Interest	71 259 076,00	28 515 750,00	29 982 384,91	-1 466 634,91	-5%
Contracted services	296 168 069,00	138 512 649,00	98 009 034,88	40 503 614,12	29%
Transfers and subsidies	20 738 889,00	13 830 446,00	12 269 193,63	1 561 252,37	11%
Irrecoverable debts written off	121 382 915,00	18 594,00	16 590 330,66	-16 571 736,66	-89124%
Operational costs	171 644 012,00	77 412 690,00	72 994 755,07	4 417 934,93	6%
Total Expenditure	2 510 613 732,00	1 023 442 795,00	703 824 538,54	319 618 256,46	31%

Below follows a synopsis of significant revenue and expenditure variances:

Operating Revenue

Property Rates and Service Charges

Property rates and service charges refuse are billed monthly. However, some consumers applied to have their property rates and service charges billed annually.

Property Rates

Property rates and service charges water are billed monthly. However, some consumers applied to have their property rates and service charges to be billed annually. This has resulted in an overperformance of R17 969 622 for property rates when compared to the year-to-date budget projections, as the annual applications do not form part of the monthly budgeted revenue projections. It is recommended that the budget not be adjusted during the Mid-year adjustment process.

Service charges - electricity revenue

The municipality has billed R89 875 176 more electricity charges than initially anticipated. The over performance is due to a relief from prolonged load shedding outages and an increase in tariffs and demand. Considering the consumption over the past 6 months of the current financial year, the actual electricity revenue billed over the past three financial years as well as the tariff increase of 10.99%, the current budget of R1 029 705 173 is deemed insufficient. It is recommended that the budget be increased with approximately R50 million during the Mid-year adjustment budget process.

Service charges - water revenue

The municipality has billed R11 991 727 more water charges than initially anticipated. The increase in water revenue is a result of an increase in consumption due to the summer season. Considering the monthly average billing (R14 880 030) as well as the tariff increase of 6.20%, the current budget of R182 522 220 is deemed sufficient.

Service charges - Waste Water Management

The municipality has billed R7 495 501 more sanitation charges than initially anticipated. Considering the consumption over the past 6 months of the current financial year (average: R11 013 839), annual consumption over the past three financial years (R107 992 177) as well as the tariff increase of 8.0%, the current budget of R122 771 630 is deemed sufficient.

Service charges - Waste Management

The municipality has billed R3 894 502 more refuse charges than initially anticipated. Considering the average billings over the past 6 months of the current financial year (R9 266 216), annual consumption over the past three financial years (R90 271 757) as well as the tariff increase of 6.90%, the current budget of R115 081 671 is deemed unattainable. It is recommended that the budget be decreased with approximately R5 000 000 during the Mid-year adjustment budget process.

Interest earned from Current and Non-Current Assets

An over performance was noted for interest earned on external investments to the amount of R8 882 614. The variance is attributed to increases in the interest rates in the past few years and the municipality has also invested additional funds. Considering the monthly average over the past 6 months (R5 166 447) it is recommended that the budget be increased with R10 000 000 during the Mid-year adjustment process.

Interest earned – outstanding debtors

An over performance was noted for the interest earned on outstanding debtors to the amount of R2 772 420. This is due to increases in debt. Considering the monthly average over the past 6 months (R2 088 596), the current budget of R18 172 580 is sufficient.

Fines, penalties and forfeits

An underperformance was noted to the amount of R32 265 594. The recognition of traffic fines in terms of iGRAP 1 will be done monthly, including the journal processed on the financial system. It should be noted that a journal amounting to R165 981 was processed for the current financial year. The budget is deemed to be sufficient. It is recommended that the budget not be adjusted during the mid-year adjustment process.

Licences and permits

An under performance is noted for licences and permits to the amount of R467 439. The underperformance is due to less licences and permit renewals as well as accompanying applications being received than initially anticipated. Considering the actuals generated over the past three financial years (average: R8 122 181) and a monthly average over the past six months of the current financial year (R557 744), the current budget of R8 385 504 is deemed as attainable.

Rental from Fixed Assets

An under performance is noted for the Rental of facilities and equipment to the amount of R210 638. Considering the average of the actuals generated over the past three (3) financial years amounting to R11 867 337 and the average monthly revenue (R811 434), the current budget of R13 648 887 is deemed sufficient due to the annual levies that must still be billed. It is recommended that the budget not be adjusted during the mid-year adjustment process.

Transfers and subsidies

The transfers and subsidies will be increased with R373 000 during the Mid-year Adjustment budget process. A decrease of R950 000 relates to operating grants and an increase of R1 323 000 relates to capital grants.

The following changes will be incorporated:

- An increase in the budget due to additional as well as new grant allocations in respect of the following;
 - Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries) to the amount of R7 712 000.
 - Provincial Contribution towards the Acceleration of Housing delivery to the amount of R6 400 000.
- A decrease in the grant funding in respect of the following:
 - Human Settlements Development Grant to the amount of R13 739 000.

Sale of Goods and Rendering of Services

An over performance is noted for other revenue to the amount of R5 235 470. Considering the actual revenue in the first half of the financial year which amounted to R15 643 392 with a monthly average of R2 607 232, the budget is deemed sufficient and attainable.

The adjustment has been necessitated due to the following:

- **Sales of Goods and Rendering of Services: Encroachment Fees:** An over performance of R1 495 371 has been noted. Considering the monthly average over the past 6 months of R719 159 it renders the current budget amounting to R5 931 625 as sufficient. It is recommended that the budget not be adjusted during the mid-year adjustment process.
- **Sales of Goods and Rendering of Services: Building Plan Approval.** An over performance of R2 328 890 has been noted. Considering the monthly average over the past 6 months of R1 011 969 it renders the current budget amounting to R7 485 850 as sufficient based on historic trends. It is

recommended that the budget not be adjusted during the mid-year adjustment process.

Operational expenditure

The expenditure to date reflects an underspending of R319 618 256 when comparing the financial performance of the first six months to the pro-rata budget.

It should be noted that the budget items reflected an under spending when compared to the year-to-date budget and are as follows:

- **Employee costs:** An underperformance of R342 898 433 is noted against the year-to-date budget projections. This is largely due to the salary integration not being completed on the financial system due to system related issues. The actual amounts incurred in relation to employee related costs amount to R285 455 583. No adjustment to the budget is recommended during the Mid-year adjustment budget process.
- **Remuneration of Councilors:** An underperformance of R11 711 160 is noted against the year-to-date budget projections. This is largely due to the salary integration not being completed in the financial system due to system related issues. No adjustment to the budget is recommended during the Mid-year adjustment budget process.
- **Depreciation and asset impairment:** An overperformance of R72 083 112 is noted against the year-to-date budget projections. The expenditure is still within the approved amended budget for the year. Considering the actual monthly average over the past 6 months of the current financial year (R12 013 852), the current budget of R249 407 798 is deemed as unattainable and based on the year-to-date actual amounts and historical trends, it is recommended that the budget be reduced with approximately R29 704 476 during the mid-year adjustment budget process.
- **Finance charges:** An overperformance of R1 466 635 is noted against the year-to-date budget projections. This is largely due to the repayments on borrowings. Considering the actuals incurred over the past 3 financial years (average: R55 890 683) and a monthly average over the past 6 months of the current financial year (R4 997 064), the budget of R71 259 076 is deemed to be unattainable and it is recommended that it be increased with approximately R12 222 279 during the mid-year adjustment budget process.
- **Bulk purchases:** An over performance of R3 228 270 is noted for bulk purchases. The over performance is a result of a reduction in loadshedding and an increase in demand due to the seasonal changes. Considering the actual expenditure incurred in the first half of the financial year amounting to

R360 426 876 with an average of R60 071 146, no adjustment to the budget is recommended during the Mid-year adjustment budget process.

- Contracted Services: An underperformance of R40 503 614 is noted against the year-to-date budget projections. Considering the actual expenditure incurred in the first half of the financial year amounting to R98 009 034 with a monthly average of R16 334 839. However, due to additional requirements, It is recommended that the budget be increased by R22 250 000 during the Mid-year adjustment budget process.
- The underperformance is due to the following:
 - Contracted Services: Contractors: Maintenance of Unspecified Assets: An underperformance is noted to the amount of R4 713 025. Considering the actual expenditure incurred in the first half of the financial year amounting to R14 284 610 with a monthly average of R2 380 768. It is recommended that the budget be reduced by R1 500 000 during the Mid-year adjustment budget process due to funds required for additional operational needs.
 - Contracted Services: Contractors: Maintenance of Equipment: An underperformance is noted to the amount of R5 891 198. Considering the actual expenditure incurred in the first half of the financial year amounting to R4 190 386 with a monthly average of R698 397. No adjustment to the budget is recommended during the Mid-year adjustment budget process.
 - Contracted Services: Contractors: Maintenance of Buildings and Facilities: An under performance is noted to the amount of R1 069 799. Considering the actual expenditure incurred in the first half of the financial year amounting to R4 720 629 with a monthly average of R608 471. It is recommended that the budget be reduced by R6 100 000 during the Mid-year adjustment budget process.
 - Contracted Services: Contractors: Prepaid Electricity Vendors: An under performance is noted to the amount of R2 283 039. Considering the actual expenditure incurred in the first half of the financial year amounting to R475 841 with a monthly average of R79 306. No adjustment to the budget is recommended during the Mid-year adjustment budget process.
 - Contracted Services: Outsourced Services: Refuse Removal: An under performance is noted to the amount of R6 931 761. Considering the actual expenditure incurred in the first half of the financial year amounting to R22 406 924 with a monthly average of R3 734 487. No adjustment to the budget is recommended during the Mid-year adjustment budget process.

- Contracted Services: Outsourced Services: Security Services: An under performance is noted to the amount of R10 114 005. Considering the actual expenditure incurred in the first half of the financial year amounting to R20 145 995 with a monthly average of R3 357 666. However, additional security is required on critical infrastructure sites. It is therefore recommended that the budget be increased by R6 650 000 during the Mid-year adjustment budget process.
- Transfers and subsidies: An under performance of R1 561 252 is noted against the year-to-date budget projections. The overperformance is distorted because of the monthly projections which will be adjusted during the Mid-year adjustment budget process.

Various other line items were also identified where additional funds are requested due to operational pressure. This will be addressed in the Mid-Year Adjustments Budget and will result in an envisaged budget increase with an amount of approximately R4 106 395 for other operational expenditure.

3.2 Overview of Capital Budget performance for the period July to December 2024

Directorate	Approved Adjustment Budget	Planned	Actuals	Variance (Planned vs Actuals)	Variance (Planned vs Actuals)%
Municipal Manager	40 000	38 203	35 973	-2 230	-5,84%
Planning & Development Services	21 923 845	3 629 504	2 112 108	-1 517 396	-41,81%
Infrastructure Services	494 711 555	127 725 520	117 990 399	-9 735 121	-7,62%
Corporate Services	60 688 523	3 371 744	4 663 572	1 291 828	38,31%
Community and Protection Services	77 179 590	36 837 595	4 254 270	-32 583 325	-88,45%
Financial Services	1 400 000	170 000	221 217	51 217	30,13%
Grand Total	655 943 513	171 772 566	129 277 539	-42 495 027	-24,74%

Expenditure on the Capital Budget for the six months ended 31 December 2024 is R129 277 539 representing 19.71% capital spending performance measured against the total capital budget of R655 943 513 which is lower than the spending performance of 22.46% for the same period in December 2023.

Period	Dec-20	Dec-21	Dec-22	Dec-23	Dec-24
Total Capital Budget	483 710 958	471 680 164	464 483 073	561 998 374	655 943 513
Actual Spending	147 011 293	115 911 658	121 567 496	126 244 901	129 277 539
Spending Performance	30,39%	24,57%	26,17%	22,46%	19,71%

This spending only represents actual payments, whilst orders for work still in progress amount to R141 867 944. What is of concern is that R377 000 815 worth of capital projects have not yet been provisionally committed. The capital budget will have to be adjusted to make the necessary amendments to various projects to accelerate progress on the priorities identified.

An underspending amounting to R42 495 027 on the Capital expenditure has been noted. The budget will be decreased with approximately R141 930 954 during the Mid-year adjustment budget process. The adjustment has been necessitated due to the following:

3.2.1 Kayamandi Town Centre

The project will be reduced with the full grant allocation to the amount of R2 000 000 during the mid-year adjustment process to be aligned with the latest funding allocation letter received from the Provincial Department of Human Settlements.

3.2.2 Landfill Gas To Energy

The user department planned to spend R11 420 875 of the amended budget. The year-to-date expenditure incurred amounted to R7 868 813. Orders to the amount of R7 828 527 have been loaded onto the financial system. The user department indicated that there are significant savings that have been achieved due to the contractor removing excess items from the bill. The budget will be reduced by approximately R6 467 207 during the Mid-year adjustment budget process.

3.2.3 Alternative Energy

The user department planned to spend R10 527 858 of the amended budget. The year-to-date expenditure incurred amounted to R6 272 232. Orders to the amount of R2 826 319 have been loaded onto the financial system. The user department indicated that there was a delay in the appointment of the consultant for the switchgears. The budget will be reduced by approximately R6 000 000 during the Mid-year adjustment budget process.

3.2.4 Vehicles: Electrical Services

The user department had no planned expenditure on the amended budget. No expenditure has been incurred to date. The user department indicated that the expected delivery timeframe is Thirty-two weeks after the tender has been awarded, which falls within the 2025/2026 financial year. The budget will be reduced with approximately R3 500 000 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.2.5 Bulk Water Supply Pipe and Reservoir: Stellenbosch

The user department had no planned expenditure on the amended budget. The year-to-date expenditure incurred amounted to R1 918 877. Orders to the amount of R3 087 709 have been loaded onto the financial system. The user department indicated that the contractor is currently on site but has envisaged that only R36 540 893 will be spent in the current financial year. The budget will be reduced by approximately R49 257 200 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.2.6 Bulk Water Supply Pipeline & Pumpstations: Franschhoek

The user department had no planned expenditure on the amended budget. The year-to-date expenditure incurred amounted to R248 583. Orders to the amount of R729 417 have been loaded onto the financial system. The user department indicated that the tender has been advertised but they envisage that half of the construction work will be completed in the current financial year. The budget will be reduced by approximately R8 000 000 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.2.7 Bulk Water Supply Pipeline & Reservoir - Jamestown

The user department planned to spend R1 184 473 of the amended budget. The year-to-date expenditure incurred amounted to R5 668 461. Orders to the amount of R1 062 911 have been loaded onto the financial system. The user department indicated that the project will be completed during this financial year and the remaining funds will be utilized to supplement a shortfall on another project in the next financial year. The budget will be reduced by approximately R6 985 498 during the Mid-year adjustment budget process.

3.2.8 New Reservoir & Pipeline: Vlottenburg

The user department planned to spend R1 207 853 of the amended budget. The year-to-date expenditure incurred amounted to R422 876. Orders to the amount of R882 316 have been loaded onto the financial system. The user department indicated that the project was delayed due to a dispute with the landowner on the pipeline route. The budget will be reduced with approximately R16 954 927 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.2.9 Extension Of WWTW: Stellenbosch

The user department had no planned expenditure on the amended budget. No expenditure has been incurred to date. The user department indicated that a consultant will be appointed for the design of the Grit channels. The budget will be reduced by approximately R5 000 000 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.2.10 Specialized Vehicles: Sanitation

The user department had no planned expenditure on the amended budget. No expenditure has been incurred to date. The user department indicated that the RT57 tender does not have the required tanker, and a tender will be compiled. The budget will be reduced by approximately R3 000 000 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.2.11 Jamestown Transport Network - School Street

The user department planned to spend R1 800 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that the advertisement of the tender was delayed. The budget will be reduced by approximately R4 000 000 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.2.12 Specialized Vehicles: Traffic

The user department planned to spend R1 375 000 of the amended budget. No expenditure has been incurred to date. The user department indicated that there were no prospective bidders during the tender process. The budget will be reduced by approximately R2 750 000 during the Mid-year adjustment budget process and the funds will be rolled over to the next financial year.

3.3 Financial performance analysis

3.3.1 Liquidity Analysis- Acid Test Ratio

The liquidity position of the municipality was 1.9:1 as at 31 December 2024 and has decreased from 2.6:1 as at 31 December 2023. This indicates that funding could be made available immediately to cover short-term commitments. The municipality is operating within the ambit of the norm of 1.5:1.

3.3.2 Financial Performance – Net Operating Surplus Margin

The municipality's net operating surplus margin has improved from 37.54% as at 31 December 2023 to 45.98% as at 31 December 2024. The positive ratio indicates that the municipality can generate a surplus which will assist in contributing towards its capital funding requirements and ensure sustainable service delivery.

3.3.3 Cost Coverage Ratio

The municipality's cost coverage ratio has increased from 8 months at 31 December 2023 to 11 months at 31 December 2024. The ratio is above the norm of 1 to 3 months. This ratio indicates the municipality's ability to meet at least its monthly fixed operating commitments from cash and short-term investment without collecting any additional revenue during that month.

3.3.4 Debtors collection rate

The debtor's collection rate has stayed the same at 97% at 31 December 2023 and at 31 December 2024. Cognizance should be taken that the percentage includes the collection of arrear debt. The municipality will continue to enforce strict credit control procedures to ensure an improvement is evident during the next 6 months of the current financial year. The 97% is above the National Treasury norm of 95%.

3.3.5 Liability Management

3.3.5.1 Cost required to service borrowings.

The municipality's cost required to service borrowings has increased from 7.06% at 31 December 2023 to 9.08% at 31 December 2024. The ratio depicts the borrowing or payment obligation expressed as a percentage of total operating expenditure. The municipality is above the norm of 6% to 8%. It should be noted that the employee related costs and remuneration of Councilors has not been included in this calculation as the amounts are not currently in the financial system due to salary integration issues that the municipality has been working to resolve.

3.3.5.2 Affordability of total borrowings

The municipality's affordability of borrowings has increased from 19.98% at 31 December 2023 to 24.07% as at 31 December 2024. The municipality is well below the norm of 45% and has the capacity to increase funding from borrowings.

3.4 Outstanding Debtors

Below is an analysis of the outstanding consumer debtors as at 31 December 2024 compared to the position as at 31 December 2023:

Debtors' Age Analysis as at 31 December 2024:

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Mid-Year Assessment

Description	NT Code	Budget Year 2024/25											
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days	Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	28 509	13	3 185	2 705	2 252	2 584	18 517	101 223	158 990	127 282	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	50 534	1	3 507	4 878	5 263	4 777	1 351	10 254	80 566	26 523	-	-
Receivables from Non-ex change Transactions - Property Rates	1400	24 284	4	1 420	1 172	1 046	779	3 057	18 404	50 166	24 457	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	10 258	6	981	1 506	767	897	3 380	26 064	43 858	32 613	-	-
Receivables from Exchange Transactions - Waste Management	1600	8 811	7	1 100	2 683	936	919	4 627	35 438	54 519	44 602	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	2 047	1	264	275	367	258	1 153	12 035	16 400	14 089	-	-
Interest on Arrear Debtor Accounts	1810	3 201	5	149	328	196	251	2 386	79 414	85 929	82 574	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	(17 032)	4	207	3 575	31	33	266	13 742	827	17 648	-	-
Total By Income Source	2000	110 611	41	10 813	17 123	10 858	10 498	34 737	296 573	491 254	369 788	-	-
2023/24 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	17 007	4	800	1 516	69	71	378	3 078	22 923	5 112	-	-
Commercial	2300	23 656	0	3 129	5 644	5 838	5 391	3 526	39 213	86 396	59 611	-	-
Households	2400	63 224	31	6 447	8 083	4 756	4 879	30 090	242 079	359 589	289 887	-	-
Other	2500	6 724	6	437	1 881	195	157	743	12 203	22 346	15 178	-	-
Total By Customer Group	2600	110 611	41	10 813	17 123	10 858	10 498	34 737	296 573	491 254	369 788	-	-

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

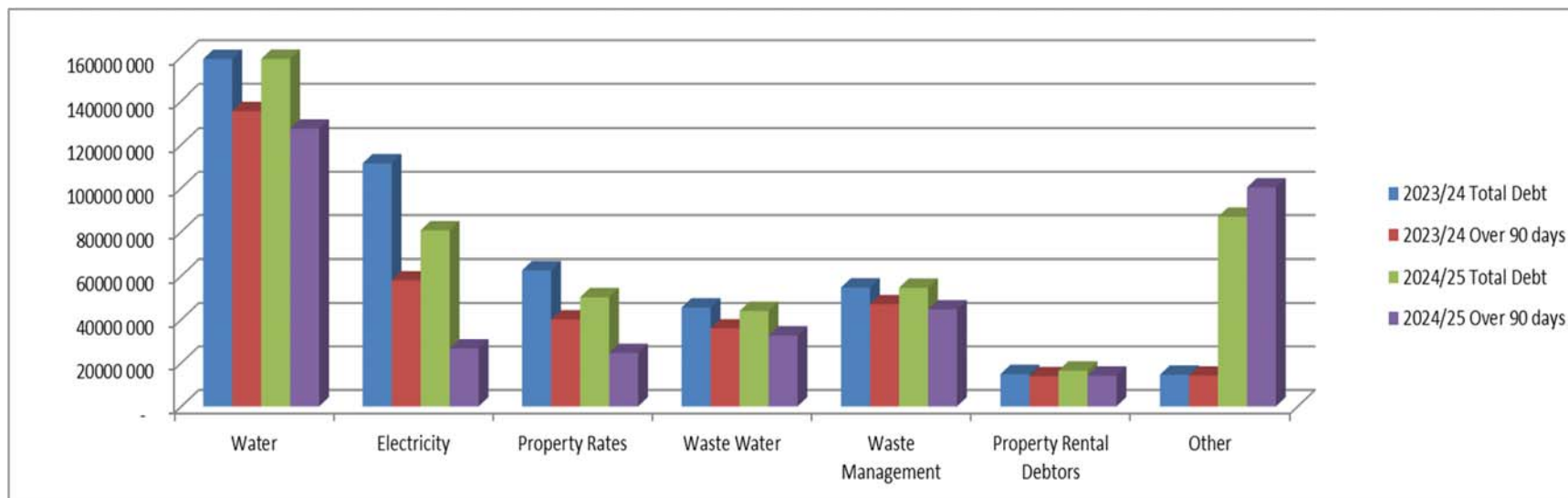
Debtors' Age Analysis as at 31 December 2023:

WC024 Stellenbosch - Supporting Table SC3 Monthly Budget Statement - aged debtors - Mid-Year Assessment

Description	NT Code	Budget Year 2023/24										Actual Bad Debts Written Off against Debtors	Impairment - Bad Debts i.t.o Council Policy
		0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total	Total over 90 days		
R thousands													
Debtors Age Analysis By Income Source													
Trade and Other Receivables from Exchange Transactions - Water	1200	17 981	2 834	2 848	135 289	-	-	-	-	158 951	135 289	-	-
Trade and Other Receivables from Exchange Transactions - Electricity	1300	46 103	2 832	4 613	57 869	-	-	-	-	111 416	57 869	-	-
Receivables from Non-exchange Transactions - Property Rates	1400	20 606	1 034	880	40 006	-	-	-	-	62 525	40 006	-	-
Receivables from Exchange Transactions - Waste Water Management	1500	8 244	697	660	35 860	-	-	-	-	45 461	35 860	-	-
Receivables from Exchange Transactions - Waste Management	1600	5 717	994	966	46 961	-	-	-	-	54 637	46 961	-	-
Receivables from Exchange Transactions - Property Rental Debtors	1700	520	211	223	13 851	-	-	-	-	14 805	13 851	-	-
Interest on Arrear Debtor Accounts	1810	-	-	-	-	-	-	-	-	-	-	-	-
Recoverable unauthorised, irregular, fruitless and wasteful expenditure	1820	-	-	-	-	-	-	-	-	-	-	-	-
Other	1900	339	52	31	14 110	-	-	-	-	14 533	14 110	-	-
Total By Income Source	2000	99 509	8 652	10 222	343 945	-	-	-	-	462 328	343 945	-	-
2022/23 - totals only										-	-		
Debtors Age Analysis By Customer Group													
Organs of State	2200	3 876	137	107	2 280	-	-	-	-	6 400	2 280	-	-
Commercial	2300	20 078	2 342	4 073	60 333	-	-	-	-	86 826	60 333	-	-
Households	2400	57 189	5 619	5 564	253 128	-	-	-	-	321 499	253 128	-	-
Other	2500	18 366	553	478	28 205	-	-	-	-	47 602	28 205	-	-
Total By Customer Group	2600	99 509	8 652	10 222	343 945	-	-	-	-	462 328	343 945	-	-

The abovementioned data set indicates that consumer debt increased by R28 925 837 from December 2023 to December 2024. The increase can be largely attributed to the other debt which increased by R72 223 485. Debtors over 90 days have also increased with R25 842 701 over the same period.

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024



MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

Subsidies and Rebates:***Number of registered indigent families 31 December 2023: 18 447***

Formal Indigents: 6 256
 Informal Indigents: 12 191

Number of registered indigent families 31 December 2024: 18 792

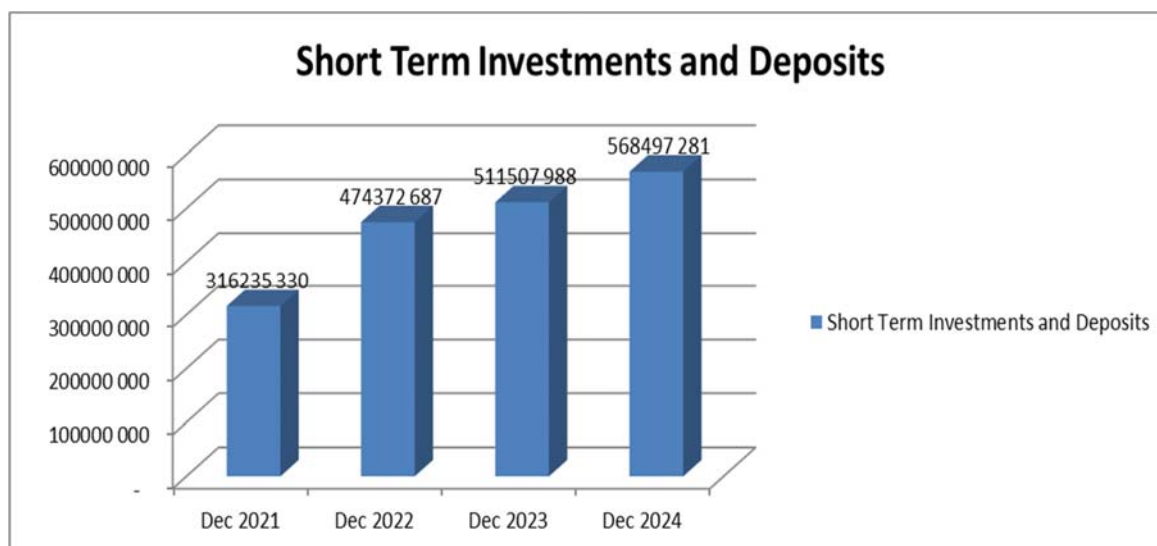
Formal Indigents: 6 446
 Informal Indigents: 12 346

The informal indigent households have increased by 155 households due to an increase in the number of applications received, and the number of formal indigents increased by 190. The municipality continuously ensures that there is increased community awareness regarding indigent applications and rebates available. An overall increase of 345 indigent households has been noted from December 2023 to December 2024.

3.5 Investments

The investment portfolio increased from R511 507 988 as at 31 December 2023 to R568 497 281 as at 31 December 2024.

Description	Dec-21	Dec-22	Dec-23	Dec-24	%Increase
Short Term Investments and Deposits	316 235 330	474 372 687	511 507 988	568 497 281	11,14%

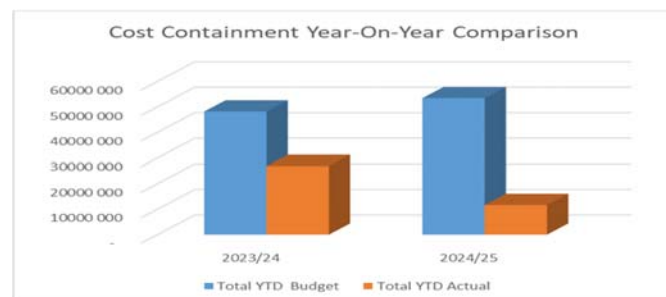


There is an incline in the investment portfolio. This variance is mainly attributed to increases in the interest rates. Furthermore, with the increased revenue, the municipality has also managed to increase its investment portfolio in comparison to the previous financial years.

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

3.6 Cost Containment Reporting

Measures	COST CONTAINMENT REPORTING							
	31-Dec-24				31-Dec-23			
	Amended Budget	Total YTD Budget	Total YTD Actual	Saving/ (Over spending)	Amended Budget	Total YTD Budget	Total YTD Actual	Saving/ (Over spending)
Use of consultants	34 216 748	10 439 116	5 914 705	4 524 411	46 858 592	11 211 628	4 344 363	6 867 265
Vehicles used for political office -beare	-	-	-	-	-	-	-	-
Accommodation, Travel and Incidental co	15 604 204	7 714 350	267 663	7 446 687	14 758 081	6 719 158	2 944 268	3 774 890
Sponsorships, events and catering	5 383 693	3 633 301	1 328 113	2 305 188	4 574 758	2 609 150	2 779 627	- 170 477
Communication	14 642 730	6 180 308	4 139 291	2 041 017	15 799 204	5 213 060	4 456 072	756 988
Other related expenditure items	50 953 967	25 471 692	3 854	25 467 838	45 453 089	22 430 817	12 352 011	10 078 806
Grand Total	120 801 342	53 438 767	11 653 625	41 785 142	127 443 724	48 183 813	26 876 341	21 307 472



Description	2023/24	2024/25
Total YTD Budget	48 183 813	53 438 767
Total YTD Actual	26 876 341	11 653 625

The municipality has implemented the Cost Containment policy as from 1 October 2019. The purpose of the policy is to regulate spending and to implement cost containment measures at Stellenbosch Local Municipality. As depicted above, the municipality has achieved a saving of R41 785 142 when compared to the year-to-date budget projections at the end of December 2024. The year-on-year comparison, however, depicts a decrease of R15 222 716 when compared to December 2023. The largest decrease can be attributed to Other related expenditure items (R12 348 156 or 100%).

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

Item for report	Description	Original Budget	Amended Budget	31-Dec-24			Saving/ (Overspending)	31-Dec-23			Saving/ (Overspending)
				Total YTD Budget	Total YTD Actual			Total YTD Budget	Total YTD Actual		
Use of consultants	Business and Advisory:Accounting and Auditing	-	-	-	-	-	-	-	-	-	-
	Business and Advisory:Audit Committee	369 000,00	369 000,00	172 375,00	147 250,00	25 125,00	-	1 077 800,00	175 623,00	279 471,00	- 103 848,00
	Business and Advisory:Business and Financial Manag	6 322 827,00	5 121 327,00	644 560,00	872 230,29	227 670,29	-	5 579 859,00	494 942,00	536 485,17	- 41 543,17
	Business and Advisory:Commissions and Committee	-	-	-	-	-	-	-	-	-	-
	Business and Advisory:Communications	-	-	-	-	-	-	8 262,00	-	-	-
	Business and Advisory:Human Resources	110 000,00	110 000,00	38 400,00	10 740,00	27 660,00	-	334 642,00	44 020,00	-	44 020,00
	Business and Advisory:Occupational Health and Safe	-	-	-	-	-	-	-	-	-	-
	Business and Advisory:Organisational	118 973,00	118 973,00	33 150,00	-	33 150,00	-	110 160,00	-	-	33 150,00
	Business and Advisory:Project Management	12 715 406,00	12 848 862,00	5 339 447,00	477 901,87	4 861 545,13	-	20 198 154,00	9 050 366,00	183 639,59	8 866 726,41
	Business and Advisory:Research and Advisory	3 084 414,00	2 438 758,00	623 167,00	319 761,78	303 405,22	-	6 046 372,00	674 643,00	87 776,00	586 867,00
	Business and Advisory:Qualification Verification	-	-	-	-	-	-	-	-	-	-
	Business and Advisory:Quality Control	-	-	-	-	-	-	-	-	-	-
	Business and Advisory:Valuer and Assessors	3 982 250,00	3 982 250,00	1 060 252,00	1 223 662,86	163 410,86	-	3 954 965,00	335 888,00	1 064 522,88	- 728 634,88
	Business and Advisory:Forensic Investigators	289 939,00	289 939,00	190 493,00	16 000,00	174 493,00	-	565 781,00	20 000,00	198 193,48	- 178 193,48
	Infrastructure and Planning:Architectural	-	-	-	-	-	-	-	-	-	-
	Engineering:Civil	-	-	-	-	-	-	-	-	-	-
	Engineering:Structural	-	-	-	-	-	-	-	-	-	-
	Infrastructure and Planning:Land and Quantity Surv	-	-	-	-	-	-	-	-	-	-
Vehicles used for political office -bearers	Laboratory Services:Water	2 870 000,00	2 870 000,00	677 798,00	354 977,58	322 820,42	-	2 075 202,00	-	494 324,00	- 881 863,39
	Legal Cost:Legal Advice and Litigation	5 563 863,00	5 563 863,00	1 536 724,00	2 492 180,74	955 456,74	-	6 453 080,00	910 017,00	1 558 478,46	- 648 461,46
	Legal Cost:Issue of Summons	503 776,00	503 776,00	122 750,00	-	122 750,00	-	454 315,00	453,00	15 107,48	- 14 654,48
	N/A	-	-	-	-	-	-	-	-	-	-
	Allowance:Travel or Motor Vehicle	142 513,00	142 513,00	69 240,00	-	69 240,00	-	134 446,00	67 224,00	-	67 224,00
	Allowance:Travel or Motor Vehicle	304 976,00	304 976,00	143 469,00	-	143 469,00	-	268 891,00	134 448,00	176,00	134 272,00
	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-
	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-
	Allowance:Accommodation, Travel and Incidental	-	-	-	-	-	-	-	-	-	-
	Allowance:Travel or Motor Vehicle	-	-	-	-	-	-	-	-	-	-
	Allowances:Accommodation, Travel and Incidental	49 643,00	49 643,00	24 822,00	-	24 822,00	-	38 540,00	19 272,00	19 528,00	- 256,00
	Allowances:Travel or Motor Vehicle	12 974 044,00	12 974 044,00	6 479 526,00	-	6 479 526,00	-	11 404 727,00	5 746 492,00	2 392 219,21	3 354 272,79
	Allowances and Service Related Benefits:Travelling	202 248,00	202 248,00	101 124,00	-	101 124,00	-	190 800,00	95 400,00	30 000,00	65 400,00
	Allowances and Service Related Benefits:Travelling	20 195,00	20 195,00	10 098,00	-	10 098,00	-	19 052,00	9 522,00	9 522,00	-
Accomodation, Travel and Incidental	Allowances and Service Related Benefits:Travelling	202 248,00	202 248,00	101 124,00	-	101 124,00	-	190 800,00	95 400,00	30 000,00	65 400,00
	Allowances and Service Related Benefits:Travelling	-	-	-	-	-	-	-	-	-	-
	Allowances and Service Related Benefits:Travelling	181 764,00	181 764,00	90 882,00	-	90 882,00	-	171 475,00	85 734,00	27 992,80	57 741,20
	Allowances and Service Related Benefits:Travelling	202 661,00	202 661,00	101 328,00	-	101 328,00	-	191 190,00	95 592,00	71 712,32	23 879,68
	Operational Cost:Travel Agency and Visa's	30 155,00	35 155,00	11 395,00	12 640,56	1 245,56	-	81 600,00	22 817,00	6 395,00	16 422,00
	Travel and Subsistence:Non-employees	394 559,00	449 559,00	221 279,00	91 449,24	129 829,76	-	642 283,00	69 737,00	120 098,66	- 50 361,66
	Travel and Subsistence:Domestic:Accommodation	175 083,00	186 083,00	76 736,00	32 128,00	-	-	340 047,00	115 070,00	87 767,21	-
	Travel and Subsistence:Domestic:Daily Allowance	365 457,00	385 457,00	173 393,00	62 960,83	-	-	317 728,00	55 484,00	88 315,40	-
	Travel and Subsistence:Domestic:Food and Beverage	15 889,00	15 889,00	4 827,00	101,00	-	-	34 340,00	460,00	3 577,44	-
	Travel and Subsistence:Domestic:Incidental Cost	33 353,00	33 353,00	11 707,00	3 836,17	-	-	59 039,00	551,00	905,65	-
	Travel and Subsistence:Domestic:Transport without Op	5 000,00	12 500,00	9 700,00	-	-	-	49 339,00	-	900,00	-
	Travel and Subsistence:Domestic:Transport with Op	205 916,00	205 916,00	83 700,00	64 546,74	-	-	623 784,00	105 955,00	64 680,32	-
	Contractors:Catering Services	2 699 520,00	2 811 470,00	1 283 111,00	822 112,52	460 998,48	-	2 269 709,00	701 490,00	859 626,83	- 158 136,83
	Outsourced Services:Catering Services	-	-	-	-	-	-	-	-	-	-
	Advertising, Publicity and Marketing:Gifts and Pro	35 823,00	35 823,00	20 000,00	-	20 000,00	-	32 229,00	-	-	-
	Contractors:Event Promoters	2 506 200,00	2 536 400,00	2 330 190,00	506 000,00	1 824 190,00	-	2 272 820,00	1 907 660,00	1 920 000,00	- 12 340,00
	Communication:Cellular Contract (Subscription and	2 867 000,00	2 867 000,00	841 455,00	931 765,19	90 310,19	-	3 193 977,00	1 006 351,00	841 455,12	164 895,88
	Communication:Licences (Radio and Television)	-	-	-	-	-	-	102 000,00	-	-	-
Communication	Communication:Radio and TV Transmissions	2 685 232,00	2 685 232,00	1 183 345,00	1 630 758,50	447 413,50	-	2 632 620,00	964 278,00	1 183 345,27	- 219 067,27
	Communication:Postage/Stamp/Frinking Machines	2 632 343,00	2 632 343,00	1 293 498,00	390 929,81	902 568,19	-	2 265 000,00	524 781,00	603 413,19	- 78 632,19
	Communication:SMS Bulk Message Service	122 400,00	122 400,00	61 200,00	-	61 200,00	-	250 000,00	28 551,00	24 234,44	4 316,56
	Communication:Telemetric Systems	-	-	-	-	-	-	-	-	-	-
	Allowances:Cellular and Telephone	2 995 523,00	2 995 523,00	1 497 780,00	-	-	-	2 576 625,00	1 278 798,00	530 514,26	-
	Communication:Telephone, Fax, Telegraph and Telex	3 340 232,00	3 340 232,00	1 303 030,00	1 185 837,38	117 192,62	-	4 778 982,00	1 410 301,00	1 273 110,10	137 190,90
	Entertainment:Senior Management	30 000,00	30 000,00	18 200,00	-	18 200,00	-	40 800,00	-	18 200,00	- 18 200,00
	Entertainment:Executive Mayor	20 400,00	20 400,00	1 690,00	3 854,00	2 164,00	-	254 592,00	5 274,00	1 690,00	3 584,00
	Entertainment:Deputy Executive Mayor	-	-	-	-	-	-	-	-	-	-
	Entertainment:Speaker	-	-	-	-	-	-	-	-	-	-
	Entertainment:Chief Whip	-	-	-	-	-	-	-	-	-	-
	Entertainment:Executive Committee	-	-	-	-	-	-	-	-	-	-
	Entertainment:Section 79 committee chairperson	-	-	-	-	-	-	-	-	-	-
	Overtime:Non Structured	43 266 162,00	43 266 162,00	21 633 090,00	-	21 633 090,00	-	38 106 984,00	19 087 521,00	10 577 104,26	8 510 416,74
	Overtime:Shift Additional Remuneration	4 893 835,00	4 893 835,00	2 446 926,00	-	2 446 926,00	-	4 414 274,00	2 207 130,00	1 096 131,85	1 110 998,15
	Overtime:Structured	2 743 570,00	2 743 570,00	1 371 786,00	-	1 371 786,00	-	2 583 399,00	1 130 892,00	658 884,41	472 007,59
	Grand Total	122 274 392,00	120 801 342,00	53 438 767,00	11 653 625,06	40 090 871,68	127 443 724,00	48 183 813,00	26 876 341,19	20 527 814,09	

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

4. PAST YEAR'S ANNUAL REPORT AND PROGRESS ON RESOLVING PROBLEMS IDENTIFIED IN THE ANNUAL REPORT

The audit process for the 2023/2024 financial year has been completed by the Auditor General of South Africa.

The municipality received a clean audit (financially unqualified with no other material findings) during the 2023/2024 financial year.

Areas for improvement as identified during the previous year's audit will be encapsulated in an Audit Action Plan which will address the areas of concern. This plan and the implementation thereof will be monitored by senior management as well as the Audit Committee. The GRAP disclosure checklist in addition to the findings raised in the previous audit will be used to mitigate the risk of recurring audit findings.

5. RECOMMENDATIONS FROM THE ACCOUNTING OFFICER

After having assessed the performance of the municipality for the first half of the year (ended 31 December 2024), the following is recommended:

- a) That the Executive Mayor tables this report to Council as the contents indicate the need to approve an adjustment budget.
- b) That the revised projections as contained in this report inform the adjustment budget.

6. RECOMMENDATIONS FROM THE EXECUTIVE MAYOR

- a) Council take note of the report and more specifically the assessment and forecasts contained in the report,
- b) Council take note that an Adjustments Budget will be compiled and tabled to Council because of the following:
 - Operational Budget details to be adjusted to reflect realistically anticipated revenue and expenditure as envisaged by the details contained in the report to accompany the adjustment budget.
 - Appropriate additional revenue that has become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programs already budgeted for.
 - Authorize the utilization of projected savings in one vote towards spending in another vote due to the reprioritization of projects in line with revised completion dates; and
 - To correct any errors in the annual budget.

QUALITY CERTIFICATE

I, Geraldine Mettler, the Municipal Manager of Stellenbosch Municipality, hereby certify that the mid-year budget and performance assessment for the period 1 July 2024 to December 2024 has been prepared in accordance with Section 72 of the Municipal Finance Management Act and Regulations made under the Act and accordingly submit the required report on the state of Stellenbosch Municipality's performance.

Name: Geraldine Mettler

Municipal Manager of Stellenbosch Municipality - WC024

Signature: _____



Date: _____

MID YEAR BUDGET AND PERFORMANCE ASSESSMENT PART A

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

Monthly Budget Statements

Table C1: Monthly Budget Statement Summary

WC024 Stellenbosch - Table C1 Monthly Budget Statement Summary - Mid-Year Assessment

Description	2023/24	Budget Year 2024/25							
R thousands	Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
Financial Performance									
Property rates	484 454	509 116	509 116	37 840	302 253	284 283	17 970	6%	509 116
Service charges	1 289 135	1 450 081	1 450 081	112 169	752 715	639 458	113 257	18%	1 450 081
Investment revenue	57 312	44 232	44 232	4 992	30 999	22 116	8 883	40%	44 232
Transfers and subsidies - Operational	230 231	245 638	245 198	68 071	153 794	110 398	43 397	39%	245 198
Other own revenue	310 347	283 086	283 086	6 224	63 193	88 160	(24 967)	-28%	283 086
Total Revenue (excluding capital transfers and	2 371 479	2 532 153	2 531 713	229 297	1 302 954	1 144 415	158 539	14%	2 531 713
Employee costs	632 279	656 455	655 497	168	819	343 718	(342 898)	-100%	655 497
Remuneration of Councillors	22 620	23 422	23 422	-	-	11 711	(11 711)	-100%	23 422
Depreciation and amortisation	207 181	249 408	249 408	-	72 083	0	72 083	1201385099%	249 408
Interest	63 411	71 259	71 259	29 982	29 982	28 516	1 467	5%	71 259
Inventory consumed and bulk purchases	724 599	827 038	827 542	57 939	401 077	409 724	(8 647)	-2%	827 542
Transfers and subsidies	21 324	20 739	20 739	698	12 269	13 830	(1 561)	-11%	20 739
Other expenditure	571 775	663 413	663 426	27 939	187 594	215 944	(28 350)	-13%	663 426
Total Expenditure	2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31%	2 511 294
Surplus/(Deficit)	128 290	20 419	20 419	112 570	599 130	120 972	478 157	395%	20 419
Transfers and subsidies - capital (monetary allocations)	106 864	99 123	123 392	9 039	40 466	51 357	(10 890)	-21%	123 392
Transfers and subsidies - capital (in-kind)	5 137	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers &	240 291	119 542	143 812	121 609	639 596	172 329	467 267	271%	143 812
Share of surplus/ (deficit) of associate	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year	240 291	119 542	143 812	121 609	639 596	172 329	467 267	271%	143 812
Capital expenditure & funds sources									
Capital expenditure	427 374	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944
Capital transfers recognised	121 312	137 551	165 699	19 013	57 086	71 248	(14 162)	-20%	165 699
Borrowing	137 739	200 000	209 300	2 116	31 198	39 966	(8 769)	-22%	209 300
Internally generated funds	162 937	261 795	280 944	12 253	40 993	60 558	(19 564)	-32%	280 944
Total sources of capital funds	421 989	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944
Financial position									
Total current assets	2 194 437	894 865	835 569		2 395 115				835 569
Total non current assets	6 291 425	6 680 375	6 736 973		6 329 720				6 736 973
Total current liabilities	1 641 165	486 366	459 517		1 240 028				459 517
Total non current liabilities	827 907	1 076 572	1 076 572		827 907				1 076 572
Community wealth/Equity	6 021 324	6 012 302	6 036 572		8 391 567				6 036 572
Cash flows									
Net cash from (used) operating	1 812 697	461 634	459 440	127 513	577 430	80 752	(496 678)	-615%	2 446 089
Net cash from (used) investing	(422 339)	(689 247)	(754 335)	(34 161)	(206 248)	199 891	406 140	203%	754 335
Net cash from (used) financing	(137 446)	200 000	200 000	-	-	100 000	100 000	100%	200 000
Cash/cash equivalents at the month/year end	2 129 573	593 861	526 579	-	1 699 778	1 002 116	(697 662)	-70%	4 729 021
Debtors & creditors analysis	0-30 Days	31-60 Days	61-90 Days	91-120 Days	121-150 Dys	151-180 Dys	181 Dys-1 Yr	Over 1Yr	Total
Debtors Age Analysis									
Total By Income Source	110 611	41	10 813	17 123	10 858	10 498	34 737	296 573	491 254
Creditors Age Analysis									
Total Creditors	24 382	-	-	-	-	-	-	-	24 382

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

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

WC024 Stellenbosch - Table C2 Monthly Budget Statement - Financial Performance (functional classification) - Mid-Year Assessment

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance	Full Year Forecast
Revenue - Functional									%	
<i>Governance and administration</i>		664 483	649 367	649 367	67 155	401 140	370 479	30 662	8%	649 367
Executive and council		846	987	987	27	343	355	(12)	-3%	987
Finance and administration		663 637	648 380	648 380	67 127	400 797	370 123	30 673	8%	648 380
Internal audit		-	-	-	-	-	-	-	-	-
<i>Community and public safety</i>		211 563	220 431	226 247	2 865	15 601	54 815	(39 214)	-72%	226 247
Community and social services		21 350	17 872	22 008	1 778	4 383	9 356	(4 972)	-53%	22 008
Sport and recreation		746	257	257	61	99	12	87	726%	257
Public safety		179 028	180 261	180 261	410	6 976	39 510	(32 534)	-82%	180 261
Housing		10 440	22 041	23 721	615	4 143	5 938	(1 795)	-30%	23 721
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		104 683	120 984	133 697	9 845	51 527	57 414	(5 887)	-10%	133 697
Planning and development		87 028	106 067	104 667	8 097	39 779	40 612	(833)	-2%	104 667
Road transport		16 733	13 422	27 535	1 745	11 084	16 712	(5 628)	-34%	27 535
Environmental protection		922	1 494	1 494	3	663	90	573	636%	1 494
<i>Trading services</i>		1 502 751	1 640 495	1 645 795	158 471	875 152	713 064	162 088	23%	1 645 795
Energy sources		965 506	1 122 237	1 122 237	100 996	603 936	482 116	121 820	25%	1 122 237
Water management		220 201	215 225	215 225	23 271	108 346	85 945	22 400	26%	215 225
Waste water management		170 215	159 519	164 819	18 401	87 169	73 708	13 461	18%	164 819
Waste management		146 830	143 514	143 514	15 804	75 702	71 295	4 407	6%	143 514
Other	4	-	-	-	-	-	-	-	-	-
Total Revenue - Functional	2	2 483 480	2 631 276	2 655 105	238 336	1 343 420	1 195 772	147 649	12%	2 655 105
Expenditure - Functional										
<i>Governance and administration</i>		311 209	353 721	353 721	7 859	64 231	160 312	(96 081)	-60%	353 721
Executive and council		31 667	33 196	32 996	255	1 768	15 799	(14 031)	-89%	32 996
Finance and administration		273 426	314 934	315 134	7 575	62 266	141 522	(79 256)	-56%	315 134
Internal audit		6 117	5 591	5 591	29	197	2 991	(2 794)	-93%	5 591
<i>Community and public safety</i>		462 724	518 969	518 833	8 226	72 707	173 303	(100 596)	-58%	518 833
Community and social services		46 533	55 692	56 090	1 180	7 424	26 446	(19 022)	-72%	56 090
Sport and recreation		60 833	75 133	74 765	503	7 852	33 177	(25 325)	-76%	74 765
Public safety		322 791	345 534	345 344	5 868	48 551	95 226	(46 675)	-49%	345 344
Housing		32 566	42 611	42 635	675	8 881	18 454	(9 574)	-52%	42 635
Health		-	-	-	-	-	-	-	-	-
<i>Economic and environmental services</i>		150 714	228 743	228 439	3 016	26 208	80 570	(54 363)	-67%	228 439
Planning and development		66 937	84 954	84 489	796	12 237	41 339	(29 103)	-70%	84 489
Road transport		68 522	124 698	124 698	1 620	10 852	31 292	(20 441)	-65%	124 698
Environmental protection		15 255	19 092	19 252	600	3 119	7 938	(4 819)	-61%	19 252
<i>Trading services</i>		1 318 542	1 410 302	1 410 302	97 626	540 679	609 258	(68 578)	-11%	1 410 302
Energy sources		773 628	839 839	840 159	58 586	401 464	397 720	3 744	1%	840 159
Water management		188 776	178 797	178 537	12 697	42 882	63 282	(20 400)	-32%	178 537
Waste water management		186 738	230 551	230 491	20 288	58 713	83 144	(24 430)	-29%	230 491
Waste management		169 400	161 114	161 114	6 055	37 620	65 112	(27 492)	-42%	161 114
Other		-	-	-	-	-	-	-	-	-
Total Expenditure - Functional	3	2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31%	2 511 294
Surplus/ (Deficit) for the year		240 291	119 542	143 812	121 609	639 596	172 329	467 267	271%	143 812

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

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

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

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

Vote Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
R thousands										
Revenue by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-		-
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		23 224	33 903	35 583	826	11 390	11 986	(596)	-5,0%	35 583
Vote 3 - INFRASTRUCTURE SERVICES		1 593 728	1 748 089	1 766 102	168 103	918 768	764 340	154 428	20,2%	1 766 102
Vote 4 - COMMUNITY AND PROTECTION SERVICES		202 046	199 917	204 053	2 252	12 122	48 967	(36 845)	-75,2%	204 053
Vote 5 - CORPORATE SERVICES		12 856	12 642	12 642	794	5 746	3 913	1 833	46,8%	12 642
Vote 6 - FINANCIAL SERVICES		651 637	636 725	636 725	66 361	395 395	366 566	28 829	7,9%	636 725
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-		-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-		-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-		-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-		-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-		-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-		-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-		-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-		-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-		-
Total Revenue by Vote	2	2 483 491	2 631 276	2 655 105	238 336	1 343 420	1 195 772	147 649	12,3%	2 655 105
Expenditure by Vote	1									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		13 630	17 203	17 203	126	798	8 996	(8 198)	-91,1%	17 203
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		82 395	98 091	98 091	992	18 645	52 282	(33 637)	-64,3%	98 091
Vote 3 - INFRASTRUCTURE SERVICES		1 427 232	1 541 782	1 541 342	99 639	564 728	638 168	(73 440)	-11,5%	1 541 342
Vote 4 - COMMUNITY AND PROTECTION SERVICES		410 086	510 981	510 981	8 163	53 353	170 669	(117 317)	-68,7%	510 981
Vote 5 - CORPORATE SERVICES		179 643	216 624	216 624	3 033	37 427	85 521	(48 093)	-56,2%	216 624
Vote 6 - FINANCIAL SERVICES		130 204	127 053	127 053	4 774	28 874	67 806	(38 932)	-57,4%	127 053
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-		-
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-		-
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-		-
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-		-
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-		-
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-		-
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-		-
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-		-
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-		-
Total Expenditure by Vote	2	2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31,2%	2 511 294
Surplus/ (Deficit) for the year	2	240 301	119 542	143 812	121 609	639 596	172 329	467 267	271,1%	143 812

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

MID-YEAR BUDGET PERFORMANCE ASSESSMENT FOR DECEMBER 2024

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

WC024 Stellenbosch - Table C4 Monthly Budget Statement - Financial Performance (revenue and expenditure) - Mid-Year Assessment

Description	Ref	2023/24	Budget Year 2024/25							Full Year Forecast
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	
Revenue										
Exchange Revenue		1 466 933	1 610 661	1 610 661	122 963	844 424	715 221	129 203	18%	1 610 661
Service charges - Electricity	8/4 586	1 029 705	1 029 705	1 029 705	77 347	541 755	451 880	89 875	20%	1 029 705
Service charges - Water	203 271	182 522	182 522	182 522	17 267	89 280	77 288	11 992	16%	182 522
Service charges - Waste Water Management	114 952	122 772	122 772	122 772	9 926	66 083	58 588	7 496	13%	122 772
Service charges - Waste management	96 327	115 082	115 082	115 082	7 628	55 597	51 703	3 895	8%	115 082
Sale of Goods and Rendering of Services	25 260	24 654	24 654	24 654	(371)	15 643	10 408	5 235	50%	24 654
Agency services	3 697	3 794	3 794	3 794	61	1 543	1 572	(29)	-2%	3 794
Interest	-	-	-	-	-	-	-	-	-	-
Interest earned from Receivables	23 505	18 173	18 173	18 173	2 093	12 532	9 759	2 772	28%	18 173
Interest earned from Current and Non Current Assets	57 312	44 232	44 232	44 232	4 992	30 999	22 116	8 883	40%	44 232
Dividends	-	-	-	-	-	-	-	-	-	-
Rent on Land	-	-	-	-	-	-	-	-	-	-
Rental from Fixed Assets	11 056	13 649	13 649	13 649	738	4 869	5 079	(211)	-4%	13 649
Licence and permits	8 149	8 386	8 386	8 386	216	3 346	3 814	(467)	-12%	8 386
Operational Revenue	48 819	47 692	47 692	47 692	3 066	22 776	23 014	(238)	-1%	47 692
Non-Exchange Revenue		904 547	921 493	921 052	106 333	458 531	429 194	29 336	7%	921 052
Property rates	484 454	509 116	509 116	509 116	37 840	302 253	284 283	17 970	6%	509 116
Surcharges and Taxes	-	-	-	-	-	-	-	-	-	-
Fines, penalties and forfeits	184 354	163 380	163 380	163 380	25	166	32 432	(32 266)	-99%	163 380
Licence and permits	-	-	-	-	-	-	-	-	-	-
Transfer and subsidies - Operational	230 231	245 638	245 198	245 198	68 071	153 794	110 398	43 397	39%	245 198
Interest	4 239	3 359	3 359	3 359	397	2 318	2 082	236	11%	3 359
Fuel Levy	-	-	-	-	-	-	-	-	-	-
Operational Revenue	-	-	-	-	-	-	-	-	-	-
Gains on disposal of Assets	302	-	-	-	-	-	-	-	-	-
Other Gains	966	-	-	-	-	-	-	-	-	-
Discontinued Operations	-	-	-	-	-	-	-	-	-	-
Total Revenue (excluding capital transfers and Expenditure By Type)		2 371 479	2 532 153	2 531 713	229 297	1 302 954	1 144 415	158 539	14%	2 531 713
Expenditure By Type										
Employee related costs	632 279	656 455	655 497	655 497	168	819	343 718	(342 898)	-100%	655 497
Remuneration of councillors	22 620	23 422	23 422	23 422	-	-	11 711	(11 711)	-100%	23 422
Bulk purchases - electricity	626 176	714 397	714 397	714 397	51 337	360 427	357 199	3 228	1%	714 397
Inventory consumed	98 423	112 641	113 145	113 145	6 603	40 650	52 525	(11 876)	-23%	113 145
Debt impairment	49 124	74 031	74 031	74 031	-	-	-	-	-	74 031
Depreciation and amortisation	207 181	249 408	249 408	249 408	-	72 083	0	72 083	1201385099%	249 408
Interest	63 411	71 259	71 259	71 259	29 982	29 982	28 516	1 467	5%	71 259
Contracted services	278 249	297 434	295 638	295 638	18 050	98 009	138 513	(40 504)	-29%	295 638
Transfers and subsidies	21 324	20 739	20 739	20 739	698	12 269	13 830	(1 561)	-11%	20 739
Irrecoverable debts written off	101 630	121 383	121 383	121 383	-	16 590	19	16 572	89124%	121 383
Operational costs	138 791	169 885	171 694	171 694	9 889	72 995	77 413	(4 418)	-6%	171 694
Losses on Disposal of Assets	2 288	-	-	-	-	-	-	-	-	-
Other Losses	1 692	680	680	680	-	-	-	-	-	680
Total Expenditure		2 243 190	2 511 734	2 511 294	116 727	703 825	1 023 443	(319 618)	-31%	2 511 294
Surplus/(Deficit)		128 290	20 419	20 419	112 570	599 130	120 972	478 157	0	20 419
Transfers and subsidies - capital (monetary allocations)	106 864	99 123	123 392	123 392	9 039	40 466	51 357	(10 890)	(0)	123 392
Transfers and subsidies - capital (in-kind)	5 137	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) after capital transfers & Income Tax		240 291	119 542	143 812	121 609	639 596	172 329	-	-	143 812
Surplus/(Deficit) after income tax		240 291	119 542	143 812	121 609	639 596	172 329	-	-	143 812
Share of Surplus/(Deficit) attributable to Joint Venture	-	-	-	-	-	-	-	-	-	-
Share of Surplus/(Deficit) attributable to Minorities	-	-	-	-	-	-	-	-	-	-
Surplus/(Deficit) attributable to municipality		240 291	119 542	143 812	121 609	639 596	172 329	-	-	143 812
Share of Surplus/(Deficit) attributable to Associate	-	-	-	-	-	-	-	-	-	-
Intercompany/Parent subsidiary transactions	-	-	-	-	-	-	-	-	-	-
Surplus/ (Deficit) for the year		240 291	119 542	143 812	121 609	639 596	172 329	-	-	143 812

Table C5: Monthly Budget Statement – Capital Expenditure

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

WC024 Stellenbosch - Table C5 Monthly Budget Statement - Capital Expenditure (municipal vote, functional classification and funding) - Mid-Year Assessment

Vote 4 - Strengthening of the Municipal Manager's Office		Capital Expenditure (Municipal Vote, functional classification and funding)		Full Year Assessment							
Vote Description	Ref	2023/24	Budget Year 2024/25								
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast	
R thousands	1										
Multi-Year expenditure appropriation		2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		39	40	40	28	36	38	(2)	-6%	40	
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		3 726	18 294	19 701	192	1 597	2 850	(1 252)	-44%	19 701	
Vote 3 - INFRASTRUCTURE SERVICES		353 580	444 684	485 526	29 395	115 092	123 889	(8 797)	-7%	485 526	
Vote 4 - COMMUNITY AND PROTECTION SERVICES		26 587	54 148	55 508	454	2 890	29 467	(26 578)	-90%	55 508	
Vote 5 - CORPORATE SERVICES		29 161	56 420	60 609	2 023	4 664	3 292	1 372	42%	60 609	
Vote 6 - FINANCIAL SERVICES		1 404	100	100	-	68	40	28	70%	100	
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-	
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	
Total Capital Multi-year expenditure	4,7	414 497	573 686	621 483	32 092	124 347	159 576	(35 229)	-22%	621 483	
Single Year expenditure appropriation		2									
Vote 1 - OFFICE OF THE MUNICIPAL MANAGER		-	-	-	-	-	-	-	-	-	
Vote 2 - PLANNING AND DEVELOPMENT SERVICES		556	1 950	2 223	303	515	780	(265)	-34%	2 223	
Vote 3 - INFRASTRUCTURE SERVICES		2 115	4 800	9 185	980	2 898	3 837	(938)	-24%	9 185	
Vote 4 - COMMUNITY AND PROTECTION SERVICES		3 610	17 609	21 672	5	1 365	7 370	(6 006)	-81%	21 672	
Vote 5 - CORPORATE SERVICES		1 039	-	80	-	-	80	(80)	-100%	80	
Vote 6 - FINANCIAL SERVICES		494	1 300	1 300	1	153	130	23	18%	1 300	
Vote 7 - [NAME OF VOTE 7]		-	-	-	-	-	-	-	-	-	
Vote 8 - [NAME OF VOTE 8]		-	-	-	-	-	-	-	-	-	
Vote 9 - [NAME OF VOTE 9]		-	-	-	-	-	-	-	-	-	
Vote 10 - [NAME OF VOTE 10]		-	-	-	-	-	-	-	-	-	
Vote 11 - [NAME OF VOTE 11]		-	-	-	-	-	-	-	-	-	
Vote 12 - [NAME OF VOTE 12]		-	-	-	-	-	-	-	-	-	
Vote 13 - [NAME OF VOTE 13]		-	-	-	-	-	-	-	-	-	
Vote 14 - [NAME OF VOTE 14]		-	-	-	-	-	-	-	-	-	
Vote 15 - [NAME OF VOTE 15]		-	-	-	-	-	-	-	-	-	
Total Capital single-year expenditure	4	7 814	25 659	34 460	1 290	4 931	12 197	(7 266)	-60%	34 460	
Total Capital expenditure	3	422 311	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944	
Capital Expenditure - Functional Classification											
Governance and administration			37 522	57 860	62 129	2 052	4 921	3 580	1 341	37%	62 129
Executive and council		39	40	40	28	36	38	(2)	-6%	40	
Finance and administration		37 484	57 820	62 089	2 024	4 885	3 542	1 343	38%	62 089	
Internal audit		-	-	-	-	-	-	-	-	-	
Community and public safety			30 806	82 931	90 746	945	5 924	35 729	(29 805)	-83%	90 746
Community and social services		11 766	39 069	43 388	48	735	22 443	(21 708)	-97%	43 388	
Sport and recreation		8 194	13 800	15 125	265	2 340	6 697	(4 357)	-65%	15 125	
Public safety		7 584	11 943	12 435	135	1 083	3 819	(2 736)	-72%	12 435	
Housing		3 262	18 119	19 799	496	1 766	2 770	(1 003)	-36%	19 799	
Health		-	-	-	-	-	-	-	-	-	
Economic and environmental services			90 290	106 734	134 735	20 559	51 764	71 090	(19 326)	-27%	134 735
Planning and development		14 453	18 131	27 040	4 352	13 805	19 221	(5 416)	-28%	27 040	
Road transport		74 697	85 953	105 097	16 204	37 875	49 828	(11 954)	-24%	105 097	
Environmental protection		1 140	2 650	2 598	3	85	2 041	(1 956)	-96%	2 598	
Trading services			268 755	351 820	368 335	9 826	66 669	61 374	5 295	9%	368 335
Energy sources		98 459	87 035	87 400	3 052	17 706	27 883	(10 177)	-36%	87 400	
Water management		72 955	156 882	156 555	1 447	14 342	727	13 615	1872%	156 555	
Waste water management		20 885	77 504	83 255	5 061	22 869	9 801	13 067	133%	83 255	
Waste management		76 457	30 400	41 124	266	11 751	22 962	(11 210)	-49%	41 124	
Other		-	-	-	-	-	-	-	-	-	
Total Capital Expenditure - Functional Classification	3	427 374	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944	
Funded by:											
National Government		86 958	72 056	89 716	5 779	29 859	38 600	(8 741)	-23%	89 716	
Provincial Government		19 575	27 067	33 677	3 260	10 648	12 757	(2 108)	-17%	33 677	
District Municipality		-	-	-	-	-	-	-	-	-	
Agencies, Households, Non-profit Institutions, Private Enterprises, Public Corporations, Higher Educ Institutions)		14 779	38 428	42 307	9 974	16 579	19 892	(3 313)	-17%	42 307	
Transfers recognised - capital		121 312	137 551	165 699	19 013	57 086	71 248	(14 162)	-20%	165 699	
Borrowing	6	137 739	200 000	209 300	2 116	31 198	39 966	(8 769)	-22%	209 300	
Internally generated funds		162 937	261 795	280 944	12 253	40 993	60 558	(19 564)	-32%	280 944	
Total Capital Funding	7	421 989	599 345	655 944	33 382	129 278	171 773	(42 495)	-25%	655 944	

Table C6: Monthly Budget Statement – Financial Position

Table C6: Monthly Budget Statement – Financial Position consists of three sections: Assets; Liabilities and Community wealth/equity.

WC024 Stellenbosch - Table C6 Monthly Budget Statement - Financial Position - Mid-Year Assessment

Description	Ref	2023/24	Budget Year 2024/25			
		Audited Outcome	Original Budget	Adjusted Budget	YearTD Actual	Full Year Forecast
R thousands						
ASSETS	1					
Current assets						
Cash and cash equivalents		606 395	529 941	462 659	722 450	462 659
Trade and other receivables from exchange transactions		282 581	283 068	283 068	276 349	283 068
Receivables from non-exchange transactions		104 354	27 565	27 565	100 213	27 565
Current portion of non-current receivables		–	–	–	–	–
Inventory		23 268	36 429	35 925	41 656	35 925
VAT		1 157 916	11 901	20 390	1 239 240	20 390
Other current assets		19 922	5 961	5 961	15 207	5 961
Total current assets		2 194 437	894 865	835 569	2 395 115	835 569
Non current assets						
Investments		–	–	–	–	–
Investment property		422 931	426 452	426 452	422 795	426 452
Property, plant and equipment		5 853 650	6 238 418	6 294 882	5 892 159	6 294 882
Biological assets		2 925	5 743	5 877	2 925	5 877
Living and non-living resources		–	–	–	–	–
Heritage assets		1 313	1 313	1 313	1 313	1 313
Intangible assets		4 098	3 850	3 850	4 020	3 850
Trade and other receivables from exchange transactions		6 491	4 582	4 582	6 491	4 582
Non-current receivables from non-exchange transactions		17	17	17	17	17
Other non-current assets		–	–	–	–	–
Total non current assets		6 291 425	6 680 375	6 736 973	6 329 720	6 736 973
TOTAL ASSETS		8 485 862	7 575 239	7 572 542	8 724 834	7 572 542
LIABILITIES						
Current liabilities						
Bank overdraft		–	–	–	–	–
Financial liabilities		69 853	62 457	62 457	35 914	62 457
Consumer deposits		24 190	23 689	23 689	23 916	23 689
Trade and other payables from exchange transactions		317 010	308 387	307 561	(184 736)	307 561
Trade and other payables from non-exchange transactions		37 827	21 235	(4 788)	60 253	(4 788)
Provision		65 196	59 899	59 899	60 888	59 899
VAT		1 127 087	10 699	10 699	1 243 793	10 699
Other current liabilities		–	–	–	–	–
Total current liabilities		1 641 165	486 366	459 517	1 240 028	459 517
Non current liabilities						
Financial liabilities		514 496	720 635	720 635	514 496	720 635
Provision		132 874	148 734	148 734	132 874	148 734
Long term portion of trade payables		–	–	–	–	–
Other non-current liabilities		180 536	207 202	207 202	180 536	207 202
Total non current liabilities		827 907	1 076 572	1 076 572	827 907	1 076 572
TOTAL LIABILITIES		2 469 071	1 562 937	1 536 088	2 067 935	1 536 088
NET ASSETS	2	6 016 791	6 012 302	6 036 454	6 656 899	6 036 454
COMMUNITY WEALTH/EQUITY						
Accumulated Surplus/(Deficit)		5 749 644	5 967 595	5 991 865	8 119 886	5 991 865
Reserves and funds		271 680	44 707	44 707	271 681	44 707
Other		–	–	–	–	–
TOTAL COMMUNITY WEALTH/EQUITY	2	6 021 324	6 012 302	6 036 572	8 391 567	6 036 572

Table C7: Monthly Budget Statement – Cash Flow

Table C7: Monthly Budget Statement – Cash Flow consists of four sections: cash flow from operating activities; cash flows from investing activities; cash flows from financing activities and net increase/ (decrease) in cash held.

WC024 Stellenbosch - Table C7 Monthly Budget Statement - Cash Flow - Mid-Year Assessment

Description	Ref	2023/24	Budget Year 2024/25							
		Audited Outcome	Original Budget	Adjusted Budget	Monthly Actual	YearTD Actual	YearTD Budget	YTD Variance	YTD Variance %	Full Year Forecast
CASH FLOW FROM OPERATING ACTIVITIES	1								%	
Receipts										
Property rates		1 315 228	488 755	488 755	160 240	666 043	244 376	421 668	173%	488 755
Service charges		1 081 723	1 608 400	1 608 400	97 896	690 375	706 298	(15 923)	-2%	1 608 400
Other revenue		97 379	210 077	210 077	7 428	57 430	86 665	(29 235)	-34%	210 077
Transfers and Subsidies - Operational		203	245 638	245 198	-	1 600	110 398	(108 798)	-99%	245 198
Transfers and Subsidies - Capital		-	99 123	97 369	-	2 000	36 563	(34 563)	-95%	97 369
Interest		8 215	44 232	44 232	795	5 595	22 116	(16 521)	-75%	44 232
Dividends		-	-	-	-	-	-	-		-
Payments										
Suppliers and employees		(690 049)	(2 156 820)	(2 156 820)	(138 845)	(845 614)	(1 083 317)	(237 703)	22%	(170 171)
Interest		-	(57 032)	(57 032)	-	-	(28 516)	(28 516)	100%	(57 032)
Transfers and Subsidies		-	(20 739)	(20 739)	-	-	(13 830)	(13 830)	100%	(20 739)
NET CASH FROM/(USED) OPERATING ACTIVITIES		1 812 697	461 634	459 440	127 513	577 430	80 752	(496 678)	-615%	2 446 089
CASH FLOWS FROM INVESTING ACTIVITIES										
Receipts										
Proceeds on disposal of PPE		-	-	-	-	-	-	-		-
Decrease (increase) in non-current receivables		1 910	-	-	-	-	-	-		-
Decrease (increase) in non-current investments		-	-	-	-	-	-	-		-
Payments										
Capital assets		(424 249)	(689 247)	(754 335)	(34 161)	(206 248)	199 891	406 140	203%	754 335
NET CASH FROM/(USED) INVESTING ACTIVITIES		(422 339)	(689 247)	(754 335)	(34 161)	(206 248)	199 891	406 140	203%	754 335
CASH FLOWS FROM FINANCING ACTIVITIES										
Receipts										
Short term loans		-	-	-	-	-	-	-		-
Borrowing long term/refinancing		(137 446)	200 000	200 000	-	-	100 000	(100 000)	-100%	200 000
Increase (decrease) in consumer deposits		-	-	-	-	-	-	-		-
Payments										
Repayment of borrowing		-	-	-	-	-	-	-		-
NET CASH FROM/(USED) FINANCING ACTIVITIES		(137 446)	200 000	200 000	-	-	100 000	100 000	100%	200 000
NET INCREASE/ (DECREASE) IN CASH HELD		1 252 911	(27 613)	(94 895)	93 352	371 182	380 643			3 400 424
Cash/cash equivalents at beginning:		876 661	621 473	621 473		1 328 597	621 473			1 328 597
Cash/cash equivalents at month/year end:		2 129 573	593 861	526 579		1 699 778	1 002 116			4 729 021



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Mid-year Performance Assessment Report

2024/25

01 July – 31 December 2024

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Plain Street

STELLENBOSCH

7600

Phone: 021 808 8111 • Email: mm@stellenbosch.gov.za

1. INTRODUCTION

In terms of Section 72(1)(a) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003) (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.

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.

The Mid-year Performance Assessment Report and supporting tables for Stellenbosch Municipality are prepared per MFMA Circular 13 and the Municipal Budget and Reporting Regulations.

2. FINANCIAL PERFORMANCE

A report assessing the municipality's financial performance for the period 01 July – 31 December 2024 will be submitted to the Council together with this item.

3. SERVICE DELIVERY PERFORMANCE ANALYSIS

3.1 CREATING A CULTURE OF PERFORMANCE

3.1.1 Performance Framework

Performance management is prescribed by Chapter 6 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) (MSA), and the Local Government: Municipal Planning and Performance Management Regulations, 796 of August 2001. Section 7(1) of the aforementioned regulation 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 responsibilities of the different role players.*” This framework, *inter alia*, reflects the linkage between the Integrated Development Plan (IDP), Budget, Service Delivery and Budget Implementation Plan (SDBIP), and individual as well as service provider performance.

3.1.2 Implementation of Performance Management

The 5th Generation IDP 2022 – 2027 was approved by Council on 31 May 2024. Performance is evaluated using a municipal scorecard (the Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP)) at the organisational level and through the Departmental SDBIP at the departmental level.

The SDBIP is a plan that converts the IDP and Budget into measurable criteria for how, where, and when the municipality's strategies, objectives, and normal business processes are implemented. It also allocates responsibilities to directorates to deliver services according to the IDP and Budget.

The Executive Mayor prepared and approved the TL SDBIP on 25 June 2024.

3.1.3 Monitoring Performance

The SDBIP is loaded on an electronic web-based system (after approval). The web-based system sends automated e-mails to the users of the system as a reminder to all staff responsible for updating their actual performance against the Key Performance Indicator (KPI) and targets for the previous month's performance. The actual results against the monthly targets set are discussed at the executive management level to determine early warning indicators as well as to discuss corrective measures if needed. The Quarter 1 Performance Assessment Report 2024/25 (01 July – 30 September 2024) was submitted to the Executive Mayoral Committee and the Council for review in October 2024 and thereafter to the Internal Audit Section for auditing. The Quarter 2 (01 October – 31 December 2024) Performance Assessment Report will follow a similar process and will be submitted to the Council meeting in January 2025.

Table 3.1: Explanation of colour codes

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

3.2 OVERALL SERVICE DELIVERY PERFORMANCE

3.2.1 Performance against the National Key Performance Indicators

The following tables indicate the municipality's performance in terms of the National Key Performance Indicators (NKPIs) 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 National Key Performance Areas (NKPAs).

a) Municipal Transformation and Institutional Development

Table 3.2: Municipal Transformation and Institutional Development

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2024	01 July – 31 December 2024
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 <i>*The Stellenbosch Municipality use a % to measure this indicator.</i>	50%*	N/A	N/A

The percentage of a municipality's budget actually spent on implementing its workplace skills plan	0.20%	N/A	N/A
--	-------	-----	------------

b) Basic Service Delivery

Table 3:3: Basic Service Delivery

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2024	01 July – 31 December 2024
The percentage of households earning less than R7 000 per month with access to free basic services <i>(In the case of Stellenbosch Municipality- the percentage of registered indigent households is being reported)</i>	100%	100%	100% (6 446 / 6 446 x 100 =100%)
Percentage of formal households with access to a basic level of water	100%	100%	100% (6 446 / 6 446 x 100 =100%)
Percentage of formal households with access to a basic level of sanitation	100%	100%	100% (6 446 / 6 446 x 100 =100%)
Percentage of formal households with access to a basic level of electricity	100%	100%	100% (6 446 / 6 446 x 100 =100%)
Percentage of formal households with access to a basic level solid waste removal	100%	100%	100% (6 446 / 6 446 x 100 =100%)

c) Local Economic Development

Table 3:4: Local Economic Development

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2024	01 July – 31 December 2024
The number of jobs created through the municipality's local economic development initiatives including capital projects	1 100	660	877

d) Municipal Financial Viability and Management

Table 3:5: Municipal Financial Viability and Management

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2024	01 July – 31 December 2024
Debt coverage (Total operating revenue-operating grants received) / debt service payments due within the year)	15%	N/A	N/A

Service debtors to revenue – (Total outstanding service debtors / revenue received for services)	27%	N/A	N/A
Cost coverage (Available cash+ investments) / Monthly fixed operating expenditure	2	N/A	N/A

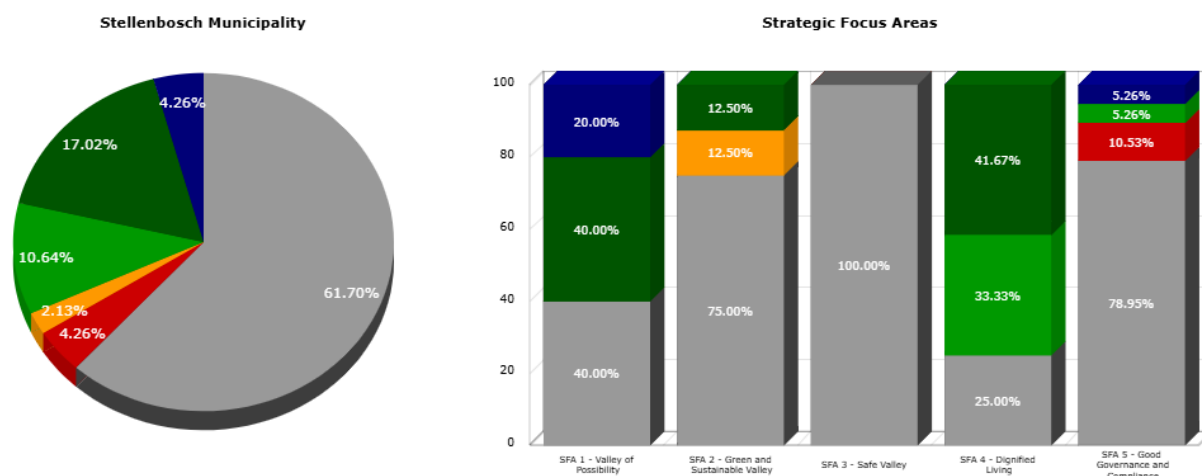
e) Good Governance and Public Participation

Table 3:6: Good Governance and Public Participation

INDICATOR	ANNUAL TARGET	MUNICIPAL TARGET	MUNICIPAL ACHIEVEMENT
		01 July – 31 December 2024	01 July – 31 December 2024
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	90%	30%	19.71% (R129 277 539/ R655 943 513 x 100 = 19.71%)

3.2.2 Summary Performance against the Municipal Strategic Focus Areas

The graph below illustrates the performance of Stellenbosch Municipality against the municipality's Strategic Focus Areas (SFAs) for the period 01 July – 31 December 2024, as derived from the municipality's Integrated Development Plan (IDP). The graph indicates the KPIs measured during the first two quarters of the 2024/25 financial year. As at 31 December 2024, 29 out of the 47 KPIs were not yet evaluated. This means that for the first six months of the 2024/25 financial year, only 18 KPIs were measured. Of the 18 KPIs, **15 KPIs were achieved** and **three were not achieved**. This translates to an achievement rate of **83.33%** of the planned targets as at 31 December 2024. As noted in the report below, the necessary corrective measures will be implemented to attain the planned targets by 30 June 2025.



Stellenbosch Municipality	Municipal Strategic Focus Areas (SFAs)
---------------------------	--

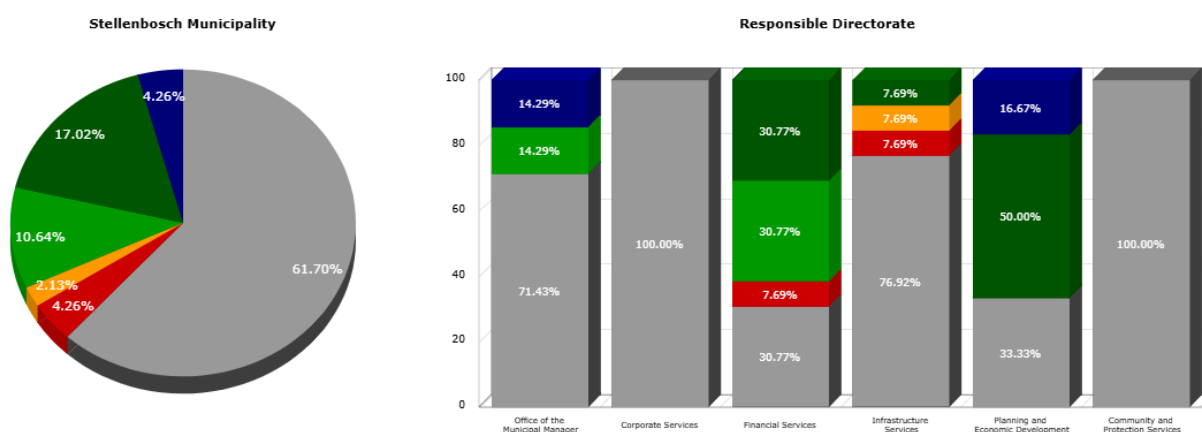
		SFA 1 - Valley of Possibility	SFA 2 - Green and Sustainable Valley	SFA 3 - Safe Valley	SFA 4 - Dignified Living	SFA 5 - Good Governance and Compliance
KPI Not Yet Measured	29 (61.70%)	2 (40%)	6 (75%)	3 (100%)	3 (25.00%)	15 (78.95%)
KPI Not Met	2 (4.26%)	-	-	-	-	2 (10.53%)
KPI Almost Met	1 (2.13%)	-	1 (12.50%)	-	-	-
KPI Met	5 (10.64%)	-	-	-	4 (33.33%)	1 (5.26%)
KPI Well Met	8 (17.02%)	2 (40%)	1 (12.50%)	-	5 (41.67%)	-
KPI Extremely Well Met	2 (4.26%)	1 (20%)	-	-	-	1 (5.26%)
Total:	47	5	8	3	12	19
	100%	10.64%	17.02%	6.38%	25.53%	40.43%

Table 3.7: Summary Performance per Directorate against the Municipal Strategic Focus Areas- 01 July – 31 December 2024

3.2.3 Summary Performance per Municipal Directorate

The implementation of each TL SDBIP 2024/25 KPI is entrusted to a specific directorate for management and implementation purposes. The graph below illustrates the performance of the various directorates in relation to the KPIs they oversee.

The graph only indicates the KPIs measured during the first six months of the 2024/25 financial year. As at 31 December 2024, a total of 18 KPIs of the 47 were measured. Of the 18 KPIs, 15 were achieved and three were not achieved. This translates to an achievement rate of **83.33%** of the planned targets as at 31 December 2024. As noted in the report below, the necessary corrective measures



will be implemented by the respective Directorates to attain the planned targets by 30 June 2025.

Stellenbosch Municipality		Municipal Directorates					
		Office of the Municipal Manager	Corporate Services	Financial Services	Infrastructure Services	Planning and Economic Development	Community and Protection Services
KPI Not Yet Measured	29 (61.70%)	5 (71.43%)	4 (100%)	4 (30.77%)	10 (76.92%)	2 (33.33%)	4 (100%)
KPI Not Met	2 (4.26%)	-	-	1 (7.69%)	1 (7.69%)	-	-
KPI Almost Met	1 (2.13%)	-	-	-	1 (7.69%)	-	-
KPI Met	5 (10.64%)	1 (14.29%)	-	4 (30.77%)	-	-	-
KPI Well Met	8 (17.02%)	-	-	4 (30.77%)	1 (7.69%)	3 (50%)	-
KPI Extremely Well Met	2 (4.26%)	1 (14.29%)	-	-	-	1 (16.67%)	-
Total:	47	7	4	13	13	6	4
	100%	14.89%	8.51%	27.66%	27.66%	12.77%	8.51%

Table 3:8: Overall Performance per Municipal Directorate- 01 July – 31 December 2024

4. ADJUSTMENT BUDGET

Regulation 23 of the Local Government: Municipal Budget and Reporting Regulations provide, *inter alia*, the following:

“An adjustment budget may be tabled in the Municipal Council at any time after the Mid-year Budget and Performance Assessment has been tabled in the Council, but not later than 28 February of each year. Furthermore, except under certain circumstances, only one adjustment budget may be tabled in Council during a financial year.”

A revised Top Layer SDBIP will be submitted with the Adjustments Budget to the Council in January 2025 with the necessary motivation where key performance indicators require adjustment / amendment(s) because of the Adjustments Budget.

5. OUTSTANDING MATTERS ON THE PAST YEAR'S ANNUAL REPORT (2023/24)

As prescribed in Section 72(1)(a)(iii) of the MFMA, the accounting officer must assess the performance of the municipality in the first six months, considering the past year's annual report and progress on resolving the problems identified in the annual report. Please refer to **Annexure B** for details regarding progress made with the implementation of corrective measures to address the KPIs that have not been met in the TL SDBIP 2023/24.

6. SUMMARY AND CHALLENGES

Annexure A is the unaudited Top Layer SDBIP report for the period 01 July – 31 December 2024 of the 2024/25 financial year, which measures the Stellenbosch Municipality's overall performance per SFA. The report, furthermore, includes the performance comments and corrective measures indicated for targets not achieved.

GERALDINE METTLER
MUNICIPAL MANAGER

DATE:

7. ANNEXURES

Annexure A — Top Layer SDBIP 2024/25 per Municipal SFA and assessment of targets achieved (Mid-year Assessment)

Annexure B — Progress made with the implementation of corrective measures of KPIs not met in the Top Layer SDBIP for 2023/24

7.1 ANNEXURE A — TOP LAYER SDBIP 2024/25 PER MUNICIPAL SFA AND ASSESSMENT OF TARGETS ACHIEVED (MID-YEAR ASSESSMENT)

a) SFA 1 - Valley of Possibility

SFA 1 - Valley of Possibility																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL1 01	KPI002	Submission of the revised Economic Development Strategy to the Municipal Manager	Number of the revised Economic Development Strategies submitted to the Municipal	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

SFA 1 - Valley of Possibility																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
			Manager by 31 March													
TL1 02	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	1 100	1 100	330	653	B	660	877	G2	660	877	G2		
TL1 03	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	75%	75%	75%	75%	G	75%	86%	G2	75%	86%	G2	6 / 7 x 100 = 86%	
TL1 04	KPI005	Provide training opportunities to entrepreneurs and Small, Medium and Micro Enterprises (SMMEs)	Number of quarterly training opportunities provided to entrepreneurs and SMMEs	4	4	1	3	B	1	1	G	2	4	B		
TL1 06	KPI007	Submission of the revised Housing Pipeline	Number of revised Housing Pipelines	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

SFA 1 - Valley of Possibility																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
		(document) to the MayCo	(document) submitted to the MayCo by 31 May													

Summary of Results: SFA 1 - Valley of Possibility

	KPI Not Yet Measured	2
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	2
	KPI Extremely Well Met	1
Total KPIs		6

b) SFA 2 - Green and Sustainable Valley

SFA 2 - Green and Sustainable Valley																
Ref	IDP Ref	KPI Name	Description of Unit of Measureme nt	Origina l Annu al Targe t	Revis ed Annu al Targe t	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Targ et	Act ual	R	Targ et	Act ual	R	Targ et	Act ual	R		
TL1 09	KPIO2 0	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	0	0	N/ A	0	0	N/ A	0	0	N/ A		

SFA 2 - Green and Sustainable Valley																
Ref	IDP Ref	KPI Name	Description of Unit of Measureme nt	Original Annu al Targe t	Revis ed Annu al Targe t	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Targ et	Act ual	R	Targ et	Act ual	R	Targ et	Act ual	R		
TL1 10	KPI02 1	Implementa tion of identified waste minimisation projects	Number of identified waste minimisation projects implemente d by 30 June	2	2	0	0	N/ A	0	0	N/ A	0	0	N/ A		
TL1 11	KPI01 4	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	60%	60%	60%	89.6 7%	G2	60%	88.1 7%	G2	60%	89.0 7%	G2	905 / 1 016 x 100 = 89.07%	
TL1 12	KPI02 2	Wastewater quality measured into 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	70%	70%	70%	68.3 3%	O	70%	50%	R	70%	59.1 7%	O	Constructio n of the Phase 2 upgrades is underway at present at the Wemmershoek WWTW, which is yielding positive results. Stellenbosch WWTW is performing well and surpassing most of its targets at present.	Currently, a specialised service provider is stationed at the facilities. The construction is scheduled to be finalised in the near future. In January 2025, two new senior professional officers were appointed.
TL1 13	KPI01 6	Reduce organic waste	Percentage of organic waste reduced by 30 June	20%	20%	0%	0%	N/ A	0%	0%	N/ A	0%	0%	N/ A		
TL1 41	KPI01 8	Submission of a Waste Reclaimers Strategy to the	Number of Waste Reclaimers Strategies submitted to	1	1	0	0	N/ A	0	0	N/ A	0	0	N/ A		

SFA 2 - Green and Sustainable Valley																
Ref	IDP Ref	KPI Name	Description of Unit of Measureme nt	Origina l Annual Targe t	Revis ed Annual Targe t	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Targ et	Act ual	R	Targ et	Act ual	R	Targ et	Act ual	R		
		Municipal Manager	the Municipal Manager by 30 June													
TL1 43	KPI010	Installation of the SCADA Master Station	Number of SCADA Master Stations installed by 30 June	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL1 45	KPI013	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	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

Summary of Results: SFA 2 - Green and Sustainable Valley

	KPI Not Yet Measured	6
	KPI Not Met	0
	KPI Almost Met	1
	KPI Met	0
	KPI Well Met	1
	KPI Extremely Well Met	0
Total KPIs		8

c) SFA 3 - Safe Valley

SFA 3 - Safe Valley																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL1 14	KPI02 4	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	0	0	N/A	0	0	N/A	0	0	N/A		
TL1 15	KPI02 5	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	0	0	N/A	0	0	N/A	0	0	N/A		
TL1 16	KPI02 6	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	0	0	N/A	0	0	N/A	0	0	N/A		

Summary of Results: SFA 3 - Safe Valley

	KPI Not Yet Measured	3
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	0
	KPI Well Met	0
	KPI Extremely Well Met	0

Total KPIs

3

d) SFA 4 - Dignified Living

SFA 4 - Dignified Living																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL1 17	KPI02 8	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	25	25	0	0	N/A	0	0	N/A	0	0	N/A		
TL1 18	KPI03 2	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%	G	100%	100%	G	100%	100%	G	6 446 / 6 446 x 100 = 100%	
TL1 19	KPI02 9	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	Percentage of average electricity losses, measured by 30 June	<9%	<9%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		

SFA 4 - Dignified Living																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
		Generated) x 100}														
TL1 20	KPI03 0	Water quality measured quarterly into the SANS 241 physical and micro parameters	Percentage of water quality level as per the analysis certificate, measured quarterly	95%	95%	95%	94.80%	O	95%	95.40%	G2	95%	95.10%	G2		
TL1 21	KPI03 1	Limit unaccounted water to less than 25%	Percentage of average unaccounted water, measured by 30 June	<25%	<25%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		
TL1 22	KPI03 3	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%	100%	100%	100%	G	100%	100%	G	100%	100%	G	6 446 / 6 446 x 100 = 100%	
TL1 23	KPI03 4	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%	G	100%	100%	G	100%	100%	G	6 446 / 6 446 x 100 = 100%	
TL1 24	KPI03 5	Registered indigent formal households with access to free basic sanitation (NKPI Proxy -	Percentage of registered indigent formal households with access to free basic sanitation,	100%	100%	100%	100%	G	100%	100%	G	100%	100%	G	6 446 / 6 446 x 100 = 100%	

SFA 4 - Dignified Living																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
		MSA, Reg. S10(a), (b)	measured quarterly													
TL1 25	KPI03 6	Formal households with access to water (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to water, measured quarterly	27 000	27 000	27 000	27 465	G2	27 000	27 507	G2	27 000	27 507	G2		
TL1 26	KPI03 7	Formal households with access to electricity (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to electricity, measured quarterly	27 000	27 000	27 000	27 465	G2	27 000	27 507	G2	27 000	27 507	G2		
TL1 27	KPI03 8	Formal households with access to refuse removal (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to refuse removal, measured quarterly	27 000	27 000	27 000	27 465	G2	27 000	27 507	G2	27 000	27 507	G2		
TL1 28	KPI03 9	Formal households with access to sanitation (NKPI Proxy - MSA, Reg. S10(a))	Number of formal households with access to sanitation, measured quarterly	27 000	27 000	27 000	27 465	G2	27 000	27 507	G2	27 000	27 507	G2		

	KPI Not Yet Measured	3
	KPI Not Met	0
	KPI Almost Met	0
	KPI Met	4
	KPI Well Met	5
	KPI Extremely Well Met	0

Total KPIs

12

Summary of Results: SFA 4 - Dignified Living**e) SFA 5 - Good Governance and Compliance**

SFA 5 - Good Governance and Compliance																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
TL9 7	KPI05 9	Submission of the revised Communication Policy to the MayCo	Number of revised Communication Policies submitted to the MayCo by 31 May	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL9 8	KPI04 4	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	50%	50%	0%	0%	N/A	0%	0%	N/A	0%	0%	N/A		
TL9 9	KPI04 9	Submission of the Auditor General of South Africa (AGSA) Audit Action	Number of AGSA Audit Action Plans submitted to the APAC by 31 March	1	1	0	1	B	0	0	N/A	0	1	B		

SFA 5 - Good Governance and Compliance																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
		Plan (AAP) to the APAC														
TL1 00	KPI05 3	Submission of the draft Integrated Development Plan (IDP) to the Council	Number of draft IDPs submitted to the Council by 31 March	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL1 07	KPI05 5	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	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL1 08	KPI06 0	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 November	1	1	0	0	N/A	1	0	R	1	0	R	The CITP could not be completed by 30 November 2024 as anticipated due to the number of vacancies experienced within the department . However, the Freight Study is nearing completion and will be added to the CITP.	The target due date will be revised to 30 June 2025 with the revised Top Layer (TL) Service Delivery and Budget Implementation Plan (SDBIP) 2024/25 to be submitted to the Council for consideration and approval in January 2025.
TL1 29	KPI04 2	Financial viability measured in terms of the available cash to cover fixed operating	Cost coverage as at 30 June annually [(Cash and Cash Equivalents - Unspent	2	2	0	0	N/A	0	0	N/A	0	0	N/A		

SFA 5 - Good Governance and Compliance																
Ref	IDP Ref	KPI Name	Description of Unit of Measureme nt	Original Annu al Targe t	Revis ed Annu al Targe t	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Targ et	Act ual	R	Targ et	Act ual	R	Targ et	Act ual	R		
		expenditure (NKPI Proxy - MSA, Reg. S10(g)(iii))	Conditional Grants - Overdraft) + Short Term Investment) / Monthly Fixed Operational Expenditure excluding (Depreciation)													
TL1 30	KPI04 3	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%	0%	0%	N/ A	0%	0%	N/ A	0%	0%	N/ A		
TL1 31	KPI04 0	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	90%	90%	10%	4.31 %	R	30%	0%	R	30%	19.7 1%	R	R129 277 539 / R655 943 513 x 100 = 19.71%	A detailed performance assessment was conducted with the Mid-Year Adjustment Budget 2024/25, and projects will be shifted to the outer years based on cash flow projections, as well as tenders that are not yet in place.

SFA 5 - Good Governance and Compliance																
Ref	IDP Ref	KPI Name	Description of Unit of Measureme nt	Original Annu al Targe t	Revis ed Annu al Targe t	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Targ et	Act ual	R	Targ et	Act ual	R	Targ et	Act ual	R		
TL1 32	KPI04 5	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 implementin g its Workplace Skills Plan ((Total Actual Training Expenditure / Total Annual payroll Budget) x 100), measured by 30 June	0.20%	0.20%	0%	0%	N/ A	0%	0%	N/ A	0%	0%	N/ A		
TL1 33	KPI04 6	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	15%	15%	0%	0%	N/ A	0%	0%	N/ A	0%	0%	N/ A		
TL1 34	KPI04 7	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	27%	27%	0%	0%	N/ A	0%	0%	N/ A	0%	0%	N/ A		

SFA 5 - Good Governance and Compliance																
Ref	IDP Ref	KPI Name	Description of Unit of Measureme nt	Original Annu al Targe t	Revis ed Annu al Targe t	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Targ et	Act ual	R	Targ et	Act ual	R	Targ et	Act ual	R		
TL1 35	KPI05 4	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	G	0	0	N/ A	1	1	G		
TL1 36	KPI05 1	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	0	0	N/ A	0	0	N/ A	0	0	N/ A		
TL1 37	KPI05 2	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	0	0	N/ A	0	0	N/ A	0	0	N/ A		
TL1 38	KPI04 8	Submission of the revised Risk-Based Audit Plan (RBAP) to the Audit and Performanc e Audit Committee (APAC)	Number of revised RBAPs submitted to the APAC by 30 June	1	1	0	0	N/ A	0	0	N/ A	0	0	N/ A		
TL1 39	KPI05 0	Submission of the revised Strategic	Number of revised SRRs submitted to the Risk	1	1	0	0	N/ A	0	0	N/ A	0	0	N/ A		

SFA 5 - Good Governance and Compliance																
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Original Annual Target	Revised Annual Target	01 July – 30 September 2024			01 October – 31 December 2024			Overall Performance for the period 01 July – 31 December 2024			Overall performance comment	Overall corrective measure
						Target	Actual	R	Target	Actual	R	Target	Actual	R		
		Risk Register (SRR) to the Risk Management Committee	Management Committee by 30 June													
TL1 40	KPI056	Submission of the revised Electrical Master Plan to the Council	Number of revised Electrical Master Plans submitted to the Council by 30 June	1	1	0	0	N/A	0	0	N/A	0	0	N/A		
TL1 44	KPI057	Submission of a draft Smart City Framework to the Municipal Manager	Number of draft Smart City Frameworks submitted to the Municipal Manager by 30 June	1	1	0	0	N/A	0	0	N/A	0	0	N/A		

Summary of Results: Planning and Economic Development

	KPI Not Yet Measured	15
	KPI Not Met	2
	KPI Almost Met	0
	KPI Met	1
	KPI Well Met	0
	KPI Extremely Well Met	1
Total KPIs		19

7.2 ANNEXURE B — PROGRESS MADE WITH THE IMPLEMENTATION OF CORRECTIVE MEASURES OF KPIS NOT MET IN THE TOP LAYER SDBIP FOR 2023/24

a) 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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)	Progress 31 Dec 2023
							Target	Actual	R			
TL63	KP022	Wastewater quality measured into 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	46.04%	70%	70%	70%	48.65%	R	<p>(46.30% + 43.30% + 40% + 65% = 194.60% / 4 = 48.65%)</p> <p>Amendments to the WWTW license are necessary because some Special Limit requirements are incorrect.</p>	<p>Capital upgrade of Wemmerhoek WWTW: Phase 2 (construction starting in July 2024).</p> <p>Capital upgrade of Klapmuts WWTW: Phase 1 is currently being designed.</p> <p>Raithby WWTW Capital upgrade: Consultant to be appointed for Design.</p> <p>Operational Improvements on Stellenbosch and Wemmershoek WWTW: A service provider is appointed until 30 June 2026.</p> <p>The Stellenbosch WWTW license amendment application has already been submitted to the Department of Water and Sanitation.</p> <p>Limiting stormwater ingress into the sewer system programme started. This is a long-term programme.</p>	<p>Capital upgrade of Wemmerhoek WWTW: construction at present.</p> <p>Upgrade of Klapmuts Raithby WWTWs: the design stage at present.</p> <p>A special service provider deployed to Stellenbosch and Wemmershoek WWTWs.</p> <p>The municipality has been discussing the Department of Water and Sanitation's this effect.</p> <p>This is on A pilot project has been initiated the assistance of the C</p>

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)	Progress 31 Dec 2023
							Target	Actual	R			
												Hambur Wasser Entity.
TL65	KPI016	Reduce organic waste	Percentage of organic waste reduced by 30 June	51.30%	20%	20%	20%	19.88%	○	9 703t / 48 814t x 100 = 19.88%	The municipality has appointed new staff to assist with processing incoming green waste.	The municipality has appointed new staff to assist with processing incoming green waste. It's worth noting that the municipality is nearly achieving target.

b) 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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)	Progress 31 Dec 2023
							Target	Actual	R			
TL74	KPI031	Limit unaccounted water to less than 25%	Percentage of average unaccounted water,	27.42%	<25%	<25%	<25%	31.29%	R	((12 563 518kL – 8 631 963kL / 12	The municipality has successfully awarded the pipe replacement	A pipe replacement consultation and

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from target (under and over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)	Progress 31 Dec 2023
							Target	Actual	R			
			measured by 30 June							<p>563 518kL) x 100 = 31.29%</p> <p>The increase in water losses is a result of the damage to various bulk water mains caused by the excessive rain and subsequent flood events. The municipality could only complete the restorations after the floodwater receded.</p> <p>The following additional corrective measures will also be implemented as part of the municipality's ongoing water losses minimisation programme:</p> <ul style="list-style-type: none"> • Waterpipe replacement; • Domestic leak detection and repair; • Water demand and pressure management • Upgrades to water meters. <p>The municipality continually implements these measures, specifically ramping up the Waterpipe Replacement programme.</p>	<p>consultant and the pipe replacement tender, which involves designing and earmarking sections of high-risk pipelines for replacement in the 2024/25 financial year.</p> <p>There is inter-departmental collaboration with the financial infrastructure department on strategies to enhance revenue</p>	<p>contractors are in place at present and projects are in the construction phase.</p> <p>Water-loss measures have been deployed and water saving devices have been deployed in households. There is inter-departmental collaboration with the financial infrastructure department on strategies to enhance revenue</p>

c) 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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)	Progress 31 Dec 2023
							Target	Actual	R			
TL83	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	95.06%	96%	96%	96%	94.53%	○	((R416 752 462 + R1 778 020 014 - R513 579 475 - R388 452) / R1 778 020 014) x 100 There was a dispute with a debtor that significantly increased the outstanding debt. After 30 June 2024, the municipality reached an agreement with the debtor. If there was no dispute, the payment percentage would have been 96.33%.	The municipality has reached an agreement with the pertinent customer, who will satisfy the outstanding debt in accordance with the terms of the agreement. The Finance Department will supervise the agreement and ensure its compliance.	The payment rate for December 2024 was 117.10%. The average payment for the quarter ended December 2024 is 117.10% indicating the municipality's collection of arrears.
TL84	KPI040	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	84.79%	90%	90%	90%	85.88%	○	(R422 288 828 / R491 726 021) x 100 = 85.88% The municipality received the Municipal Disaster Response Grant from the National Treasury, but the grant conditions did not allow it to apply the funds to expenditures already incurred. This negatively	The Demand Management Plan will be strictly monitored and aligned with the approved capital project.	A detailed assessment was conducted for the 1 year Performance Assessment 2024/25. funds were shifted to capital projects that do not tenders place. The cash flow project received the consultation will also be taken into

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 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation from target (underperformance)	Progress 31 Dec 2023
							Target	Actual	R			
										impacted the performance of the actual expenditure against the approved budget.		considered to shift the focus to the core services.
TL87	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	30%	27%	27%	27%	30.55%	R	R513 579 475 / R1 681 046 362 = 30.55%	The municipality will write off outstanding debt as per the processes followed in the Credit and Debt Collection Policy.	R467 861 / R1 065 500 = 44% The outstanding debt item must still be before the Council long outstanding debt in of the Credit and Debt Collection Policy. The item for debt was compiled

8.5	MID-YEAR ADJUSTMENTS BUDGET FOR 2024/2025
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: MID-YEAR ADJUSTMENTS BUDGET FOR 2024/2025**2. PURPOSE**

To table the adjustments budget as envisaged by section 28 of the Municipal Finance Management Act (Act No.56 of 2003), for the 2024/2025 financial year, for approval. The Western Cape Adjustments Appropriation Act, 2024, was enacted and arising from this, grant allocations were amended for Stellenbosch Municipality, for the 2024/25 financial year.

3. DELEGATED AUTHORITY

Approval is required by the Municipal Council.

4. EXECUTIVE SUMMARY

Attached as **APPENDIX 1** is an executive summary by the Accounting Officer.

5. RECOMMENDATIONS

- (a) that the Adjustments Budget for 2024/2025 as set out in **APPENDIX 1**, be approved;
- (b) that the list of capital projects be adjusted over the MTREF (2024/2025), as set out in **APPENDIX 1**;
- (c) that that the Adjustments Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 2**, be approved; and
- (d) that the Service Delivery and Budget Implementation Plan be adjusted accordingly inclusive of the non-financial information (performance measurement).

6. DISCUSSION / CONTENTS**6.1. Background/ Legislative Framework****In terms of section 28 (2) (a), (b), (d) and (f) of the Municipal Finance Management Act:**

"(2) An adjustments budget—

- (a) must adjust the revenue and expenditure estimates downwards if there is material under-collection of revenue during the current year;*
- (b) may appropriate additional revenues that have become available over and above those anticipated in the annual budget, but only to revise or accelerate spending programmes already budgeted for;*
- (d) may authorise the utilisation of projected savings in one vote towards spending under another vote;*
- (f) may correct any errors in the annual budget;..."*

According to regulation 23 (1) and (3) of the Municipal Budget and Reporting Regulations:

"23. (1) An adjustments budget referred to in section 28(2)(b), (d) and (f) of the Act may be tables in the municipal council at any time after the mid-year budget and

performance assessment has been tabled in the council, but not later than 28 February of the current year.

(3) If a national or provincial adjustments budget allocates or transfers additional revenues to a municipality, the mayor of the municipality must, at the next available council meeting, but within 60 days of the approval of the relevant national or provincial adjustments budget, table an adjustments budget referred to in section 25(2)(b) of the Act in the municipal council to appropriate these additional revenues"

6.2 Discussion

Capital Adjustments Budget

During the mid-year budget and performance assessment process, inclusive of taking into account actual spending as of 31 December 2024, it was identified that the approved capital budget had to be adjusted to make necessary amendments to various projects in order to accelerate progress on the priorities identified. Refer to **APPENDIX 1** for detail.

Operational Adjustment Budget

With the process followed during the mid-year budget and performance assessment, taking into consideration projected spending or projected billed revenue versus what was actually processed, it was identified that the approved operational budget should be adjusted accordingly. Refer to **APPENDIX 1** for detail.

Material changes to the operating budget:

Operational Income Budget

There are line items where we anticipate underperformance or overperformance.

The income line items that will have to be adjusted accordingly are:

- **Electricity Service Charges:** The municipality has billed R89 875 176 more electricity charges than initially anticipated. The over performance is due to a relief from prolonged load shedding outages and an increase in tariffs and demand. Considering the consumption over the past 6 months of the current financial year, the actual electricity revenue billed over the past three financial years as well as the tariff increase of 10.99%, the current budget of R1 029 705 173 is deemed insufficient. It is recommended that the budget be increased with approximately R50 million during the Mid-year adjustment budget process.
- **Waste Management Service Charges:** The municipality has billed R3 894 502 more refuse charges than initially anticipated. Considering the average billings over the past 6 months of the current financial year (R9 266 216), annual consumption over the past three financial years (R90 271 757) as well as the tariff increase of 6.90%, the current budget of R115 081 671 is deemed unattainable. It is recommended that the budget be decreased with approximately R5 000 000 during the Mid-year adjustment budget process.
- **Interest earned from Current and Non-Current Assets :** An over performance was noted for interest earned on external investments to the amount of R8 882 614. The variance is attributed to increases in the interest rates in the past few years and the municipality has also invested additional funds. Considering the monthly average over the past 6 months (R5 166 447) it is recommended that the budget be increased by R10 000 000 during the Mid-year adjustment process.

Transfers and subsidies : The transfers and subsidies will be increased with R373 000 during the Mid-year Adjustment budget process. A decrease of R950 000 relates to operating grants and an increase of R1 323 000 relates to capital grants.

The following changes will be incorporated:

- An increase in the budget due to additional as well as new grant allocations in respect of the following;
 - Provincial contribution towards the acceleration of housing delivery to the amount of R6 400 000.
 - Informal Settlements Upgrading Partnership Grant: Provinces (Beneficiaries) to the amount of R7 712 000.
- A decrease in the grant funding in respect of the following:
 - Human Settlements Development Grant to the amount of R13 739 000.

Operational Expenditure Budget

Various line items were adjusted (detail included in **APPENDIX 1**) due to requests received from user departments and operational pressure to increase efficiency.

There are line items where we noted an overspending when compared to the year-to-date budget and we anticipate that additional funds will be required, over and above those already included and approved in the annual budget.

Material changes to the operational expenditure budget:

- **Contracted services: Security Services:** An underperformance is noted as the amount of R10 114 005. Considering the actual expenditure incurred in the first half of the financial year amounting to R20 145 995 with a monthly average of R3 357 666. However, additional security is required on critical infrastructure sites. It is therefore recommended that the budget be increased by R6 650 000 during the Mid-year adjustment budget process.
- **Contracted Services: Contractors: Maintenance of Unspecified Assets:** An underperformance is noted to the amount of R4 713 025. Considering the actual expenditure incurred in the first half of the financial year amounting to R14 284 610 with a monthly average of R2 380 768. It is recommended that the budget be increased by R1 500 000 during the Mid-year adjustment budget process due to funds required for additional operational needs.
- **Contracted Services: Contractors: Maintenance of Buildings and Facilities:** An under performance is noted to the amount of R1 069 799. Considering the actual expenditure incurred in the first half of the financial year amounting to R4 720 629 with a monthly average of R608 471. However, additional funds are required for the repair and maintenance of buildings and facilities damaged during the disaster during the 2023/2024 disaster and to address other additional operational maintenance needs. It is therefore recommended that the budget be increased at R6 100 000 during the Mid-year adjustment budget process.
- **Finance charges:** An overperformance of R1 466 635 is noted against the year-to-date budget projections. This is largely due to the repayments on borrowings. Considering the actual incurred over the past 3 financial years (average: R55 890 683) and a monthly average over the past 6 months of the current financial year (R4 997 064), the budget of R71 259 076 is deemed to be unattainable and it is recommended that it be increased with approximately R12 222 279 during the mid-year adjustment budget process.

- **Depreciation and amortization:** An overperformance of R72 083 112 is noted against the year-to-date budget projections. The expenditure is still within the approved amended budget for the year. Considering the actual monthly average over the past 6 months of the current financial year (R12 013 852), the current budget of R249 407 798 is deemed as unattainable and based on the year-to-date actual amounts and historical trends, it is recommended that the budget be reduced with approximately R29 704 476 during the mid-year adjustment budget process.

6.4 Legal Implications

The item is compliant with the relevant legislative framework.

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

Adjustments Budget 2024/2025 (Library Grant) - 21 and 27 November 2024.

6.7 Risk Implications

None.

6.8 Comments from Senior Management:

Inputs from all Directorates were incorporated into the adjustments budget.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 6.5

- that the Adjustments Budget for 2024/2025 as set out in **APPENDIX 1**, be approved;
- that the list of capital projects be adjusted over the MTREF (2024/2025), as set out in **APPENDIX 1**;
- that that the Adjustments Budget Tables as prescribed by the Budgeting and Reporting Regulations, as set out in **APPENDIX 2**, be approved; and
- that the Service Delivery and Budget Implementation Plan be adjusted accordingly inclusive of the non-financial information (performance measurement).

Attachments

Appendix 1 - Budget documentation

Appendix 2 - Adjustments budget 24/25 (B-schedule)

Appendix 3 - Quality certificate

KINDLY NOTE: THE APPENDICES WILL BE DISTRIBUTED UNDER SEPARATE COVER IN DUE COURSE.

FOR FURTHER DETAILS CONTACT:

NAME	MONIQUE STEYL
POSITION	SENIOR MANAGER: FINANCIAL MANGEMENT SERVICES
DIRECTORATE	FINANCIAL SERVICES
CONTACT NUMBERS	021 808 8512
E-MAIL ADDRESS	Monique.Steyl@ Stellenbosch.gov.za
REPORT DATE	17 January 2025

8.6	OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 2 (01 OCTOBER 2024 – 31 DECEMBER 2024)
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Collaborator No:

IDP KPA Ref No: Financial Sustainability

Meeting Date: 22 January 2025 and 29 January 2025

1. **SUBJECT: OVERSIGHT ROLE OF COUNCIL: SUPPLY CHAIN MANAGEMENT POLICY-REPORT ON THE IMPLEMENTATION OF THE SUPPLY CHAIN MANAGEMENT POLICY OF STELLENBOSCH MUNICIPALITY: QUARTER 2 (01 OCTOBER 2024 – 31 DECEMBER 2024)**

2. **PURPOSE**

To submit to Council a report for the period 01 October 2024 – 31 December 2024 on the implementation of Council's Supply Chain Management Policy. The report covers the performance of the various delegated functions and the implementation thereof.

3. **DELEGATED AUTHORITY**

(FOR DECISION BY MUNICIPAL COUNCIL, EXECUTIVE MAYOR AND MAYORAL COMMITTEE, PORTFOLIO COMMITTEE, EXECUTIVE MANAGEMENT, ETCETERA)

Council

Section 6 (3) & 4 of the SCM Policy 2024/2025 determines that the Accounting Officer must within 10 days at the end of each quarter submit a report on the implementation of the SCM Policy to the Executive Mayor. This report must be made public in accordance with section 21A of the Municipal Systems Act (32 of 2000).

4. **EXECUTIVE SUMMARY**

On a quarterly basis the Accounting Officer must submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor. In terms of the SCM Regulations and Council's SCM Policy the SCM unit has been delegated to perform powers and functions that related to the procurement of goods and services, disposal of goods no longer needed, the selection of contractors to aid in the provision of municipal services.

5. **RECOMMENDATIONS**

- (a) that Council notes the report and **ANNEXURE A** attached to the report, and
- (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

6. **DISCUSSION / CONTENTS**

- 6.1 **Background**

SCM must report within 10 days before the end of each quarter on the implementation of the SCM System.

6.2 Constitutional and Policy Implications

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

Paragraph 6(1) of the Supply Chain Management Policy of Council determines that the Council of Stellenbosch municipality reserves the right to maintain oversight over the implementation of the SCM Policy as approved and amended from time to time. Paragraph 6(3) of the above stated Policy determines that the Accounting Officer must within 10 days of the end of each quarter; submit a report on the implementation of the Supply Chain Management Policy to the Executive Mayor.

6.3 Financial Implications

The financial implications are the transactions for the procurement of goods and services that were processed during the 01 October 2024 – 31 December 2024 and the payments that will derive from these commitments.

6.4 Legal Implications

The Municipal Finance Management Act (section 112) stipulates that the SCM Policy should comply with a prescribed framework as set out in section 112(1) and section 112(2) that stipulates that the regulatory framework for the municipal supply chain management must be fair, equitable, transparent, competitive, and cost-effective. Reporting back in terms of paragraph 6(3) of the SCM Policy 2024/2025 to the Executive Mayor and Council on the implementation of the supply chain management system and processes enables the Executive Mayor and Council to maintain the oversight role over the implementation of the SCM Policy as approved by Council.

6.5 Staff Implications

None.

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 Director: Infrastructure Services**

No comments requested.

6.8.2 Director: Planning and Economic Development

No comments requested.

6.8.3 Director: Community and Protection Services:

No comments requested.

6.8.4 Director: Strategic and Corporate Services:

No comments requested.

6.8.5 Director Human Settlements and Property Management

No comments requested.

6.8.6 Chief Financial Officer:

Agree with the recommendations.

6.8.7 Municipal Manager:

Agree with the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 6.6

- (a) that Council notes the report and **ANNEXURE A** attached to the report, and
- (b) that the report be made public in accordance with section 21A of the Municipal Systems Act.

FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
POSITION	Senior Manager: SCM
DIRECTORATE	Financial services
CONTACT NUMBERS	021 808 8137
E-MAIL ADDRESS	Dalleel.Jacobs@ Stellenbosch.gov.za
REPORT DATE	03 January 2025

ANNEXURE A

STELLENBOSCH MUNICIPALITY

IMPLEMENTATION OF SYSTEM – SUPPLY CHAIN MANAGEMENT

**SECTION 6 (3) OF SCM REGULATIONS:
OVERSIGHT ROLE OF COUNCIL OVER THE IMPLEMENTATION OF SCM POLICY**

PERIOD: 01 OCTOBER 2024 – 31 DECEMBER 2024

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLE- MENTED	COMMENTS
3(1)(a)	Prepare and submit a draft supply chain management policy complying with regulation 2 to the council of the municipality for adoption.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(b)	Review at least annually the implementation of the policy.	Accounting Officer	Chief Financial Officer	YES	Done
3(1)(c)	Submit when considered necessary, proposals for amendment of the policy by the Council.	Accounting Officer	Chief Financial Officer	YES	The SCM Policy are part of the budget related policies that are annually reviewed.
3(2)(a)	Make use of any Treasury guidelines determining standards for municipal supply chain management policies and submit to the council that guidelines standard or modified version therefore, as a draft policy.	Accounting Officer	Chief Financial Officer	YES	All NT guidelines are included in standard documents and the municipalities SCM policy is aligned with the Model SCM policy of NT.
3(2)(b)	Ensure that a draft policy submitted to council that differs from the guideline standard complies with Regulation 2.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(1)(c)	Report any deviation from the guideline standard to the National Treasury and relevant provincial treasury	Accounting Officer	Chief Financial Officer	YES	Not Applicable
3(4)	Must, in terms of section 62(1)(f) ((iv) take all reasonable steps to ensure that the municipality has and implements a supply chain management policy as set out in Regulation 2	Accounting Officer	Chief Financial Officer	YES	Done

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
5(2)(a)	Make a final award above R10 million (VAT included)	Accounting Officer (after considering recommendation of Bid Adjudication Committee)		YES	In the second quarter, there were three (3) final awards above R10 million.
5(2)(b)	Make a final award above R 300 000(VAT included), but not exceeding R10 million (VAT included).	Accounting Officer	Bid Adjudication Committee	YES	In the second quarter, there were nineteen (19) final awards above R300 000 but not exceeding R10 million.
5(2)(c)	Make a final award not exceeding R300 000(VAT included) including the appointment of consultants	Accounting Officer	CFO and Senior Manager - SCM and Senior Accountants	YES	Operational Delegations are in place with clear segregation of duties as stipulated in MFMA section 115 (b)
5(3)	Submit to the officials referred to in regulation 5(4) within five days of the end of each month a written report containing particulars of each final award, except procurements made from petty cash, made during that month, including – (a) the amount of the award. (b) the name of the person to whom the award was made. (c) the reason why the award was made to that person; and (d) the BEE/HDI status of that entity/person.	Bid Adjudication Committee (refer regulation 5(4)(a) Chief Financial Officer – 5(4)(b)	Chief Financial Officer Senior Manager SCM	YES	The awards made were submitted on the following dates within this quarter: 04 November 2024 03 December 2024 24 December 2024
6(1)	Maintain oversight over the implementation of the supply chain management policy	Municipal Council		YES	The Supply Chain Management policy was submitted to council in the last quarter of the previous financial year as part of the Budget Related policies.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
6(2)(a)(i)	Submit a report to council within 30 days of the end of each financial year on the implementation of the supply chain management policy of the municipality.	Accounting Officer		YES	Done
6(2)(a)	Immediately submit a report to council whenever there are serious and material; problems in the implementation of the supply chain management policy, including such a report from any municipal entity as envisaged by this Regulation 6(2)(a)(iii)	Accounting Officer		N/A	To date no serious or material problems have occurred in implementing the SCM policy.
6(3)	Submit a report to the mayor of the municipality within ten days of each quarter on the implementation of the supply chain management policy.	Accounting Officer	Chief Financial Officer	YES	Done.
7(1)	Establish a supply chain management unit.	Accounting Officer	Chief Financial Officer	YES	Unit operates under direct supervision of CFO
12(1)	<u>Direct that:</u> a) cash purchases up to transaction value as defined I Council's Petty Cash policy b) one verbal quotation be obtained for any specified procurement of a transaction value lower than R2,000 (VAT included). c) written or verbal quotations for procurement of goods and/or services of a transaction value between R 2, 000.00 and R 10 000.00 (VAT included) d) formal written price quotations for procurement of goods and/or services of a transaction value between R 10,000.00 and R 200,000.00 e) a competitive bidding process be followed for any specific procurement of a transaction value higher than R200 000.	Accounting Officer	Operational delegations in place	YES	The SCM unit is responsible for procurement within these thresholds. Delegations approved and signed by the relevant officials.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
12(2)(a)	Allow the Accounting Officer to lower, but not to increase, the different threshold values specified in sub regulation (1).	Accounting Officer	Chief Financial Officer	YES	Delegated officials act within delegated thresholds.
14(1)(a)(ii)	Invite prospective providers of goods and services at least once a year through newspaper commonly circulating locally, the website of the municipality	Accounting Officer	Senior: Manager SCM	YES	To be advertised in quarter two
14(1)(b)	Specify the listing criteria for accredited prospective providers.	Accounting Officer	Chief Financial Officer	YES	Listing criteria are contained within the registration form.
14(1)(c)	Disallow the listing of any prospective provider whose name appears on the National Treasury's database as a person prohibited from doing business with the public sector.	Accounting Officer		YES	SCM consult National Treasury's database of defaulters before awarding of tenders and quotations
14(2)	Update the list of prospective providers at least quarterly to include any additional prospective providers and any new commodities or types of services.	Municipal Council	Chief Financial Officer	YES	Done
15	Requesting reconciliations on petty cash purchases monthly.	Chief Financial Officer	Manager: Expenditure section	YES	Done
16(c)	If it is not possible to obtain at least three written quotations, record and report quarterly to the accounting officer, or another official designated by the accounting officer, the reasons for this.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed
16(e)	Record the name of potential providers requested to provide written quotation with their quoted prices.	Accounting Officer	Chief Financial Officer	YES	This section has been repealed

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
17(1)(c)	Approve the recorded reasons for not obtaining at least three written price quotations.	Chief Financial Officer	Senior Manager SCM & CFO: below R200,000 Accountants: Acquisitions, Contracts and SCM: Accountant Demand and Chief Buyer: below R200,000	YES	Reports were submitted on the following dates within this quarter: 04 November 2024 03 December 2024 24 December 2024
17(1)(d)	Record the names of the potential formal written price quotation providers and their written quotations.	Accounting Officer	Senior Manager: Supply Chain Management	YES	
17(2)	Report to the CFO within three days at the end of the month on any approvals given during that month by that the designed official referred to in sub-regulation (1) (c).	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	
18 (a)	All requirements in excess of R30,000 (VAT included) by means of formal written price quotations should be advertised for at least 7 days on the website and municipal official website.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18 (b)	When using the list of accredited prospective providers, it should promote ongoing competition amongst providers by inviting providers to submit quotations on a rotational basis.	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Done
18(c)	Must take all reasonable steps to ensure that the procurement of goods and services through written quotations or formal written price quotations is not abused.	Accounting Officer	Chief Financial Officer	YES	Quotations and Formal written quotations are placed on the website and only opened on the closing date and time and mitigate the risks during the calling for quotations.

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18(d)	Notify the Accounting Officer or CFO in writing monthly of all written quotations and formal written price quotations accepted by the official acting in terms of a sub-delegation	Chief Financial Officer	Senior Manager: Supply Chain Management	YES	Reports were submitted on the following dates within this quarter: 04 November 2024 03 December 2024 24 December 2024
22 (b) (i)	The publication notice must contain the closure date for the submission of bids, which may not be less than 3 weeks in case of transactions over R10m (VAT included), or which are of long-term nature, or 14 days in any other case, from date on which the advertisement is placed in a newspaper.	Accounting Officer	Bid Specifications Committee	YES	For quarter two, forty-one (41) tenders specifications served before the Bid Specifications committee.
22(2)	The Accounting Officer may determine the closure date for the submission of bids which is less than the 30 days or 14 days requirement, but only if such shorter period can be justified on the grounds of urgency or emergency or any exceptional case where it is impractical or impossible to follow the official procurement process.	Accounting Officer		YES	None
23(a) (i)(ii)	The handling, opening and recording of bids should be (i) be opened in public (ii) must be opened at the same time and as soon as possible after the period for the submission of bids has expired;	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
23 (c)	(ii) make the register available for public inspection (iii) publish the entries in the register and the bid results on the website of the municipality	Accounting Officer	Senior Manager: Supply Chain Management	YES	Done
24(1)	Negotiate the final terms of a contract with bidders identified through a competitive bidding process as preferred bidders, provided that such negotiation –	Accounting Officer	Relevant user department Head of Department or Director	YES	Provision for the signing of a Form of Tender/Service Level Agreement with successful vendors is being made in

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	<p>(a) does not allow any preferred bidder a second or unfair opportunity.</p> <p>(b) is not to the detriment of any other bidder; and</p> <p>(c) does not lead to a higher price than the bid submitted.</p> <p>Minutes of such negotiations must be kept.</p>				the tender documents
26(1)(b)	Appoint the members of the bid specification, evaluation and adjudication committees, taking into account Section 117 of the MFMA.	Accounting Officer		YES	Done
26(1)(c)	Appoint a neutral or independent observer to a bid specification, evaluation or adjudication committee for an attendance and oversight process when this is appropriate for ensuring fairness and promoting transparency.	Accounting Officer		N/A	Not Applicable
26(3)	Apply the committee system to formal written price quotations.	Accounting Officer		N/A	Committee system is applied for goods/services above R300 000
27(1)	Compile specifications for the procurement of goods and services by the municipality.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The Director signs for items to serve on Specification committee.
27(2)(g)	Approve specifications compiled by the bid specification committee prior to publication of the invitation for bids.	Accounting Officer	Bid Specifications Committee, upon advice of the relevant user department	YES	The specifications are accompanied with a questionnaire that the relevant department must complete. Meetings are held according to pre-determined schedule.
28(1)(a)	<p>Evaluate bids in accordance with –</p> <p>(i) the specifications for a specific procurement; and</p> <p>(ii) the points system as must be set out in the supply chain management policy of the municipality in terms of Regulation 27(2)(f)</p>	Accounting Officer	Bid Evaluation Committee upon advice of the relevant user department.	YES	Have regular BEC scheduled meetings.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	and a prescribed in terms of the Preferential Procurement Policy Framework Act.				
28(1)(b)	Evaluate each bidder's ability to execute the contract.	Accounting Officer	Bid Evaluation Committee, upon advice from SCM	YES	Currently part of the Standard Evaluation Report
28(1)(c)	Check in respect of the recommended bidder whether municipal rates and taxes and municipal service charges are not in arrears.	Accounting Officer	Bid Evaluation Committee	YES	Has a screening list that has to be completed.
28(1)(d)	Submit to the adjudication committee a report and recommendations regarding the award of the bid or any other related matter.	Bid Evaluation Committee		YES	Currently part of the Standard Evaluation Report
29(1)(a)	Consider the report and recommendations of the bid evaluation committee where the award value exceeds R200 000 (VAT incl.) and make the award up to value of R10m (as per delegated authority)	Accounting Officer	Bid Adjudication Committee	YES	In the second quarter there were twelve (12) BAC meetings
29(1)(b)(i)	For bids above R10 million, the SCM BAC will make recommendation to the Municipal Manager to make the final award.	Accounting Officer		YES	In the second quarter there were three (3) final awards above R10 million.
29(1)(b)(ii)	Make another recommendation to the accounting officer on how to proceed with the relevant procurement.	Accounting Officer		YES	None.
29(3)	Appoint the chairperson of the bid adjudication committee.	Accounting Officer		YES	Delegations given are kept for record purposes
29(5)(a)	If a bid adjudication committee decides to award a bid other than the one recommended by the bid evaluation committee, the bid adjudication committee must prior to awarding the bid – (i) check in respect of the preferred bidder whether that bidder's municipal rates and taxes and municipal service charges are not in arrears; and (ii) notify the accounting officer.	Bid Adjudication Committee		YES	None

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29(5)(b)	<p>(i) After due consideration of the reasons for the deviation, ratify or reject the decision of the bid adjudication committee referred to in Regulation 29(5)(a); and</p> <p>(ii) If the decision of the bid adjudication committee is rejected, refer the decision of the adjudication committee back to that committee for reconsideration.</p>	Accounting Officer		YES	None
29(6)	Refer any recommendation made by the evaluation committee or adjudication committee back to that committee for reconsideration of the recommendation.	Accounting Officer		YES	One (1) tender was referred from the BEC in the second quarter
29(7)	Comply with Section 114 of the MFMA within ten working days.	Accounting Officer		YES	Not applicable
31(1)	Request the State Information Technology Agency (SITA) to assist the municipality with the acquisition of IT related goods or services through a competitive bidding process.	Accounting Officer	Bid Adjudication Committee	YES	Not Applicable
31(2)	Enter into a written agreement to regulate the services rendered by, and the payments made to, SITA.	Accounting Officer		YES	Not Applicable
31(3)	<p>Notify SITA together with a motivation of the IT needs of the municipality if –</p> <p>(a) the transaction value of IT related goods or services required by the municipality in any financial year will exceed R50 million (VAT incl); or</p> <p>(b) the transaction value of a contract to be procured by the municipality whether for one</p>	Accounting Officer		YES	Not Applicable

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	or more years exceeds R50 million.				
31(4)	Submit to the Council, the National Treasury, the relevant provincial treasury and the Auditor General the SITA comments and the reasons for rejecting or not following such comments if the municipality disagrees with SITA's comments.	Accounting Officer	Senior Manager: Supply Chain Management	YES	Not Applicable
32(1)	To procure goods or services for the municipality under a contract secured by another organ of state, but only if – (a) The contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state. (b) The municipality has no reason to believe that such contract was not validly procured. (c) there are demonstrable discounts or benefits for the municipality; and that other organ of state and the provider have consented to such procurement in writing.	Accounting Officer	Bid Adjudication Committee	YES	None
35(1)	Procure consulting services above the value of R200 000 (VAT incl.) provided that any Treasury guidelines in respect of consulting services or CIDB guidelines in respect of services related to the build environment and construction works are considered when such procurements are made.	Accounting Officer	Bid Adjudication Committee	YES	Tender in place.
35(4)	Ensure that copyright in any document produced, and the patent rights or ownership in any plant, machinery, thing, system or process designed or devised, by a consultant during the consultancy service is vested in the municipality.	Municipal Council	Relevant user Department	YES	Not Applicable

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36(1)(a)	<p>Dispense with the official procurement processes established by the policy and to procure any required goods or services through any convenient process, which may include direct negotiations, but only –</p> <ul style="list-style-type: none"> (i) in an emergency. (ii) if such goods or services are produced or available from a single provider only. (iii) for the acquisition of special worker of art or historical objects where specifications are difficult to compile. (iv) acquisition of animals or zoos; or (v) in any other exceptional case where it is impractical or impossible to follow the official procurement processes (vi) any contract relating to the publication of notices and advertisements by or on behalf of the municipality (vii) any purchase on behalf of the municipality at a public auction (viii) any contract with an organ of state, local authority or a public utility corporation or company (ix) any contract in respect of which compliance therein would not be in the public interest or interest of Council (x) ad-hoc repairs to plant and equipment where it is not possible to ascertain the nature or extent of the work required in order to call for bids (xi) workshop strip & quote 	Accounting Officer	BAC considers deviations and recommends it to the Accounting Officer.	YES	Delegations are in place for BAC to recommend deviations to the Accounting Officer. Records and recordings are kept of all meetings. Departments draft memorandums and table items at BEC for consideration and recommendation to the BAC. The BAC upon approval will recommend deviation to the Accounting –Officer.
36(1)(b)	Ratify any minor breaches of the procurement processes by an official or committee acting in terms of delegated powers or duties which are purely of a technical nature.	Accounting Officer		YES	None

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36(2)	Record the reasons for any deviations in terms of Regulations 36(1)(a) and (b); and Report them to the next meeting of the Council and include as a note to the annual financial statements.	Municipal Council	Accounting Officer	YES	Done
37(2)	Decide to consider an unsolicited bid but only if – (a) The product or service offered is a demonstrably or proven unique innovative concept. (b) The product or service will be exceptionally beneficial to, or have exceptional cost advantages for, the municipality. (c) The person who made the bid is the sole provider of the product or service; and (d) The reasons for not going through the normal bidding processes are found to be sound by the accounting officer.	Accounting Officer		NO	None
37(4)	Submit written comments received pursuant to Regulation 37(3), including any responses from the unsolicited bidder to the National Treasury and the relevant provincial treasury for comment.	Accounting Officer		NO	None
37(5)	Consider and may award the bid or make recommendations to the accounting officer depending on the delegations to the adjudication committee.	Accounting Officer	Bid Adjudication Committee	YES	None
37(7)	When considering an unsolicited bid, take into account were considering an unsolicited bid – (i) any comments submitted by the public; and	Accounting Officer		NO	None

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	any written comments and recommendations of the National Treasury or the relevant provincial treasury.				
37(8)	Submit to the Auditor General, the relevant provincial treasury and the National Treasury the reasons for rejecting or not following any recommendations of the National Treasury or provincial treasury regarding the unsolicited bid.	Accounting Officer	Senior Manager: Supply Chain Management	NO	None
38(1)(a)	Take all reasonable steps to prevent abuse of the supply chain management system.	Accounting Officer	Chief Financial Officer	YES	The National Treasury Code of Conduct has been circulated and communicated to municipal staff at various formal and informal meetings.
38(1)(b)	Investigate any allegations against an official or other role player of fraud, corruption, favoritism, unfair or irregular practices or failure to comply with the supply chain management policy, and when justified – (i) take appropriate steps against such official or other role player; or (ii) report any alleged criminal conduct to the South African Police Service.	Accounting Officer	Internal Audit	YES	None
38(1)(c)	Check the National Treasury's database prior to awarding any contract to ensure that no recommended bidder, or any of its directors, is listed as a person prohibited from doing business with the public sector.	Accounting Officer	Senior Manager: Supply Chain Management	YES	The National Treasury website information of the List of Defaulters is currently used to verify.
38(1)(d)	Reject any bid from a bidder – (i) if any municipal rates and taxes or municipal service charges owed by that bidder or any directors to the municipality are in arrears for more than three months.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place

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	(ii) who during the last five years has failed to perform satisfactorily on a previous contract with the municipality or any other organ of state after written notice was given to that bidder that performance was unsatisfactory.				
38(1)(e)	Reject a recommendation for the award of a contract if the recommended bidder, or any of its directors, has committed a corrupt or fraudulent act in competing for the particular contract.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(f)	Cancel a contract awarded to a person if – the person committed any corrupt or fraudulent act during the bidding process or the execution of the contract; or (i) an official or other role player committed any corrupt or fraudulent act during the bidding process or the execution of the contract that benefited that person.	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
38(1)(g)	Reject the bid of any bidder if that bidder or any of its directors – (i) has abused the supply chain management system of the municipality or has committed any improper conduct in relation to such system. (ii) has been convicted for fraud or corruption during the last five years. (iii) has willfully neglected or reneged on or failed to comply with any government, municipal or other public sector contract during the past five years; or	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place

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	(iv) has been listed in the Register for Tender Defaulters in terms of Section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004).				
38(2)	Inform the National Treasury and relevant provincial treasury in writing of any actions taken in terms of Regulation 38(1)(b)(ii), (e)	Accounting Officer	Bid Adjudication Committee Senior Manager: Supply Chain Management	YES	Bid Evaluation checklist is in place
40(1)	The Supply chain policy must provide for an effective system of disposal management for the disposal or letting of assets, including unserviceable, redundant or obsolete assets, subject to sections 14&90 of MFMA	Municipal Council	Chief Financial Officer	YES	Delegations are in place
40(2) a	A Supply Chain management policy must specify the ways in which assets may be disposed of, including by – (i) Transferring the asset to another organ of state in terms of a provision of the MFMA enabling the transfer of assets (ii) Transferring the asset to another organ of state at market related value or, when appropriate, free of charge (iii) Selling the asset (iv) Destroying the asset	Municipal Council	Chief Financial Officer	YES	As per delegations
40(2) (b)	Stipulate that – Immoveable property may be sold only at market related prices except when public interest or the	Municipal Council		YES	Not Applicable

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	plight of the poor demands otherwise				
40(2)(b)(ii)	Movable assets may be sold either by way of written price quotations, a competitive bidding process, auction or at market related prices, whichever is the most advantageous to the municipality	Accounting Officer	Chief Financial Officer	YES	As per delegations
40(2)(b)(iii)	In the case of the free disposal of computer equipment, the Provincial Department of Education must first be approached to indicate within 30 days whether any of the local schools are interested in the equipment.	Accounting Officer	Chief Financial Officer	N/A	Not Applicable
40(2)(b)(iv)	In the case of the disposal of firearms, the National Conventional Arms Control Committee has approved any sale or donation of firearms to any person or institution within or outside the Republic	Accounting Officer		N/A	Not Applicable
40(2)(c)(ii)	All fees, charges, rates, tariffs, scales of fees or other charges relating to the letting of immovable property are annually reviewed	Municipal Council		YES	Not Applicable
40(2)(d)	Ensure that where assets are traded in for other assets, the highest possible trade-in is negotiated	Municipal Council		N/A	None
40(2)(b)(iii)	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.			N/A	Not Applicable
41(1)	A Supply chain management policy must provide for an effective system of risk management for the identification, consideration and avoidance of potential risks in the supply chain management	Accounting Officer	Internal Audit	YES	Busy implementing a system for risk management

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	system				
42	Establish and implement an internal monitoring system in order to determine, on a retrospective analysis, whether the authorized supply chain management processes were followed and whether the objectives of this policy were achieved.	Accounting Officer	Chief Financial Officer	YES	Implemented a system for performance management in SCM
43(2)	Check with SARS whether a person's tax matters are in order before making an award to such person.	Municipal Council	Senior Manager: Supply Chain Management	YES	The Tax Clearance of vendors registered on the Central Supplier Database are checked regularly and before awards are made.
45	Disclose in the notes to the annual financial statements of the municipality particulars of any award of more than R2,000 to a person who is a spouse, child or parent of a person in the service of the state, or has been in the service of the state in the previous twelve months, including – (a) the name of that person. (b) the capacity in which that person is in the service of the state; and (c) the amount of the award.	Municipal Council	Chief Financial Officer	YES	This information was disclosed within financial statements of the municipality.
46(3)(a)	Keep a register of all declarations in terms of Regulation 46(2)(d) and (e).	Accounting Officer	Senior Manager: Supply Chain Management	YES	SCM keeps records of it.
46(3)(b)	Declarations must be made to the mayor of the municipality who must ensure that such declarations are recorded in the register.	Accounting Officer	Chief Financial Officer	YES	Declarations are kept in the SCM section and hard copy on file.
46(4)	Adopt the National Treasury's code of conduct and Schedule 2 of the Systems Act for supply chain management practitioners and other role players involved in supply chain management.	Accounting Officer	Senior Manager: Supply Chain Management Council's Speaker	YES	The Code of conduct is circulated annually to all officials

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47(2)	Report any alleged contravention of Regulation 47(1) to the National Treasury for considering whether the offending person, and any representative or intermediate through which such person is alleged to have acted, should be listed in the National Treasury's database of persons prohibited from doing business with the public sector.	Accounting Officer	Chief Financial Officer	YES	Not Applicable
48	Disclose to the National Treasury and the relevant provincial treasury any sponsorship promised, offered or granted to the municipality whether directly or through a representative or intermediate, by any person who is – (a) a provider or prospective provider of goods or services to the municipality; or (b) a recipient or prospective recipient of goods disposed or to be disposed, of by the municipality.	Accounting Officer	Senior Manager: Supply Chain Management	YES	None.
49	Persons aggrieved by decisions or actions taken in the implementation of this supply chain management system, may lodge within 14 days of the decision or action, a written objection or complaint against the decision or action.	Accounting Officer		YES	Have an administrative process in place.
50(1)	Appoint an independent and impartial person to assist in the resolution of disputes between the municipality and other people and to deal with objections, complaints or queries as described more fully in Regulation 49.	Accounting Officer		YES	Done.
50(1)(a)	Responsible to assist the person appointed in terms of Regulation 50(1) to perform his or her functions effectively.	Accounting Officer		YES	Done
50(4)(b)	Appointed must submit monthly reports to the Accounting Officer on all disputes, objections,	Accounting Officer		YES	The appointed official is responsible for the submission of the monthly report to

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	complaints or queries received, attended to or resolved.				the Municipal Manager.
51	Service provider that acts on behalf of municipality to provide any service or act as a collector of fees, service charges or taxes and the compensation payable to service provider, contract must stipulate a cap on compensation payable to the service provider; that such compensation must be performance based.	Accounting Officer		YES	Done

8.7	MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE FOR THE PERIOD 01 JULY 2024 – 31 DECEMBER 2024 MFMA S116(2)(d) REPORT
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: MANAGEMENT OF CONTRACTS OR AGREEMENTS AND CONTRACTOR PERFORMANCE FOR THE PERIOD 01 JULY 2024 – 31 DECEMBER 2024 MFMA S116(2)(d) REPORT

2. PURPOSE

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

3. DELEGATED AUTHORITY

(FOR DECISION BY MUNICIPAL COUNCIL, EXECUTIVE MAYOR AND MAYORAL COMMITTEE, PORTFOLIO COMMITTEE, EXECUTIVE MANAGEMENT, ETCETERA)

None

4. EXECUTIVE SUMMARY

The report indicates the performance of service providers who were active on contracts secured by means of a competitive bidding process for the period 01 July 2024 to 31 December 2024.

5. RECOMMENDATION

that the MFMA S116(2)(d) report for the Management of contracts or agreements and contractor performance from 01 July 2024 to 31 December 2024 be noted.

6. DISCUSSION / CONTENTS

6.1 Background

6.1.1 Oversight role of council

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

6.1.2 Legislative Requirement

MFMA S116(2)(d):

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

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

6.2 Discussion

Contract Management Performance Monitoring has been institutionalized within the Supply Chain Management unit for active contracts as per the contract register. monitoring of contracts includes the monitoring of contracts awarded in previous financial years which are still active. The total active contracts amount to 386

Active contracts - do not include service providers appointed on a panel tender not used yet. Additionally, it does not include service providers appointed for if and when the preferred service provider cannot deliver.

To note: This is a month-to-month monitoring tool, and the totals below refer to the number of contracts which fell in the rating category from 01 July 2024 until 31 December 2024. This does not mean that the contract remained in the category for the entire period.

Based on the contract monitoring tool the table below depicts the details of a satisfactory, average and poor performance rating:

#	Description of Performance Rating	Total
3	Satisfactory: The quality of service or goods delivery is in compliance with the agreement. Where needed, corrective or preventative action has been taken or agreed upon.	370
2	Average: The quality of the service is fair but needs monitoring and improvement to move to satisfactory standard	13
1	Unsatisfactory: Quality of service or goods delivery is unacceptable. Council either has or must consider termination of the agreement and all services if not improved urgently.	3

All contracts in the contract register (available upon request) up to 31 December 2024 were monitored in terms of the contractor's performance.

When user departments fail to find amicable solutions for contract management issues, it will be referred to our legal services department for assistance and resolution. Comments of Contract Management underneath relating to the unsatisfactory contracts:

#	Contract description	Actions being taken
BSM 119 21. 2	Supply, delivery and off-loading of type B miniature substations and distribution transformers with rating up to 1600KVA period ending 30 June 2025	Bidder shows improvement, with constant monitoring.
BSM 054 23. 3	Supply, delivery and offloading of water and sewer valves, hydrants, non-return valves and air valves for the contract period 1 July 2023 to 30 June 2026	Contract terminated.
BSM 062 23. 7	Supply, delivery and offloading of materials for water & sewer connections for the contract period 1 July 2023 ending 30 June 2026	Contract terminated.

6.3 Financial Implications

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

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications 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 Director: Infrastructure Services**

No comments requested.

6.8.2 Director: Planning and Economic Development

No comments requested.

6.8.3 Director: Community and Protection Services:

No comments requested.

6.8.4 Director: Strategic and Corporate Services:

No comments requested.

6.8.5 Director Human Settlements and Property Management

No comments requested.

6.8.6 Chief Financial Officer:

Agree with the recommendations.

6.8.7 Municipal Manager:

Agree with the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 6.7

that the MFMA S116(2)(d) report for the Management of contracts or agreements and contractor performance from 01 July 2024 to 31 December 2024 be noted.

FOR FURTHER DETAILS CONTACT:

NAME	Dalleel Jacobs
POSITION	Senior Manager: SCM
DIRECTORATE	Financial services
CONTACT NUMBERS	021 808 8528
E-MAIL ADDRESS	Dalleel.Jacobs@ Stellenbosch.gov.za
REPORT DATE	03 January 2025

8.8	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR NOVEMBER & DECEMBER 2024
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR NOVEMBER & DECEMBER 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 2024/2025 to report the deviations to the 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 (2024/2025) stipulate that SCM deviations be reported to Council. In compliance thereto, this report presents to the Council the SCM deviations that occurred during November & December 2024.

5. RECOMMENDATION

that Council notes with the deviations approved for the month of November & December 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 November & December 2024:

The following deviations were approved as indicated below:

DEVIATION NUMBER	CONTRACT DATE	NAME OF CONTRACTOR	CONTRACT DESCRIPTION	REASON	SUBSTANTIATION WHY SCM PROCESS COULD NOT BE FOLLOWED	TOTAL CONTRACT PRICE R
D/SM 11/25	2024/11/12	Rizq Catering	Supply and delivery of catering wellness Day 15 November 2024.	Exceptional case and it is impractical or impossible to follow the official procurement processes	The department followed a Formal Quotation (FQ) procurement process for the supply and delivery of catering for the Wellness Day. On the closing date no offers were received even though approximately 54 potential service providers downloaded FQ from the website. The municipality could not foresee that the market would not respond. There was not enough time before the event on 15 November to follow another FQ process and the Municipality also had no assurance that the market would respond adequately; the only other procurement process available was to deviate. The deviation was approved as an exceptional case and it is impractical to follow the official procurements processes.	R 69 700,00 incl. VAT
D/SM 12/25	2024/11/25	Bester Staal	Emergency Appointment of Service Providers to do Repairs work of the Vandalized Groendal Substation	Emergency	The official procurement processes could not be followed due to the following risks: •The open-circuited CTs posed a significant risk of an explosion, which could have caused further damage and prolonged the substation's downtime for days or even months while sourcing new equipment. •With no door in place, the substation was easily accessible to the public, creating a high risk of electrocution and further vandalism.	R 26 277,56 Inc. Vat
		De Kock & Cronje (Pty) Ltd				R 256 860,44 Inc. Vat

AGENDA

28TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY

2025-01-29

D/SM 13/25	2024/11/25	Dag Willems Tree Surgery and Forestry t/a Trees South Africa (Pty) Ltd	Emergency of Trees Purchase in WC024	Exceptional case and it is impractical or impossible to follow the official procurement processes	The tender BSM 52/22 Plants tender is the official active tender that is currently used to purchase trees however, the tender does not include tree sizes, 1000L, 1500L, and 2000L therefore a deviation is requested to purchase trees from a service provider to adhere to the resolutions stipulated in the report: Report of the investigation and conflict resolution meeting held with CONTRALESA, the South African Human Rights Commission, Stellenbosch Initiation forum and the Stellenbosch ,local municipality on allegations of violation of Cultural Rights of the Initiation Forum by the Municipality	R 338 157,50 Inc. Vat
D/SM 14/25	2024/11/29	Ontec Systems (Pty) Ltd	Appointment of Ontec Systems on a monthly basis until 31 January 2025 to read meters remotely, via automated meter reading (AMR) system and manage metering services for large power users and small-scale embedded generations consumers: Starting from 1 December 2024	Exceptional case and it is impractical or impossible to follow the official procurement processes	The procurement process was initiated with the tender advertised on 03 August 2024 with a clarification meeting held on 23 August 2024. The evaluation process which included the practical demonstration by the bidders that complied with all the technical specification requirements was concluded and submitted to Supply Chain Management on 26 September 2024. During an informal BEC held on 15 October 2024, the BEC decided that Livewire Engineering & Consulting Pty Ltd be approached for an updated Operating Regulations for High Voltage Systems (ORHVS) certificate since the one that was submitted during tender submission expired. Livewire Engineering & Consulting Pty Ltd submitted the updated certificate on 17 October 2024. However, the BEC at the meeting held on 29 October 2024 observed some discrepancies on the ORHVS certificate i.e. the certificate was not certified, the certificate looked different to the previous version. The BEC decided to contact the training facility to verify the certificate. The validation was received from the training facility on 30 October 2024. Following the validation of the certificate, Livewire Engineering &	R52203.10 Inc. Vat

					<p>Consulting Pty Ltd was deemed compliant with the requirements of the technical specifications. In line with the tender specifications, Livewire Engineering & Consulting Pty Ltd was requested to do a practical demonstration which took place on 14 November 2024 whereafter Livewire Engineering & Consulting Pty Ltd's practical demonstration was evaluated and found compliant by both Financial and Electrical Services Departments. BSM 117/24 was awarded at the BAC meeting of 22 November 2024. The primary concerns are 1) there is no sufficient time to have the new service provider in place by 1 December 2024 pending the 21-day appeal period 2) The AMR service is currently rendered on a deviation basis which is D/SM 16/24 3). At least a 2-month set up period is required for a new service provider to be fully operational. It should be noted that Livewire Engineering & Consulting Pty Ltd was previously (2019 - 2021) a successful service provider for the AMR services and therefore understands the AMR set up which will contribute to a smoother handover process</p>	
D/SM 15/25	2024/11/29	ISF ICT Infrastructure (Pty) Ltd	Repair of failed computer room air-conditioning (CRAC) units	Emergency	<p>Stellenbosch Municipality's ICT Data Centre experienced failures to 2 of the 3 units carrying out thermal management (cooling) needed to protect the critical hardware systems and services running Municipal applications required to service the public and its mandate. The 3rd unit was in an error state with continuous unit system alarms being presented on the management system. The third unit has subsequently been repaired using parts of the 2 failed units. The weather in the upcoming months poses a huge threat to the temperatures in the server room as the only working unit was not designed to cool the area alone. The municipality has now on two</p>	R386946.25 incl. VAT

					<p>occasions attempted to secure a service provider to repair the units by publishing tenders. On BSM 31/25 which closed on 26/9/2024 the Municipality received 3 bids, none of which was compliant. On BSM 42/25 which closed on 14/11/24 the Municipality only received 1 bid that was not compliant. The Municipality requested a quote from the other two service providers who attended the compulsory clarification meeting, but who did not supply a bid in the second round. The same specifications were used as was in the two tender rounds. A quote was received from ISF ICT Infrastructure (Pty) Ltd for R336 475.00 excl. VAT to repair the units. If the current repaired unit fails, the municipality will have to shut down all our systems and we will not be able to provide any service to the public. The interruption of essential services, including transportation and communication facilities or support services critical to the effective functioning of the municipality as a whole and the possibility that failure to take necessary action may result in the municipality not being able to render an essential community service is a very real risk. The department has tested the market twice unsuccessfully..</p>	
D/SM 16/25	2024/12/13	LRMG (Pty) Ltd	Procurement – Organizational structure software	Goods or services are produced or available from a single provider	<p>The organizational structure was developed by Agito Minds in 2017, and they used their own software or a program to develop the organogram. They have not left a copy of the software or program and the WORD document which they produced cannot be electronically changed as it gives distorted views when data is captured. The structure changes on a continues basis and we therefore need to make amendments regularly. Currently the updating is manually done, and the finished product looks unprofessional. National Treasury and the Auditor</p>	R 481 451.61 incl. VAT

					<p>General also made negative comments about how updates are done on our organizational structure. The department needs to constantly update the organizational structure to ensure that it is current and professional. The department has investigated software that would be compatible with our existing software. Research took place with other municipalities to find comparable software which could be incorporated with the Payday Employee software. Payday software proved fruitless as there were various systems and software in use at municipalities. The Payday software was recently (from 1 July 2024) renewed for a three-year period ending 30 June 2027. Since we will be using Payday software for this period it makes good business sense that the Municipality procure Orgplus software to ensure smooth incorporation and a professional look of the organizational structure. LRMG (Pty) Ltd can provide the necessary software to incorporate information on Payday and can then enable Human Resources to update the organizational structure electronically to reflect the updated compatible organizational structure. LRMG (Pty) Ltd is the sole provider of the Orgplus software and has been accredited by the main developer, Altula, to distribute the software in South Africa.</p>	
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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 staff implications

6.5 Previous / Relevant Council Resolutions:

None

6.6 Risk Implications

That the market may not be tested.

The measures in place to deal with deviations mitigate the risk to an acceptable level.
The auditor general also audit the deviations during the yearly audit.

6.7 Comments from Senior Management:

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

6.8 Municipal Manager

Supports the recommendations.

**RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE
EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 6.8**

that Council notes with the deviations approved for the month of November & December 2024.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Dalleel Jacobs</i>
POSITION	<i>Senior Manager SCM</i>
DIRECTORATE	<i>Finance</i>
CONTACT NUMBERS	<i>021 808 8137</i>
E-MAIL ADDRESS	<i>Dalleel.Jacobs@ Stellenbosch.gov.za</i>
REPORT DATE	<i>24 December 2024</i>

9.	ITEMS FOR NOTING
9.1	REPORT/S BY THE EXECUTIVE MAYOR
9.1.1	REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: OCTOBER - DECEMBER 2024

Collaborator No:

IDP KPA Ref No: Good Governance

Meeting Date: 29 January 2025

1. SUBJECT: REPORT ON THE DECISIONS TAKEN BY THE EXECUTIVE MAYOR FOR THE QUARTER: OCTOBER - DECEMBER 2024

2. PURPOSE

To inform Council of the decisions taken by the Executive Mayor from October 2024 to December 2024 (see **APPENDIX 1**).

3. DELEGATED AUTHORITY

As per the delegations from Council and powers vested in the Executive Mayor by legislation.

For Notification

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.”

5. RECOMMENDATION

that Council take note of the decisions by the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

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

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

6.2 Discussion

Council approved delegations to the Executive Mayor and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

The Executive Mayor also takes decisions in consultation with the Mayoral committee. The decisions of the 2024/25 financial year will be reported in a separate item.

6.3 **Financial Implications**

Dealt with in terms of the approved budget.

6.4 **Legal Implications**

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions**

Item 9.1.2 – Council meeting: 2024-10-30

6.7 **Risk Implications**

Risk implications are mitigated when decisions taken are in line with approved powers and functions.

6.8 **Comments from Senior Management**

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Annexure 1: Decisions taken by the Executive Mayor in the period October to December 2024.

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	06 January 2025

ANNEXURE 1

DELEGATIONS EXERCISED FOR PERIOD [OCTOBER - DECEMBER 2024]

EXECUTIVE MAYOR

Delegation	Category	Report Subject and Recommendations	Date Received	Date Resolved	Resolution and Comments (if any)
110	FINANCE	S 71 monthly budget monitoring report for September 2024	14/10/2024	14/10/2024	Approved
110	FINANCE	S 71 monthly budget monitoring report for October 2024	14/11/2024	14/11/2024	Approved
110	FINANCE	S 71 monthly budget monitoring report for November 2024	13/12/2024	13/12/2024	Approved
110	FINANCE	S 52 Quarterly budget monitoring report 1 st quarter 2024/2025	30/10/2024	30/10/2024	Approved

9.1.2	REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 8 NOVEMBER 2024
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

29 January 2025

1. SUBJECT: REPORT BY THE EXECUTIVE MAYOR ON THE MAYOR – RECTOR FORUM MEETING: 8 NOVEMBER 2024

2. PURPOSE

To inform Council of the matters under discussion at the Mayor – Rector Forum meeting held on 8 November 2024.

3. DELEGATED AUTHORITY

For information.

4. EXECUTIVE SUMMARY

The Executive Mayor has since her election reported to Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The meeting was held on 8 November 2024. The minutes is attached as **Annexure A**. The University of Stellenbosch caused the delay with the circulation of the minutes.

5. RECOMMENDATION

that Council take note of the report from the Executive Mayor.

6. DISCUSSION / CONTENTS

6.1 Background

The Mayor – Rector Forum was established to collaborate and share information and research on main areas of agreement regarding the challenges facing Stellenbosch and the possible solutions.

6.2 Discussion

The Executive Mayor has since her election reported to the Council on discussions that takes place at the regular meetings of the Mayor – Rector Forum. The minutes is attached as **ANNEXURE A**.

The following concerns were discussed: 8 November 2024.

- Matters arising from previous meeting
 - o Recent events and engagements on campus
 - o Update on Adam Tas Corridor
- Feedback from standing committees
 - o Stellenbosch Municipality Mobility Forum
 - o Infrastructure Forum
 - o Stellenbosch Municipal Water Management
 - o Monitoring & Advisory Committee on Crime (MACC)

- New Matters
 - o Parking and traffic congestion
 - o Student safety between Idas Valley and Campus
 - o Presentation on Security Measures

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 9.1.1 – Council meeting: 2024-10-30

6.7 Risk Implications

Addressed through the content of the item.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Annexure A: Minutes of the Mayor – Rector Forum meeting: 8 November 2024

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	<u>Donovan.Muller@ Stellenbosch.gov.za</u>
REPORT DATE	14 January 2025

ANNEXURE A

STELLENBOSCH RECTOR / EXECUTIVE MAYOR FORUM MINUTES

Date: Friday, 8 November 2024
Time: 10h00 – 12h00
Venue: Council Chambers, Admin B, Stellenbosch University
Chair: Prof S Moyo and Adv van Deventer

Members present:

Stellenbosch Municipality	
Adv GMM van Deventer (GvD)	Executive Mayor
Cllr J Fasser (JF)	Deputy Mayor
Mr A Barnes (AB)	Director: Planning and Economic Development
Ms J Felix (JF)	Protection Services
Ms M Francis	Infrastructure Services
Stellenbosch SU	
Prof S Moyo (SM)	Deputy Vice Chancellor: Research, Innovation & Postgraduate Studies
Prof N Koopman (NK)	Vice-Rector: Social Impact, Transformation and Personnel
Prof S du Plessis (SdP)	Chief Operating Officer
Prof D Ramjugernath (DR)	Deputy Vice-Chancellor: Learning And Teaching
Dr L van Rooi (LBvR)	Senior Director: Social Impact and Transformation
Ms N van den Eijkel (NvdE)	Chief Director: Facilities Management
Mr N van der Merwe (NvdM)	Corporate Communication and Marketing
R Kotze (RK)	International Office
Ms A Lewis (AL)	Senior Journalist
Ms A Mawson (AM)	Secretariat

Members absent with apology:

Stellenbosch Municipality (the Municipality)	
Ms G Mettler (GM)	Municipal Manager
Mr D Muller (DM)	Manager: Councilor Support
Mr C Kitching (CK)	Deputy Director: Protection Services
Mr G Boshoff (GB)	Director: Community and Protection Services
Mr S Chandaka (SC)	Director: Infrastructure Services
Stellenbosch University (the SU)	
Prof W de Villiers (WdV)	Rector and Vice-Chancellor
Prof H Kloppe (HK)	Deputy Vice-Chancellor: Strategy and Internationalisation

ITEM	DISCUSSION	RESPONSIBLE PERSON
1.	Opening and welcome	
	<p>The meeting was co-Chaired by Prof Moyo (SM), standing in for WdV and Adv GMM van Deventer (GvD). SM opened the meeting and welcomed all in attendance.</p> <p>GvD noted this will be her last meeting that she will be attending as she will retire as Executive Mayor of Stellenbosch, and noting Councilor Jerome Frasser (JF) who was in attendance and will be attending these meetings going forward as Deputy Mayor till a new Mayor has been formally appointment. GvD also welcomed colleagues Ms M Francis and Ms J Felix who was standing in from Protection Services and the Infrastructure Departments.</p>	SM

	LvR noted that Prof Ramjugernath (DR) will also be joining the meeting a bit later, noting that DR has been appointed as the next Rector and Vice-Chancellor effective 01 April 2025. He will be attending these meetings in future as co-chair.	
2.	Finalisation of agenda	
	<p>GvD made a request that point 6.2 be expanded to include student safety.</p> <p>NvdE noted a change to point 6.3 as the presentation is no longer required as the information was already circulated and shared. This point is thus removed from the agenda, confirmed by GvD. The agenda was then adopted.</p>	GvD
3.	Approval of previous minutes	
	The minutes was adopted.	GvD
4.	Matters from previous meeting	
4.1	Recent events and engagements on campus	
	<p>SdP shared current campus events, noting that SU and STIAS hosted leading cardiovascular researchers as part of the Nobel in Africa Symposia in October.</p> <p>Other events noted was the SU Staff wellness day at Coetzenberg which might have contributed to some traffic congestion in the area during that time. Further to this there was one or two small student protests in front of Admin B, but no escalations occurred.</p> <p>The African Research University Alliance network was held on campus in October with 250 participants in attendance.</p> <p>NK noted that SU held its Transformation Inbaba, where speakers shared and was able to engage with attendees on transformation which is a critical imperative of the University. The Indaba was well attended with an estimated 200 participants.</p> <p>Further adding, in the domain of Social Impact, SU is making good progress with regards to Ou Luckhoff school, as SU has decided to establish a trust with the model of co-ownership between the community and the university. NK would like to request a formal engagement at some stage with the Municipality to discuss this project.</p> <p>NK mentioned a recent restitution linked engagement namely the memorialization project led by LvR regarding the Hardekraaltjie Grave Site which is located on SU's Tygerberg Campus grounds. This memorialization project included a Publication which tells the stories of members of the community whose family members are buried at this cemetery, the public book launch will take place in December 2024.</p> <p>SU's Faculty of Medicine and Health Sciences and a number of NGOs collaborated on a 7 day Inreach in Beaufort West, to do emergency operations, dental and eye surgery, with the support from WC Department of Health. This will become an annual Inreach initiative for students, staff and specialists going forward.</p> <p>October saw Woordfees once again this time in its new form, no longer as part of SU but partnering with SU as well as the Municipality.</p> <p>Stellenbosch University (SU), through its SU Japan Centre, hosted the 6th South Africa-Japan University Forum.</p> <p>UNESCO launch of a groundbreaking publication "More than Welcome: Intercultural Integration of Migrants through Higher Education", was held at STIAS. This special event will bring together leading experts to discuss an innovative new framework to promote the intercultural integration of migrants in and through higher education, helping to strengthen the value of migration for economic, cultural and social development.</p>	<p>SdP</p> <p>SM</p> <p>NK</p> <p>LvR</p> <p>NK</p> <p>RK</p>
4.2	Update on Adam Tas Corridor (ATC)	
	<p>AB provided an update on the ATC, noting 27 different initiatives, which is ongoing within ATC all at various stages of implementation.</p> <p>The team is busy setting up the ATC Facilitation Unit, having developed the Senior</p>	AB

	<p>Manager's job description. Once the job has been evaluated, the job will be deemed to be filled on a contractual basis. This senior Manager, will be assisted by a few contract employees and will be the team to drive the implementation of the ATC. The Terms of Reference for the project Steering Committee is due to be completed soon.</p> <p>GvD highlighted that ATC's importance is to be reconfigured and to this end have established an inclusionary housing policy, where 30% of units that are built must be sold at base price to enable those that were not able to afford property in Stellenbosch previously are now able to purchase property.</p>	
5.	Feedback from standing committees	
5.1	<p>Stellenbosch Municipality Mobility Forum</p> <p>MF provided an update noting that the Terms of Reference for this Forum was concluded. The Standing Committee will now be referred to the Stellenbosch University and Stellenbosch Municipality Transport Forum.</p> <p>The next non-motorized working group meeting is scheduled for the 20th November 2024, which is attended by officials from SU and Stellenbosch Municipality and members of the Changeability stakeholder groups.</p> <p>A decision made at the recent Council Meeting approved that the new Apex school (Kayamandi) will be exempt from paying fees required for roads and services.</p>	MF
5.2	<p>Infrastructure Forum</p> <p>MF advised the Infrastructure Forum is held on a quarterly basis and provided updates as per the last SU and Stellenbosch Municipality Infrastructure Forum held in August. The next Infrastructure Forum is scheduled for 18 November 2024.</p> <p>In-time control system for traffic signals along the R44 corridor: Internal training completed and in the process of updating the model.</p> <p>Landfill Project: Completed two of the three cells and is ready for commissioning. Currently partly drilled wells for methane gas on the remainder of the landfill which will be commissioned at the end of this year. C Hendricks assisted Prof James Bekker with some information that one of his students needed for research.</p> <p>Update on alternate generation and procurement of electricity project: Feasibility study concluded for possible addition of up to 50MW and workshopped internally within the Municipality. A report will be tabled at the Council meeting to determine a way forward on how to proceed. Possible procurement of 20MW is at evaluation adjudication stage currently. Investigations for possible installation of alternative energy generation underway. Several critical plants equipped with generators to assist in the case of extended loadshedding periods. The installation of energy efficient measures to adhere to legislative compliance with electricity consumption certificates underway.</p> <p>Electric minibus taxis: This project is currently in phase 1 (construction phase). Phase 2 will make provision for EV charging infrastructure. The team is in discussions with Flex EV for the implementation of phase 2. The compilation and lease agreement with Flex EV is in process.</p> <p>Electric vehicle impact on electricity network: Roads Department to indicate once done with current work to allow the Electricity dept to take the process forward.</p> <p>Sewerage sludge: Team to follow a different route to finalize agreement.</p> <p>Biomass power station at Idas Valley Dam: Due to no loadshedding currently by Eskom, there is a lot less enthusiasm for alternative generation of energy.</p> <p>Mobility / Transport Forum: The Terms of Reference for the transport forum was concluded. Discussions are underway with SU on how to find the best possible way forward to include the broader community and other interested parties. It was suggested that we need to move away from the negative connotations associated with the previous mobility forum. It was suggested that the meeting be called SU / SM Transport</p>	MF

	<p>Forum. The Terms of Reference are to be circulated for the SU / SM Transport Forum for inclusion in the next Mayor Rector Forum meeting documents. See also above.</p> <p>New project, KaackKai wastewater regeneration pilot: A meeting is scheduled between Stellenbosch Municipality and Emma Muller from KaackKai for further engagements on this pilot project.</p> <p>New Project, Vehicle Infrastructure Technology (VTI): Masters students are currently looking at vehicle to infrastructure connectivity and are busy with testing and benchmarking exercise on connecting infrastructure to vehicles. This entails the ability of embedded software in vehicle or cell phone app on cell phones to communicate the status of traffic lights.</p> <p>SCADA: Currently in phase 2. Hardware installed at major intake points for remote switching once SCADA has been established. Self-loadshedding is not part of the immediate plan for now but the team is working towards it. More focused on being considered as a load curtailment customer during loadshedding stages 1 - 4. Load curtailment application submitted to Eskom and awaiting feedback from Eskom. GvD highlighted the importance of reduction in the cost of waste project and noting there is a need to educate residence that waste energy is not a health risk.</p>	
5.3	<p>Stellenbosch Municipal Water Management</p> <p>MF provided an update, noting status quo remains the same, with no water restrictions. All Western Cape Dams are full, and no drought warnings.</p> <p>Current Projects:</p> <ul style="list-style-type: none"> • Project Vlothenburg - Phase 2: currently experiencing a delay related to issues with landowner, and our legal team is currently addressing this matter. • Jamestown Reservoir Project: nearing completion by end of November 2024. • Kyamandi Stellenbosch: A contractor has been appointment, only delay on this project is the application of the Contractor's Construction Work Permit which took longer than anticipated. Due to December holidays, the Contractor will start work in January 2025. <p>LvR recommended putting together a good news story noting some of the initiatives and achievements, as mentioned above, which NvdM to draft story for GvD's input.</p>	MF
5.4	<p>Monitoring and Advisory Committee on Crime (MACC)</p> <p>MACC's next meeting is scheduled to take place mid-November, therefore no further update available till the next meeting.</p>	NvdE
6	New Matters	
6.1	<p>Parking and traffic congestion</p> <p>Meeting with the Premier has been requested to discuss safety issues and possible solutions.</p> <p>Approval of some road projects/phase 1 for Kayamandi to assist getting to N1 from Stellenbosch. Additional flyovers approval hindered by environmental groups.</p> <p>DR to look at mobility ideas to put forward to this Forum.</p> <p>GvD provided an update on Park and Ride Eikestad Mall, confirming this is still in process, noting there are many opposing this project, even though the Stellenbosch Municipality only conducted the Feasibility study stage. There is several other studies and steps which needs to be concluded before going through a second round of public participation, and for the proposal to reach the final stage of approval but the residents and community do not seem to understand this process. Adding, the 1st public participation engagement was made up of residence largely from a particular area and it's important the SU students and staff are a part of the next round of public participation engagement.</p>	GvD

6.2	Students Safety	
	<p>GvD noted she had 2 items for tabling with the Forum, namely: i) Letter about safety, ii) Petition from parents of students after the recent student related tragedy which needs further discussion, the essence of both requests, is to make it safer for students.</p> <p>GvD agreed that the request from students was for safer routes to be established, to be tabled at Council to be approved in principle. The place where Jesse Mitchelle had died will form part of the 1st route, where more resources will be added (lights and cameras) making the route safer, this will be called Jesse Route.</p> <p>This is the first of many safer routes in Stellenbosch.</p>	
7	Closing	
	Meeting adjourned at 11:15	
	Next meeting will be on 03 March 2025	

9.1.3	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 – DECEMBER 2024]
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Collaborator No:

IDP KPA Ref No:

Good Governance

Meeting Date:

29 January 2025

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 - DECEMBER 2024]

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 to December 2024 (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.”

5. RECOMMENDATION

that Council take note of the decisions by the Executive Mayor taken in consultation with the Mayoral committee meeting from October until December 2024.

6. DISCUSSION / CONTENTS

6.1 Background and discussion.

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.”

Council approved delegations to the Executive Mayor as per EM 12 of the Stellenbosch Municipality Systems of Delegations, and legislation also contains powers that are vested in the Executive Mayor on which reports are made for notification.

6.3 Financial Implications

Dealt with in terms of the approved budget.

6.4 Legal Implications

The decisions are in line with approved delegations or powers vesting in the Executive Mayor.

6.5 Staff Implications

This report has no additional staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions

Item 9.1.3 – Council meeting: 2024-10-30

6.7 Risk Implications

Addressed through the content of the item.

6.8 Comments from Senior Management

The report was not circulated for comment. The Executive Mayor discusses relevant issues with the Municipal Manager who takes up actions with the Directors directly.

ANNEXURES

Appendix 1: Decisions taken by the Executive Mayor in the period October to December 2024 at Mayoral Committee meetings.

FOR FURTHER DETAILS CONTACT:

NAME	DONOVAN MULLER
POSITION	MANAGER: COUNCILLOR SUPPORT
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021 8088314
E-MAIL ADDRESS	<u>Donovan.Muller@ Stellenbosch.gov.za</u>
REPORT DATE	15 January 2025

APPENDIX 1

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

MAYCO Meeting Date	Agenda Item no.	Report Subject	Date Resolved	Resolution
2024-10-16	7.3.3	POSSIBLE DISPOSAL OF ERVEN 11 AND 12 WEMMERSHOEK	2024-10-16	<p>RESOLVED</p> <p>(a) that the item be referred back for a public participation process with the residents of ward 3 to indicate what they propose the erf must be used for; and</p> <p>(b) that the Municipal Manager and Corporate Services department determine the public participation process to be utilised.</p>
2024-10-16	7.3.4	A PORTION OF ERF 8116 STELLENBOSCH: APPLICATION TO LEASE COUNCIL-OWNED LAND FOR PARKING PURPOSES	2024-10-16	<p>RESOLVED</p> <p>that a portion of erf 8116 be identified as land not needed to provide basic Municipal Services;</p> <p>(a) that this application of the applicant (Happy Folks Stellenbosch Pty (LTD)) be approved in principle, subject to the neighbours been informed of the application. They should indicate if they have any objections or alternative proposals should they not support the parking area to alleviate the parking shortage around the businesses;</p> <p>(b) that an initial 3- year lease agreement with Happy Folks Stellenbosch, be approved in principle at the rate per parking bay in the approved budget with the escalation annually as per the approved budget;</p> <p>(c) that the parking may be used by the general public and must be maintained and developed as per the agreement in ANNEXURE A reached between Happy Folks Pty (Ltd) restaurant and Blue Dot properties 1186 cc t/a Bossa Stellenbosch (restaurant);</p> <p>(d) If the agreement between the parties is terminated any agreement to lease the property will also be terminated; and</p> <p>that the roads department investigate proposals to make the use of such an area safer for entering and exiting the parking area along the R44 and that such measures then be implemented by the parties to the agreement in ANNEXURE A.</p>

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

2024-10-16	7.3.6	PROPOSED LEASE AGREEMENT: ERF 16367 (4 PLEIN STREET), BAE-GOALS CAFE	20214-10-16	<p>RESOLVED</p> <p>(a) that the area on erf 16367, Stellenbosch, measuring approximately 35m² in extent, be identified as land not needed to provide the minimum basic municipal services during the period that the rights are awarded;</p> <p>(b) that the application for outdoor dining be approved for an initial period of 3 years with the option of a renewal if agreed to by both parties;</p> <p>(c) the approval is subject to the following conditions:</p> <p>(c) (i) That no permanent structure or deck be erected without the prior written consent of council, including approved building plans and approval from the Heritage Advisory Committee.</p> <p>(c)(ii) A minimum of 1.5m (unobstructed walkway) be left open for pedestrian use, adjacent to the street kerb. In exceptional circumstances, a 1.5m unobstructed walkway adjacent to a shop front, may be allowed, in these instances a further 0.8m must be left open adjacent to the street kerb. Any deviations must be approved by the Municipal Manager on application.</p> <p>The impact of proposed outdoor dining on pedestrian movements, is subject to an assessment in terms of the Municipality's Sidewalk Accessibility Policy and the Municipal Manager is mandated to amend the layout and demarcation of the area when assessing applications.</p> <p>(c)(iii) That a site development plan be submitted for approval which must address at least the following requirements:</p> <p>(a) Demarcation of the lease area relative to its abutting context with the street, the user property, and neighbouring properties. The demarcation of the outdoor dining area must be clearly demarcated as per the approved site development plan. The type of demarcation must be done in consultation with the Municipal Manager. If natural features is not possible the demarcation</p>
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**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

				<p>must be indicated on the plan with lines and applicable measurements. A line indicating the area for outdoor dining must then be used and must be painted on the pavement in a colour as decided on by the Municipal Manager. In the event that the outdoor dining spills over the demarcated area the furniture will be confiscated.</p> <p>(b) Indicate the accurate location of all existing infrastructure, landscaping features and street furniture. The layout of all furniture and features that will be used for the outdoor dining activity.</p> <p>(c)(iv) Demarcation must be provided and maintained by the lessee.</p> <p>(c)(v) No advertising signs(including A- frames) to be placed on the sidewalk or displayed against the building without the prior approval of the Municipal Manager or delegate and if such signs is displayed, it must be within the demarcated area. All signs displayed outside the demarcated area may be removed by law enforcement and outdoor dining furniture outside the demarcated area can be confiscated and repeated offences may result therein that the lease be cancelled after a 30 day notice period.</p> <p>(c)(vi) All umbrellas to be used has to be at least 2.2m high.</p> <p>(c)(vii) Any awnings will require pre-approval from council.</p> <p>(c)(viii) Council is indemnified against all possible 3rd party claims.</p> <p>(c)(ix) The municipality or other public service providers must not be prohibited from maintaining, repairing, upgrading and / or installing new public services within the leased area. For planned maintenance and repairs, upgrades or new installations, the applicant will be provided with a 5-day written notice to remove all furniture for the municipality and any other public service provider to gain access. For emergency work the applicant will be required to remove everything immediately for the municipality or other public service providers to gain access.</p>
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**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

				<p>(c)(x) The municipality reserves the right to end the lease agreement when the need arises, i.e. when the leased area is required for municipal or other public services purposes or when the applicant refuses the municipality or other public service providers access if required.</p> <p>(d) That the rental amount be determined by the Municipal Manager in terms of the approved tariffs and an escalation of CPI per annum applies.</p> <p>(e) Where the establishments do not comply with the conditions attach to their leases within 30 days after receipt of the approval, the approval may be withdrawn and the lease ended after a 30 day notice period. Such establishment will not be allowed to trade on Municipal Property until they comply and then re-apply for approval.</p> <p>(f) The lease agreement with the municipality must be signed within 30 days after receipt of the letter of approval and the draft agreement.</p> <p>(g) Where Establishments put furniture or signs outside the demarcated agreed areas such furniture and signs will be removed by Law Enforcement after a notice was served on the establishment.</p> <p>(h) Establishments who have not applied for permission and have been given a letter putting them to terms, must apply within 30 days of receipt of the letter. Should they fail they will be given a notice and must cease outdoor dining trading on municipal land.</p>
2024-10-16	7.3.7	RETURN ITEM: RENEWAL OF LEASE AGREEMENT: SUPER GROUP TRADING (PTY) LTD: ERF 52 STELLENBOSCH	2024-10-16	<p>RESOLVED</p> <p>(a) that the Executive Mayoral Committee takes note of the Official Notice which was published and that no comments, objections or alternative proposals were received;</p> <p>(b) that it is confirmed that erf 52, Stellenbosch is not needed for basic service delivery;</p> <p>(c) that the Executive Mayoral Committee approves the lease agreement for a period of 5 years; and</p>

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

				(d) that the monthly rental be R34 700.00 (excluding VAT), with a yearly escalation of 6%.
2024-11-21	7.3.1	RETURN ITEM: RENEWAL OF LEASE AGREEMENT APPLICATION: USE OF COUNCIL-OWNED LAND FOR TELECOMMUNICATI ONS BASE STATION ON A PORTION OF ERF 6847 STELLENBOSCH (CLOETESVILLE POOL)	2024-11-21	RESOLVED <p>(a) that the Executive Mayoral Committee takes note of the Official Notice that was published and that no comments were received;</p> <p>(b) that the Executive Mayoral Committee approves the application for lease for a period of 4 years and 11 months;</p> <p>(c) that the monthly rental be set at R9 850.00 (excluding VAT) as per the valuation report received; and</p> <p>(d) that the rental escalates with 6% per annum from 1 July 2025.</p>
2024-11-21	7.3.2	PROPOSED LEASE AGREEMENT: ERF 1222 STELLENBOSCH (23 PLEIN STREET), THE HUSSAR GRILL STELLENBOSCH	2024-11-21	RESOLVED <p>5.1 that the land (erf 1222) measuring approximately 20m² in extent, be identified as land not needed to provide the minimum level of basic municipal services during the period that the rights are awarded;</p> <p>The measurement of the are area to be amended to include the Plein street side.</p> <p>5.2 that the application for outdoor dining be approved for both the mill stream side of the property and Plein Street, provided that the necessary application is submitted for Plein Street, for a period of 3 years subject to the following conditions:</p> <p>5.2.1 That no permanent structure or deck be erected without the prior written consent of council, including approved building plans and approval from the Heritage Advisory Committee.</p>

**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

				<p>5.2.2 A minimum of 1.5m (unobstructed walkway) be left open for pedestrian use, adjacent to the street kerb. In exceptional circumstances, a 1.5m unobstructed walkway adjacent to a shop front, may be allowed, in these instances a further 0.8m must be left open adjacent to the street kerb. Any deviations must be approved by the Municipal Manager on application.</p> <p>The impact of proposed outdoor dining on pedestrian movements, is subject to an assessment in terms of the Municipality's Sidewalk Accessibility Policy and the Municipal Manager is mandated to amend the layout and demarcation of the area when assessing applications.</p> <p>5.2.3 That a site development plan be submitted for approval which must address at least the following requirements:</p> <p>(a) Demarcation of the lease area relative to its abutting context with the street, the user property, and neighbouring properties. The demarcation of the outdoor dining area should preferably where possible be demarcated by natural features like for example plants must be clearly demarcated as per the approved site development plan. The type of demarcation must be done in consultation with the Municipal Manager. If natural features such demarcation is not possible the demarcation must be indicated on the plan with lines and applicable measurements. A line indicating the area for outdoor dining may also be used. In the event that the outdoor dining spills over the demarcated area the furniture will be confiscated.</p> <p>(b) Indicate the accurate location of all existing infrastructure, landscaping features and street furniture. The layout of all furniture and features that will be used for the outdoor dining activity.</p> <p>5.2.4 Demarcation must be provided and maintained by the lessee.</p> <p>5.2.5 No advertising signs(including A- frames) to be placed on the sidewalk or displayed against the building without the prior approval of council the</p>
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**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

				<p>Municipal Manager or delegate and if such signs is displayed, it must be within the demarcated area. All signs displayed outside the demarcated area may be removed by law enforcement and outdoor dining furniture outside the demarcated area can be confiscated and repeated offences may result therein that the lease be cancelled forthwith after a 30-day notice period.</p> <p>5.2.6 All umbrellas to be used has to be at least 2.2m high. and may not have any signage on them.</p> <p>5.2.7 Any awnings will require pre-approval from council.</p> <p>5.2.8 Council is indemnified against all possible 3rd party claims.</p> <p>5.2.9 The municipality or other public service providers must not be prohibited from maintaining, repairing, upgrading and / or installing new public services within the leased area. For planned maintenance and repairs, upgrades or new installations, the applicant will be provided with a 5-day written notice to remove all furniture for the municipality and any other public service provider to gain access. For emergency work the applicant will be required to remove everything immediately for the municipality or other public service providers to gain access.</p> <p>5.2.10 The municipality reserves the right to end the lease agreement when the need arises, i.e. when the leased area is required for municipal or other public services purposes or when the applicant refuses the municipality or other public service providers access if required.</p> <p>5.3 That the rental amount be determined by the Municipal Manager in terms of the approved tariffs and an escalation of CPI per annum applies.</p> <p>5.4 Where the lessee does not comply with the conditions attach to the lease within 30 days after receipt of the approval, the approval may be withdrawn and the</p>
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**MATTERS RESOLVED UNDER AUTHORITY DELEGATED TO THE MAYOR / MAYORAL COMMITTEE:
OCTOBER – DECEMBER 2024**

				<p>lease ended after a 30-day notice period. Such establishment will not be allowed to trade on Municipal Property until they comply and then re-apply for approval.</p> <p>5.5 The lease agreement with the municipality must be signed within 30 days after receipt of the letter of approval and the draft agreement.</p> <p>5.6 Where the lessee put furniture or signs outside the demarcated agreed areas such furniture and signs will be removed by Law Enforcement without further notice after a notice was served on the establishment.</p>
2024-11-21	7.4.2	WRITE-OFF OF IRRECOVERABLE AND PRESCRIBED INDIGENT DEBT OLDER THAN 90 DAYS	2024-11-21	<p>RESOLVED</p> <p>that this item be referred to the Debt Review Committee and return to Mayco and Council via the Finance section 80 committee.</p>

AGENDA**28TH MEETING OF THE COUNCIL
OF STELLENBOSCH MUNICIPALITY****2025-01-29**

9.2	REPORT/S BY THE SPEAKER
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NONE

9.3	REPORT/S BY THE MUNICIPAL MANAGER [MS G METTLER]
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NONE

10.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD J FASSER]
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10.1	PROTECTION SERVICES: [PC: CLLR J WILLIAMS]
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NONE

10.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR TO KUMM]
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NONE

10.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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10.3.1	REVIEW OF STELLENBOSCH MUNICIPAL HONOURS BY-LAW
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Collaborator No:
IDP KPA Ref No: **Good Governance**
Meeting Date: **21 and 29 January 2025**

1. SUBJECT: REVIEW OF STELLENBOSCH MUNICIPAL HONOURS BY-LAW

2. PURPOSE

To review the Stellenbosch Municipal Honours By-Law of 2002 and make a recommendation to Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The Stellenbosch Municipal Council in 2002 promulgated The Municipal Honours and Medals By-Law in terms of which Council can recognise and consider persons for exceptional achievements or rendering of exceptional; meritorious service on the interest of the municipality attached as **APPENDIX 1**. The bylaw is twenty years old and needs to be revised. A draft bylaw was placed on the agenda of the Corporate Services section 80 committee on 1 August 2023 on request of the Executive Mayor. The draft revised bylaw was discussed by the Committee and the Speaker who was invited to the meeting. The committee requested the Chairperson and the Director Corporate Services to discuss some aspects with the Speaker. The discussion took place, and the final draft served before the Mayoral committee in September 2023. It was referred back for more inputs. The new draft is attached as **APPENDIX 2**.

5. RECOMMENDATIONS**CORPORATE SERVICES COMMITTEE: 2023-08-01: ITEM 6.2****RESOLVED**

- (a) That 4) iv – vi to be removed.
- (b) That 4 iv) be replaced to read that a Councillor who served 3 full consecutive terms as a normal Councillor without appearing in front of a disciplinary hearing, be awarded 5 additional points.
- (c) That the word's "Executive Mayor be removed from 4 iii) as the Executive Mayor is comprehensively covered in other provisions.

It is further recommended that all the changes indicated in red in the bylaw be approved.

6. DISCUSSION / CONTENTS**6.1 Discussion:**

The Stellenbosch Municipal Council in 2002 promulgated The Municipal Honours and Medals By-Law in terms of which Council can recognise and consider persons for exceptional achievements or rendering of exceptional, meritorious service on the interest of the municipality. The bylaw is twenty years old and needs to be revised. Attached is a draft bylaw that on request of the Executive Mayor was placed before the section 80 committee. The draft revised bylaw was discussed by the Committee and the Speaker who was invited to the meeting. The committee requested the Chairperson and the Director Corporate Services to discuss some aspects with the Speaker. The discussion took place, and the final draft is now brought back to the Executive Mayor as advise as she requested for consideration.

6.2 Financial Implications

The manufacturing of medals and hosting of ceremonial events must be funded through the approved budget annually.

4.3. Legal Implications

The content and recommendations comply with Council policies and legislation.

4.4. Staff Implications

No additional staff implications

4.5. Previous / Relevant Council Resolutions:

Approval of the BYLAW in 2002

4.6. Risk Implications

The risks have been addressed in the item.

Recommendations by the Section 80 Corporate Services Committee to the Executive Mayor:

CORPORATE SERVICES COMMITTEE: 2023-08-01: ITEM 6.2**RESOLVED**

- a) That 4) iv – vi to be removed.
- b) That 4 iv) be replaced to read that a Councillor who served 3 full consecutive terms as a normal Councillor without appearing in front of a disciplinary hearing, be awarded 5 additional points.
- c) That the word”s “Executive Mayor be removed from 4 iii) as the Executive Mayor is comprehensively covered in other provisions.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.3.9

- (a) That 4) iv – vi to be removed;
- (b) That 4 iv) be replaced to read that a Councillor who served 3 full consecutive terms as a normal Councillor without appearing in front of a disciplinary hearing, be awarded 5 additional points;
- (c) That the word”s “Executive Mayor be removed from 4 iii) as the Executive Mayor is comprehensively covered in other provisions; and
- (d) that all the changes indicated in red in the bylaw be approved.

ANNEXURES:

Appendix 1 : Honours Bylaw 2002

Appendix 2 : Final Draft Reviewed Honours By-law 2024

NAME	<i>Annalene de Beer</i>
POSITION	<i>Director</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 808 8018</i>
E-MAIL ADDRESS	<i>Annalene.deBeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>15 November 2024</i>

APPENDIX 1

STELLENBOSCH MUNICIPAL HONOURS BY-LAW**BY-LAW**

To provide for Municipal honours, the conferral thereof, the amendment of conferral, of Municipal honours, and to provide for matters incidental thereto.

PREAMBLE

WHEREAS section 156(5) of the Constitution of the Republic of South Africa, Act No 108 of 1996, in general authorise a municipality to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

WHEREAS section 186(9) and (10) of the Municipal Ordinance 1974 (No 20 of 1974), in particular, authorise a municipality to confer the freedom of the municipality on a person or to present a medal, memento, address or other commemorative token to persons;

WHEREAS section 156(2) of the Constitution of the Republic of South Africa authorise a municipality to make by-laws for the effective administration of the matters which it has the right to administer;

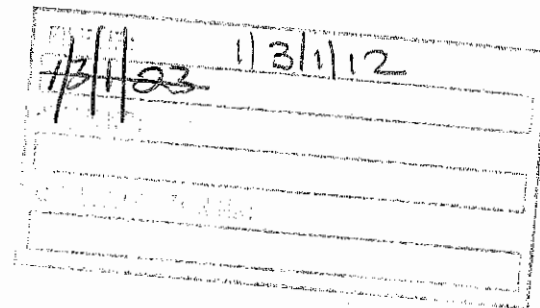
WHEREAS it is desirable to take into consideration and recognise persons for exceptional achievements or the rendering of exceptionally meritorious service in the interest of the municipality; and

WHEREAS this needs to be done in an orderly manner;

Be it, therefore, enacted by the Council of the Stellenbosch Municipality.

TABLE OF CONTENTS

1. Definitions
2. Municipal Honours
3. Conferral of Municipal Honours
4. Annulment of Conferral of Municipal Honours
5. Municipal Honours Advisory Panel
6. Criteria for the bestowing of Municipal Honours
7. Warrants
8. Short Title and Date of Commencement

**1. DEFINITIONS**

1. "The Council" means the political structure of Stellenbosch Municipality in terms of section (4) of the Establishment Notice (P.N. 489/2000) as contemplated in section 18 of the Municipal Structures Act.
2. "Stellenbosch Municipality" means the municipality established in terms of section (4) of the Establishment Notice (P.N. 489/2000).
3. "Municipal Manager" means the person that is the head of administration and also accounting officer for the municipality, appointed in terms of section 82 of the Municipal Structures Act, Act 117 of 1998.
4. "Councillor" means a member of the Municipal Council of Stellenbosch Municipality.
5. "Municipality" for the purposes of section 7 means:
 - (a) the Municipality of Stellenbosch established by Provincial Notice 489 of 2000 dated 22 September 2000;
 - (b) any municipality established under the provision of the Local Government Transition Act, 1993;
 - (c) any municipality established under the provisions of the Municipal Ordinance, 1974 or any previous ordinance providing for the establishment of a municipality;
 - (d) any council or committee established under the provisions of the Black Local Authorities Act, 1982;
 - (e) any management committee established under the provisions of Provincial Ordinance No 6 of 1963.
6. "Employee" means an employee of Stellenbosch Municipality and shall for the purposes of section 6(8) include commencement service at one of the following established municipalities:

Stellenbosch Municipality
Franschhoek Municipality
Pniel Local Council
Boland District Municipality
Winelands District Council
Western Cape Metropool Council
Stellenbosch Divisional Council.

2. MUNICIPAL HONOURS

2. (1) There are the following Municipal honours for Stellenbosch Municipality:
 - (a) freedom of the Municipality or freedom of the town of Stellenbosch, Franschhoek or Pniel;
 - (b) honorary citizenship of the Municipality of Stellenbosch;
 - (c) illuminated address of the Municipality or illuminated address of the town of Stellenbosch, Franschhoek or Pniel;
 - (d) Aldermanship certificate;
 - (e) a Council's commendation certificate;
 - (f) a Mayor's commendation certificate; and
 - (g) certificate for long or outstanding service with the Council.
2. (2) There are the following medal for the Stellenbosch Municipality:
 - (a) the Simonsberg medal (gold) for exceptional achievement or for performing an act of bravery within the Municipal area of Stellenbosch;
2. (3) The Mayor is the patron of the Municipal honours as described in section (1) and (2).

3. CONFERRAL OF MUNICIPAL HONOURS

3. (1) The Mayor, after of approval of Council may confer municipal honours on any person and may make a posthumous conferral of a municipal honour.

4. ANNULMENT OF CONFERRAL OF MUNICIPAL HONOURS AND MEDALS

4. (1) The Mayor, after approval of Council may annul the conferral of a Municipal honour if the holder of the honour has performed any action or has behaved in a manner which harmed the interest of the Municipality of Stellenbosch, or otherwise has become unworthy of the Municipal honour concerned.
4. (2) The Mayor shall, in annulling the conferral of a Municipal honour in terms of subsection (1), do so in accordance with the advice of the panel referred to in section 5.

5. MUNICIPAL HONOURS ADVISORY PANEL

5. (1) The Mayor must obtain advise on the conferral, annulment or restoration of Municipal honours from an advisory panel, consisting of:
 - (a) a maximum of five (5) councillors, broadly representative of the council, appointed by council; and
 - (b) a maximum of five (5) people, highly respected by and who are broadly representative of the people of Stellenbosch Municipality, appointed by Council, if Council so wishes.
5. (2) The advisory panel shall meet at the request of the Mayor.

6. CRITERIA FOR THE BESTOWING OF MUNICIPAL HONOURS

6. (1) The freedom of the Municipality or the freedom of the town of Stellenbosch, Franschhoek or Pniel will be conferred:
 - (a) a non-resident person or organisation, when such a person or organisation is worthy of such an honour in the opinion of Council;
 - (b) if approved by Council by way of a broad consensus. The freedom of the Municipality or of a town shall not be conferred on an active politician.
6. (2) Honorary citizenship of the Municipality of Stellenbosch will be conferred:
 - (a) on a person of national and/or international stature residing in Stellenbosch Municipality for a period of at least 25 years, when such person is worthy of such an honour in the opinion of Council;
 - (b) on such a person if unanimously approved by Council at a Special Council Meeting. Alternatively when approved by Council by way of a broad consensus.
 - (c) Honourary citizenship will not be conferred on an active politician.
6. (3) An illuminated address of the municipality or an illuminated address of the town of Stellenbosch, Franschhoek or Pniel will be conferred:
 - (a) on a person when such person is worthy of such an honour in the opinion of Council;
 - (b) if approved by Council by a two-thirds majority vote;
6. (4) Aldermanship will be conferred on a serving Councillor of Stellenbosch Municipality:
 - (a) who has served on one or more municipalities within the Republic of South Africa for a total period of 20 years. Such terms of office need not be consecutive;

- (b) upon the assumption of the office of Mayor. This criterium does not apply to acting Mayors or acting chairperson of Council. Such title shall be removed if such Councillor does not serve the Council for a full term of office as Mayor;
- (c) who obtains the minimum of 20 points on the following scale:
 - (i) one point for each completed year served as a Councillor on any municipality; plus
 - (ii) one additional point for each completed year service as a member of the executive of any municipality or as chairperson of a standing committee or portfolio committee of such municipality; plus
 - (iii) one additional point for each completed year service as a deputy mayor of a municipality; plus
 - (iv) two additional points for each completed year served as a mayor or chairperson of any municipality; plus
 - (v) two additional points for each completed year served as a member of the executive committee or chairperson of a standing committee of the Stellenbosch Municipality subsequent to 5 December 2000; plus
 - (vi) three additional points for each completed year served as deputy mayor or speaker of the Stellenbosch Council.
- 6. (5) Any current serving Councillor who is of the view that he/she qualifies for Aldermanship, should notify the Municipal Manager in writing, together with the necessary details to the satisfaction of the Municipal Manager. The Municipal Manager shall make a recommendation to Council, after having considered all the relevant details. The Municipal Manager shall for the purpose of this by-law create an appropriate database of all current serving councillors of the Council of Stellenbosch as from 5 December 2000.
- 6. (6) The Council's recommendation certificate will be conferred;
 - (a) a resident of Stellenbosch Municipality when such person is worthy of such an honour in the opinion of Council;
 - (b) if approved by Council;
- 6. (7) The Mayor's recommendation certificate will be conferred on:
 - (a) a resident of Stellenbosch Municipality; and
 - (b) in the sole discretion of the Mayor.
- 6. (8) A certificate for long outstanding service with the Council will be conferred on an employee:
 - (a) who has served the municipality for a period of 25 years, on condition that such an employee has not been found guilty of misconduct for a period of 10 years prior to his/her 35th year of service.
- 6. (9) A medal will be conferred on a resident of Stellenbosch Municipality when:
 - (a) such person is worthy of such an honour in the opinion of Council; and
 - (b) if approved by Council by way of a broad consensus.

7. WARRANTS

The Mayor together with the other members of Council may, by special Council decision and after publication thereof in the Provincial Gazette, issue warrants for the better carrying out of the objects of this by-law and in particular, but without prejudice to the generality of the foregoing, relating to:

- (a) the keeping and administering of the Municipal honours referred to in section 1;
- (b) the keeping of a register of Municipal honours conferred;
- (c) the replacement of lost or stolen Municipal honours and the charges, therefor;
- (d) the publication of an annual Municipal honours list;
- (e) the wearing of Municipal medals;
- (f) benefits and privileges of Alderman;
- (g) rules regarding the annulment and restoration of provincial honours;
- (h) the issuing of accompanying certificates;
- (i) the lay-out/description of Municipal honours/medals; and
- (j) the protocol regarding the handing over of Municipal honours.

8. SHORT TITLE

This by-law is called the Stellenbosch Municipal Honours By-law and takes effect on date of publication thereof.

APPENDIX 2



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

**STELLENBOSCH MUNICIPALITY
MUNICIPAL HONOURS BY-LAW**

PREAMBLE

To provide for Municipal honours, the conferral thereof, the amendment of conferral, of Municipal honours, and to provide for matters incidental thereto

WHEREAS section 156(5) of the Constitution of the Republic of South Africa, Act No 108 of 1996, in general authorise a municipality to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

AND WHEREAS section 156(2) of the Constitution of the Republic of South Africa authorise a municipality to make by-laws for the effective administration of the matters which it has the right to administer;

AND WHEREAS it is desirable to take into consideration and recognise persons for exceptional achievements or the rendering of exceptionally meritorious service in the interest of the municipality; and

AND WHEREAS this needs to be done in an orderly manner;

THEREFORE, enacted by the Council of the Stellenbosch Municipality.

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1. DEFINITIONS

1. *"The Council"* means the political structure of Stellenbosch Municipality in terms of section (4) of the Establishment Notice (P.N. 489/2000) as contemplated in section 18 of the Municipal Structures Act and as amended from time to time.
2. *"Stellenbosch Municipality"* means the municipality established in terms of section (4) of the Establishment Notice (P.N. 489/2000) as amended from time to time.
3. *"Municipal Manager"* means the person that is the head of administration and also accounting officer for the municipality, appointed in terms of section 82 of the Municipal Structures Act, Act 117 of 1998.
4. *"Councillor"* means a member of the Municipal Council of Stellenbosch Municipality.
5. *"Municipality"* for the purposes of section 7 means:
 - (a) the Municipality of Stellenbosch established by Provincial Notice 489 of 2000 dated 22 September 2000 and amended by Provincial notice 118/2021 dated 15 October 2021;
 - (b) any municipality established under the provision of the Local Government Transition Act, 1993;
 - (c) any municipality established under the provisions of the Municipal Ordinance, 1974 or any previous ordinance providing for the establishment of a municipality;
 - (d) any council or committee established under the provisions of the Black Local Authorities Act, 1982;
 - (e) any management committee established under the provisions of Provincial Ordinance No 6 of 1963.
6. *"Employee"* means an employee of Stellenbosch Municipality and shall for the purposes of section 6(8) include commencement service at one of the following established municipalities:

Stellenbosch Municipality
 Franschhoek Municipality
 Pniel Local Council
 Boland District Municipality
 Winelands District Council
 Western Cape Metropool Council
 Stellenbosch Divisional Council.

2. MUNICIPAL HONOURS

- (1) There are the following Municipal honours for Stellenbosch Municipality:
 - (a) freedom of the Municipality or freedom of the town of Stellenbosch, Franschhoek or Pniel;
 - (b) honorary citizenship of the Municipality of Stellenbosch;
 - (c) illuminated address of the Municipality or illuminated address of the town of Stellenbosch, Franschhoek or Pniel;
 - (d) Aldermanship certificate;
 - (e) a Council's commendation certificate;
 - (f) a Mayor's commendation certificate; and
 - (g) certificate for long or outstanding service with the Council.
- (2) There are the following medal for the Stellenbosch Municipality:
 - the Simonsberg medal (gold) for exceptional achievement or for performing an act of bravery within the Municipal area of Stellenbosch;
- (3) The Mayor is the patron of the Municipal honours as described in section (1) and (2).

3. CONFERRAL OF MUNICIPAL HONOURS

The Mayor, after of approval of Council may confer municipal honours on any person and may make a posthumous conferral of a municipal honour.

4. ANNULMENT OF CONFERRAL OF MUNICIPAL HONOURS AND MEDALS

- (1) The Mayor, after approval of Council may annul the conferral of a Municipal honour if the holder of the honour has performed any action or has behaved in a manner which harmed the interest of the Municipality of Stellenbosch, or otherwise has become unworthy of the Municipal honour concerned.
- (2) The Mayor shall, in annulling the conferral of a Municipal honour in terms of subsection (1), do so in accordance with the advice of the panel referred to in section 5.

5. MUNICIPAL HONOURS ADVISORY PANEL

- (1) The Mayor must obtain advise on the conferral, annulment or restoration of Municipal honours from an advisory panel, consisting of:
 - (a) a maximum of five (5) councillors, broadly representative of the council, appointed by council; and

(b) a maximum of five (5) people, highly respected by and who are broadly representative of the people of Stellenbosch Municipality, appointed by Council, if Council so wishes.

- (2) The advisory panel shall meet at the request of the Mayor.

6. CRITERIA FOR THE BESTOWING OF MUNICIPAL HONOURS

- (1) The freedom of the Municipality or the freedom of the town of Stellenbosch, Franschhoek or Pniel will be conferred:
 - (a) a non-resident person or organisation, when such a person or organisation is worthy of such an honour in the opinion of Council;
 - (b) if approved by Council by way of a broad consensus. The freedom of the Municipality or of a town shall not be conferred on an active politician.
- (2) Honorary citizenship of the Municipality of Stellenbosch will be conferred:
 - (a) on a person of national and/or international stature residing in Stellenbosch Municipality for a period of at least 25 years, when such person is worthy of such an honour in the opinion of Council;
 - (b) on such a person if unanimously approved by Council at a Special Council Meeting. Alternatively when approved by Council by way of a broad consensus.
 - (c) Honorary citizenship will not be conferred on an active politician .
- (3) An illuminated address of the municipality or an illuminated address of the town of Stellenbosch, Franschhoek or Pniel will be conferred:
 - (a) on a person when such person is worthy of such an honour in the opinion of Council;
 - (b) if approved by Council by a two-thirds majority vote;
- (4) Aldermanship will be conferred on a serving Councillor of Stellenbosch Municipality:
 - (a) who has served on one or more municipalities within the Republic of South Africa for a total period of 20 years. Such terms of office need not be consecutive;
 - (b) upon the assumption of the office of Mayor. This criterium does not apply to acting Mayors or acting chairperson of Council. Such title shall be removed if such Councillor does not serve the Council for a full term of office as Mayor;
 - (c) who obtains the minimum of 20 points on the following scale:
 - (i) one point for each completed year served as a Councillor on any municipality; plus
 - (ii) one additional point for each completed year service as a member of

the executive of any municipality or as chairperson of a standing committee or portfolio committee of such municipality; plus

- (iii) one additional point for each completed year service as an ~~Executive Mayor, Deputy Mayor, Speaker or Council Whip~~ of a municipality; ~~plus~~
 - iv) a Councillor who served 3 full consecutive terms as a normal Councillor without appearing in front of a disciplinary hearing, be awarded 5 additional points.
 - (IV) ~~(two additional points for each completed year served as a mayor or chairperson of any municipality; plus~~
 - (V) ~~two additional points for each completed year served as a member of the executive committee or chairperson of a standing committee of the Stellenbosch Municipality subsequent to 5 December 2000; plus~~
 - (IV) ~~three additional points for each completed year served as deputy mayor or speaker of the Stellenbosch Council.~~
- (5) Any current serving Councillor who is of the view that he/she qualifies for Aldermanship, should notify the Municipal Manager in writing, together with the necessary details to the satisfaction of the Municipal Manager. The Municipal Manager shall make a recommendation to Council, after having considered all the relevant detail. The Municipal Manager shall for the purpose of this by-law create an appropriate database of all ~~current serving~~ **councillors that served on the Stellenbosch Council** as from 5 December 2000.
- (6) The Council's recommendation certificate will be conferred ~~to~~;
- (a) ~~a~~ resident of Stellenbosch Municipality when such person is worthy of such an honour in the opinion of Council; ~~and~~
 - (b) if approved by Council;
- (7) The Mayor's recommendation certificate will be conferred on:
- (a) a resident of Stellenbosch Municipality; and
 - (b) in the sole discretion of the Mayor.
- (8) A certificate for long outstanding service with the Council will be conferred on an employee:
- (a) who has served the municipality for a period of ~~25~~ 35 years, on condition that such an employee has not been found guilty of misconduct for a period of 10 years prior to his/her 35th year of service.
- (9) A medal will be conferred on a resident of Stellenbosch Municipality when:
- (a) such person is worthy of such an honour in the opinion of Council; and
 - (b) if approved by Council by way of a broad consensus.
 - (c)

Commented [ADB1]: The committee felt that due to (b) above it is not necessary for the Executive Mayor to be listed here.

7. PROCLAMATION

The Mayor together with the other members of Council may, by special Council decision and after publication thereof in the Provincial Gazette, issue a proclamation for the better carrying out of the objects of this by-law and in particular, but without prejudice to the generality of the foregoing, relating to:

- (a) the keeping and administering of the Municipal honours referred to in section 1;
- (b) the keeping of a register of Municipal honours conferred;
- (c) the replacement of lost or stolen Municipal honours and the charges, therefor;
- (d) the publication of an annual Municipal honours list;
- (e) the wearing of Municipal medals;
- (f) benefits and privileges of Alderman;
- (g) rules regarding the annulment and restoration of provincial honours;
- (h) the issuing of accompanying certificates;
- (i) the lay-out/description of Municipal honours/medals; and
- (j) the protocol regarding the handing over of Municipal honours.

8. SHORT TITLE

This by-law is called the Stellenbosch Municipal Honours By-law and takes effect on date of publication thereof.

10.3.2	RETURN ITEM: DISPOSAL OF ERF 4810 (3 SWAWEL LAAN) STELLENBOSCH
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Collaborator No: 779038
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: RETURN ITEM: DISPOSAL OF ERF 4810 (3 SWAWEL LAAN) STELLENBOSCH

2. PURPOSE

To provide feedback and obtain Council's final approval for the sale of erf 4810, Stellenbosch also known as Swawel laan 3, Onder Pappegaaiberg.

3. DELEGATED AUTHORITY

For decision by Municipal Council.

4. EXECUTIVE SUMMARY

In May 2021 three properties being erven 4810, 4811 and 4812 Stellenbosch were sold on auction as per a resolution made by the Municipal Council. The sale for Erf 4810 was finalised as the purchaser failed to pay the deposit for the property to the auctioneer and after much debate the sale at the auction was cancelled and Council resolved that the erf must go on auction again in February for a price not less than the price reached at the previous auction, being R2.15 million.

On 5 December 2024 an auction was held at the property by Ikapa Auctioneers and the highest bid received on the day was R2.45 million. The purchaser was able to pay the deposit on the day to secure the purchase. Council needs to approve the sale of the property at the offer received from the purchaser and that the sale can continue. The previous resolution already indicates that the Municipal Manager is authorised to sign the sales agreement should the offer be higher than the previous offer received, so there is no need to redelegate that authorisation. As is the Municipal Manager having the authorisation to sign all agreements on Council's behalf.

5. RECOMMENDATIONS

- (a) that Council takes note of the auction of Erf 4810 Stellenbosch which was held on 5 December 2024; and
- (b) that Council accepts the offer received from Christian Jurgens Hanekom which is attached to the item as **APPENDIX 1** and approves the sale of erf 4810.

6. DISCUSSION / CONTENT

6.1 Background

Council made a decision to sell the property on auction along with two other properties. The property was sold on auction at the previous occasion, but the bidder did not comply with the auction provisions and the sale was cancelled. In February 2023 Council resolved that the property be sold on auction again at a price not less than the previous auction price. Council owns several properties in this area that was allocated to employees in the past. As the property has been vacant for a long time it has been vandalised and a lot of complaints were received from members of the public and residents in the area. The two other adjacent

properties that were sold in the previous round have been registered in the new owners' names. Three other municipal properties in the area have been allocated to employees, who are currently residing in the properties.

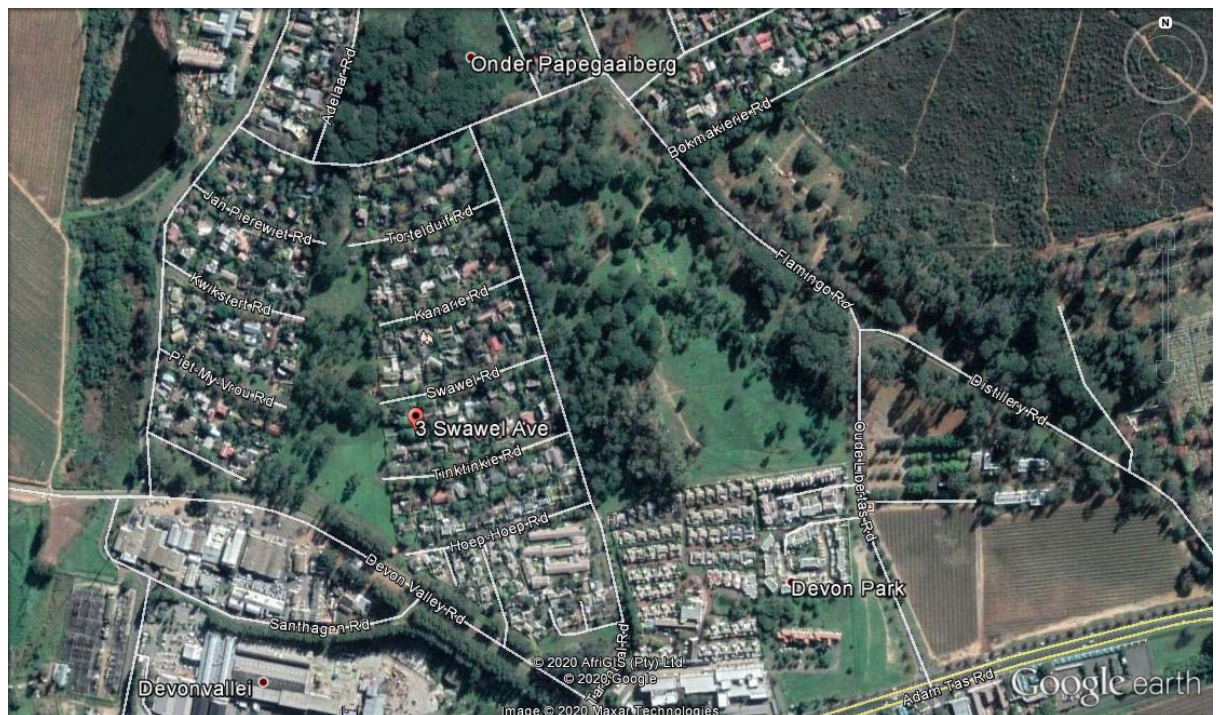
6.2. DISCUSSION

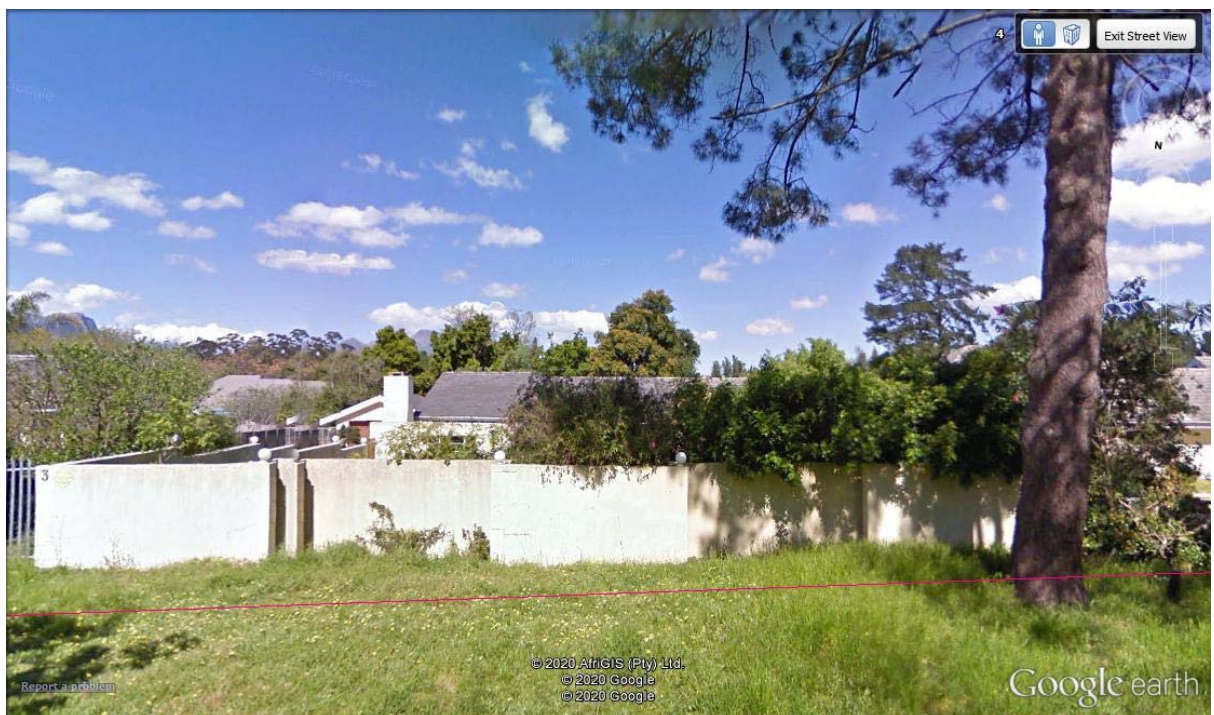
6.2.1 Location and context

The auction took place on 5 December 2024. The highest offer received on the day was R2.45 million. A copy of the sales agreement is attached hereto as **APPENDIX 1**. The property is located in the area known as "Onder Papegaaiberg

6.2.2 Property description

3 Swawel laan (erf 4810) – 987 square meters.





Street view from google street view of Swawel laan 3

6.2.3 Ownership

The ownership of the property vests with Stellenbosch Municipality by virtue of Title Deed T280/1972. The property is still registered in the mother erf as the sub-division was never finalised, however the sub-division was registered and finalised during 2024 when the adjacent property was transferred into the new owner's name.

6.2.4 Legal Framework**6.2.4.1: Municipal Finance management act, no 56 of 2003 (MFMA)**

In terms of section 14(1) of the MFMA *“a municipality may not transfer ownership as a result of a sale or other transaction or otherwise permanently dispose of a capital asset needed to provide the minimum level of basic municipal services.”*

Further, in terms of sub-section (2) *“a municipality may transfer ownership or otherwise dispose of a capital asset other than one contemplated in subsection (1), but only after the municipal council, in a meeting open to the public—*

- (a) has decided on reasonable grounds that the asset is not needed to provide the minimum level of basic municipal services; and*
- (b) has considered the fair market value of the asset and the economic and community value to be received in exchange for the asset.”*

In terms of subsection (5) *“any transfer of ownership of a capital asset in terms of subsection (2) must be fair, equitable, transparent, competitive and consistent with the supply chain management policy which the municipality must have and maintain in terms of section 111.”*

6.2.4.2 Municipal Asset Transfer Regulations (ATR)

In terms of Regulation 5 of the ATR :-

“1) A municipality may transfer or dispose of a non-exempted capital asset only after—

- (a) the accounting officer has in terms of regulation 6 conducted a public participation process to facilitate the determinations a municipal council must make in terms of section 14(2)(a) and (b) of the Act; and*
- (b) the municipal council—*
 - (i) has made the determinations required by section 14(2)(a) and (b)* and*
 - (ii) has as a consequence of those determinations approved in principle that the capital asset may be transferred or disposed of.*
- (2) Sub-regulation (1)(a) must be complied with only if the capital asset proposed to be transferred or disposed of is a high value *capital asset.*

* i.e. in excess of R50M

6.2.4.3 Property Management Policy

In terms of par.7.2.1 of the policy, ***“unless otherwise provided for in this policy*, the disposal of Viable Immovable property shall be effected-***

- (a) by means of a process of **public competition**; and*
- (b) **at market value** except when the public interest or the plight of the poor demands*

Further, in terms of par.7.2.3, before alienating Immovable property or rights in Immovable property the Municipality shall be satisfied that **alienation is the**

appropriate methodology and that reasonable economic, environmental and social return cannot be derived whilst ownership of the Immovable property or Property rights is retained by the Municipality.

In term of par.9.1 of the Policy, the Municipality may use any of the following methods, depending on the circumstances pertaining the specific Immovable property:

- a) *The type of a formal tender may vary, depending on the nature of the transaction:*
 - i) *Outright tender may be appropriate where the Immovable property ownership is not complex, and the Municipality is seeking obligations to be placed on the successful tenderer which are clear and capable of specification in advance.*
 - ii) *Qualified tenders/call for proposals will be appropriate where the Immovable property ownership position is complex or the development proposals for the Immovable property are insufficiently identified or otherwise incapable of detailed specification at the pre-tender stage.*
 - iii) *Call for proposals on a build-operate transfer (B.O.T) basis will be used if a developer is required to undertake the construction, including the financing, of a facility on Municipal-owned land, and the operation and maintenance thereof. The developer operates the facility over a fixed term during which it is allowed to charge facility users appropriate fees, rentals and charges not exceeding those proposed in its bid or as negotiated and incorporated in the contract, to enable the developer to recover its investment and operating and maintenance expenses in the project. The developer transfers the facility to the municipality at the end of the fixed term.*
- b) *The nature of the formal tender process is that a legally binding relationship is formed between the parties when the Municipality accepts a tender in writing. It is essential therefore that every aspect of the disposal is specified in the tender documents. The tender documents could include a contract for sale or lease which could be completed with the tenderer's details, the tender price and be signed by the tenderer. A binding legal agreement is created upon the acceptance of the writing of a tender by the Municipality.*
- c) *Such a process may, depending on the nature of the transaction, include a two-stage or two- envelope bidding process (proposal call) in terms of which only those bidders that meet the pre-qualification criteria specified in the first stage are entitled to participate in the second stage.*

6.2.4.4 Public Auction

- a) *Disposal by public auction may be appropriate where there is no obvious potential purchaser and where speed and the best price can be obtained by auction.*
- b) *The decision to dispose of Immovable property by way of public auction must be recorded in writing and must include-*
 - (i) *the reasons justifying a disposal by public auction;*
 - (ii) *the reserve price, if any, for the auction;*

-
- (iii) *the authority for a staff member to attend the auction and to act on behalf of the Municipality.*
 - c) *The contract for sale or lease must be ready for exchange at the auction.*
 - d) *The binding contract will be made on the acceptance of the highest bid providing it has reached the reserve price. Contracts for the sale or lease will immediately be signed and exchanged.*
 - e) *The terms and conditions of each auction shall be determined on a project-by-project basis, appropriate to the specific characteristics and attributes of the Immovable property, and to the Municipality's strategic objectives.*
 - f) *Where the services of an auctioneer are utilised, the auctioneer's commission shall be payable by the successful bidder and shall not form part of the financial offer to the Municipality.*

6.3 Financial Implications

The offer received was for R2.45 million. The previous price was 2.15 Million. The purchaser will pay all the transfer fees so there will be no further expenses for the municipality. As this was on public auction no further Public Participation process is required, and Treasury's views also do not have to be solicited as it is less than R10 million value.

6.4 Legal Implications

The legal implications are discussed in the item and complied with.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions

SPECIAL COUNCIL MEETING: 2021-06-23: ITEM 8.1.1

RESOLVED (nem con)

- (a) that Council approves of the disposal of the 3 erven to the bidders that bid the highest at the auction and accept the highest bids on the erven as indicated;
- (b) that the Municipal Manager be authorised to conclude the sale agreements;
- (c) that the municipality request a certificate of registered titles as the properties have not been registered as separate titles;
- (d) that the new buyers register the property from the mother erf (3721) at their own costs;
- (e) that the bidders be requested to take occupation of the erven as soon as the warranties have been provided, but not later than 30 days of this decision; and
- (f) that the risk be transferred to the buyers on occupation of the erven.

11TH COUNCIL MEETING: 2023-02-22: ITEM 11.3.1**RESOLVED** (majority vote with abstentions)

- (a) That Council confirms that the property erf 4810 is not needed to provide minimum services as required in terms of the asset transfer regulations;
- (b) That Council approves the disposal of the erf by public auction to the highest bidder at the auction at a market related price with a reserve set price determined not less than the price reached at the previous auction;
- (c) That the buyer be responsible for the payment of the costs for the transfer of the erf from the mother erf (3721);
- (d) That the municipality requests a certificate of registered title as the property have not been registered as separate titles;
- (e) That the new buyer be requested to take occupation of the erven as soon as warranties have been provided, but no later than 30 days after the warranties was provided;
- (f) That the Municipal Manager be authorised to conclude the sale agreement after the auction provided that the sale price is not lower than the reserve price; and
- (g) That the risk be transferred to the buyer on taking occupation.

6.7 Risk Implications

The risk of not accepting the offer is that the property will remain vacant and will potentially be vandalised further alternatively someone might move in without consent.

6.8 Comments from Senior Management**6.8.1 Municipal Manager**

Supports the recommendations.

6.8.2 CFO

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 7.3.1

- (a) that Council takes note of the auction of Erf 4810 Stellenbosch which was held on 5 December 2024; and
- (b) that Council accepts the offer received from Christian Jurgens Hanekom which is attached to the item as **APPENDIX 1** and approves the sale of erf 4810 as per the auction.

ANNEXURES: **Appendix 1: Sale Agreement**

FOR FURTHER DETAILS CONTACT:

<i>NAME</i>	Annalene de Beer
<i>POSITION</i>	<i>Director</i>
<i>DIRECTORATE</i>	<i>Corporate Services</i>
<i>CONTACT NUMBERS</i>	<i>021-8088018</i>
<i>E-MAIL ADDRESS</i>	Annalene.deBeer@Stellenbosch.gov.za
<i>REPORT DATE</i>	<i>13/01/2025</i>

APPENDIX 1



SALE BY PUBLIC AUCTION
SALE AGREEMENT

ERF 4810

CONDITIONS OF SALE

1 SALE BY PUBLIC AUCTION

- 1.1 The sale shall be by the rise, subject to the terms and conditions contained in the conditions of sale. The Seller reserves the right to decline to sell to the highest or any bidder.
- 1.2 The Auctioneer shall have the right to refuse or accept any bid. If any dispute arises between bidders or between any bidder and the Auctioneer, the decision of the Auctioneer shall be final and binding.
- 1.3 If the Auctioneer makes any mistake, it shall not be binding, but shall, if practicable, be rectified as soon as possible and the Auctioneer shall not on any grounds whatsoever (whether contractual, delictual or otherwise) be responsible therefor or for any loss or damage suffered as a result thereof, or for the fulfilment of these conditions of sale.

2 INTERPRETATION

- 2.1.1 In these conditions of sale and in the schedule and any annexes thereto -
- 2.1.2 clause headings are for convenience and are not to be used in their interpretation;
- 2.1.3 unless the context indicates a contrary intention an expression which denotes -
- 2.1.3.1 any gender includes the other genders;



- 2.1.3.2 a natural person includes a juristic person and *vice versa*;
- 2.1.3.3 the singular includes the plural and *vice versa*.
- 2.2 In these conditions of sale, unless the context indicates a contrary intention, the following expressions bear the meanings assigned to them below and cognate expressions bear corresponding meanings -
- 2.2.1 **"Auctioneer"** means **IKAPA EXPRESS AUCTIONEERS(PTY)LTD** per Johan Kotze
- 2.2.2 **"property"** means the property specified in the schedule, together with all improvements thereon;
- 2.2.3 **"purchase price"** means the purchase price, exclusive of any value-added tax, (if applicable) at which the property is sold;
- 2.2.4 **"Purchaser"** means the Purchaser specified in the schedule;
- 2.2.5 **"schedule"** means the schedule to the conditions of sale;
- 2.2.6 **"Seller"** means **STELLENBOSCH MUNICIPALITY**
- 2.3 Any substantive provision conferring rights or imposing obligations on any party in the interpretation clause shall be given effect to as if it were a substantive provision in the body of the agreement.
- 2.4 Words and expressions defined in any clause shall, unless the application of any such word or expression is specifically limited to that clause, bear the meaning assigned to such word or expression throughout this agreement.
- 2.5 The terms "holding company" and "subsidiary" shall bear the meanings assigned to them in the Companies Act, 1973 (Act No 61 of 1973).
- 2.6 Reference to months or years shall be construed as calendar months or years.



- 2.7 No provision herein shall be construed against or interpreted to the disadvantage of any party by reason of such party having or being deemed to have structured or drafted such provision.
- 2.8 The *eiusdem generis* rule shall not apply and whenever the term "including" is used followed by specific examples, such examples shall not be construed so as to limit the meaning of that term.
- 2.9 Unless specifically otherwise provided, any number of days prescribed shall be determined by excluding the first and including the last day or, where the last day falls on a Saturday, Sunday or public holiday, the next succeeding business day.
- 2.10 A reference to any statutory enactment shall be construed as a reference to that enactment as at the signature date and as amended or re-enacted from time to time.
- 2.11 This agreement incorporates the annexes which annexes shall have the same force and effect as if set out in the body of this agreement. In this agreement the word "**agreement**" refers to this agreement and the words "**clause**" or "**clauses**" and "**annexe**" or "**annexes**" refer to clauses of and annexes to this agreement.
- 2.12 Unless specifically otherwise provided, all amounts in this agreement are exclusive of value-added tax as contemplated in the Value-Added Tax Act, 1991 (Act No 89 of 1991). It is specifically noted that the sale is not a VAT transaction.

3 SALE

The property is sold subject to all the conditions and servitudes mentioned or referred to in the current and/or prior title deeds of the property and to all such other conditions and servitudes as may exist in regard thereto, including the provisions of any applicable town planning scheme.

4 VOETSTOOTS SALE

- 4.1 The property is sold *voetstoots* as it stands and in the condition in which it now is. The Seller has no claim in respect of any excess over the measurements appearing in the title deeds, nor is the Seller answerable in damages or otherwise to the Purchaser should the area of the property be less than such measurements.

- 4.2 The Purchaser acknowledges having inspected the property.
- 4.3 The Seller is not obliged to point out any pegs or beacons relating to the property nor is the Seller responsible for the cost of locating them.
- 4.4 The Seller is not responsible for obtaining any certificate or other evidence that the property is free from infestation by woodborers, termites, white ants, or any other timber destroying or boring insects, and should any such certificate or other evidence be required by the Purchaser it is the responsibility of the Purchaser to obtain such certificate or other evidence at the Purchaser's cost.
- 4.5 It is recorded that the Seller is not in possession of a certificate of compliance as contemplated in the Regulations deemed to be promulgated in terms of the Occupational Health and Safety Act, 1993 (Act No 85 of 1993), in respect of the electrical installation on the property. The Purchaser acknowledges that the Purchaser is obliged to be in possession of a certificate of compliance by not later than the date of transfer of the property into the name of the Purchaser, and it is the responsibility of the Purchaser to obtain such certificate at the Purchaser's cost.

5 PURCHASE PRICE

The purchase price of the property is R 2,450,000 million (being the highest bid at the auction or subsequent improved offer in terms of this agreement). This is not a VAT transaction.

The purchase price of the property together with any value-added tax, is payable by the Purchaser as follows -

- 5.1 an amount equal to 10% (ten percent) of the purchase price shall be paid to the Auctioneer upon signature of these conditions of sale by the Purchaser and held in trust until the date of registration of transfer of the property into the name of the Purchaser;
- 5.2 the balance of the purchase price, shall be payable against registration of transfer of the property into the name of the Purchaser. As security for the payment of such amount the Purchaser will within 30 (Thirty) days after the date of the auction, furnish the Seller's conveyancers with a bank guarantee or guarantees as required and approved by the Seller or



the Seller's conveyancers, payable to the Seller or the Seller's nominee upon registration of transfer at such place or places as the Seller stipulates.

- 5.3 On acceptance of an offer by the seller, the deposit then becomes NON – Refundable.
- 5.4 The property sale is subject to confirmation by the seller within 60 days of the sale, as same has to be approved by Council.
- 5.5 Should the offer not be accepted by the seller, the deposit shall be refunded.

6 POSSESSION AND RISK

Possession of the property will be given to the Purchaser on registration of transfer, or on an earlier date as agreed upon by the parties in writing. As from the date of possession or occupation by agreement the property will be at the sole risk, loss or profit of the Purchaser, and the Purchaser will from such date be entitled to the rentals (if any) and be liable for all rates, taxes and other charges in respect of the property. If the Seller has paid any such charge or charges for any period subsequent to the date of possession, the Purchaser will refund to the Seller the charge or charges so paid, and the Purchaser will likewise be entitled to a refund from the Seller of the rentals (if any) collected prior to the date of possession in respect of any period subsequent to the date of possession.

7 TRANSFER AND COSTS

- 7.1 Transfer of the property will be given to the Purchaser within a reasonable time after the Purchaser has paid the costs and charges referred to in clause 7.2 and has otherwise complied with the provisions of the conditions of sale. Transfer will be effected by the Seller's conveyancers.
- 7.2 The Purchaser will on demand from the Seller's conveyancers -
 - 7.2.1 pay all costs and charges of and incidental to the transfer of the property, including transfer duty, if applicable;
 - 7.2.2 sign all documents required to be signed by the Seller's conveyancers in order that transfer may be effected.



- 7.3 The Purchaser shall not sell or otherwise dispose of the property, nor cede any right or assign any obligation under the conditions of sale prior to the registration of transfer.

8 OCCUPATION AND OCCUPATIONAL RENTAL

- 8.1 Occupation of the property will be given to the Purchaser on the date of possession.
- 8.2 In the event that occupation and/possession is granted by the seller to the purchaser prior to the date of registration of transfer, the Purchaser will pay to the Seller, or the Seller's nominee, interest on the full purchase price at the rate of 10% (Ten per cent) *per annum*, payable monthly in advance, from the date of possession to the date of registration of transfer of the property into the name of the Purchaser, both days inclusive.

9 OBLIGATIONS OF THE PURCHASER

With effect from the date of possession should possession/occupation be granted by the Seller to The Purchaser -

- 9.1 the Purchaser will keep all buildings, fences and other improvements on the property in good order, repair and condition to the satisfaction of the Seller, and should the Purchaser fail to do so, the Seller will be entitled to have effected any repairs the Seller deems necessary to maintain the property in good order, repair and condition, and to recover the cost thereof from the Purchaser on demand, without prejudice to any other rights the Seller may have;
- 9.2 the Purchaser will not make any alterations or additions to any buildings or improvements on the property before transfer without the Seller's prior written consent, and will submit to the Seller for prior approval plans of any proposed buildings, alterations or improvements. It is a condition of any approval the Seller may give in respect of such plans that the Purchaser procures, before building operations are commenced, a waiver by the contractor of any lien to which such contractor might otherwise become entitled;
- 9.3 the Seller or the Seller's duly authorised agent is entitled to inspect the property at all reasonable times; and

- 9.4 the Purchaser will be obliged to vacate the property upon termination of the conditions of sale for any reason whatsoever, it being agreed that no tenancy is created by any prior possession or occupation.

10 AGENT'S COMMISSION

- 10.1 Subject to the provisions of clause 10.2, the Purchaser shall be liable for payment of the Auctioneer's commission equal to 5.75 % VAT INC of the purchase price, together with value-added tax thereon, and shall affect payment of such commission forthwith upon conclusion of the auction whereupon these conditions of Sale are to be signed in full and initialled on all appropriate pages by the Purchaser, Auctioneer and witnesses.
- 10.2 The Auctioneer may appropriate the payment in respect of Auctioneers Commission immediately upon receipt of the Sellers notification of acceptance of the Purchasers offer (hereinafter referred to as the "effective date").
- 10.3 Should the offer not be accepted by the seller, the commission shall be refunded to the purchaser.

11 BREACH

Should the Purchaser commit a breach of the conditions of sale, the Seller is entitled to give the Purchaser notice in writing calling upon the Purchaser to remedy the breach. Should the Purchaser fail to comply with such notice within 7 (Seven) days of receipt of such notice, then without prejudice to any other rights the Seller may have in law, the Seller is entitled -

- 11.1 to cancel the conditions of sale comprising this agreement and thereupon -
- 11.1.1 to retain the deposit paid in terms of clause 5.1, either as *rouwkoop* or by way of a penalty or as agreed liquidated damages, or as a payment in respect of the prejudice agreed as suffered by the Seller as a result of the Purchaser's breach; or
- 11.1.2 to recover such damages as the Seller may be able to prove the Seller has sustained in lieu of the amount contemplated in clause 11.1.1, in which event the Seller will be entitled to retain any deposit in trust until the actual amount of damages has been determined by a court, and thereupon set off such damages against the amount in trust; or

- 11.2 to enforce performance in terms of the conditions of sale, including payment of the full balance of the purchase price owing at the date of the Purchaser's breach, without prejudice to any right the Seller may have to claim damages from the Purchaser.

12 VALUE-ADDED TAX ACT, 1991 (ACT No 89 of 1991) (where applicable)

- 12.1 THERE IS NOT VAT APPLICABLE ON THIS TRANSACTION, VAT only payable on Buyers Commission.

13 NOTICES AND DOMICILIUM

- 13.1 The parties choose as their respective *domicilium citandi et executandi* for the purpose of legal proceedings and for the purposes of giving or sending any notice provided for or necessary in terms of this agreement, their respective addresses set out in the schedule, provided that a party may from time to time change any address to any other physical address, postal address or telefax address within the Republic of South Africa by written notice to the other party to that effect. Such change of address will be effective 7 (Seven) days after receipt of notice of the change of *domicilium*.

- 13.2 All notices to be given in terms of this agreement will be in writing and -

- 13.2.1 if delivered by hand during normal business hours, be rebuttably presumed to have been received on the date of delivery;

- 13.2.2 if sent by prepaid registered post from within the Republic of South Africa be rebuttably presumed to have been received within 7 (Seven) business days of posting;

- 13.2.3 if sent by telefax before 16h30 on a business day be rebuttably presumed to have been received on the date of successful transmission of the telefax. Any telefax sent after 16h30 or on a day which is not a business day will rebuttably be presumed to have been received on the following business day.

- 13.3 Notwithstanding the above, any notice actually received by the party to whom the notice is addressed will be deemed to have been properly given and received, notwithstanding that such notice has not been given in accordance with the provisions of this clause.



14 GENERAL

- 14.1 This agreement constitutes the whole of the agreement between the parties hereto relating to the matters dealt with in this agreement and save to the extent otherwise provided herein no undertaking, representation, term or condition relating to the subject matter of this agreement not incorporated in this agreement shall be binding on any of the parties.
- 14.2 No variation, addition, deletion, or agreed cancellation will be of any force or effect unless in writing and signed by or on behalf of the parties hereto.
- 14.3 No waiver of any of the terms and conditions of this agreement will be binding or effectual for any purpose unless in writing and signed by or on behalf of the party giving the same. Any such waiver will be effective only in the specific instance and for the purpose given. No failure or delay on the part of any party hereto in exercising any right, power or privilege hereunder will constitute or be deemed to be a waiver thereof, nor will any single or partial exercise of any right, power or privilege preclude any other or further exercise thereof or the exercise of any other right, power or privilege.
- 14.4 Save as otherwise herein provided, neither this agreement nor any part, share or interest herein nor any rights or obligations hereunder may be ceded, assigned, or otherwise transferred without the prior written consent of the other parties.
- 14.5 Any consent or approval required to be given by any party in terms of this agreement will, unless specifically otherwise stated, not be unreasonably withheld.
- 14.6 This agreement may be executed in one or more counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same agreement as at the date of signature of the party last signing one of the counterparts. The parties undertake to take whatever steps may be necessary to ensure that all counterparts are duly signed by all of them without delay.

15 SUSPENSIVE CONDITION

- 15.1 The conditions of sale are subject to the following suspensive conditions, namely that –



- 15.1.1 If the sale requires the consent of the Master of the High Court of South Africa, such consent is obtained within a reasonable time;
- 15.1.2 the sale is confirmed by the Seller within 60 (Sixty) days of the date of the auction.
- 15.2 Should the aforesaid suspensive conditions not be fulfilled within the period specified above then, the Seller may extend the confirmation period due to circumstances beyond his control.
- 15.3 In the event that the property is sold to a person acting in the capacity of trustee for a juristic person to be formed and incorporated for the purpose of purchasing the property, should such juristic person to be formed not be registered and thereafter ratify and adopt this agreement, within 7 (Seven) days after the date of signature of the auction, then the Trustee will be and become the Purchaser of the property, and will be bound and obliged to comply with all the terms and conditions contained in the conditions of sale and imposed on the Purchaser.
- 15.4 In the event of the Purchaser ratifying and adopting this agreement, the Trustee binds and obliges itself as surety and co-principal debtor *in solidum* for all the obligations of the Purchaser in terms of the conditions of sale, and hereby renounces the benefits of excussion and division, the meaning of which the Trustee declares itself to be fully acquainted with.

16 TRUSTEE AS SURETY

In the event of the Purchaser ratifying and adopting this agreement, the Trustee binds and obliges himself as surety and co-principal debtor *in solidum* for all the obligations of the Purchaser in terms of this agreement, and hereby renounces the benefits of excussion and division, the meaning of which the Trustee declares himself to be fully acquainted with.

17 AUTHORITY AND LEGAL CAPACITY (*where applicable*)

- 17.1 In the event that the property is sold to any person who acts or purports to act in a representative capacity, other than that of Trustee, such person shall forthwith upon conclusion of the auction disclose the identity of the principal that he represents and thereupon furnish documentary evidence to the satisfaction of the Auctioneer, or the Seller, as the case may be, of the capacity of the principal to purchase the property and such person's authority to represent and bind the principal concerned.



Should the property be sold to a person contemplated in clause 17.1 and should such person fail to comply with the requirements of clause 17.1, such person will be and become the Purchaser of the property in his personal capacity, and be bound and obliged to comply with all the terms and conditions contained in the conditions of sale and imposed on the Purchaser.

18 SIGNATURE OF CONDITIONS OF SALE

- 18.1 The Purchaser shall forthwith upon conclusion of the auction sign the conditions of sale and provide all such information as may be specified in the schedule.
- 18.2 If the Purchaser fails, for whatever, reason to sign the conditions of sale or furnish any information as aforesaid, the Auctioneer or the Seller, as the case may be, will be entitled but not obliged immediately to declare the sale cancelled without prejudice to any of the Seller's rights, and again to put the property up for auction.



SCHEDULE

The conditions of sale, having first been read out aloud in full and a copy thereof prominently displayed at the auction venue, the property described as -

and situated at -

was put up for sale by public auction At

On

And sold for (purchase price)

Purchase price in words

Deposit 10% of Purchase Price

Commission 5.75% of Purchase price

VAT thereon at 15%

Total Received

To (full name of Purchaser)

On (date of auction)

Identity / Registration Number

Of (physical address)

Postal Address

Telefax Address

Telephone Numbers

Signature of Purchaser

Signature of Auctioneer

3 SAAUEL STREET S180SCH

STECCEAROSCH

5-12-2024

R 2,450,000

TWO Million four hundred and fifty thousand

2 450 000

140,875,00

385,875,00

CHRISTIAN JURGENS HANEKOM

5-12-2024

[REDACTED]

13 FERNANDO

[REDACTED]

[REDACTED] S180SCH

[REDACTED]

[REDACTED]

[REDACTED]

The Purchaser, or the Purchaser's duly authorised representative, warranting his authority

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]



SCHEDULE

Particulars of Purchaser

Full Name:

CHRISTIAN JURGEN HANEKO

Identity Number

Spouses Name:

/

Identity Number:

/

How Married:

/

Residential Address:

STELLENBOSCH

Postal address;

/

Telephone No:

(B) /

(H) /

(C)

Email address:

Other Details:



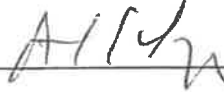
IKAPA

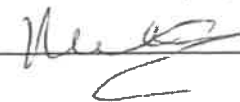
EXPRESS AUCTIONS

"We Build Partnerships & Relationships"

The Auctioneer, or the Auctioneer's duly authorised representative, warranting his authority

Signature of Witnesses

1. 

2. 

**CONFIRMATION BY SELLER**

Name of Seller

STELLENBOSCH MUNISIPALITYOf (*physical address*)Town House Complex • Plein Street, Stellenbosch, 7600
STELLENBOSCH

Postal Address

Telefax Address

Telephone Numbers

Signature of Seller

The Seller, or the Seller's duly authorised
representative, warranting his authority

Signature of witnesses

1. _____

2. _____

Date of confirmation by Seller

Date: 05/12/2024

Johan Kotze
Ikapa Group / Auctioneers
Stellenbosch
082 854 4685

POWER OF ATTORNEY: AUCTION OF PROPERTY – 3 SWAWEL LAAN, ONDERPAPEGAAIBERG – 5 DECEMBER 2024

Good day Mr. Kotze,

I, Christian Jurgens Hanekom with ID no [REDACTED] hereby give permission that Stephanus Jacobus Fourie, ID no [REDACTED], attend the auction on my behalf and bid on my behalf, following clear instructions received from me.

- Property: Erf 4810, Onderpapegaaiberg, Stellenbosch, 3 Swawel Laan
- Property size: 987m2
- Date: 05 December at 11:00 am.

CJ Hanekom

Date

SJ Fourie

Date

Witness

Witness

Witness Name

Witness Name

KENDYLLE MULDER

10.4	FINANCIAL SERVICES: (PC: ALD JC ANTHONY)
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NONE

10.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
------	--

NONE

10.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
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10.6.1	THE INTEGRATED WASTE MANAGEMENT PLAN FOR STELLENBOSCH MUNICIPALITY
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Collaborator No: 778764
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 22 January 2025 and 29 January 2025

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

2. PURPOSE

Is for Council to adopt the Integrated Waste Management plan (IWMP).

3. DELEGATED AUTHORITY

Municipal Council.

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. The development of an IWMP is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) (NEM:WA).

Stellenbosch Municipality currently has a 3rd Generation IWMP and had appointed an environmental specialist firm to assist to review and finalize our draft 4th Generation IWMP. This revised 4th Generation IWMP was internally reviewed, circulated for public comment from 14 March 2024 until 15 April 2024. A notice was published on 14 March 2024 in the Eikestad Nuus newspaper and on the Municipal website requesting comments.

Comments were received from the Department of Environmental Affairs and Development Planning and the Franschhoek Heritage and Ratepayers Association. All comments received were incorporated into the final document.

The 4th Generation IWMP has also been successfully endorsed by the Member of the Provincial Executive Council (MEC) of the Department of Environmental Affairs and Development Planning on 12 November 2024 (Copy Attached as **APPENDIX A**).

5. RECOMMENDATIONS

- (a) that Council adopts the 4th Generation IWMP with all comments being included; and
- (b) that Council adopts the 4th generation IWMP as a sectoral plan of the Integrated Development Plan.

6. DISCUSSION / CONTENTS

6.1 Background

JG Afrika was appointed by the Stellenbosch Municipality (SM) to develop its 4th Generation Integrated Waste Management Plan (IWMP) to replace the 3rd Generation IWMP (2020 – 2023).

The development of an IWMP is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) (NEM:WA) that was promulgated and came into effect on the 1st of July 2009. Its goal is transforming the waste management methodology from being focused only on collection and disposal, to a sustainable practice that focusses on waste avoidance and environmental sustainability.

An IWMP is an integral tool to identify a municipality's current needs and acts as a guide towards sustainable waste management. The IWMP must be incorporated as part of each municipality's Integrated Development Plan (IDP), although it is submitted as a separate document. The IWMP also indicates the alignment of its goals with the Western Cape IWMP, the District Municipality IWMP and the National Waste Management Strategy, 2020 (NWMS).

The NWMS is a statutory requirement of the NEM:WA and is entrenched in Section 24 of the Constitution of the Republic of South Africa. The purpose of the NWMS is to provide strategic policy intervention and a framework for the implementation of the NEM:WA. The NWMS therefore "outlines government's policy and strategic approach to waste management within the South African government's context and agenda of socio-economic development that is 'equitable, inclusive, sustainable and environmentally sound'. It is therefore aligned to South Africa's National Development Plan (NDP): Vision 2030, which aims to integrate the Sustainability Development Goals (SDG) of Agenda 2030 into the socio-economic development plans of the country.

The premise of the NWMS is to systematically improve waste management in South Africa by adopting the principles of the "circular economy" and the "waste hierarchy". As such, in implementing the NWMS, 2020 "local government needs to shift the focus of waste collection services to enable and promote diversion of waste from landfills through reuse, recycling and recovery".

The IWMP is therefore the fundamental strategic and planning document for implementing waste policy and ensuring waste services are supplied in accordance with the SM's constitutional mandate. The goals of the IWMP, as well as the monitoring thereof, should also feed into the SM's IDP which ensures that identified projects and activities are funded. The IWMP is a critical element of the SM's performance management system, the framework for which is provided in the Municipal Systems Act, 2000 (Act 32 of 2000).

SM's 4th Generation IWMP examines the current (2023) state (Status Quo Analysis) of the solid waste management system of the SM and provides an overview thereof. This includes the various aspects of, and the factors impacting the solid waste management system. These range from relevant legislation; the socio-economic context of the SM; waste types and quantities generated; waste management systems and infrastructure; education and awareness initiatives; and financing.

The analysis of the status quo assessment is utilized to identify the gaps and needs of SM's waste management system. The scope also includes the formulation of goals and objectives required to address the gaps and needs. The goals and objectives are limited to implementation at the local authority level. The implementation plan to improve the waste management system and to achieve the identified goals is coupled with a monitoring and review programme to ensure successful implementation of the IWMP. The 4th Generation IWMP will be implemented over the period 2024 - 2029 and will be reviewed internally.

6.2 **Discussion**

The following chapter in the IWMP provides the status quo and the plan for waste management in the Municipality.

POLICY AND LEGISLATION

All applicable waste management legislation is listed and discussed under Section 2 of the IWMP. The latest published legislation has been added in the IWMP update, which mainly consists of Norms & Standards published under the National Environmental Management: Waste Act, 2008 (Act no. 59 of 2008) (the Waste Act) as well as the Draft Updated National Waste Management Strategy since the previous Stellenbosch IWMP. The current Stellenbosch Integrated Waste Management By-Law is now finalized and was approved by Council after which implementation and enforcement would be paramount.

WASTE QUANTITIES AND TYPES

The Stellenbosch Municipality operates only one landfill facility for the disposal of waste, but since August 2019 has made use of the Vissershok Private Landfill (Vissershok Waste Management Facility (Pty) Ltd) operated by Enviroserv and Averda. The waste collected in Stellenbosch is transported to the Klapmuts Solid Waste Transfer Station from where it gets taken to the Vissershok Landfill.

A waste characterisation study was conducted in 2017 by Stellenbosch Municipality's Solid Waste Management Department and analysed in 2019 by JG Afrika (see full report in **Appendix B**). The waste characterised was solely black bag waste, i.e. waste destined for landfill. Waste materials separated at source by households and placed in clear bags for collection by means of the recycling programme, was not sampled. The characterisation focused on residential/household waste and not commercial or business waste.

EXISTING WASTE MANAGEMENT STRUCTURE, SYSTEMS AND PRACTICES

The municipal waste management responsibilities rest with the Directorate: Infrastructure Services (together with Electricity, Water, Sewerage, Stormwater, Transport and Roads).

The approved Stellenbosch Waste Management division organogram is provided in the report. The Senior Manager Waste Management (Municipal Waste Manager) is

supported by two Section Managers. One for the Area Cleansing and Collections Section and one for Waste Minimization & Disposal Section. There are a number of vacancies that need to be filled and the Municipality is working on appointing competent staff to these positions. The management of the waste division have indicated that they require more technical staff to be appointed to the two Sections in order to assist with the waste management within the Municipality.

Stellenbosch Municipality serves approximately 38,500 households with solid waste management services. The 28,751 collection points are spread across the 23 wards of the Municipality. The refuse collection breakdown is approximately 20,000 wheelie bins and 4,000 standard refuse bags as of 2019.

The Municipality utilises eleven (11) refuse collection trucks, operated by more than 60 crew members. The Municipality reports that 100% of urban households receive kerb side collection once per week.

All urban areas of Stellenbosch Municipality have access to at least a basic refuse removal service. Some refuse removal services exist in the rural areas and farming communities, but all the rural areas at least have access to drop-off facilities.

The Municipality currently provides a two-waste collection service where clear bags with recyclable material are collected once a week. The clear bags are to be filled with recyclable materials which households are required to sort waste into two streams namely; general landfill waste (black wheelie bin) and recyclable waste (clear bags). The recyclables are transported to a material recovery facility (MRF) that is situated at the landfill.

The Municipality is in the process of expanding the sorting at source programme to include more households in the initiative. The department reported that the total number of indigent households was 6,995 as of July 2020 and in the order of 75% to 80% of these households receive at least a basic refuse collection service.

The Municipality has a standard operating procedure to deal with all waste related complaints. All received complaints regarding solid waste are logged on the internal system. A complaint is logged when a service desk consultant answers the call and captures the complaint on the customer care portal to be addressed by the relevant official or department. This person must then address the complaint and report back in order to complete the process and for the complaint to be finalized on the customer care portal.

Recycling of waste was predominantly taking place at the mini MRF facility located on the landfill site.

Here the separately collected clear bag waste and waste obtained from landfill working face by informal recyclers, get sorted into recyclable portions and benefited by either selling them to the market or donating to other users.

The Municipality have identified the need for increased recycling and has developed a fully functional MRF at the Devon Valley landfill site and can accommodate 450 tonnes of waste per month based on an adjusted ultimate public participation rate in the source separation scheme of 50%. As there is already a demand for a public drop-off facility, it is anticipated that residents will independently come to the MRF to drop off mixed recyclables. The mixed recyclables projections model does not take into account the mass of mixed recyclables coming in independently from residents.

Much potential for diversion exists within the organic fraction of the waste stream with reference to the characterisation results discussed, indicating potentially 31% organics present in the household waste stream. This study must be further refined in order to indicate the breakdown of these organics and how they have changed since 2017 when the Waste Characterization Study was done in order to see what the diversion potential with each is and the appropriate treatment/re-use methods.

The Stellenbosch Municipality currently diverts organic waste via chipping and composting. Chipping takes place at the landfill under a private contract, and the Municipality is planning the development of an organic waste refuse transfer station at the landfill site to further divert organic waste from landfill.

The main option with building rubble diversion is crushing the clean rubble and using it as road building material (or other appropriate uses depending on material quality) or using it as cover material in landfilling, eliminating the need to use natural materials such as soil. building rubble received at the Landfill is not directly disposed into the Landfill. Oversized rubble is stockpiled separately until sufficient volumes are reached for crushing operations. Manageable rubble is used as cover material. A contract was recently awarded to a private contractor who will be tasked with the crushing of builder's rubble and beneficiation of the crushed material at the landfill.

The Stellenbosch Municipality conducts comprehensive awareness and education campaigns with continual involvement with the public in terms of solid waste management and the promotion of better waste management practices. Residents are informed and given feedback through the means of newsletters, pamphlets, social media and the municipal website. Schools are visited to educate learners about solid waste and recycling.

The Devon Valley Landfill site is the only operating landfill within the Stellenbosch Municipality. The Devon Valley Landfill has reached its current capacity, licence applications and construction of Cell 4 has been completed. The new Cell 4 is within the central portion of the existing Devon Valley Landfill. At present, the study area is bounded by two existing landfill footprints, Cells 1 & 2 to the south and Cell 3 to the north. The entire site is surrounded by concrete palisade fencing. An Eskom servitude traverses the site, with overhead electrical pylons running from north-west to south-east respectively.

There are no dedicated garden waste or building & demolition waste sites in Stellenbosch. Garden waste and building & demolition waste are accepted at the landfill and stockpiled for chipping and crushing. The Stellenbosch Municipality currently only has one fully operational licensed transfer station at Klapmuts with one mini public drop off located in Franschhoek.

The drop-off does not require licensing due to its size, but there is a great need for the development of a larger transfer station in the Franschhoek area.

Since the closure of the Stellenbosch Devon Valley Landfill Site, the Klapmuts Transfer Station was used to transfer all waste from Stellenbosch Municipality to the Vissershok private landfill site. The transfer station and landfill are internally and externally audited.

IMPLEMENTATION STRATEGY, MONITORING AND REVIEW

Based on the gaps and needs identified, aligned goals of the IWMP, and planned projects by the municipality, an implementation strategy was developed that contains the objectives, timeline and required resources for implementation of the IMWP. These goals are linked to the main goals contained in the Western Cape Provincial IWMP.

To ensure that the IWMP remains up to date as far as practically possible and stays relevant, it must go through a review process.

The implementation of the 4th Generation IWMP will start following Council's approval. Apart from the continuous project implementation and goal tracking, which must be done by each individual project team as and when each project is running and reported to the designated Waste Management Officer, an annual IWMP report must be submitted along with the other Municipal annual reports and a copy sent to D:EA&DP as well.

6.3 Financial Implications

Please find below additional funding needed to implement the IWMP

Summary	Additional budget per year
2024	R2 922 000,00
2025	R2 361 000,00
2026	R1 055 200,00
2027	R1 103 680,00
2028	R89 888,00
	R7 531 768,00

6.4 Legal Implications

This report complies with all relevant legal requirements

6.5 Staff Implications

All vacancies as per the organogram must be filled to ensure successful implementation of the 4th Generation IWMP.

6.6 Previous / Relevant Council Resolutions:

20TH COUNCIL MEETING: 2024-02-21: ITEM 11.6.4
RESOLVED (majority vote with 5 abstentions)

- 10 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.

6.7 Risk implications

None

6.8. Comments from Senior Management:

No input required

6.8.1 Comments from the Municipal Manager:

Support recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 7.6.1

- (a) that Council adopts the 4th Generation IWMP with all comments being included; and
- (b) that Council adopts the 4th generation IWMP as a sectoral plan of the Integrated Development Plan.

APPENDICES

Appendix A: Endorsement Letter from DEA&DP

Appendix B: Integrated Waste Management Plan (Final)

FOR FURTHER DETAILS CONTACT:

NAME	Preshane Chandaka
POSITION	DIRECTOR: INFRASTRUCTURE SERVICES
DIRECTORATE	INFRASTRUCTURE SERVICES
CONTACT NUMBERS	021 -808 8213
E-MAIL ADDRESS	Shane.Chandaka@ Stellenbosch.gov.za
REPORT DATE	05 December 2024

ANNEXURE A

Department of Environmental Affairs and Development Planning

GERHARD GERBER

HEAD OF DEPARTMENT

Gerhard.Gerber@westerncape.gov.za | Tel: 021 483 2787

REFERENCE: 19/2/1/2/4/ BS3

The Executive Mayor
Stellenbosch Municipality
PO Box 17
STELLENBOSCH
7600

For Attention: Adv. Van Deventer

Per e-mail: mayor@stellenbosch.gov.za

Dear Mayor Van Deventer

RE: ENDORSEMENT OF THE INTEGRATED WASTE MANAGEMENT PLAN (2024 – 2029) FOR STELLENBOSCH MUNICIPALITY IN TERMS OF SUBSECTION 11 (4) (B) (III) OF THE NATIONAL ENVIRONMENTAL MANAGEMENT: WASTE ACT (REFERENCE: 19/2/1/2/4/ BS3)

1. The Integrated Waste Management Plan (IWMP) dated 11 July 2024, the draft IWMP dated 6 November 2023, and the Department of Environmental Affairs and Development Planning's (the Department's) comment on the draft IWMP dated 13 May 2024, refer.
2. The Department provided comments on the draft IWMP; these comments were addressed and included in the final IWMP dated 11 July 2024 which the Department received on 30 July 2024.
3. Thank you for submitting the Stellenbosch Municipality's final 4th Generation Integrated Waste Management Plan for endorsement in accordance with Section (11)(4)(a)(i) of the National Environmental Management: Waste Act (Act No. 59 of 2008) ("Waste Act").
4. Based on the outcome of the assessment of your IWMP, in my capacity as the delegated authority in terms of section 11(4)(b) of the Waste Act, I hereby approve your IWMP endorsement request in terms of Section 11(4)(b)(iii) of the Waste Act. Please be advised of the following:

4.1 Updating of the IWMP

- 4.1.1. A detailed assessment report **(Appendix A)** has been drafted, which includes recommendations to be included in the IWMP. The Municipality is requested to address the issues and recommendations highlighted in the assessment report and to update the IWMP accordingly.
- 4.1.2. The updated IWMP must be resubmitted to August Hoon of the Department, Directorate: Waste Management at the contact details indicated below, for record-keeping.

4.2 Council adoption of the IWMP

- 4.2.1 The updated IWMP, which is a sectoral plan of the Integrated Development Plan (IDP), must identify projects to be included and incorporated in the IDP on an annual basis, for adoption by the municipal council.
- 4.2.2 It is requested that upon adoption of the IWMP by the municipal council, that a copy of the council adoption be submitted to the Department.

4.3 Reporting on the implementation of the IWMP

- 4.3.1 The Municipality must ensure that its Annual Performance Report in terms of Section 46 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) includes information on the implementation of the IWMP as set out in paragraphs (a) to (j) of Section 13 (2) of the Waste Act.
- 4.3.2 A written request will be submitted annually by the Minister to your Municipality, to compile and submit an Annual Performance Report on the implementation of your IWMP deliverables in terms of Section 13(4) of the Waste Act.
- 4.3.3 The Annual Performance Report must be submitted to the Department for review on an annual basis.
- 4.3.4 The Department will monitor the implementation of the IWMP and will provide support to the Municipality where necessary.
- 4.3.5 Please be reminded that the successful implementation of your Municipality's IWMP is dependent on the allocation of adequate resources (human and financial).

4.4 IWMP Review

In addition to the annual IWMP implementation reporting, the IWMP must also be reviewed and updated every 5 years to align with the IDP cycles.

- 5. For any enquiries, please do not hesitate to contact August Hoon (Control Environmental Officer (Grade B): Head: Waste Management Planning), tel.: 083-5662762/e-mail: August.Hoon@westerncape.gov.za.

Sincerely,

GERHARD GERBER
HEAD OF DEPARTMENT
Date: 12 November 2024

CC: Ms Geraldine Mettler (Municipal Manager) E-mail: municipal.manager@stellenbosch.gov.za

Mr Clayton Hendricks (Waste Management Officer) E-mail: clayton.hendricks@stellenbosch.gov.za

ANNEXURE B



STELLENBOSCH MUNICIPALITY

FINAL

**4TH GENERATION INTEGRATED WASTE
MANAGEMENT PLAN
2024 - 2029**



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Prepared by:

JG AFRIKA (PTY) LTD

Cape Town

14 Central Square, Pinelands
7405

Telephone: +27 21 530 1800

Email: jonasr@jgafrika.com

Project Manager: Ryan Jonas

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CARRIED OUT BY: JG AFRIKA (PTY) LTD CAPE TOWN 14 Central Square Pinelands 7405 Tel.: +27 21 530 1800 Email: EdwardsB@jgafrika.com		COMMISSIONED BY: STELLENBOSCH MUNICIPALITY 1 Plein Street Stellenbosch 7600 Tel: +27 21 808 8241 Email: Clayton.Hendricks@stellenbosch.gov.za		
AUTHOR Bonte Edwards and Deshni Naicker		CLIENT CONTACT PERSON Mr Clayton Hendricks		
SYNOPSIS 4th Generation Integrated Waste Management Plan – Stellenbosch Municipality				
KEY WORDS: 4th Generation Integrated Waste Management Plan, Stellenbosch Municipality				
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QUALITY VERIFICATION This report has been prepared under the controls established by a quality management system that meets the requirements of ISO 9001: 2015 which has been independently certified by DEKRA Certification.				
Verification	Capacity	Name	Signature	Date
By Author	Senior Environmental Scientist	Bonte Edwards	<i>B Edwards</i>	11/07/2024
Checked by:	Senior Environmental Scientist	Deshni Naicker		11/07/2024
Authorised by:	Director	Duane Petersen		11/07/2024

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List of abbreviations

AD	Anaerobic Digestion
CAPEX	Capital Expenditure
CBD	Central Business District
CDM	Clean Development Mechanism
CCT	City of Cape Town
CPA	Component Project Activity
CWD	Cape Winelands District
DEA&DP	Department of Environmental Affairs and Development Planning
DFFE	Department of Forestry, Fisheries and the Environment
DSI	Department of Science and Innovation
DWAF	Department of Water Affairs and Forestry
DWS	Department of Water and Sanitation
ECA	Environment Conservation Act
ECSA	Engineering Council of South Africa
EPR	Extended Producer Responsibility
EPWP	Expanded Public Works Programme
GDP	Gross Domestic Product
GN	Government Notice
HHW	Hazardous Household Waste
H&HCRW	Hazardous and Health Care Risk Waste
I&AP	Interested and Affected Parties
IDP	Integrated Development Plan
IPWIS	Integrated Pollutants and Waste Information System
IWMF	Integrated Waste Management Facility
IWMP	Integrated Waste Management Plan
KTS	Klapmuts Transfer Station
kW	Kilowatts
kWe	Kilowatt-electric
LC	Leachable Concentration
LFG	Landfill Gas
M&E	Mechanical and Electrical Contract
MFMA	Municipal Finance Management Act
MRF	Materials Recovery Facility
MSA	Municipal Systems Act
MSW	Municipal Solid Waste
MTREF	Medium Term and Expenditure Framework
NDP	National Development Plan
NEMA	National Environmental Management Act (Act No. 107 of 1998)
NEM:WA	The National Environmental Management: Waste Act (Act No. 59 of 2008)
NGO	Non-Governmental Organisation
NWMS	National Waste Management Strategy (2020)
OPEX	Operational Expenditure
OWDP	Organic Waste Diversion Plan
PoA	Programme of Activities
PRO	Producer Responsibility Organisation
RIA	Resource Innovations Africa (Pty) Ltd
RO-RO	Roll-on Roll-off
SDF	Spatial Development Framework
SDGs	Sustainable Development Goals
SM	Stellenbosch Municipality

SLF	Stellenbosch Landfill Facility
TC	Total Concentration
TMG	Table Mountain Group
VHK	Vissershok
WML	Waste Management Licence
WP	Waste Picker
WPIP	Waste Picker Integration Plan
WWTW	Wastewater Treatment Works

Executive summary

JG Afrika was appointed by the Stellenbosch Municipality (SM) to develop its 4th Generation Integrated Waste Management Plan (IWMP) to replace the 3rd Generation IWMP (2020 – 2023).

The development of an IWMP is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) (NEM:WA) that was promulgated and came into effect on the 1st of July 2009. Its goal is transforming the waste management methodology from being focused only on collection and disposal, to a sustainable practice that focusses on waste avoidance and environmental sustainability.

An IWMP is an integral tool to identify a municipality's current needs and acts as a guide towards sustainable waste management. The IWMP must be incorporated as part of each municipality's Integrated Development Plan (IDP), although it is submitted as a separate document. The IWMP also indicates the alignment of its goals with the Western Cape IWMP, the District Municipality IWMP and the National Waste Management Strategy, 2020 (NWMS).

The NWMS is a statutory requirement of the NEM:WA and is entrenched in Section 24 of the Constitution of the Republic of South Africa. The purpose of the NWMS is to provide strategic policy intervention and a framework for the implementation of the NEM:WA. The NWMS therefore *"outlines government's policy and strategic approach to waste management within the South African government's context and agenda of socio-economic development that is 'equitable, inclusive, sustainable and environmentally sound'".* It is therefore aligned to South Africa's National Development Plan (NDP): Vision 2030, which aims to integrate the Sustainability Development Goals (SDG) of Agenda 2030 into the socio-economic development plans of the country.

The premise of the NWMS is to systematically improve waste management in South Africa by adopting the principles of the "circular economy" and the "waste hierarchy". As such, in implementing the NWMS, 2020 *"local government needs to shift the focus of waste collection services to enable and promote diversion of waste from landfills through reuse, recycling and recovery"*.

The IWMP is therefore the fundamental strategic and planning document for implementing waste policy and ensuring waste services are supplied in accordance with the SM's constitutional mandate. The goals of the IWMP, as well as the monitoring thereof, should also feed into the SM's IDP which ensures that identified projects and activities are funded. The IWMP is a critical element of the SM's performance management system, the framework for which is provided in the Municipal Systems Act, 2000 (Act 32 of 2000).

SM's 4th Generation IWMP examines the current (2023) state (Status Quo Analysis) of the solid waste management system of the SM and provides the overview thereof. This includes the various aspects of, and the factors impacting the solid waste management system. These range from relevant legislation; the socio-economic context of the SM; waste types and quantities generated; waste management systems and infrastructure; education and awareness initiatives; and financing.

The analysis of the status quo assessment is utilised to identify the gaps and needs of SM's waste management system. The scope also includes the formulation of goals and objectives required to address the gaps and needs. The goals and objectives are limited to implementation at the local authority level. The implementation plan to improve the waste management system and to achieve the identified goals is coupled with a monitoring and review programme to ensure successful implementation of the IWMP. The IWMP will be implemented over the period 2024 - 2029 and will be reviewed yearly.

Legislation

The IWMP provides an overview of the national and local legislation, policies, and guidelines applicable to waste management systems within the SM. This includes the National Environmental Management: Waste Management Act, 59 of 2008 and its associated Regulations, and Norms and Standards; the SM Integrated Waste Management By-Law; and the Western Cape Integrated Waste Management Plan (2022 – 2027). A comprehensive list can be found in section 2.1 *Legislation*.

Waste management systems and infrastructure

The SM municipal waste management responsibilities lie with the Directorate: Infrastructure Services (together with Electricity, Water, Sewerage, Stormwater, Transport, Roads, and Infrastructure Planning, Development, and Implementation). The waste management division of the directorate provides the following services: collections; recycling; disposal to landfill site; wheelie Bins (240L); hiring of wheelie bins (for special events); emptying of skips and drop-offs.

The designated Waste Management Officer for SM is the Senior Manager: Waste Management Infrastructure Services.

There are several vacancies within the Waste Management Department that need to be filled. The Municipality is working on appointing competent staff to fill the vacant positions. In the waste disposal section 2 Technician posts have been advertised in 2023. The Municipality plans to fill them before the end of 2023.

Stellenbosch Municipality serves approximately 38,500 households with solid waste management services. The 28,751 collection points are spread across the 22 wards of the Municipality. The refuse collection breakdown is approximately 20,000 wheelie bins and 4,000 standard refuse bags as of 2019. The refuse bins are used to collect from formal areas, while the refuse bags are used to collect from informal and farm/rural areas. The Municipality utilises 11 refuse collection trucks, that are operated by more than 60 crew members in a 30-hour working week.

The Municipality renders an area cleaning service 5 days a week from Monday to Friday. The area cleaning staffing structure consists of 2 teams. The first team covers area cleaning for Stellenbosch and the second team covers area cleaning for Franschhoek, Dwaarsrivier, and Klapmuts. Area cleaning staff are appointed on temporary 6-month EPWP contracts and there are more than 400 EPWP workers appointed in this way every 6 months. Area cleaning staff make use of blue bags for the disposal of waste.

The Municipality provides a two-bag collection system in middle to high income areas where black bags and clear bags are collected once a week. Households are required to separate and sort waste at source into 2 streams, namely general landfill waste (black bags) and recyclable waste (clear bags). Clear bags are provided by the Contractor who is responsible for collecting the clear bags and taking them to the SM Materials Recovery Facility (MRF) for sorting.

The Municipality currently diverts organic waste from landfill by means of chipping and composting garden waste that is received at the Stellenbosch Landfill Facility (SLF). Garden waste is dropped off by residents and businesses at the landfill. Franschhoek residents have the option to drop their garden waste off at the Franschhoek drop-off facility.

Stellenbosch Municipality has an Organic Waste Diversion Plan (OWDP), dated 2022, which set annual targets and includes intervention to be implemented by SM to meet the DEA&DP's organic waste diversion targets.¹ The OWDP is yet to be implemented by the SM. **Table 2-7** provides comment on the implementation of the OWDP.

SM operates the following waste facilities:

- **Stellenbosch Landfill Facility:** The landfill comprises 3 waste disposal cells (Cells 1-3). The construction of Cells 1 and 2 commenced in 1966 and disposal ceased in April 2013, when they were shaped and temporarily capped with a soil substrate.

Cell 3 currently receives waste from municipal area clean ups, but not general household waste. General household waste from the Municipality is transported to the Klapmuts Transfer Station (KTS), prior to disposal at the privately owned Vissershok Landfill Site in Cape Town, until Cell 4 has been constructed and can start receiving waste which is planned for 2024.

- **Klapmuts Transfer Station:** The KTS is a general waste transfer station that was constructed in 2000. All the general waste that is collected within SM is off-loaded from the compactor vehicles, onto an apron and transferred to 30m³ containers and temporarily stored at the KTS. Once the containers are full, they are transported to the privately owned Vissershok Landfill Site in Cape Town for disposal.
- **SM Integrated Waste Management Facility (IWMMF):** The IWMMF has the following facilities:
 - a. A Materials Recovery Facility (MRF) where recyclable materials (cardboard, paper, glass, plastic, cartons, and scrap metal) are sorted for recycling.
 - b. A Recyclables drop-off for use by the public.
 - c. A Hazardous Household Waste (HHW) drop-off for use by the public. The HHW is then disposed of at Vissershok Landfill.
- **Drop-off facilities:** The SM makes provision for the public to purchase coupons at their municipal cashiers, for the public to dispose of waste at the SLF, KTS, IWMMF Drop-off, and Franschhoek Drop-off.

In terms of the Extended Producer Responsibility Regulations, Producer Responsibility Organisations (PRO) are obligated to collaborate and cooperate with municipalities to increase the recovery of identified products from municipal waste streams. As stated under Objective 1.2 of the Implementation Plan, Stellenbosch Municipality plans to partner with industry bodies and PROs to promote and ensure awareness and education of integrated waste management. This will be done by means of training programmes, workshops, and other related initiatives.

An independent external auditor and reviewer is appointed by the SM to undertake interim external audits of the SM's waste facilities. The independent external auditor audits compliance with the Waste Management Licences (WMLs) / permits issued in terms of Section 20 of the Environment Conservation Act 73 of 1989 (ECA), the NEM:WA, and relevant Norms and Standards published under the NEM:WA.

¹ The DEA&DP took a policy decision to implement a 50% restriction on organic waste being disposed to landfill by 2022 and a full prohibition of organic waste disposed to landfill by 2027. Municipalities are therefore obliged to divert organic waste streams away from landfills.

SM has several plans for future infrastructure development including the development of a new landfill cell at the SLF, installation of landfill gas extraction infrastructure, as well as a potential installation of landfill gas flaring and power generation plant.

Waste classification and quantities

JG Afrika conducted a waste characterisation study in May 2023 (15 to 19 May). The waste characterisation study was undertaken at KTS, as all general waste collected is transported to the KTS prior to being transferred to the Vissershok Private Landfill Site for disposal. The waste sampled included household and business/commercial waste. Waste from the two-bag system was not characterised.

The results show that the major waste fraction is organic waste (garden and food waste), which when combined makes up 38% of the waste sampled (by weight) for all areas. It should be noted that the characterisation was undertaken in autumn when higher than normal garden waste is expected.

The potentially recyclable fraction i.e., plastics (13%), metals (1%), glass (7%), paper & board (11%), and e-waste make up 33% of the sampled waste. The remaining waste consists of the residual waste fraction (19%), wood (1%), construction waste (1%), textiles (3%) and nappies (6%) which when combined are approximately 30%.

The organic and recyclable fractions make up more than half of the total waste stream (62%). These results indicate that the biggest diversion potential lies with the organic waste (i.e., mainly garden waste) fraction and recyclable materials from the general waste stream. The garden waste fraction may however vary due to seasonal changes. This must be considered when developing diversion plans.

Recyclables/packaging type waste and garden waste make up 80% of the waste stream in high income and business areas, and if targeted for diversion would result in high organic waste and recyclables diversion rates.

A different approach may be required for low-income areas, where focus is mainly placed on diverting the recyclable fraction. The organic waste fraction for low-income areas, when compared to high-income and business areas, was low at 20%. Despite this, the food waste fraction was noted to be unusually high. The largest waste fraction from the low-income area samples was residual waste at 30%. This was made up of wet sediment and broken fractions of glass, wood and small pieces of paper and plastic.

Overall, the waste characterisation results indicate that diverting recyclables along with garden waste, can increase overall diversion rates to approximately 55% and potentially up to 80% in certain income areas. However, this would depend on the level of contamination and quality of recyclables and therefore a three-bag system (recyclable, non-recyclable, and organic waste) for separation at household level would be recommended. Certain areas could also be provided with a targeted garden waste collection system.

Gaps and needs

The main gaps and needs identified for integrated waste management are as follows:

- **Legislation:** review of SM Integrated Waste Management By-Law and Policies as and when required.
- **Waste collection fleet:** investigate the potential for on-site repairs and maintenance of waste collection plant and vehicles. Outsourced services result in time and cost implications.
- **Transfer Stations:** up-grade facilities to keep-up with planned growth, and support decentralisation initiatives.
- **Waste diversion:** expand the two-bag collection system. Implement the OWDP.
- **Human resources:** fill vacant waste management posts.
- **Education and awareness:** continuously implement education and awareness initiatives.

Goals and objectives

A total of five goals were identified for the SM. The development of these goals has been informed by the previous IWMP, situational analysis, and gap and needs assessment, as follows:

- Goal 1: Strengthened education, capacity, and advocacy towards Integrated Waste Management.
- Goal 2: Improved integrated waste management planning and implementation for efficient and financially viable waste management services and infrastructure.
- Goal 3: Effective and efficient utilisation of resources.
- Goal 4: Improved compliance monitoring and enforcement.
- Goal 5: Increased waste diversion and recycling.

Monitoring and review

Monitoring of the IWMP is essential for strategic planning, technical and financial performance assessment, compliance monitoring, and public accountability. To ensure corrective action is taken where necessary, and that long-term strategic goals are met, it is imperative that monitoring focuses on the short-term objectives of the IWMP. Monitoring also makes provision for the adjustment of the IWMP.

The IWMP will be implemented once the IWMP has been approved by the DEA&DP. The following time schedule applies for the monitoring and review of the 4th Generation IWMP:

An annual performance report in terms of Section 13 (1) of the NEM:WA and section 46 of the Municipal Systems Act (MSA) which contains information on the implementation of municipal integrated waste management plans must be compiled and submitted to the DEA&DP.

The annual performance report must be compiled in accordance with the requirements as listed in Section 13 (2) of the NEM:WA which stipulates the following:

- (a) the extent to which the plan has been implemented during the period;*
- (b) the waste management initiatives that have been undertaken during the reporting period;*
- (c) the delivery of waste management services and measures taken to secure the efficient delivery of waste management services, if applicable;*
- (d) the level of compliance with the plan and any applicable waste management standards;*
- (e) the measures taken to secure compliance with waste management standards;*
- (f) the waste management monitoring activities;*
- (g) the actual budget expended on implementing the plan;*
- (h) the measures that have been taken to make any necessary amendments to the plan;*
- (i) in the case of a province, the extent to which municipalities comply with the plan and, in the event of any non-compliance with the plan, the reasons for such non-compliance.*

The effectiveness of the SM 4th Generation IWMP will be reviewed 5 years post its implementation date. Within 3-months of the end of the 5-year IWMP implementation period, a review report of the IWMP must be documented for formal submission to SM's Council and to the DEA&DP. The report should be made available to interested and affected parties (I&APs) (including the public). The review should include issues such as performance levels related to the implementation of the IWMP, improvements from baseline conditions / indicators, and the public's perceptions and opinions regarding waste management in general and its associated services.

1 Introduction

JG Afrika was appointed by the Stellenbosch Municipality (SM) to develop its 4th Generation Integrated Waste Management Plan (IWMP) to replace the 3rd Generation IWMP (2020 – 2023).

The terms of reference for the 4th Generation IWMP includes the components in **Table 1-1**.

Table 1-1: Scope of work for the 4th Generation IWMP

Studies	Conduct a waste characterisation study
Review and update of existing documents / information	<ul style="list-style-type: none"> Review the 3rd Generation IWMP in the context of the National Waste Management Strategy, 2020 (NWMS), Provincial IWMP, relevant policies and legislation; Review and update the hazardous and health care risk waste survey; Review and update the existing Organic Waste Diversion Plan (OWDP); Update information based on waste management activities and the waste situation that prevails currently in greater SM (WC024) area.
IWMP development	<ul style="list-style-type: none"> Compile a draft IWMP and incorporate comments from internal review; Determine the status quo; Identify gaps and needs; Prioritise the Municipality's needs; Compile an implementation plan; Compile a monitoring and review plan; Identify any requirements that the Department of Environmental Affairs and Development Planning (DEA&DP) may need to be included in the IWMP.
Stakeholder engagement	<ul style="list-style-type: none"> Prepare a presentation and present the draft IWMP to SM Management; Conduct public participation, incorporate comments; Submit to DEA&DP and incorporate comments.
Final IWMP	Prepare Final IWMP incorporating all comments and submit Final IWMP to Council.

1.1 Background

The development of an IWMP is a statutory requirement of the National Environmental Management: Waste Act, 2008 (Act 59 of 2008) (NEM:WA) that was promulgated and came into effect on the 1st of July 2009. Its goal is to transform the waste management methodology from being focused only on collection and disposal, to a sustainable practice that focusses on waste avoidance and environmental sustainability.

An IWMP is an integral tool to identify a municipality's current needs and acts as a guide towards sustainable waste management. The IWMP must be incorporated as part of each municipality's Integrated Development Plan (IDP), although it is submitted as a separate document. The IWMP also indicates the alignment of its goals with the Western Cape IWMP, the District Municipality IWMP and the National Waste Management Strategy, 2020 (NWMS).

The NWMS is a statutory requirement of the NEM:WA and is entrenched in Section 24 of the Constitution of the Republic of South Africa. The purpose of the NWMS is to provide strategic policy intervention and a framework for the implementation of the NEM:WA. The NWMS therefore *"outlines government's policy and strategic approach to waste management within the South African government's context and agenda of socio-economic development that is 'equitable, inclusive, sustainable and environmentally sound' "*. It is therefore aligned to South Africa's National Development Plan (NDP): Vision 2030, which aims to integrate the

Sustainability Development Goals (SDG) of Agenda 2030 into the socio-economic development plans of the country.

The premise of the NWMS is to systematically improve waste management in South Africa by adopting the principles of the “circular economy” and the “waste hierarchy”. As such, in implementing the NWMS, 2020 *“local government needs to shift the focus of waste collection services to enable and promote diversion of waste from landfills through reuse, recycling and recovery”*.

The IWMP is therefore the fundamental strategic and planning document for implementing waste policy and ensuring waste services are supplied in accordance with the SM’s constitutional mandate. The goals of the IWMP, as well as the monitoring thereof, should also feed into the SM’s IDP which ensures that identified projects and activities are funded. The IWMP is also a critical element of the SM’s performance management system, the framework for which is provided in the Municipal Systems Act, 2000 (Act 32 of 2000).

Table 1-2: Key interventions and actions of the three strategic pillars of the NWMS

Key Intervention/s	Actions/Outcomes
PILLAR 1: WASTE MINIMISATION	
Divert organic waste from landfill through composting and energy recovery	<p>The long term expected outcome is “Zero Waste going to Landfill”.</p> <ul style="list-style-type: none"> 40% of waste diverted from landfill within 5 years; 55% within 10 years; and at least 70% within 15 years leading to Zero Waste going to landfill. Include and implement organic waste technologies in local government IWMPs.
PILLAR 2: EFFECTIVE AND SUSTAINABLE WASTE SERVICES	
Separate waste at source	<p>Integration of waste pickers into the waste management system.</p> <p>Public online and annually updated guidelines, case studies and planning tools on separation at source for municipal managers.</p> <p>National awareness campaign on recycling and waste management.</p>
Effective integrated waste management planning	<p>Development and implementation of 5-year provincial and municipal IWMPs.</p> <p>Improve collection, reporting, and dissemination of information on SAWIS.</p> <p>Building capacity in integrated waste management planning and provide revised IWMP guidelines.</p> <p>Municipalities include provisions for recycling drop-off/by back/storage centres in their IWMPs, supported by fiscal mechanisms/ Extended Producer Responsibility (EPR)² schemes.</p>
PILLAR 3: COMPLIANCE ENFORCEMENT AND AWARENESS	
Ensure municipal landfill sites and waste management facilities comply with licensing requirements	Develop financial mechanisms to enforce compliance to license conditions.

1.2 Scope of the IWMP

SM’s 4th Generation IWMP examines the current (2023) state (status quo or situational analysis) of the solid waste management system of the SM and provides the overview thereof. This includes the various aspects of, and the factors impacting the solid waste management system. These range from relevant legislation; the socio-economic context of the SM; waste types and quantities generated; waste management systems and infrastructure; education and awareness initiatives; and financing.

The analysis of the status quo as a baseline assessment is utilised to identify the gaps and needs of SM’s waste management system. The scope also includes the formulation of goals and objectives required to address the gaps and needs. The goals and objectives are limited to implementation at the local authority level. The

² The EPR Regulations define EPR as follows: “*extended producer responsibility*” means that a producer’s responsibility for an identified product is extended to the post-consumer stage of an identified product’s life cycle.

implementation plan to improve the waste management system and to achieve the identified goals is coupled with a monitoring and review programme to ensure the successful implementation of the IWMP.

The IWMP will be implemented over a 5-year period from 2024 - 2029 and will be reviewed yearly.

The IWMP addresses the waste types and sources presented in **Table 1-3**.

Table 1-3: Waste types and waste sources addressed in the IWMP

Waste types addressed in the IWMP	Waste sources addressed in the IWMP
<ul style="list-style-type: none"> • Domestic waste • Garden waste • Construction and demolition waste • Household hazardous waste • Hazardous waste (including health care risk waste) 	<ul style="list-style-type: none"> • Residential • Business • Industry • Farms/Rural areas • Illegal dumping • Street cleansing

1.2.1 Alignment and relationship of the IWMP with municipal plans

The IWMP aligns with SM's plans and frameworks included in **Table 1-4**.

Table 1-4: SM Plans and Frameworks adopted by the IWMP

Stellenbosch Municipality Environmental Management Framework (2014)	The framework addresses the legal and moral obligations of SM 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.
Stellenbosch Municipality Air Quality Management Plan (2013)	A strategic plan with a vision and mission, supported by short and long-term goals and objectives for the implementation of defined air quality management measures.
Stellenbosch Municipality Organic Waste Diversion Plan (OWDP) (2022)	<p>The OWDP meets the DEA&DP's requirement for Municipalities to develop OWDPs.</p> <p>The OWDP sets annual targets and includes interventions to be implemented by SM to meet the DEA&DP's organic waste diversion targets.</p>

1.3 Methodology

The following approach was undertaken to develop the 4th Generation IWMP.

Table 1-5: Methodology for the 4th Generation IWMP

1. Project inception meeting	The project was initiated through a project inception meeting with the SM and JG Afrika held on the 10 March 2023.
2. Waste characterisation study	The collection and analysis of accurate and reliable waste data was a key requirement to inform the development of the IWMP. To obtain up-to-date information on the character of waste generated, and to estimate possible waste diversion opportunities a waste characterisation study was undertaken in May 2023.
3. Site visits	Site visits were undertaken on the 14 th of June 2023, by the JG Afrika team, to existing waste management infrastructure to gain full comprehension of the capacity and operations of the facilities.

4. Status quo analysis	Relevant data such as the 3 rd Generation IWMP, OWDP, IDP, climate change documentation, waste quantities, budget plans, waste strategies, etc., was reviewed to determine the level at which waste management has been implemented within the Municipality to date.
5. Engagement with SM	The status quo was used to determine the gaps and needs for the 4 th Generation IWMP. The JG Afrika team engaged with the SM Waste Management Officials who provided input, guidance, and information required to compile the IWMP.
6. Stakeholder engagement	Upon acceptance of the draft IWMP by the SM Council, JG Afrika will facilitate the public review period, during which various stakeholders will be provided an opportunity to comment on the draft document. Once this public review period has ended, JG Afrika will update the IWMP into a final document for SM Council final approval and implementation.

1.4 Description of the geographical area

This section describes SM's locality and associated climate, geology, geohydrology, and hydrology.

1.4.1 Locality

The Stellenbosch municipal area covers approximately 900 km² and falls within the Western Cape Province, in the Cape Winelands District Municipality (CWD). The SM's area of jurisdiction includes the main towns of Stellenbosch and Franschhoek, as well as several rural hamlets such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesburg, Languedoc, Groot Drakenstein, Muldersvlei, Klapmuts, Elsenburg, Raithby, Jamestown, Koelenhof and Vlottenburg (most with a population of less than 5 000). 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, yet in close proximity to city life. This has placed the municipal area under constant development pressure. Apart from formal settlement areas, the municipal area also includes several informal settlements.

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



Figure 1-1: Locality of Cape Winelands in relation to Provincial Boundaries (SM 5th Generation, IDP 2022 -2027, May 2022)

The CWD is located within close proximity of the City of Cape Town (CCT), which offers access to trade opportunities, routes, and infrastructure such as expanding broadband networks, an international airport, the second largest container port in the country and a comprehensive road and rail network. This makes the CWD ideally located as an investment destination. The CWD municipal area incorporates the local municipalities of Drakenstein, Stellenbosch, Breede Valley, Langeberg and Witzenberg. Stellenbosch Municipality adjoins the CCT to the west and south and the Breede Valley, Drakenstein and Theewaterskloof Municipalities to the east and north. Functionally, SM forms part of the Greater Cape Town metropolitan area. **Figure 1-2**, shows the locality of SM in relation to CWD boundaries, and its locality in relation to the CCT.

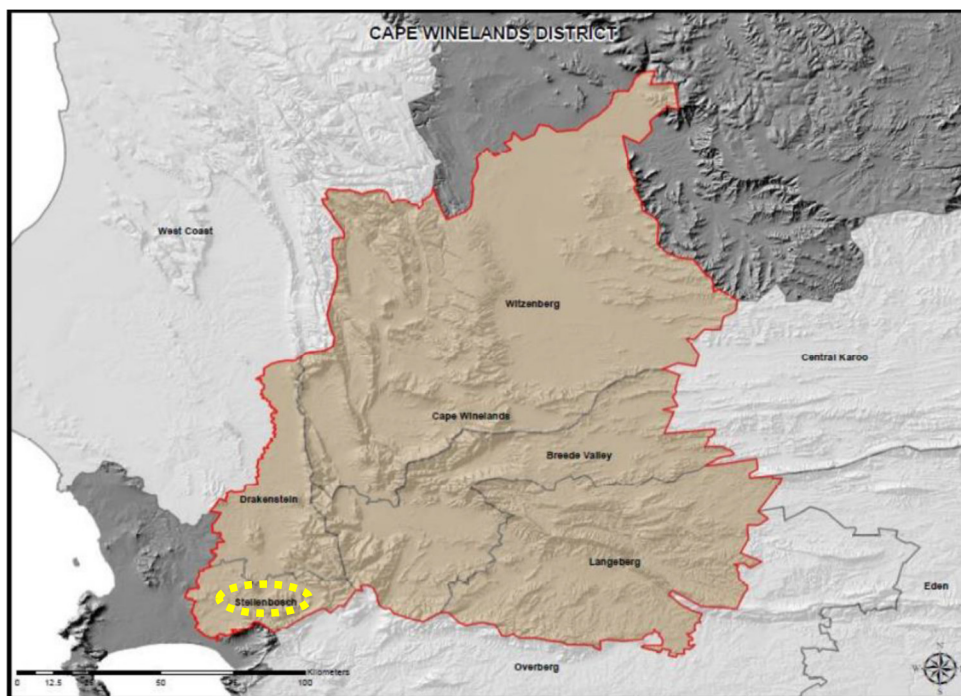


Figure 1-2: Locality map of Stellenbosch Municipality (highlighted in yellow) in relation to Cape Winelands District Boundaries (5th Generation, IDP 2022 -2027, May 2022)

1.4.2 Climate

Stellenbosch has a Mediterranean climate and typically receives about 673 mm of rain per year, mostly during winter. The lowest rainfall (10 mm) falls in February and the highest (37 mm) in June as indicated in the average rainfall graph **Figure 1-3**. The average midday temperatures for Stellenbosch range from 20°C in July to 34°C in February. The region is the coldest during July when the mercury drops to below 6°C on average during the night as indicated in the graph in **Figure 1-4**.

Rainfall Averages

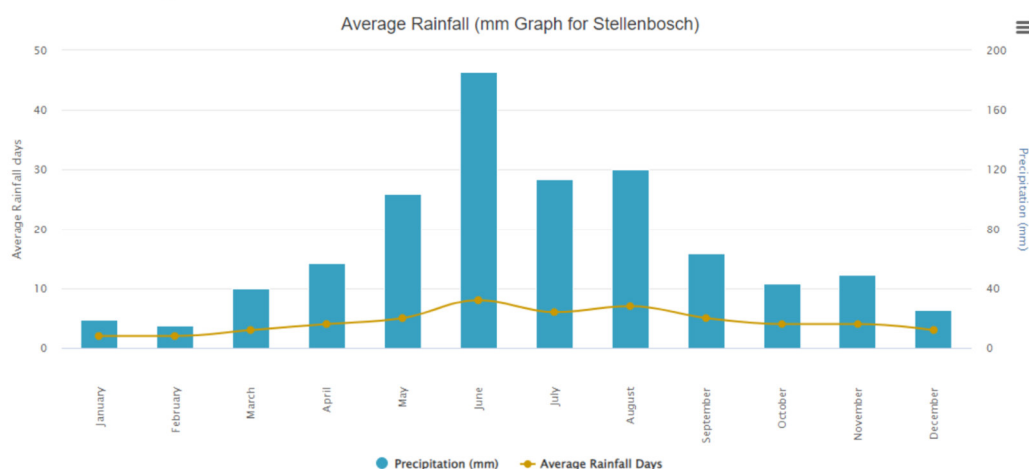


Figure 1-3: Average rainfall (mm) graph for Stellenbosch (worldweatheronline.com, July 2023)

Average Temperature

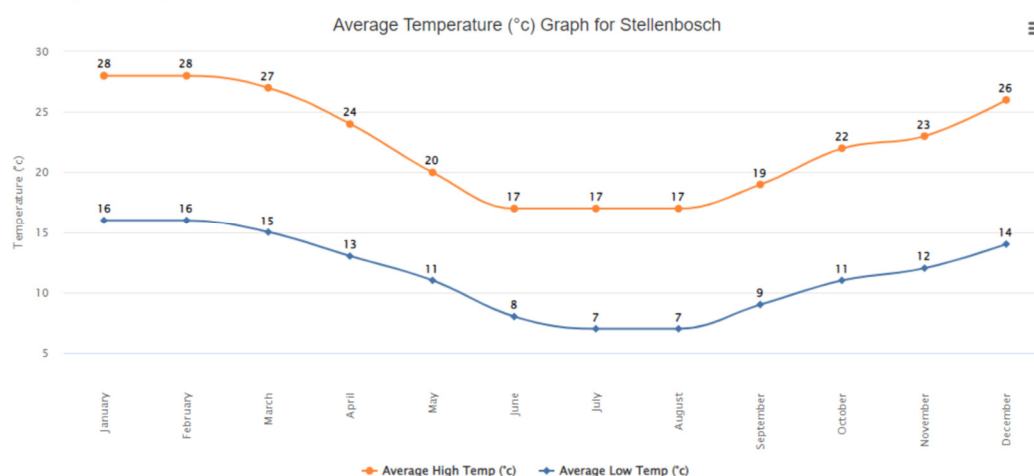


Figure 1-4: Average temperature graph for Stellenbosch (worldweatheronline.com, July 2023)

1.4.3 Geology

The Stellenbosch Municipal area is underlain by 3 geological rock formations, these formations are the Malmesbury Group, Cape Granite Suite, and Table Mountain Group (TMG) (refer to **Figure 1-5**). Recent deposits of river alluvium and scree cover these bedrock units in places to varying thicknesses. The low-lying areas are underlain by rocks of the Malmesbury Group and dates back over 600 million years ago. The Malmesbury Group has been compacted over this period to form impermeable rocks such as phyllites and slates with clay soils. Present within the Malmesbury Group are granite intrusions which are dated approximately 600 million years.

The TMG comprises resistant quartzitic sandstones which form the mountain to the East of Stellenbosch and Franschhoek. These form the spine of the western limb of the Cape Fold Belt. The two main components of the TMG are the Peninsula Formation and the Nardouw Subgroup, which are separated by the Pakhuis and Cedarberg Formation that are mainly shaley in nature. Resistant sandstones form the rugged grey mountain

crag typical of the Western Cape scenery. Sandy and boulder are evident on the floodplain of the Berg River as well as the central parts of the area, which cover the underlying geology in places at varying thickness.

1.4.4 Geohydrology

The study area is classified into 3 types of aquifers, intergranular, fractured, and intergranular and fractured (refer to **Figure 1-6**). Intergranular aquifers comprise quaternary unconsolidated sediments which are intergranular in nature, whereas fractured aquifers develop from Malmesbury or TMG formations. The aquifers formed by granites are classified as intergranular and fractured.

In terms of groundwater, the main aquifer formation in the areas is the TMG Aquifer. The groundwater potential and quality of the Malmesbury group in general is highly variable. The fault zones and sandstones horizons that are in close contact to the TMG aquifer or granites, display relatively high yields with moderate to good water quality. However, moving further away from these zones, towards the west the water quality is poorer.

The granite formations obtain a moderate to poor yield but with good water quality, whereas the alluvium deposits display a shallow groundwater table that is limited in extent and thickness. Currently, there are no significant wellfields developed within the area as all existing groundwater used is mainly for domestic farming and stock watering.

1.4.5 Hydrology

The Berg and Eerste River are the only significant rivers that flows through the Stellenbosch area and are listed as ecologically sensitive rivers by the Department of Water and Sanitation (DWS) (refer to **Figure 1-7**).

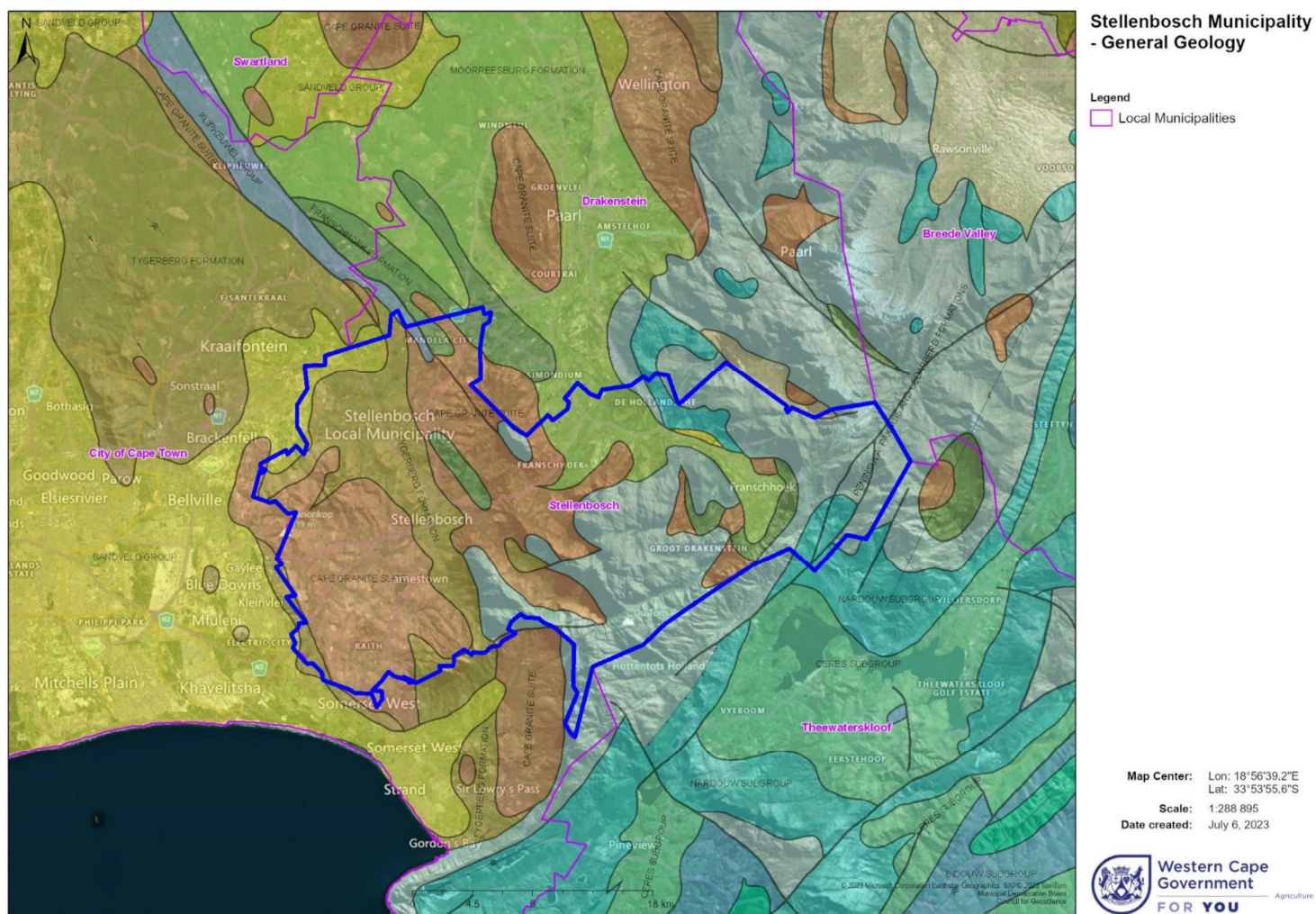


Figure 1-5: General Geology (Cape Farm Mapper, July 2023).

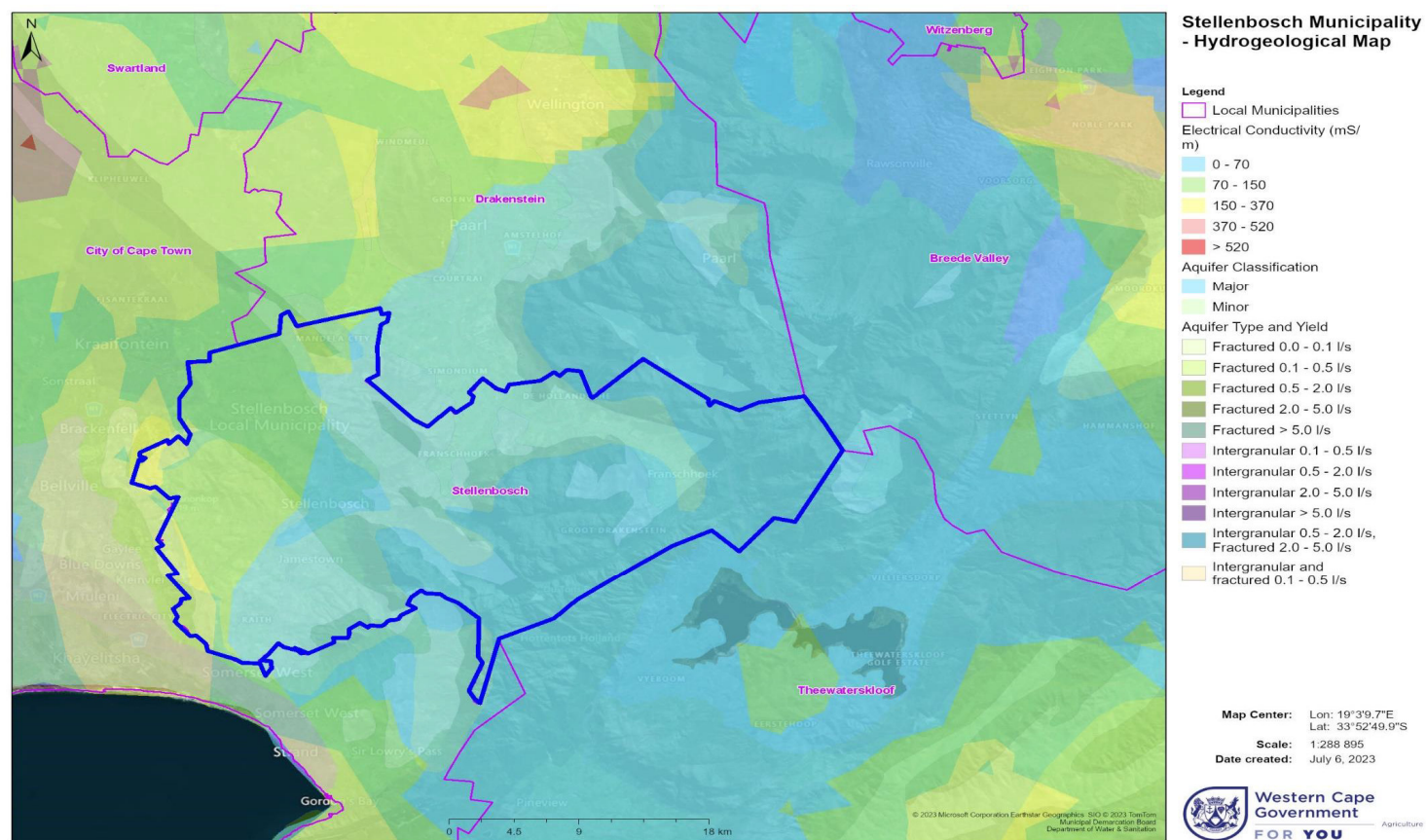


Figure 1-6: Hydrogeological Map (Cape Farm Mapper, July 2023).



Figure 1-7: Watercourses Map (Cape Farm Mapper, July 2023).

2 Status Quo/ Situational Analysis

This section of the IWMP provides an assessment of the current (2023) state of the solid waste management system of the SM and provides an overview thereof. This includes the various aspects of, and the factors impacting the solid waste management system. These range from relevant legislation; the socio-economic context of the SM; waste types and quantities generated; waste management systems and infrastructure; education and awareness initiatives; and financing.

2.1 Legislation.

Table 2-1, and **Table 2-2** respectively present the national and local legislation, policies, and guidelines applicable to waste management within the SM.

2.1.1 National legislation and strategies

A summary of relevant national waste legislation, strategy, and guidelines is provided in **Table 2-1**.

Table 2-1: Relevant national legislation and strategies

Document	Description / Intent	Relevance to waste management
The South African Constitution (No 108 of 1996)	The Constitution is the supreme law of the Republic. The Bill of Rights, encompassed in Chapter 2 of the Constitution enshrines the rights of all people in South Africa, and affirms the democratic values of human dignity, equality, and freedom.	Section 24 of the Bill of Rights provides all citizens the right to an environment that is not harmful to their health and well-being and to have the environment protected through reasonable legislative and other measures. It is within this provision that IWMPs must strive or come up with measures to uphold the rights of all citizens within the jurisdiction of the municipality and should enhance and promote environmental protection from any form of degradation as enshrined by the South African Constitution.
National Environmental Management Act (No 107 of 1998)	To uphold the provisions of Section 24 of the Bill of Rights. To provide for co-operative, environmental governance by establishing principles for decision-making on matters affecting the environment, institutions that will promote co-operative governance and procedures for co-ordinating environmental functions exercised by organs of state (Republic of South Africa, 2023).	NEMA, as amended, is used as a regulatory tool to ensure the management and conservation of natural resources and the environment. NEMA sets out the Environmental Management Principles that must be applied to guide the interpretation, administration, and implementation of the NEMA and any other law concerned with the protection and management of the environment. NEMA also promotes the application of appropriate environmental management tools to ensure the integrated environmental management of activities that have an impact on the environment.
National Environmental Management Waste Act (No 59 of 2008) (NEM:WA)	NEM:WA promotes integrated waste management based on the waste management hierarchy as a means to reduce the amount of waste going to landfill, through waste avoidance, reduction, re-use, recycling, recovery, treatment, and safe disposal as a last resort (IWMSA, 2023).	Overarching framework legislation under the National Environmental Management Act (No 107 of 1998) dealing specifically with the management of waste in South Africa. Includes list of waste management activities that have, or are likely to have, a detrimental effect on the environment.
National Environmental Management: Waste Act, 59 of 2008: Waste Tyre	The aim of this regulation is to provide guidelines for the safe management of tyre waste.	The Act outlines the prohibitions, registration of waste generators, duties of tyre dealers, the

Document	Description / Intent	Relevance to waste management
Regulations (29 September 2019)		waste tyre stockpile abatement plan and the storage of waste tyres.
National Environmental Management: Waste Act, 59 of 2008: National Norms and Standards for Organic Waste Composting (25 June 2021)	<ul style="list-style-type: none"> Provide a national uniform approach relating to controlling of composting or organic waste at a facility that falls within the threshold to prevent or minimise potential negative impacts on the bio-physical and socio-economic environment; and Ensures the implementation of the best practical environmental option in composting of organic waste. 	<p>These Norms and Standards apply to organic waste composting facilities that have the capacity to process compostable organic waste, in excess of 10 tonnes per day.</p> <p>The norms and standards prescribe requirements for the management of waste composting facilities.</p>
Government Gazette 10008. GNR 634 – 636 Waste Classification and Management Regulations (2013)	<ul style="list-style-type: none"> Waste Classification and Management Regulations and Supporting Norms & Standards. Facilitates the implementation of the waste hierarchy to move away from landfill to reuse, recovery and treatment. Separate waste classification from the management of waste. Divert waste from landfill and into utilisation where possible. Provide measures to monitor the progress. 	<p>Waste Classification and Management Regulations (GNR 634): Regulate classification and management of waste to give effect to provisions of the Act. Prescribes general duties of waste generators, transporter and manager. Establish a mechanism for the listing of waste management activities that do not require a waste management licence. Prescribes requirements for disposal of waste to landfill. Prescribe requirements and timeframes for the management of certain wastes.</p> <p>National Norms and Standards for the Assessment of Waste for Landfill Disposal (GNR 635): Prescribe the requirements for the assessment of waste prior to disposal to landfill. <i>Approach:</i> Identify the chemical substances/elements present in the waste. Sample and analyse to determine the total concentration (TC) and leachable concentration (LC). Compare the TC and LC to the risk levels identified in the relevant tables. Determine the type of waste for disposal to landfill.</p> <p>National Norms and Standards for the Disposal of Waste to Landfill (GNR 636): Determine the class of landfill. Provide standard containment barrier requirements (engineering design requirements). List waste acceptance criteria for disposal of waste to landfill. List waste disposal restrictions.</p>
Government Gazette 37088. GNR 926 – National norms and standards for the storage of waste (2013)	<p>The purpose of the norms and standards is to:</p> <ul style="list-style-type: none"> Provide a uniform national approach relating to the management of storage waste facilities. Ensure best practice in the management of waste storage facilities; and 	Prescribes requirements for the management of waste storage facilities.

Document	Description / Intent	Relevance to waste management
	<ul style="list-style-type: none"> Provide minimum standards for the design and operation of new and existing waste storage facilities. 	
Government Gazette 41175. GNR 1093 – National norms and standards for the sorting, shredding, grinding, crushing screening or baling of general waste (2017)	Provides a uniform national approach relating to the management of waste facilities that sort, shred, grind, crush, screen, chip, or bale general waste.	Prescribes the requirements for the management of facilities, with an operational area in excess of 1 000m ² , that sort, shred, grind, crush, screen, chip, or bale general waste.
Government Gazette 35583. GNR 625 National Waste Information Regulations (2012)	Regulate the collection of data and information to fulfil the objectives of the national waste information system (Republic of South Africa, 2012).	<p>Establishes a mechanism for collection, verification, reporting and record keeping of waste information.</p> <p>Prescribes list of waste activities that must be registered on the South African Waste Information System (SAWIS).</p> <p>Prescribes requirements for reporting waste information to the SAWIS.</p> <p>Prescribes the general and hazardous waste types for reporting to the SAWIS.</p>
National Pricing Strategy for Waste Management (GN 904 of 2016)	The key aims of the strategy is to increase the diversion of waste from landfill, reduce the generation of waste and encourage reduction, reuse and recycling of waste. The strategy provides a methodology for setting waste management charges.	<p>The strategy identifies three economic instruments for waste management:</p> <p>Downstream instruments</p> <p>Upstream instruments</p> <p>Subsidy-based instruments</p>
<p>The Waste Management Series, Department of Water Affairs and Forestry, Second Edition 1998</p> <p><u>Document 1</u>: Minimum Requirements for the Handling, Classification and Disposal of hazardous Waste.</p> <p><u>Document 2</u>: Minimum Requirements for Waste Disposal by Landfill (“Minimum Requirements”)</p> <p><u>Document 3</u>: Minimum Requirements for the Monitoring at Waste Management Facilities</p>	<p>This series establishes a reference framework of standards for waste management in South Africa.</p> <p><u>Document 1</u> sets out the waste classification system. In this, wastes are placed in two classes, General or Hazardous, according to their inherent toxicological properties.</p> <p><u>Document 2</u> addresses landfill classification, and the siting, investigation, design, operation and monitoring of landfill sites.</p> <p><u>Document 3</u> addresses the monitoring of water quality at and around waste disposal facilities</p>	<p><u>Document 1</u> no longer has relevance as it has been superseded by the Waste Classification and Management Regulations (2013).</p> <p><u>Document 2</u> was the primary guide (though not legislated) for landfills in South Africa. It has largely been superseded by the Waste Classification and Management Regulations (2013) and best practice guidelines, particularly the aspects entailing site design and development, quality assurance and landfill closure. Site selection and post-closure monitoring are still guided by the Minimum Requirements.</p> <p><u>Document 3</u> aims to:</p> <p>Standardize monitoring procedures.</p> <p>Provide specifications for monitoring design.</p> <p>Provide mechanisms for communication between waste management companies and authorities.</p> <p>This document is still in use as a guideline, though there are aspects legally enforced through conditions contained in waste management licences.</p>
Government Gazette 43879. Extended Producer Responsibility (GN 1184 of 2020); and Government Gazette 44078. Amendment of the regulations and notices regarding	Provide the framework for the development, implementation, monitoring and evaluation of extended producer responsibility schemes by producers in terms of section 18 of the Waste Act and facilitates the effective and efficient management of identified end of life products and to encourage and enable the	Details and the roles and responsibilities of producers and Producer Responsibility Organisations (PROs) as well as the minimum requirements and criteria for Extended Producer Responsibility (EPR) schemes. The Regulations require producers and PROs administering EPR schemes to co-operate with

Document	Description / Intent	Relevance to waste management
extended producer responsibility (GN 20 of 2021)*	implementation of circular economy initiatives. *Provides updates to the Extended Producer Responsibility (GN 1184 of 2020) regulations.	municipalities to increase the recovery of recyclables from municipal waste streams.
National Waste Management Strategy (2020)	The NWMS is structured around a framework of three pillars each with their respective goals. The goals along with their respective targets are to be achieved by dates (year) indicated in the NWMS. The 2020 NWMS has three strategic pillars to improve waste management in South Africa: Pillar 1: Waste Minimisation Pillar 2: Effective and Sustainable Waste Services Pillar 3: Compliance Enforcement and Awareness	The NWMS 2020 sets out a monitoring and evaluation framework, which includes measures such as annual reporting systems to review progress; annual progress reports to be submitted by the Provinces and regarding implementation of provincial Integrated Waste Management Plans; and databases that record compliance and enforcement activities. In the field of governance, the Strategy defines the roles and responsibilities of the institutions and the civil society. It recognizes that waste is generated by all social and economic sectors and therefore the implementation of the NWMS requires a high degree of cooperation and understanding between government departments, spheres of government, the private sector, academia, research institutions and civil society.
Waste Picker Integration Guideline for South Africa: Building the recycling Economy and Improving Livelihoods through Integration of the Informal Sector (August 2023)	To improve the working conditions and livelihoods of the informal waste sector and to better integrate pickers into the country's waste economy, the Department of Forestry, Fisheries, and the Environment (DFFE), and the Department of Science and Innovation (DSI) developed this guideline document, with the support of the University of Witwatersrand.	It fulfils the commitment made by the Department of Forestry, Fisheries, and the Environment (DFFE) in the 2011 National Waste Management Strategy (NWMS) to "provide guidance to municipalities and industry on measures to improve the working conditions of waste-pickers."
The SA Plastics Pact	The South African Plastics Pact (SA Plastics Pact) is a collaborative pre-competitive initiative that brings together key stakeholders from the local plastics value chain, including businesses, the South African government, Producer Responsibility Organisations (PROs), NGOs and other key players to tackle plastics waste and pollution at its source.	The SA Plastics Pact, aims to stimulate industry-led innovation, dialogue and collaboration to create new business models, generate job opportunities, and unlock barriers to move towards a circular economy for plastic, with improved economic, environmental and societal outcomes overall.

2.1.2 Provincial and local Policy and by-laws

A summary of the applicable provincial and local policies, plans, and by-laws are presented in **Table 2-2**.

Table 2-2: Summary of provincial and local policies, plans, and by-laws

Document	Description / Intent
Western Cape Provincial Spatial Development Framework (March 2014)	The SDF states that 'the increasing waste generation in the Western Cape, if not recycled, will give rise to the need for more waste disposal sites—especially in proximity to urban concentrations. The location of regional waste site has the potential to either unlock opportunities or unnecessarily burden municipalities operations. New waste disposal sites are not needed if recovery/recycling facilities and related awareness programmes are rolled out. Further challenges arise from illegal dumping, shortfalls in hazardous waste facilities, growing informal settlements, and a lack of recyclable collection from homes. A mindset of 'reduce, rethink, recycle' still needs to be mainstreamed.
The OneCape 2040	The OneCape 2040 aims to transition from an unsustainable carbon-intensive resource-use society to sustainable, low carbon resource use to ensure that the Western Cape Province is recognised as the leader and innovator in the Green Economy. The province supports local government and the private sector to improve the recovery of waste material and beneficial use thereof.

Document	Description / Intent
	The purpose is to encourage and provide a vision for a more inclusive and resilient economic future for the Western Cape. It does not replace any existing statutory plans required of province or municipalities but is intended as a guideline for stakeholders.
Western Cape Green Economy Strategy Framework, 2013	The 2013 Western Cape Green Economy Strategy Framework aims to achieve the double dividend of optimising green economic opportunities and enhancing environmental performance. The strategy identifies three high-level priorities for green growth: <ul style="list-style-type: none"> • Natural gas and renewables. • Financial infrastructure. • Green jobs—including the waste sector
Western Cape Integrated Waste Management Plan, 2022 - 2027 (May 2023) Incl. Organic Waste Diversion Directive	The plan provides: <ul style="list-style-type: none"> • A strategic direction regarding integrated waste management in the Western Cape provincial government, local government, industry, commerce and civil society. • An overview of Waste Management in the Western Cape i.e., provides broader context in which the CCT Solid Waste Management is operating. • Strategic direction, goals, objectives to be achieved in the short, medium, and long term. Municipalities with an implementation plan that includes relevant output indicators, activities, and responsible parties required to achieve the waste management goals within the stipulated timeframes. <p>The plan includes Western Cape Government Department of Environmental Affairs and Development Planning's (DEA&DP) policy decision to institute a 50% restriction on organic waste being disposed to landfill by 2022 and a full (100%) prohibition of organic waste disposed to landfill by 2027. Waste Management Licences (WML) for municipal facilities are being updated to include this condition</p>
Western Cape Government DEA&DP Strategic Plan 2020 – 2025	The Strategic Plan highlights the Western Cape Province's strategic agenda for environmental and development planning mandates for the 2020 – 2025 period. This is to ensure that the natural and built environment is governed, both at provincial and municipal level, to achieve the intentions set out in the national environmental, spatial planning, and land use management legislation, and the NDP. The Strategic Plan focuses on six priority areas with specific outcomes to be achieved within the 5-year period. The outcomes to be achieved for the Waste Management priority are: <ul style="list-style-type: none"> • 50% diversion of waste from landfill based on a 2018 baseline of 29% • Increase the number of district municipalities receiving SMME support to create jobs and to promote the waste economy. • 95% of households to have access to basic refuse removal services based on a 2018 baseline of 92%. • To have 85% of waste facility owners submitting compliance audits. • To have 80% of municipalities with by-laws aligned to NEM:WA. • 90% of municipalities to have 3rd generation IWMPs.
Western Cape Government DEA&DP Guideline for the management of Green Waste in the Western Cape, 2018	The document provides guidance on: <ul style="list-style-type: none"> • The legislative requirements and implications for the management of green waste. • Specific legislative requirements for different treatment options. • Advantages and disadvantages of various green waste treatment options. • Key aspects for municipalities to consider is to ensure that effective green waste management is achieved.
Western Cape Government DEA&DP Guideline to Separation of Waste at Source, 2019	The Separation of Waste at Source provides: <ul style="list-style-type: none"> • Assistance for municipalities to meet national and provincial waste diversion priorities and targets. • Practical solutions to assist municipalities to implement separation-at-source. • Details of how existing separation-at-source programmes and systems work. • Guidance on implementing separation-at-source including costing needs, challenges, learnings, and successes from other municipalities.
Stellenbosch Municipality Integrated Waste Management By-Law	The Integrated Waste Management By-Law is a very comprehensive document which deals with all the components of waste management within the Municipality. The document deals with the principles of waste and the categories of waste within the Municipality and explains the obligations that waste generators have towards sustainable waste management. The document explains the by-laws that pertain to each waste type under its own category and includes priority waste and hazardous wastes. The by-law also provides information on who is required to develop an integrated waste management plan and guidelines on the storage, separation and recycling of waste. It also explains what measures will be taken against those who do not adhere to the by-laws and which officials are designated with powers to uphold the by-laws.

2.2 Socio-economic context

This section provides a description of SM's socio-economic context. The social indicators considered include population density, current and estimated population, and household size. The economic indicators considered include a sectoral overview; employment statistics; and service delivery. The information presented in this section was sourced from the *Stellenbosch Municipality Socio-Economic Profile, 2022*³.

2.2.1 Social indicators

2.2.1.1 Population density

Amidst rapid urbanisation, population density figures aid public sector decision-makers mitigate environmental, health and service delivery risks. In 2022, the population density of the CWD was at 45 persons/km², and that of SM was at 240 persons/km².

2.2.1.2 Current and estimated population

SM's population totalled 199 325 persons in 2022, the second most populated municipal area in the CWD. This total is expected to grow to 215 456 by 2026, equating to an average annual growth rate of 2% for the period.

Figure 2-1 depicts the population composition of the municipal area per age cohort. These groupings are expressed as a dependency ratio which indicates those who are part of the workforce (Age 15 – 64) and those who are dependent on them (children or senior citizens). A higher dependency ratio implies greater pressure on social systems and the delivery of basic services. Between 2022 and 2026, the largest population growth was recorded in the 65+ age category of 2.7%. This reflects possible improvements in life expectancy (an ageing population) or that more people are choosing the Stellenbosch Municipal area as a retirement destination. Notable growth is also expected in the working age cohort, which results in an overall decrease in the dependency ratio towards 2026.

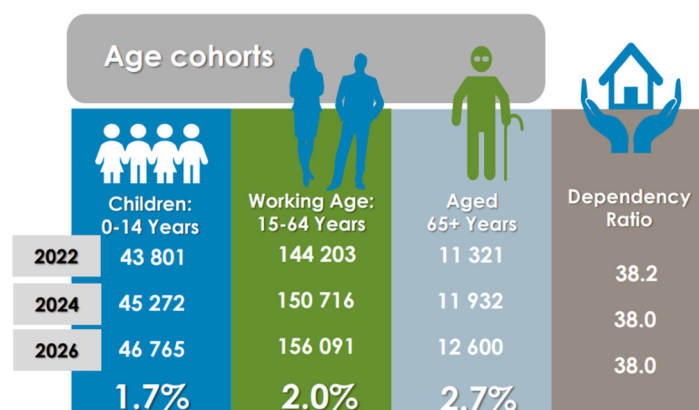


Figure 2-1: SM current population and estimated population. Source: Stellenbosch Socio-Economic Profile, 2022

2.2.1.3 Household size

Household size refers to the number of people per household. The household size is projected to remain constant at 3.6 people per household between 2022 and 2026. Contributing factors to the trend of a constant average household size include, but are not limited to, lower fertility rates, ageing population, divorce,

³ The data sourced for compiling this document is primarily sourced from Statistics South Africa, administrative data from sector departments, the Municipal Review and Outlook (MERO), Global Insight Regional Explorer and Quantec. The data sourced from sector departments are the most recent that is available. The Statistics South Africa 2011 Census and 2016 Community Survey contains the latest survey data available at municipal level.

cultural patterns surrounding intergenerational co-residence, as well as socio-economic factors that shape trends in employment, education, and housing markets.

2.2.2 Economic indicators

2.2.2.1 Sectoral overview

The three largest sectors in the SM, in terms of contribution to Gross Domestic Product (GDP) in 2020, are:

- Finance, insurance, real estate, and business services at 26.5%
- Wholesale & retail trade, catering, and accommodation at 17.5%
- Manufacturing at 16.3%

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

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

Despite the economic recovery experienced in 2021, the economy continued to shed jobs, with an estimated 2 435 net jobs lost. This was largely driven by job losses in the wholesale & retail trade, catering & accommodation (-945 jobs); manufacturing (-338 jobs); and agriculture, forestry & fishing (-328 jobs) sectors, reflecting that employment creation is lagging the improved GDP. Only the general government sector was able to create jobs during the year.

2.2.2.2 Employment

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

Most of the formally employed consisted of semi-skilled and low-skilled workers. The skilled category only contributed 25.8% to total formal employment. The skilled and semi-skilled categories grew at a pace of 0.7% per annum from 2016 to 2020 and notably outpaced low-skilled employment which shed 0.9% of jobs per annum. The growth in the skilled categories reflects the increasing market demand for skilled labour and the need for skills development initiatives, especially with the growing tertiary sector in the SM area.

Table 2-3: Skills levels for formal employment. Source: Stellenbosch Municipality Socio-Economic Profile, 2022

Skill levels formal employment	Skill level contribution 2020 (%)	Average growth (%) 2016 - 2020	Number of jobs (2020)	Number of jobs (2021)
Skilled	25.8	0.7	14 305	14 433
Semi-skilled	42.2	0.7	23 353	23 327
Low-skilled	32.0	-0.9	17 688	17 675
Total	100	0.2	57.340	54.314

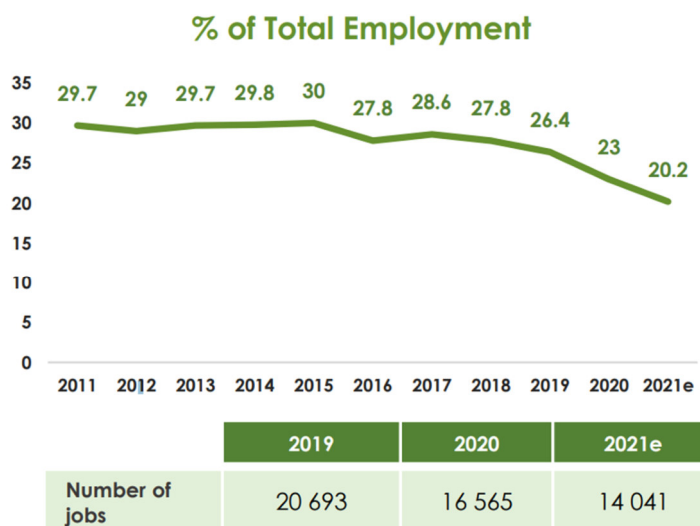


Figure 2-2: Informal employment statistics. Source: Stellenbosch Municipality Socio-Economic Profile, 2022

SM (estimated at 16.1% in 2021) had the second highest unemployment rate in CWD and is above the district (15.4%) rate, but significantly below the Western Cape (25.1%) unemployment rate. Unemployment has been on an upward trend from 2015 to 2021 largely driven by the job losses because of the drought, loadshedding and economic recession over this period. The non-economically active population has also increased from 2020 to 2021 as job losses and an insufficient supply of jobs have led to an increasing number of discouraged work-seekers. Unfortunately, most job losses affected low skilled and informal workers who are more vulnerable to living in poverty during times of economic decline.

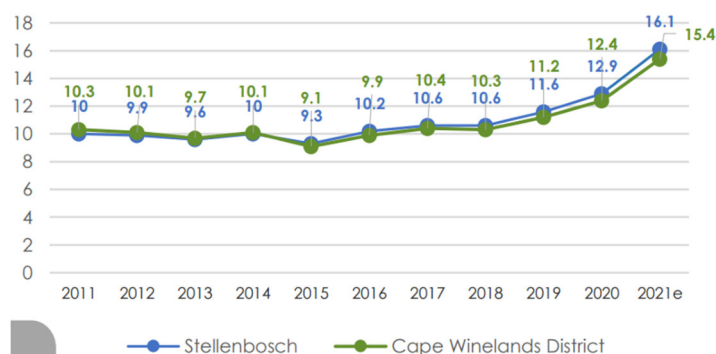


Figure 2-3: Unemployment rate 2011 - 2021. Source: Stellenbosch Municipality Socio-Economic Profile, 2022

2.2.2.3 Service delivery

The Constitution stipulates that every citizen has the right to access to adequate housing and that the State must take reasonable legislative and other measures within its available resources to achieve the progressive realisation of this right. Access to housing also includes access to services such as potable water, basic sanitation, safe energy sources and refuse removal services, to ensure that households enjoy a decent standard of living.

With a total of 50 792 households in the SM area, 74.5% have access to formal housing. The lowest when compared with other municipalities in the CWD area; the CWD average is 82.4%. The SM area also has the highest percentage of people living in informal settlements at 24.7%. In comparison, 16.9% of people across the CWD reside in informal settlements. Access levels to basic services in the municipal area (expressed as percentage of households) were as follows in 2019:

- Piped water inside / within 200 m of the dwelling: 99.3%.
- Flush or chemical toilet: 96.4%.
- Electricity (for lighting): 96.8%; and
- Refuse at least weekly by local authority: 82.1%.

2.2.3 Socio-economic growth projections

According to the population and economic growth projections in SM's 5th Generation IDP (2022 – 2027):

- 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 regarding 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 the 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 the 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 provision of 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 to 100% of households (e.g., refuse removal) leads to dumping, environmental degradation and resulting health-related problems.

2.3 Waste management systems and infrastructure

This section discusses the current solid waste management system in the SM. This includes the organisational structure of the Municipality; solid waste collection methods and vehicles; collection schedules; and waste diversion, treatment, and disposal.

2.3.1 Waste management organisational structure

The municipal waste management responsibilities lie with the Directorate: Infrastructure Services (together with Electricity, Water, Wastewater, Stormwater, Transport, Roads, and Infrastructure Planning, Development, and Implementation). The waste management division of the directorate provides the following services according to the municipal website: collections; recycling; disposal to landfill site; wheelie Bins (240L); hiring of wheelie bins (for special events); emptying of skips and drop-offs.

2.3.1.1 Designated Waste Management Officer

Chapter 3 of the NEM:WA states the following:

- **Section 10. (3):** Each municipality authorised to carry out waste management services by the Municipal Structures Act, 1998 (Act No. 117 of 1998), must designate in writing a waste management officer from its administration to be responsible for co-ordinating matters pertaining to waste management in that municipality.
- **Section 10. (4):** A power delegated, or a duty assigned to a waste management officer by virtue of subsection (3) may be sub-delegated or further assigned by that officer to another official in the

service of the same administration, subject to such limitations or conditions as may be determined by the municipality.

- **Section 10. (5):** Waste management officers must co-ordinate their activities with other waste management activities in the manner set out in the National Waste Management Strategy established in terms of section 6 or determined by the Minister by notice in the Gazette.

The designated Waste Management Officer for SM is Mr Clayton Hendricks who is the Senior Manager: Waste Management Infrastructure Services.

2.3.1.2 Organogram: SM Waste Management Infrastructure Services

The Senior Manager: Waste Management (Municipal Waste Manager) is supported by 2 Section Managers. One for the Area Cleansing and Collections Section, and one for Waste Minimization and Disposal Section.

There are several vacancies that need to be filled. The Municipality is working on appointing competent staff to fill the vacant positions. In the waste disposal section, the two Senior Technician posts have been filled. The Stellenbosch Municipality Waste Department microstructure will be revised in the 2024/25 financial year.

Area Cleansing employs 12 permanent staff and also appoint approximately 400 EPWP Workers on temporary 6-month EPWP contracts every 6 months. There are 2 Operator/Supervisor positions and the position of Superintendent that are in the process of being filled.

Refer to **Figure 2-4** to **Figure 2-8** for the SM Waste Management Division Organograms⁴.

⁴ **Note:** due to the organograms provided to JG Afrika, by the SM, not being legible, JG Afrika has redone the organograms. The redone organograms were submitted to the Municipality to utilise as a working document to be updated as and when required.

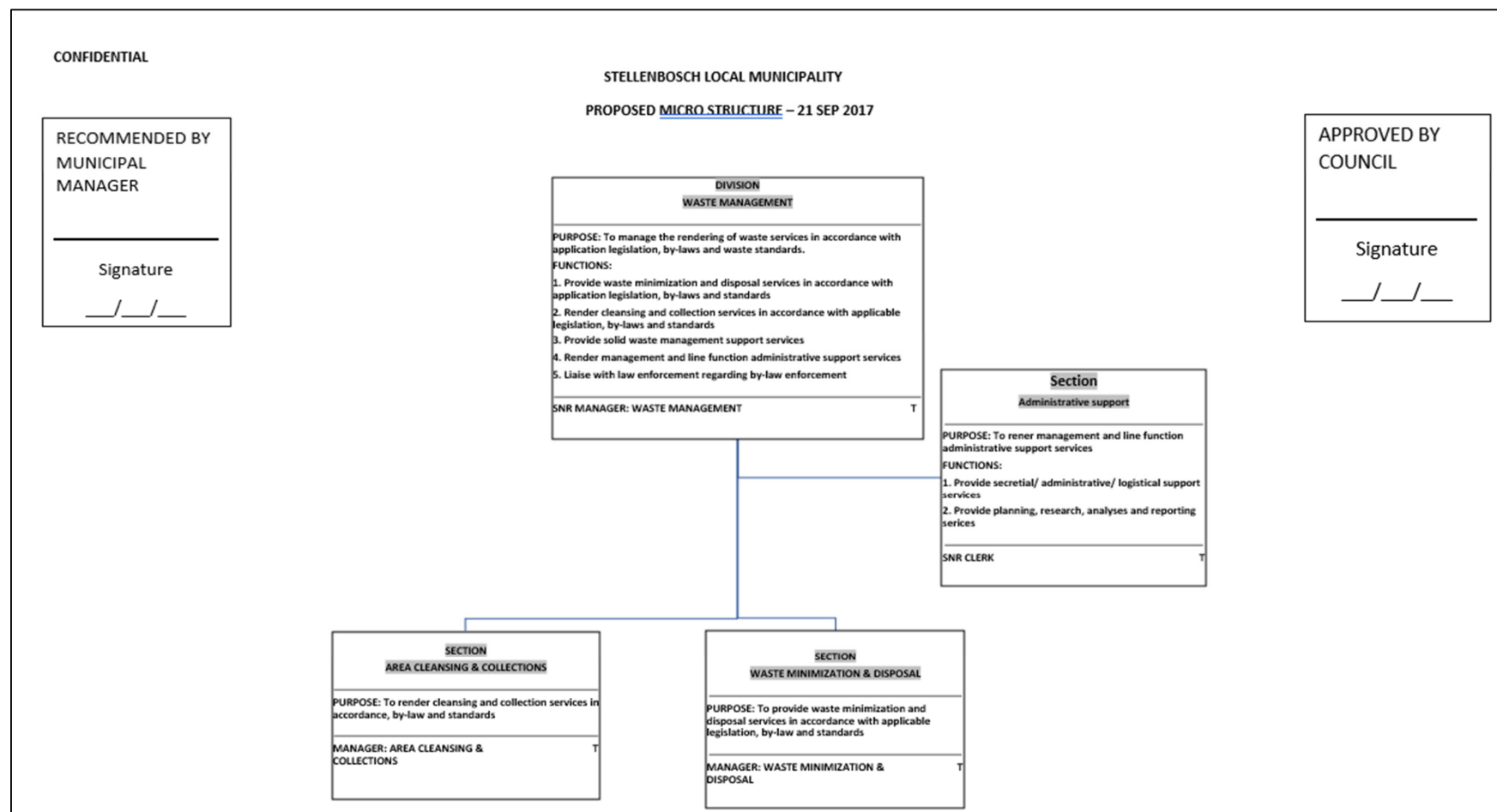


Figure 2-4: Structure of Stellenbosch Waste Management Division

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE – 21 SEP 2017

RECOMMENDED BY
MUNICIPAL
MANAGER

Signature
____/____/____

APPROVED BY
COUNCIL

Signature
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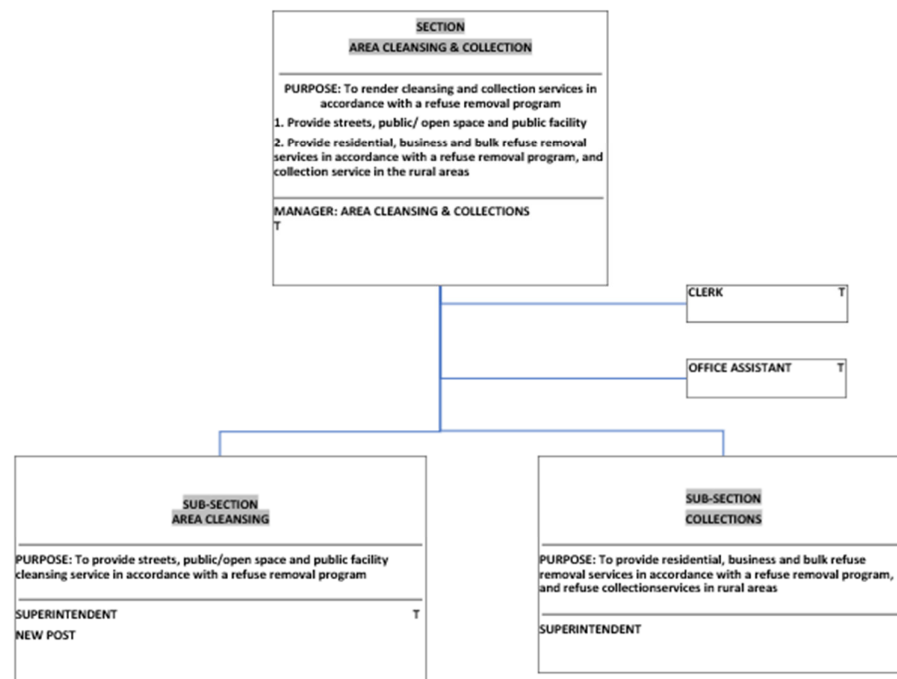


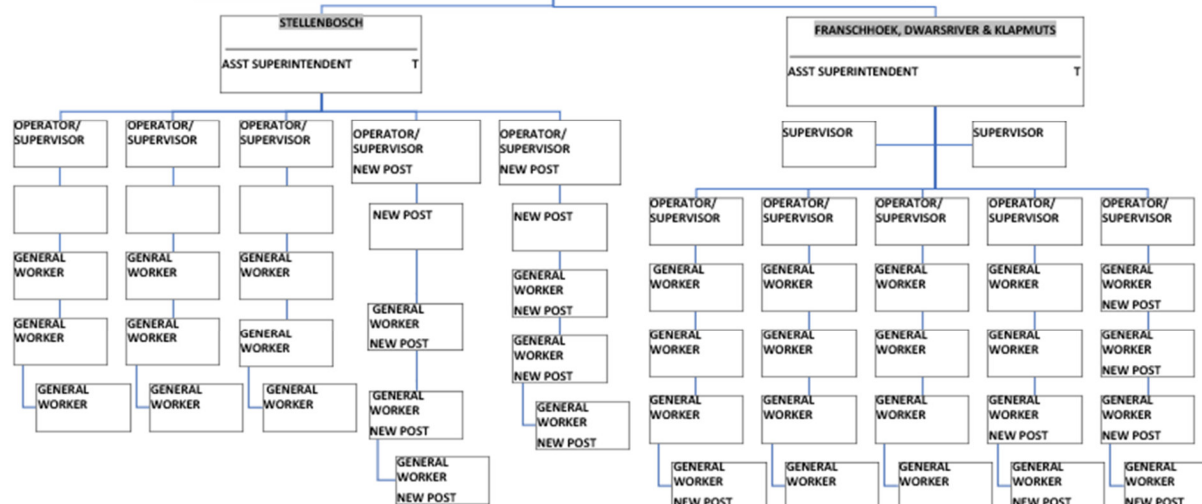
Figure 2-5: Structure of Area Cleansing & Collections Section

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE – 21 SEP 2017

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CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE – 21 SEP 2017

RECOMMENDED
BY MUNICIPAL
MANAGER

Signature
____/____/____

SUB-SECTION: COLLECTIONS

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

FUNCTIONS:

1. Ensure the regular removal of residential/ household waste according to a waste removal program and application standards
2. Ensure the removal of business waste according to a stipulated program and standards
3. Ensure the removal of waste as collected in the bulk containers for informal settlements and business according to predetermined arrangements and standards
4. Supervise, administer and monitor small maintenance contractors and EPEP/ MIG projects

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APPROVED BY
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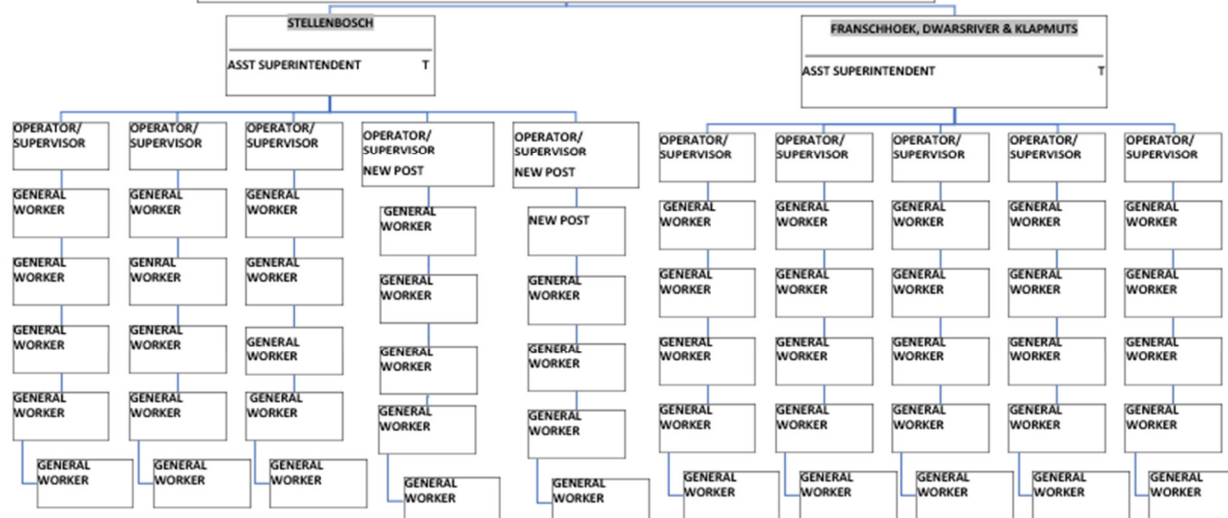


Figure 2-7: Collections Section Staff Structure



2.3.2 Waste collection services

Stellenbosch Municipality provides approximately 82.1% (*Stellenbosch Municipality Socio-Economic Profile, 2022*) of households with solid waste management collection services. The 17.9% not receiving solid waste collection services are located in farm/rural areas within Wards 19 and 20.

According to the Bureau of Economic Research, majority of farm dwellings in Ward 19 and 20 (see **Figure 2-9**) receive below average refuse collection. It must be noted that the refuse collection service is offered to the farm owner and not to the farm dwellers. If the farm owners refuse the service unfortunately no service will be rendered to farm dwellers.

Access to services Ward 19	Access to service Waste 20
<p>Ward 19 % of households</p> <p>Heating source  73.3% Electricity 14.5% Wood</p> <p>Lighting source  91.8% Electricity</p> <p>Water source  48.5% Regional/local water scheme 38.6% Borehole</p> <p>Toilets  65.9% Flush toilets connected to sewerage system 11.2% Flush toilet with septic tank</p> <p>Refuse removal  46.2% Local authority/private company at least 17.1% Communal refuse dump 24.7% Own refuse damp</p>	<p>Ward 20 % of households</p> <p>Heating source  64.3% Electricity 17.7% No heating source 16.0% Wood</p> <p>Lighting source  95.4% Electricity</p> <p>Water source  49.5% Regional/local water scheme 41.2% Borehole</p> <p>Toilets  63.0% Flush toilets connected to sewerage system 22.7% Flush toilet with septic tank</p> <p>Refuse removal  56.9% Local authority/private company at least 22.4% Own refuse damp</p>

Figure 2-9: Access to services for Wards 19 and 20 receive below average refuse collection (Bureau of Economic Research)

The farms/rural areas have access to the three (3) drop off facilities in the SM:

- Stellenbosch Landfill,
- Klapmuts Transfer Station, and
- Franschhoek Waste drop off.

The collection services are as follows:

- 28 751 collections points are spread across the 22 wards of the Municipality.
- The refuse collection breakdown is approximately 20 000 wheelie bins and 4 000 standard refuse bags.
 - The refuse bins are used to collect from formal areas, while the refuse bags are used to collect from informal and farm/rural areas.
- All formal households in urban areas receive kerbside collection once per week.
- All informal households receive a weekly collection service.
- Some refuse removal services exist in rural areas and farming communities. These communities also have access to drop-off facilities.

The Municipality utilises 11 refuse collection trucks, that are operated by more than 60 crew members in a 30-hour working week. The current waste collection schedule is shown in **Table 2-4**.

Table 2-4: Waste collection schedule and areas covered.

Truck No	Truck Reg	Monday	Tuesday	Wednesday	Thursday	Friday
SW 8	CL 27923	Lanquedoc Meerlust SAPD Drakenstein	Onderpapegaai Vliegvelde Vlotenburg Farms	Lyndoch Vlaeberg R44		
SW 9	CL 54065	Uniepark, Rozendal Simonswyk Universiteits oord	La Colline till Dorp Str Krigeville	Bottom Idas Valley	Bottom Cloetesville White City	Jamestown
SW 10	CL 27347	Stellenbosch University and Devon Valley Industrial Area	Die Boord	Stellenbosch University and Devon Valley Industrial Area	Cloetesville (Smarties/ Weltevrede)	Stellenbosch University and Devon Valley Industrial Area
SW 11	CL 31479	Mostertdrift	Noordwal oos Zimbabwe Flats Digteby Vlotenberg	Bo Idas Valley The Ridge	Bo Cloetesville Long str. South	Welgevonden
SW 12	CL 23506	Klap Residential and Business & Koelenhof Business	Klapmuts New Houses	Klapmuts RDP Houses	Koelenhof farms Nuutgevonden/Nooigedacht Klein Welgevonden	Klapmuts & Koelenhof Business
SW 13	CL 64272	Stellenbosch CBD	Brandwacht Dalsig	Stellenbosch CBD	Pniel and Farms along Helshoogte Rd	Stellenbosch CBD
SW 14	CL 64779	All business located outside of the CBD	Paradyskloof	All business located outside of the CBD	Tenantville (Kwarentyn & Welgelegen)	All business located outside of the CBD
SW 15	CL 71677	Kayamandi & Plankenbrug	Kayamandi Snake Valley	Thubelitsha & Plankenbrug	Kayamandi New Houses	Tenantville Plankenbrug Business
Franschhoek	Hired Truck	Bergrivier Dam, Amanzi spring water plant, Trades including B&B, 2 main farm roads and main roads	Wemmershoek, station road, voortrekkers park Maasdorp, Dennegeur, La Motte, Bellingham farm (Rupert) and happy valley road	Groendal, trades, 2 main farm roads and main roads	Mooiwater	Town, trades, B&B, all farm roads and main road

2.3.2.1 Area Cleansing services

The Municipality renders an area cleansing service 5 days a week from Monday to Friday. The area cleansing staffing structure consists of 2 teams. The first team covers area cleaning for Stellenbosch and the second team covers area cleaning for Franschhoek, Dwarsrivier, and Klapmuts. Area Cleansing employs EPWP Workers on temporary 6-month contracts. Area Cleansing staff make use of blue bags for the collection and disposal of waste.

2.3.2.2 Two-bag collection system

The Municipality provides a two-bag collection system in middle to high income areas where black bags and clear bags are collected once a week. Approximately 12 500 of 26 000 formal households are serviced per week. Households are required to separate and sort waste at source into 2 streams, namely general landfill waste (black bags) and recyclable waste (clear bags). Clear bags are provided by the Contractor who is responsible for collecting the clear bags and taking them to the SM Materials Recovery Facility (MRF) for sorting.

Table 2-5 provides a list of the areas that are currently included in the two-bag collection programme.

Table 2-5: Areas that are currently included in the two-bag collection programme.

Areas included in the two-bag collection programme	
Uniepark, Karindal, Aanhou Wen, Rozendal	Dorp/Stasie street
Mostertsdrift	Franschhoek
Simonswyk	Idas Valley, Lindida, Arbeidslus
Universiteits Oord	Raithby
Technopark	Agape Retirement Village
Die Boord, Fairways, Die Wingerd, Harringtons Place	Blaauwklippen Road
Paradyskloof, Schuilplaats, Lieberheim, Anesta, Eden, La Pastorale	Jamestown
Brandwacht	Cloeteville
Dalsig, Bo-Dalsig	Brandwacht-aan-rivier
Krigeville	Parmalat
Onder Papegaaienberg, Devon Vallei, Devon Park, Kleinvallei	Jonkershoek
La Colline/Die Rand	Welgevonden
Die Laan	

The recyclables were previously transported to a mini MRF situated adjacent to the Stellenbosch Landfill Facility (SLF), however from August 2019 to 31 March 2021, these were taken directly to the Kraaifontein MRF in the CCT for sorting.

The SM Integrated Waste Management Facility (IWMF) adjacent to the landfill started operations on 1 April 2021 and includes a MRF, which has the capacity to process 450 tons of incoming recyclable material per month and can employ up to 40 people. The MRF is currently not being used to its full capacity (currently operating at approximately 30%) as the Two Bag System is not fully in place across the municipality.

There are currently 19 staff employed at the MRF for sorting and 8 staff collecting the clear bags of recyclables. Recyclable material that is accepted includes paper, newspapers, magazines, cardboard, glass, plastic bottles and containers, metal packaging, and liquid board packaging. The contract includes areas into which the programme will be expanded each year as follows:

- Year 1: Groendal, Mooiwater, and La Motte.
- Year 2: Kayamandi North and Kayamandi South.
- Year 3: Klapmuts and Lanquedoc.

The Municipality also opened a public drop-off, located at the IWMF in April 2021. Residents may bring clean recyclable materials to the facility during operating hours and are also allowed to bring garage waste for free disposal into the skips provided in vehicles with a maximum carry capacity of 1.5 tons. This is to allow residents which are not included in the two bag areas to participate in recycling.

2.3.2.3 Organic waste collection

The Municipality currently diverts organic waste from landfill by means of chipping and composting garden waste that is received at the Stellenbosch Landfill. Garden waste is dropped off by residents and businesses at the landfill. Franschhoek residents may drop their garden waste off at the Franschhoek drop off facility. This is transported to Stellenbosch Landfill Site for chipping and shredding.

2.3.2.4 Fleet for waste management

A list of municipal vehicles dedicated to waste management operations is presented in **Table 2-6**.

Table 2-6: Municipal vehicles that are operational and dedicated to waste management operations.

REG No.	Year Model	Model	Date Purchased	Section in use	Years in Operation to date (2024)
CL 46779	2009	ISUZU NPR 400 AMT CRE	2009	Area Cleaning	15 years
CL 64272 (SW13)	2011	Nissan Diesel UD 330 Compactor	Jan-11	Collections	13 years
CL 63523	2011	DULEVO Sweeper 5000	2011	Area Cleaning	13 years
CL 64779 (SW14)	2011	Nissan Diesel UD 330 Compactor	Feb-11	Collections	13 years
CL 27923 (SW8)	2012	Nissan Diesel Compactor	Apr-12	Collections	12 years
CL 71576	2013	Toyota Hilux 2.0	May-13	Collections	11 years
CL 71677 (SW15)	2013	Nissan Diesel G300 Compactor	Jun-13	Collections	11 years
CL 76140	2015	Chev 1.4 bakkie	May-15	Area Cleaning	9 years
CL 31479 (SW11)	2015	UD 370 Diesel Compactor	May-15	Collections	9 years
CL 59281	2016	VW Polo Vivo	Jun-16	Disposal	8 years
CL81470	2017	MST Digger Loader	Jun-17	Disposal	7 years
CL 27347 (SW10)	2017	Isuzu FXZ 28-360 Compactor	Mar-17	Collections	7 years
CL 23506 (SW12)	2017	Isuzu FXZ 28-360 Compactor	Mar-17	Collections	7 years
CL 81138	2017	Isuzu FXZ 28-360 Compactor	May-17	Collections	7 years
CL 26704	2017	Mahindra DC Turbo Bakkie	Jun-17	Disposal	7 years
CL 51075	2017	Hino 300 815 Crew Cab 6A 11	Nov-17	Area Cleaning	7 years
CL 39782	2017	Priclo Caravan	Jun-17	Disposal	7 years
CL 26704	2017	BELERO NEF 4X4 P/U S/C	2017	Collections	7 years
CL 83193	2018	Hino 300 815 Crew Cab 6A 11	May-18	Area Cleaning	6 years
CL 83195	2018	Hino 300 815 Crew Cab 6A 11	May-18	Area Cleaning	6 years
CL 83198	2018	Nissan NP200 1.6i	May-18	Area Cleaning	6 years
CL 83197	2018	Nissan NP200 1.6i	May-18	Collections	6 years
CL 52034	2018	Hino 300 815 Crew Cab 6A 11	Apr-18	Area Cleaning	6 years
CL 83465	2018	MST Digger Loader	Jun-18	Area Cleaning	6 years
CL 83483	2018	UD 10-ton Tipper Truck	Jun-18	Area Cleaning	6 years
CL 84071	2018	UD 10-ton Tipper Truck	Sep-18	Area Cleaning	6 years
CL 54065 (SW9)	2018	UD 10-ton Refuse Compactor	Dec-18	Collections	6 years
CL 45166	2019	UD 10-ton Refuse Compactor	Jun-19	Collections	5 years
CL 22049	2019	MST Digger Loader	Jul-19	Area Cleaning	5 years
CL 10783	2019	UD 16 Ton Hooklift	Aug-19	Disposal	5 years
CL 34145	2020	HANOMAG Compactor	2020	Collections	4 years

Currently all mechanical repairs on equipment and vehicles are outsourced by the Municipality which has implications on turn-around times for servicing / repairing vehicles.

Objective 2.3 of the implementation plan includes an action to develop a fleet management, maintenance, and replacement strategy to allow budgeting to take place.

2.3.3 Waste diversion plans

2.3.3.1 Organic Waste Diversion Plan

The DEA&DP took a policy decision to implement a 50% restriction on organic waste being disposed to landfill by 2022 and a full prohibition of organic waste disposed to landfill by 2027. The Western Cape IWMP (2017-2022) puts an obligation on municipalities to divert 50% of organic waste streams away from landfill sites by 2022 and a complete ban on organic waste disposed at landfill sites by 2027.

JG Afrika were appointed to compile an Organic Waste Diversion Plan (OWDP) for the SM in 2021 and it has been updated and included as part of the implementation plan of this IWMP. It was recommended that the SM pursue a multi-pronged approach to organic waste diversion which favours and encourages separation at source, identifies a treatment option and creates an enabling environment. Certain activities will need to run in parallel as more information and other studies are completed to inform phasing and planning as the Organic Waste Diversion System is rolled out.

To date, the OWDP has not been fully implemented. Comments on the status of the implementation of the OWDP are indicated in **Table 2-7**.

Table 2-7: Implementation progress of the OWDP

Summary of Outcomes of Organic Waste Diversion Plan (November 2021).	Comment on Implementation of Proposed Outcomes (to date).
Organic Waste Drop-off sites.	<ul style="list-style-type: none"> Currently the garden waste is accepted at SLF and Franschhoek Drop-off. An organic waste transfer station is still in the planning process (EIA and plans were completed, however the site has not been rezoned) but was placed on hold due to the landfills site extension taking priority. The option of using Klapmuts may be considered in future, should the WWTW be upgraded to produce primary sludge.
Three bag separation at source in all residential areas within the SM area.	<ul style="list-style-type: none"> The municipality provides a two-bag system, wheelie bin and clear bag in certain residential areas for recyclables only and not organic waste. Garden waste can be dropped off by residents at the drop-offs but is not collected separately. Klapmuts does not have a garden waste drop-off. A Consultant has been appointed for Franschhoek to find a suitable site to construct a mini-MRF. The mini-MRF will include a garden waste and builder's rubble area. The location of the garden waste site will allow for garden waste to be chipped before transportation.
Organic Waste separation and collection for all business and commercial areas.	This has not yet been implemented. The implementation plan sets a target for 100% of the objectives and targets of the OWDP to be implemented by 2027. This includes the organic waste separation and collection for all businesses and commercial areas.
Partnership with Stellenbosch University to ensure the waste management systems are aligned.	This has not yet been implemented.
Transport system to collect organic waste and transport to the Organics Refuse Transfer Station.	The Municipality are considering organic waste drop-off sites rather than a collection system.
A long term off-take solution for organic waste.	This is still in the planning stage and will be undertaken by the Municipality and likely to be combined with the upgrade of Klapmuts WWTW and the production of primary sludge to be treated with the organic waste.
Improved waste data capturing and reporting.	<ul style="list-style-type: none"> No changes in the integrity of the Municipality's data or an overarching view of waste tonnages for the Municipality as a whole. Municipality is engaging and having meetings with DEA&DP. Data is captured onto the Integrated Pollutants and Waste Information System (IPWIS).
Communication and awareness strategy focussed on Separation at Source and organic waste.	<ul style="list-style-type: none"> Implementing the roll-out of composting bins in Franschhoek using the EPWP Education and Awareness Team. Franschhoek residents were offered an opportunity to collect a compost bin, free of charge, at the Public Waste Drop Off in Fabriek Street, Franschhoek. The public was informed by making use of the various platforms available in the Communications Department.

	<ul style="list-style-type: none"> • A team of designated EPWP workers from the Municipality, (informally known as Green Minds), were available to issue bins to residents. • A total of 43 bins were issued on the day.
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The OWDP has been updated and integrated into the IWMP Implementation Plan, which includes the actions required, see **Table 4-1**.

2.3.4 Waste facilities and infrastructure

2.3.4.1 Stellenbosch Landfill Facility

The SLF is located on Portion 2 of Farm Morgenster 203, Remainder of Farm 183, Remainder of Farm Veldwagtersriver Outspan 280, Stellenbosch. The landfill is accessed from Devon Valley Road (Refer to **Figure 2-10**). The landfill comprises 3 waste disposal cells (Cells 1-3). The construction of Cells 1 and 2 commenced in 1966 and disposal ceased in April 2013, when they were shaped and temporarily capped. Cells 1 and 2 have not yet been closed in terms of the closure requirements specified in the Minimum Requirements for Waste Disposal by Landfill, Department of Water Affairs and Forestry (DWAF) (1998). Cell 3 currently receives waste from municipal area clean ups, but not general household waste as it has reached its' maximum height. General household waste from the Municipality is therefore transported to the Klapmuts Transfer Station (KTS), prior to disposal at the privately owned Vissershok Landfill Site in Cape Town. The construction of a new cell, Cell 4, is planned and it is expected it will start receiving waste in 2024. Cell 4 will be developed between Cells 2 and 3, and will be filled ("piggy-backed") above the slopes of Cells 2 and 3.

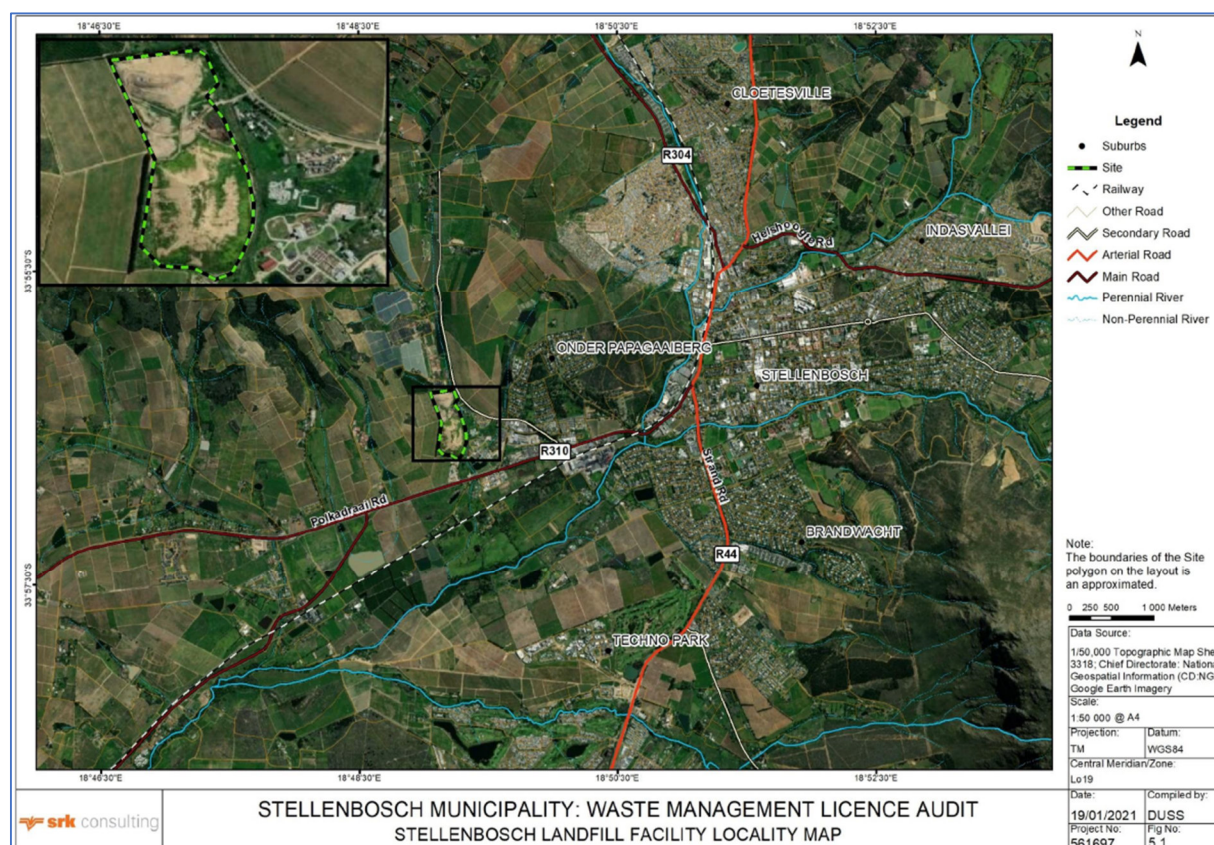


Figure 2-10: Stellenbosch Landfill Facility – Locality Map (SRK Consulting, External Audit Report, March 2023).

A Site Supervisor who is responsible for the daily operation of the site manages the landfill, on behalf of the SM.

The Municipality has appointed a service provider to undertake the chipping of organic/green waste on site. Builder's rubble is crushed, stockpiled, and transported off site once sold (collected by contractors).

Three general waste storage containers on site are used by the local community for temporary waste drop off. When the containers are full, they are taken to Vissershok Landfill by a private waste contractor. Two lockable 30m³ hazardous waste containers are available for the storage of household hazardous waste dropped-off by the public. These are located near the entrance to the facility.

2.3.4.2 Klappmuts Transfer Station (KTS)

The KTS is located on Farm 739, Paarl, along the R101 (Old Paarl Road), approximately 1.3 km from the Klappmuts Central Business District (Refer to **Figure 2-11**) and 15.49 km from the SLF. The KTS is a general waste transfer station that was constructed in 2000. All the general waste that is collected in the SM is off-loaded from the compactor vehicles, onto the apron and transferred to 30m³ containers and temporarily stored at the KTS. Once the containers are full, they are transported to the privately owned Vissershok Landfill Site in Cape Town for disposal.

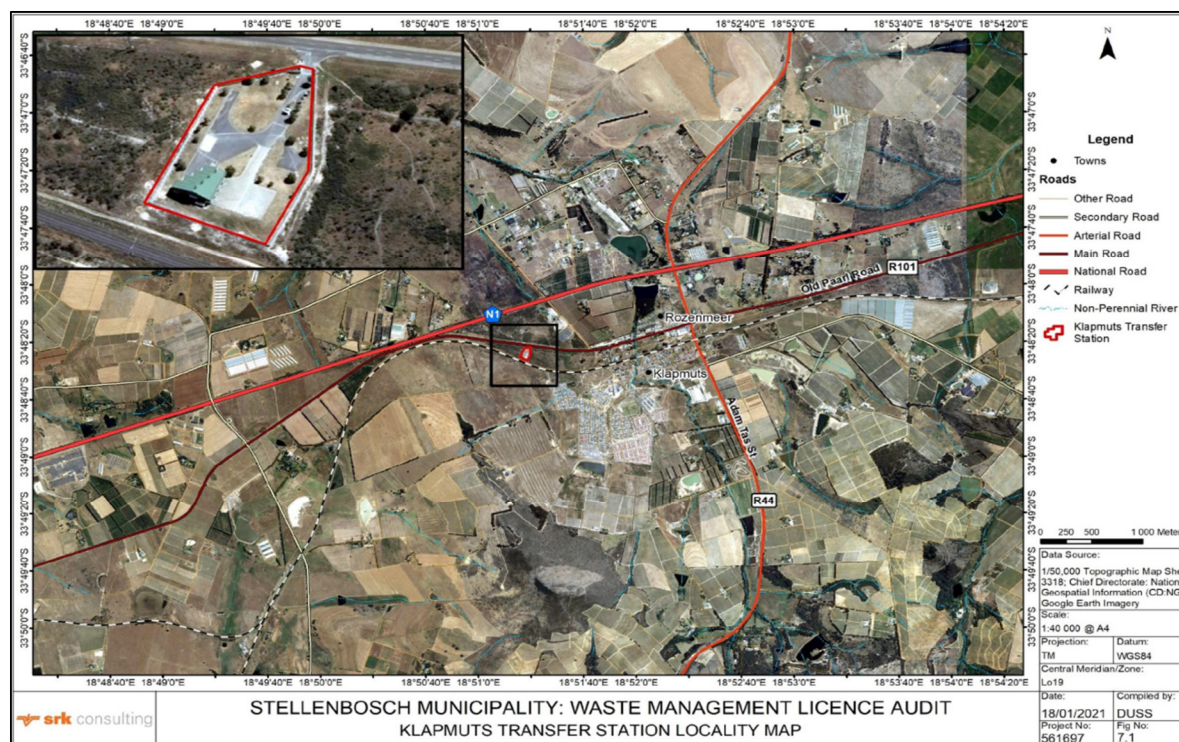


Figure 2-11: Klappmuts Transfer Station – Locality Map (SRK Consulting, External Audit Report, March 2023).

The KTS was operating in accordance with an ECA permit, dated 27 March 2000. The ECA permit is no longer valid due to changes in legislation, and the KTS is now operated in accordance with the Norms and Standards in terms of the NEM:WA (The facility was registered in terms of the Norms and Standards for the Storage of Waste on 7 November 2021).

The KTS is managed by SM and is fenced with a controlled access point. A weighbridge at the entrance to the facility weighs vehicles upon entry and exit and waste tonnages are recorded. The facility comprises an open sided roofed structure in which waste is dropped off, transferred, and temporarily stored prior to disposal. Skips are located on site for the public to drop waste off.

Waste delivered to the facility by the SM and private disposal vehicles by the surrounding farms in the Municipality is loaded into 30m³ Roll-on Roll-off (RO-RO) containers prior to transporting to the private Vissershok Landfill Site by a private waste management service provider.

As indicated by the SM the transport of waste disposal services to Vissershok is still being undertaken by the previous service provider and on a month-to-month basis while the new tender is adjudicated and awarded. The KTS is currently operating at maximum capacity, with approximately 120 x 30m³ containers transported to Vissershok per week. This is approximately 3 130 tons per month.

2.3.4.3 Integrated Waste Management Facility

The Stellenbosch IWMF is located on Remainder of Farm 280, Veldwagtersriver and the Remainder of Farm 279, Stellenbosch District, adjacent to the SLF. The IWMF boundaries are depicted in **Figure 2-12**. The facility is accessible from Polkadraai Road (R310) and thus easily accessible by the public.

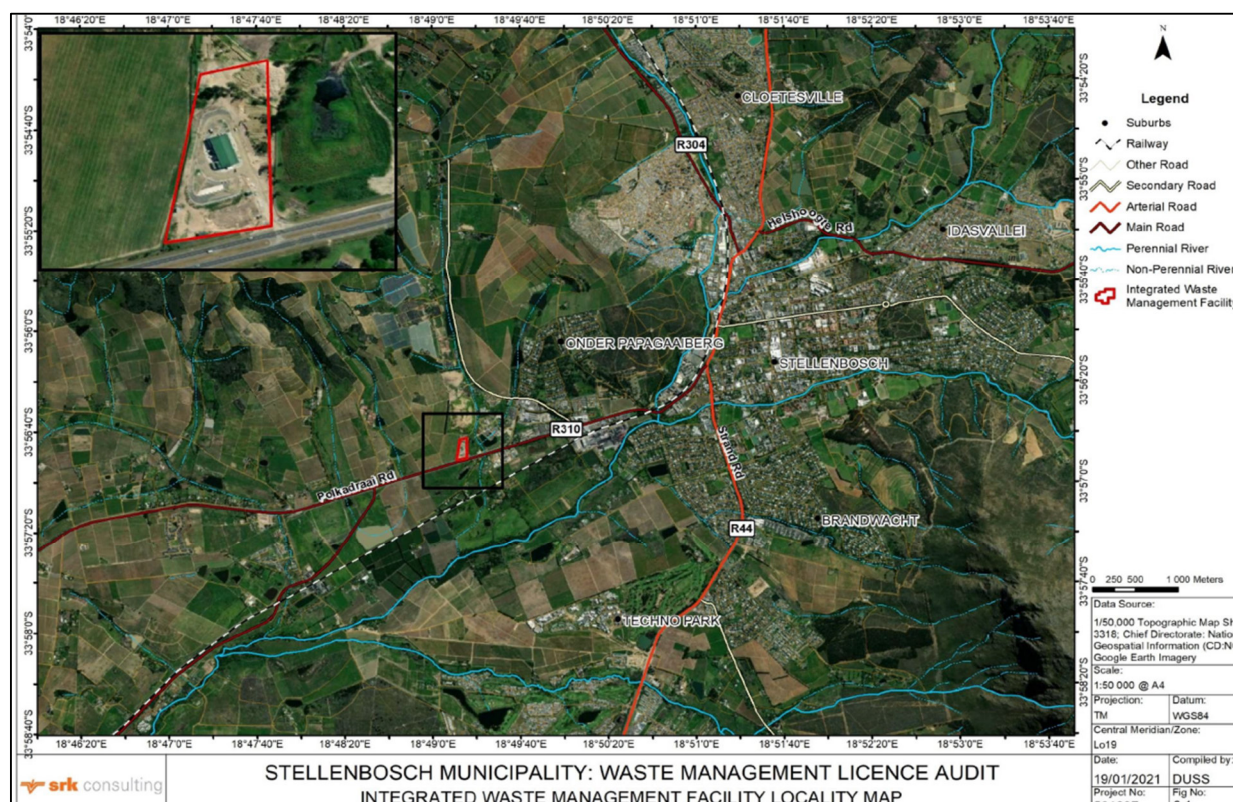


Figure 2-12: Integrated Waste Management Facility – Locality Map (SRK Consulting, External Audit Report, March 2023).

The facility is operated by a service provider appointed on behalf of the SM. The IWMF has a MRF where recyclable materials (cardboard, paper, glass, plastic, cartons, scrap metal, and liquid board packaging) are sorted for recycling. Recyclables can be dropped off by the public. The service provider that is appointed by the SM to collect recyclables from specific areas participating in the household recycling programme also manages the IWMF.

Hazardous Household Waste (HHW) (fluorescent bulbs and lamps only) can also be dropped off at the IWMF by the public and when there is sufficient volume, it is taken to the Vissershok Landfill for disposal.

Construction of the IWMF commenced in August 2019 and was completed in November 2020. The IWMF commenced operation on 1 April 2021. The IWMF is operated in accordance with the Norms and Standards for the Storage of Waste (referred to as GN 926), dated 29 November 2013, and GN 1093 National Norms

and Standards for the Sorting, Shredding, Grinding, Crushing, or Bailing of General Waste (referred to as GN 1093) published under the NEM:WA, Act 59 of 2008.

The Norms and Standards prescribe conditions applicable to the facility in terms of registration, location and design requirements, as well as operational management requirements pertaining to access control, emergency preparedness, monitoring, auditing and reporting.

The IWMF is fenced with controlled access. A weighbridge at the entrance weighs vehicles upon entry and exit and waste tonnages are recorded. The facility has impermeable concrete floors and a tarred ring road for safe one-way traffic movement. A drop-off and storage area for recyclable general waste and bulky non-recyclable general waste is provided at the facility.

A HHW area is located outside the waste reclamation building, on an impermeable surface, for the public to drop off fluorescent bulbs and lamps, paints, chemicals, and batteries. The facility receives e-waste, which is stored in a container on site and once full is removed by the service provider. An independent contractor is appointed by the SM to collect the non-recyclable general waste and hazardous waste for disposal at Vissershok. Scrap metal is removed from site by the appointed service provider. The Municipality does not accept asbestos at any of its' facilities.

Inside the MRF, mixed recyclable waste is received from residential collections, recycling drop-off, commercial/industrial collections and is fed onto a conveyor from which workers sort waste into different waste streams (plastic, tins, paper etc.). The tailings and non-recyclable general waste (tailings) that have not be picked by workers will drop off the end of the conveyor into a skip and are disposed to landfill by the appointed service provider. Sorted recyclable waste is compacted / baled at the MRF and collected by recyclers.

2.3.4.4 Drop-off facilities

The SM allows for the public to purchase coupons at their municipal cashiers for the public to access, in order to dispose of waste at the SLF, KTS, IWMF Drop-off, and Franschhoek Drop-off. The Stellenbosch waste disposal facilities coupon prices for 01 July 2023 till the 30 June 2024 are indicated in **Figure 2-13**.

STELLENBOSCH WASTE DISPOSAL FACILITIES					 <div>STELLENBOSCH STELLENBOSCH • FRANSCHHOEK MUNISIPALITEIT • UMASIPALA • MUNICIPALITY</div>																										
Name:	Stellenbosch Landfill Site	Stellenbosch Drop Off & MRF	Klapmuts Transfer Station	Franschhoek Drop Off	<div>Coupon prices from</div> <div>01 July 2023 - 30 June 2024</div> <div>VAT included</div> <table><tr><td colspan="3">Vehicle capacity of more than 1,5T: R29,00/Ton ONLY AT LANDFILL SITE</td></tr><tr><td colspan="3">Vehicle capacity of more than 1,5T: R29,00/Ton ONLY AT LANDFILL SITE</td></tr><tr><td>¼T: R206,25</td><td>¾ T: R412,50</td><td>1T: R825,00</td></tr><tr><td colspan="3">FREE</td></tr><tr><td colspan="3">FREE</td></tr><tr><td colspan="3">FREE</td></tr><tr><td colspan="3">FREE</td></tr><tr><td colspan="3">Vehicle capacity of more than 1,5T: R29,00 /Ton</td></tr></table>			Vehicle capacity of more than 1,5T: R29,00/Ton ONLY AT LANDFILL SITE			Vehicle capacity of more than 1,5T: R29,00/Ton ONLY AT LANDFILL SITE			¼T: R206,25	¾ T: R412,50	1T: R825,00	FREE			FREE			FREE			FREE			Vehicle capacity of more than 1,5T: R29,00 /Ton		
Vehicle capacity of more than 1,5T: R29,00/Ton ONLY AT LANDFILL SITE																															
Vehicle capacity of more than 1,5T: R29,00/Ton ONLY AT LANDFILL SITE																															
¼T: R206,25	¾ T: R412,50	1T: R825,00																													
FREE																															
FREE																															
FREE																															
FREE																															
Vehicle capacity of more than 1,5T: R29,00 /Ton																															
Location:	Devon Valley Rd	Adam Tas Rd	R101 Old Paarl Rd	Fabriek Street																											
Operating Hours:																															
Mondays to Fridays	08:00 - 16:30	08:00 - 16:30	08:00 - 16:30	08:00 - 16:30																											
Saturdays	08:00 - 13:00	08:00 - 13:00	08:00 - 13:00	08:00 - 13:00																											
Public Holidays	08:00 - 13:00	08:00 - 13:00	08:00 - 13:00	08:00 - 13:00																											
Good Friday	Closed	08:00 - 13:00	Closed	Closed																											
Closed	Sundays, Christmas, New Year's Day																														
Waste types accepted:	Kindly refer to definitions of waste types below.																														
Garden waste	✓	✗	✓	✓																											
Builders' rubble	✓	✗	✓	✓																											
General / Mixed waste	✓	✗	✓	✗																											
Recyclables	✗	✓	✗	✗																											
E-waste	✗	✓	✗	✗																											
Garage/ Bulky waste	✗	✓	✗	✓																											
Household hazardous waste	✓	✓	✗	✓																											
Soil	✓	✗	✗	✗																											
Definitions:																															
Garden waste	Grass cuttings, branches and leaves ONLY. If it contains other waste = Mixed / General waste																														
Builders' rubble	Clean builder's rubble ONLY. If it contains e.g. iron, wood, plastic = Mixed / General waste																														
General / Mixed waste	General waste / Contaminated garden waste or builders' rubble / Household waste																														
Recyclables	Waste that is recyclable and separated at source, e.g. Plastic, tin, aluminium, cardboard, paper, glass- mixed in one bag is acceptable																														
Garage/ Bulky waste	Waste items that cannot fit into the household's 240L wheelie bin																														
Household hazardous waste	Any unwanted household product labelled as flammable, toxic, corrosive, or reactive. The most common products include aerosols, anti-freeze, fertilizers, used oil, paint supplies, poisons and solvents, fluorescent tubes, chemical cleaning supplies, household batteries.																														
E-waste	Discarded electronic appliances such as mobile phones, computers, and televisions and it may include monitors, printers, scanners, keyboards, mice, cable circuit boards, lamps, clocks, flashlight, calculators, answering machines, digital/video cameras, radios, VCRs, DVD players, MP3 and CD players, kitchen equipment (toasters, coffee makers, microwave ovens, etc.)																														
Please Note:																															
Tariffs are set for certain waste types, depending on the actual mass. Charged per Ton or part thereof.																															
A coupon system is in place. Coupons are sold at the municipal cashiers.																															
Limitations is set for volumes accepted on a specific site, and may be subjected to site supervisor's approval.																															

Figure 2-13: Stellenbosch Waste Disposal Facilities – Coupon Prices from 01 July 2023 – 30 June 2024 (inclusive of VAT).

2.3.5 Compliance audits

An independent external auditor and reviewer is appointed by the SM to undertake interim external audits in a 3-year cycle.

The independent external auditor audits compliance with the Waste Management Licences (WMLs) / permits issued in terms of Section 20 of the Environment Conservation Act 73 of 1989 (ECA), the NEM:WA, and relevant Norms and Standards applicable published under the NEM:WA.

In addition to inspecting whether the licence / permit conditions are adhered to, the external auditor reviews relevant data and information related to the specific operations and plans of each site and associated environmental impacts i.e. litter, stormwater management, access control, air and water quality monitoring etc. The auditors then recommend corrective actions to be implemented by the Municipality where partial or non-compliances are identified.

The most recent external audits were undertaken by an Independent Auditor (the appointed Consultant) on the 16 April 2024 of the three waste management facilities, namely the Stellenbosch Landfill Facility (SLF), the Integrated Waste Management Facility (IWMF) and the Klapmuts Transfer Station (KTS).

2.3.5.1 Compliance Assessment Tables of Waste Facilities from 16 April 2024 External Audits

Stellenbosch Landfill Site- WML Ref: 19/2/5/1/B4/45/WL0182/22

Name:	Type:	Location:	Reference No.:
Stellenbosch Landfill Site	WDF	DEVON VALLEY ROAD, STELLENBOSCH	WML Ref: 19/2/5/1/B4/45/WL0182/22

Category	No. of Conditions Audited (N)	Score (S)	Average Compliance [C _{ave} = (S/2N)(100)]	Average Weight [W _{ave} = (N/N _{tot})(100)]	Adjusted Weight (W _{adj})	Average Score (%) [S _{ave} = (C _{ave})(W _{ave})]	Adjusted Score (%) [S _{adj} = (C _{ave})(W _{adj})]
Administration (A)	42	74	88.10%	36.84%	10%	32.46%	8.81%
General Operations (O)	18	27	75.00%	15.79%	20%	11.84%	15.00%
Special Operations (SO)	32	50	78.13%	28.07%	30%	21.93%	23.44%
Monitoring (M)	22	34	77.27%	19.30%	40%	14.91%	30.91%
Average Previous Compliance Rating (Total S_{ave})						81.14%	***
Environmentally Weighted Previous Compliance Rating (Total S_{adj})						***	78.16%

Category	No. of Conditions Audited (N)	Score (S)	Average Compliance [C _{ave} = (S/2N)(100)]	Average Weight [W _{ave} = (N/N _{tot})(100)]	Adjusted Weight (W _{adj})	Average Score (%) [S _{ave} = (C _{ave})(W _{ave})]	Adjusted Score (%) [S _{adj} = (C _{ave})(W _{adj})]
Administration (A)	44	83	94.32%	34.92%	10%	32.94%	9.43%
General Operations (O)	30	54	90.00%	23.81%	20%	21.43%	18.00%
Special Operations (SO)	31	58	93.55%	24.60%	30%	23.02%	28.06%
Monitoring (M)	21	34	80.95%	16.67%	40%	13.49%	32.38%
Average Current Compliance Rating (Total S_{ave})						90.87%	***
Environmentally Weighted Current Compliance Rating (Total S_{adj})						***	87.88%

Current Compliance Rating	Status Indicator (Total S _{adj})	Required Action
84.5% ≤ Total S _{adj} ≤ 100%	Compliant (Green)	87.88% Minor Improvements
64.5% ≤ Total S _{adj} < 84.5%	Partially Compliant (Amber)	Improvements
Total S _{adj} < 64.5%	Non-Compliant (Red)	Major Improvements


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Stellenbosch Integrated Waste Management Facility- Registration No: 19/2/1/2/3/2 [0032/21]

Name:	Type:	Location:	Reference No.:
Stellenbosch Integrated Waste Management Facility	RTS or MRF	Adam Tas Road, Stellenbosch	Registration No: 19/2/1/2/3/2 [0032/21]

Category	No. of Conditions Audited (N)	Score (S)	Average Compliance [C _{ave} = (S/2N)(100)]	Average Weight [W _{ave} = (N/N _{tot})(100)]	Adjusted Weight (W _{adj})	Average Score (%) [S _{ave} = (C _{ave})(W _{ave})]	Adjusted Score (%) [S _{adj} = (C _{ave})(W _{adj})]
Administration (A)	25	47	94.00%	37.31%	10%	35.07%	9.40%
General Operations (O)	21	40	95.24%	31.34%	40%	29.85%	38.10%
Special Operations (SO)	14	28	100.00%	20.90%	30%	20.90%	30.00%
Monitoring (M)	7	14	100.00%	10.45%	20%	10.45%	20.00%
Average Previous Compliance Rating (Total S_{ave})						96.27%	***

Environmentally Weighted Previous Compliance Rating (Total S_{adj}) *** **97.50%**

Category	No. of Conditions Audited (N)	Score (S)	Average Compliance [C _{ave} = (S/2N)(100)]	Average Weight [W _{ave} = (N/N _{tot})(100)]	Adjusted Weight (W _{adj})	Average Score (%) [S _{ave} = (C _{ave})(W _{ave})]	Adjusted Score (%) [S _{adj} = (C _{ave})(W _{adj})]
Administration (A)	24	48	100.00%	34.78%	10%	34.78%	10.00%
General Operations (O)	21	40	95.24%	30.43%	40%	28.99%	38.10%
Special Operations (SO)	14	25	89.29%	20.29%	30%	18.12%	26.79%
Monitoring (M)	10	20	100.00%	14.49%	20%	14.49%	20.00%
Average Current Compliance Rating (Total S_{ave})						96.38%	***

Environmentally Weighted Current Compliance Rating (Total S_{adj}) *** **94.88%**

Current Compliance Rating	Status Indicator (Total S _{adj})	Required Action
84.5% ≤ Total S _{adj} ≤ 100%	Compliant (Green) 94.88%	Minor Improvements
64.5% ≤ Total S _{adj} < 84.5%	Partially Compliant (Amber)	Improvements
Total S _{adj} < 64.5%	Non-Compliant (Red)	Major Improvements



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Klapmuts Transfer Station- DEA&DP Reference No: 19/2/1/2/3/2 (0033/21)

Name:	Type:	Location:	Reference No.:
Klapmuts Transfer Station	RTS or MRF	Farm 739, Division of Paarl	DEA&DP Reference No: 19/2/1/2/3/2 (0033/21)

Category	No. of Conditions Audited (N)	Score (S)	Average Compliance [C _{ave} = (S/2N)(100)]	Average Weight [W _{ave} = (N/N _{tot})(100)]	Adjusted Weight (W _{adj})	Average Score (%) [S _{ave} = (C _{ave})(W _{ave})]	Adjusted Score (%) [S _{adj} = (C _{ave})(W _{adj})]
Administration (A)	17	34	100.00%	54.84%	10%	54.84%	10.00%
General Operations (O)	5	10	100.00%	16.13%	40%	16.13%	40.00%
Special Operations (SO)	6	8	66.67%	19.35%	30%	12.90%	20.00%
Monitoring (M)	3	6	100.00%	9.68%	20%	9.68%	20.00%
Average Previous Compliance Rating (Total S_{ave})						93.55%	***
Environmentally Weighted Previous Compliance Rating (Total S_{adj})						***	90.00%

Category	No. of Conditions Audited (N)	Score (S)	Average Compliance [C _{ave} = (S/2N)(100)]	Average Weight [W _{ave} = (N/N _{tot})(100)]	Adjusted Weight (W _{adj})	Average Score (%) [S _{ave} = (C _{ave})(W _{ave})]	Adjusted Score (%) [S _{adj} = (C _{ave})(W _{adj})]
Administration (A)	17	34	100.00%	54.84%	10%	54.84%	10.00%
General Operations (O)	5	9	90.00%	16.13%	40%	14.52%	36.00%
Special Operations (SO)	6	9	75.00%	19.35%	30%	14.52%	22.50%
Monitoring (M)	3	6	100.00%	9.68%	20%	9.68%	20.00%
Average Current Compliance Rating (Total S_{ave})						93.55%	***
Environmentally Weighted Current Compliance Rating (Total S_{adj})						***	88.50%

Current Compliance Rating	Status Indicator (Total S _{adj})	Required Action
84.5% ≤ Total S _{adj} ≤ 100%	Compliant (Green)	Minor Improvements
64.5% ≤ Total S _{adj} < 84.5%	Partially Compliant (Amber)	Improvements
Total S _{adj} < 64.5%	Non-Compliant (Red)	Major Improvements


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2.3.5.2 Conclusions and Recommendations from External Audits (dated 16 April 2024)

Stellenbosch Landfill Site

The key areas where improvements have been noted and or some attention is required from a Compliance perspective are listed as follows:

- Engineering Design approvals and Authority response – DWS
- Stormwater Management – completion of new containment dam to ensure new disposal area can be commissioned
- Groundwater Monitoring – background monitoring of borehole required
- Surface Water Monitoring – new sampling point in Veldwachters River required
- Air Quality Monitoring – review of sampling frequency as necessary
- Waste Manifest Records are required
- Signage - the signage will only be erected once all the site engineering works, and related site upgrades have been completed.
- Vegetation (Alien) Management Plans must be compiled and implemented.
- Ongoing Training of Personnel (Municipal and Contractors)

Stellenbosch Integrated Waste Management Facility (IWWMF)

During the external compliance audit discussion, the importance of ensuring that the E-Waste which is removed off site for recovery and recycling and is managed by an accredited waste contractor so as to prevent avoidable occupational and health safety related incidents was discussed and agreed to.

The IWWMF Operator agreed that an inspection of the appointed E-Waste contractor's premises is necessary.

Klapmuts Transfer Station

The key areas where ongoing attention is required from a Compliance perspective not ignoring the fact that the Municipality have put in place measures to ensure operations are as neat as practically possible are listed as follows:

- Windblown Litter to be continually collected/controlled by the appointed EPWP personnel
- Capacity and Operational Status of Facility – RTS Upgrade
- Training – in particular the EPWP personnel
- Stormwater Management – to be addressed as part of the RTS refurbishment and upgrade project.
- Personnel Capacity – employment of an adequate number of EPWP personnel to be maintained.

Table 2-8 details the environmental approvals and waste activities authorised at each of these facilities. In summary:

- The SLF was constructed and is operated in accordance with an ECA Permit and WML.
- The IWWMF was constructed and is operated in accordance with the National Norms and Standards for the Storage of Waste (referred to as GN 926), and the National Norms and Standards for the Sorting, Shredding, Grinding, Crushing, or Bailing of General Waste (referred to as GN 1093) published under the National Environmental Management: Waste Act 59 of 2008 (NEM:WA).
- KTS was issued with a Permit dated 27 March 2000 in terms of the Environmental Conservation Act 73 of 1989 (ECA), due to changes in legislation, the ECA Permit is no longer valid and the KTS is

required to operate according to the Norms and Standards for the Storage of Waste (GN 926 of November 2013).

Table 2-8: Summary of environmental approval and waste activities for SLF, IWMF and KTS

Approval and Status	Date of Issue of WML / Registration	Activities Authorised
Stellenbosch Landfill Facility		
Permit in terms of section 20(1) of the ECA (Ref: 16/2/7/G203/D16/Z1/P331) Status: <i>Replaced by WML issued on 31 January 2023.</i>	20 January 1999	Develop and operate a waste disposal site classified a G:M: B+ facility, on Portion 2 of Farm Morgenster 203, the Remainder of Farm Grootvlei 183 and on Farm Veldwagtersriver No. 280 in the Stellenbosch district.
Authorisation Letter (Ref E13/2/10/3-B4/37-WL0063/11) Status: <i>Replaced by WML issued on 31 January 2023.</i>	10 January 2013	Permission granted to use newly constructed Cell 3 for waste disposal in accordance with the ECA Permit conditions.
WML Variation in terms of NEM: WA (Ref E13/2/10/7-B4/37-WL0077/11) Status: <i>Replaced by WML issued on 31 January 2023.</i>	7 February 2013	Variation of ECA Permit condition 3.13, allowing for a height increase of Cell 1 and Cell 2 from 16 m to 23 m.
WML in terms of NEM: WA (Ref 19/2/5/1/B4/46/WL0118/14) Status: <i>Active.</i>	13 September 2018	Category A and Category C of GN 718 of 03 July 2008, as amended: Category A: 14. The decommissioning of a facility for a waste management activity listed in terms of Category A or B of this schedule. Category C: 1. The storage of general waste at a facility that has the capacity to store in excess of 100 m ³ of general waste at any one time, excluding the storage of waste in lagoons or the temporary storage of such waste. 2. The storage of hazardous waste at a facility that has the capacity to store in excess of 80 m ³ of hazardous waste at any one time, excluding the storage of hazardous waste in lagoons or temporary storage of such waste. 3. The storage of waste tyres in a storage area exceeding 500 m ² .
WML in terms of NEM: WA (Ref: 19/2/5/1/B4/45/WL0182/22) Status: <i>Active.</i>	31 January 2023	Permission granted for the continued operation of Cell 3 and the construction and operation of Cell 4 at the SLF, Stellenbosch. This Licence replaces the existing Permits (Permit No's. 16/2/7/G203/D16/Z1/P331 and E13/2/10/7-B4-37-WL0077/11).
Integrated Waste Management Facility		
Registered in terms of GN 926 and GN 1093 [Reference No: 19/2/1/2/3/2 (0032/21)]	7 November 2021	Category C of GN 242 of 17 March 2017: 1. The storage of general waste at a facility that has the capacity to store in excess of 100m ³ of general waste at any one time,

		<p>excluding the storage of waste in lagoons or temporary storage of such waste.</p> <p>2. The storage of hazardous waste at a facility that has the capacity to store in excess of 80m³ of hazardous waste at any one time, excluding the storage of hazardous waste in lagoons or temporary storage of such waste.</p> <p>3. The storage of waste tyres in a storage area exceeding 500m²; and</p> <p>4. The sorting, shredding, grinding, crushing, screening or bailing of general waste.</p>
Klapmuts Transfer Station		
<p>Registered in terms of GN 926. [Reference No: 19/2/1/2/3/2(0033/21)]</p>	7 November 2021	<p>Category C of GN 242 of 17 March 2017:</p> <p>1. The storage of general waste at a facility that has the capacity to store in excess of 100m³ of general waste at any one time, excluding the storage of waste in lagoons or temporary storage of such waste.</p> <p>2. The storage of hazardous waste at a facility that has the capacity to store in excess of 80m³ of hazardous waste at any one time, excluding the storage of hazardous waste in lagoons or temporary storage of such waste; and</p> <p>3. The storage of waste tyres in a storage area exceeding 500m².</p>

The DEA&DP granted a WML (Ref: 19/2/5/1/B4/45/WL0182/22) for the continued operation of Cell 3 (height increase to 130masl) and the construction and operation of a new Cell 4 at the SLF, on 31 January 2023. This WML replaces the WMLs (ECA Permit No's. 16/2/7/G203/D16/Z1/P331 and E13/2/10/7-B4-37-WL0077/11).

2.3.6 Future planned developments and infrastructure

2.3.6.1 Development of a new landfill cell at the Stellenbosch Landfill

In August 2019, Cell 3 reached its capacity at a final height of 23 m above natural ground level, and municipal solid waste (MSW) has since been transported to the private Vissershok landfill in the CCT for disposal. Only relatively small quantities of builder's rubble and garden waste has been received at the site since that date and has also been diverted to Vissershok for disposal from July 2022.

Due to the significant cost of transporting MSW to the Vissershok landfill, the SM has entered into an agreement with ESKOM to relocate the powerlines around the landfill footprint, so that the areas between Cells 1,2 and Cell 3 currently "sterilised" by the powerline's servitude can be used for MSW landfilling. This area is to be developed as Cell 4 of the SLF and will be operational by June 2024.

The development of Cell 4 of the SLF includes the following infrastructure:

- Development of Cell 4 divided into three sub cells.
- A leachate management system.
- A contaminated water management system including a contaminated water dam.
- Upstream storm water management system.
- Associated access infrastructure to the south of the older Cells 1 and 2.
 - A new access route to the facility with storm water management infrastructure for the access roads.
 - The relocation of a weighbridge from the adjacent IWMF onto the landfill access road.

- Installation of a new weighbridge with associated weighbridge office.
- A container staging area; and
- Construction of a new office building.

The design of Cell 4 and the associated infrastructure was done based on legislative requirements and best practices to enable the incorporation of the required facilities required for the operation and maintenance of the SLF.

In formulating the design for Cell 4 and the associated infrastructure, every effort has been made to meet the objectives of landfill design, i.e., to provide a cost effective, environmentally, and socially acceptable facility whilst complying to the required standards and legislation.

2.3.6.2 Landfill gas extraction and air quality monitoring

In terms of the WML and Section 20 Permit, SM must develop an air quality monitoring program and undertake regular monitoring as set out in the WML and Section 20 permit conditions.

It is a requirement of the WML to ventilate gas within the waste body to prevent the build-up of dangerous concentrations of gas. No gas ventilation wells have been installed on any of the cells. Gas does, however, ventilate through the soil since no impermeable capping is in place.

A Contractor has been appointed for gas flaring and design of a gas extraction facility. The Municipality confirmed that infrastructure required for the gas flaring will be installed in July 2024 and flaring will commence in May 2025.

Establishment of a landfill gas extraction well field, flaring compound, and electricity generation at the Stellenbosch Landfill

A service provider was appointed in June 2022 for the Provision of professional services for “*project registration, design, and tender documentation for the establishment of a landfill gas extraction well field, flaring compound and electricity generation at the Stellenbosch Landfill*” based on the successful submission of an invited bid from the SM.

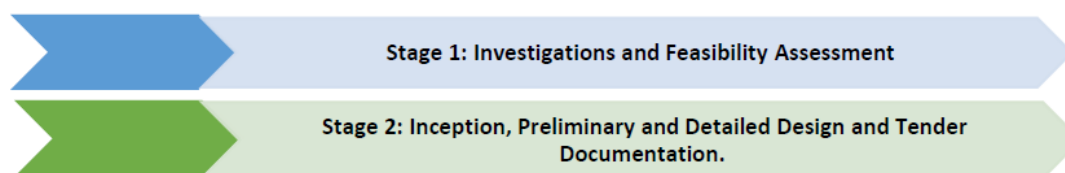
The main objective of this assignment is to design and establish a landfill gas extraction system over various stages as follows:

1. Design and install gas well fields and flaring unit; and
2. Electricity generation unit

Stellenbosch has embarked on an Electricity Generation Augmentation Project to generate sufficient energy to prevent the need to load shed and the electricity generated using landfill gas from the site will therefore be incorporated into the Stellenbosch grid in order to reduce the reliance on the ESKOM supply.

There is a current Programme of Activities (PoA) registered for South Africa for landfill gas extraction, flaring and electricity generation through the City of Cape Town. The PoA is a framework approval which has several individual component projects included under the framework. The Stellenbosch project will be able to link into the PoA as a Component Project Activity (CPA) as it fits into the requirements of this specific PoA.

There are there are currently two components to the project, namely:



Stage 1: The Feasibility Assessment will include the determination of existing and future quantities of waste in or going to landfill, the estimation of the quantity of landfill gas that can be generated and the viability of firstly, registering for Clean Development Mechanism (CDM) and secondly, for the production of electricity. The output will be a Feasibility Report advising the Municipality on the way forward (**currently underway**).

Stage 2: Based on the outcome of the Feasibility Assessment, the Consultant will undertake the design and preparation of Tender Documents for the construction of a landfill gas extraction system including flaring.

The inclusion of power generation in Stage 2 will be dependent on the recommendations of the Feasibility Report. The following should be noted:

- Cells 1, 2 and 3 are producing gas and a gas monitoring project was implemented.
- Cells 1 and 2 are old and unlined while Cell 3 is lined but not yet capped. Cell 4 is in design stage.
- SM has been allowed to utilise the existing PoA of the CCT with the provision that the Cities CDM Specialists are involved.
- The project procurement strategy was discussed, and it was agreed that a single Civils contract with a nominated Mechanical and Electrical Contract (M&E) contract would be the favoured strategy.

Landfill gas modelling

To estimate the current and future production and collection of landfill gas (LFG) at the SLF using a numerical model, based on estimations of historic and future waste deposition, as well as waste characteristics and consideration of landfill management, it was necessary to:

- Design the LFG extraction and flaring systems.
- Analyse viability of using the LFG in generators to produce electrical power.
- Estimate future LFG emissions with and without the project (baseline comparison).
- Estimate the potential for production of electrical power, if a generator were to be installed.

Landfill background and history

Before 2000, waste from SM was placed in Cell 1 of the landfill. Most waste was burnt, so waste from this period is not considered in gas calculations. Cell 2 was used for disposal of waste from 2000 to 2012.

Operation of Cell 3 commenced in 2013. Since 2019 disposal of domestic waste was drastically reduced. It is now only receiving small quantities, as well as construction and demolition waste. Domestic waste from the municipality is being sent to other landfills.

The landfill awaits the construction of Cell 4.

All of the “piggy-back” areas of Cells 1 and 2, and part of that of Cell 3 will be covered by an impermeable liner above a rubble gas collection layer attached to horizontal gas drains. **Figure 2-14** illustrates the overall layout of Cells 1, 2, 3 and 4 and the areas of initial construction, “piggy-back” filling and final capping.

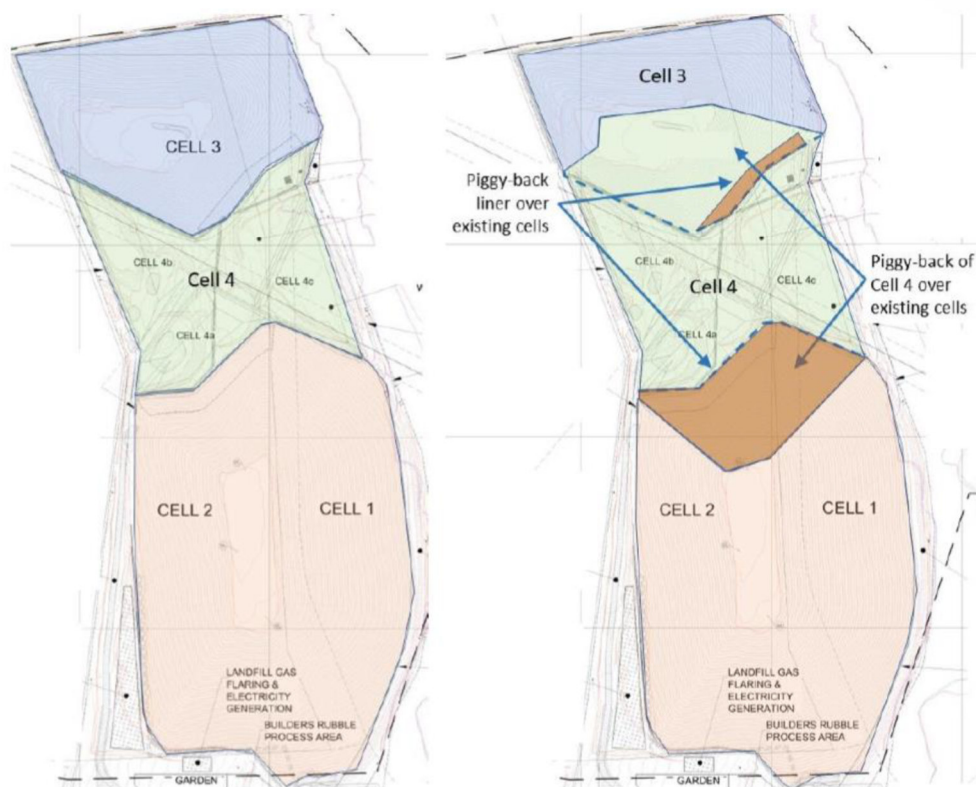


Figure 2-14: Cells 1, 2, 3 & 4 – Construction areas and Final capping and piggy-back areas (Ingerop, March 2023).

Landfill gas production and collection

Landfill gas production was estimated using the IPCC model (2019 refinement). **Figure 2-15** shows the estimated CH₄ production by cell.

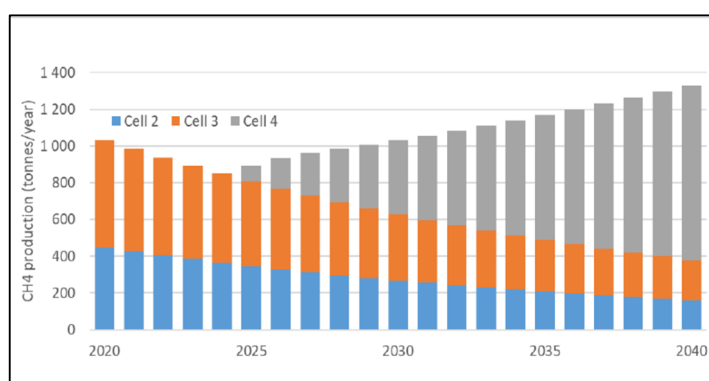


Figure 2-15: CH₄ production by cell 2020 to 2040 (Ingerop, March 2023).

Figure 2-16 - Figure 2-18 present the prediction CH₄ and LFG extraction, by cell, and compare these with gas production.

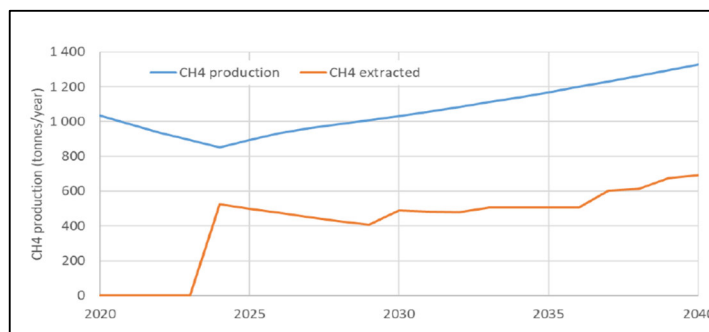


Figure 2-16: CH₄ production vs. extraction, 2020 to 2040 (Ingerop, March 2023).

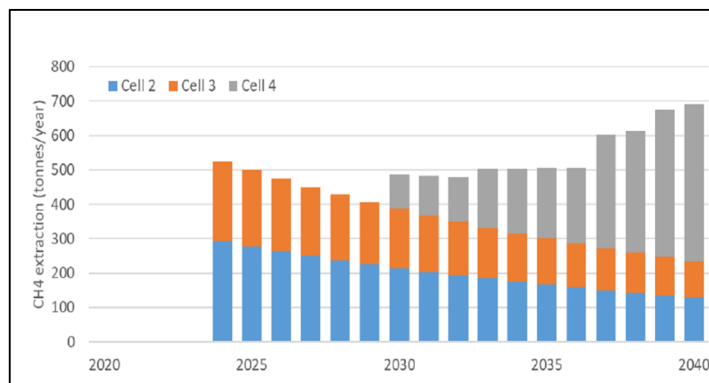


Figure 2-17: Estimated CH extraction by cell, 2020 to 2040 (Ingerop, March 2023).

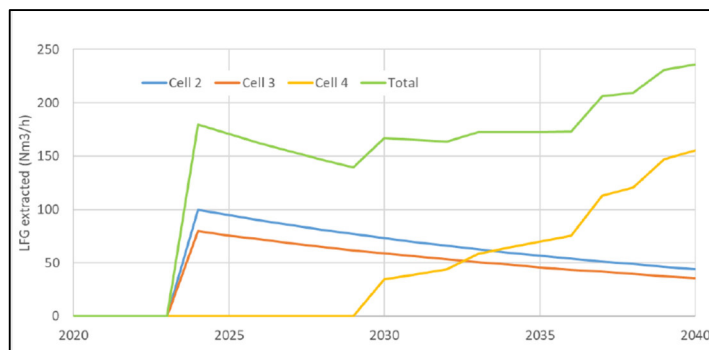


Figure 2-18: Estimated LFG extraction by cell, 2020 to 2040 (Ingerop, March 2023).

Landfill gas collection

Figure 2-19 - Figure 2-21 present the predicted CH₄ and LFG extraction, by cell, and compares these with gas production.

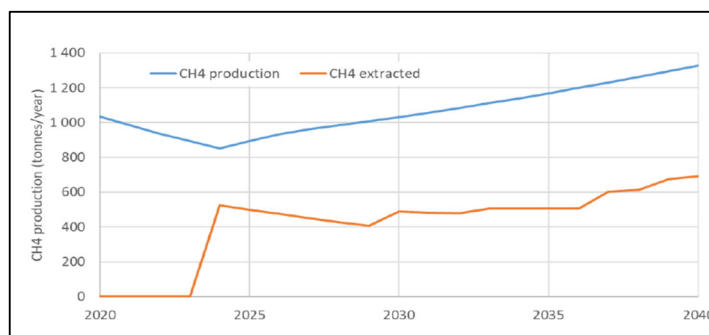


Figure 2-19: CH₄ production vs. extraction, 2020 to 2040 (Ingerop, March 2023).

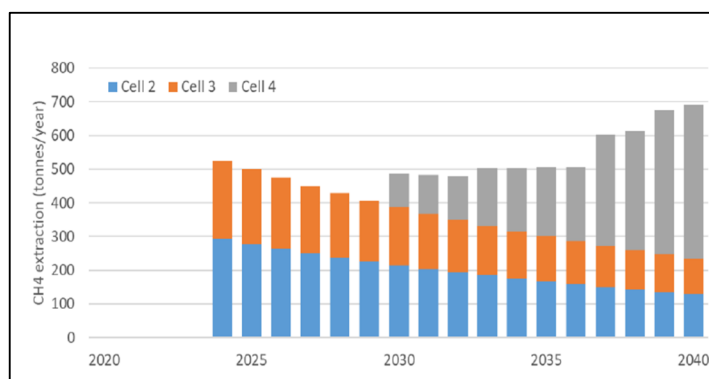


Figure 2-20: Estimated CH₄ extraction by cell, 2020 to 2040 (Ingerop, March 2023).

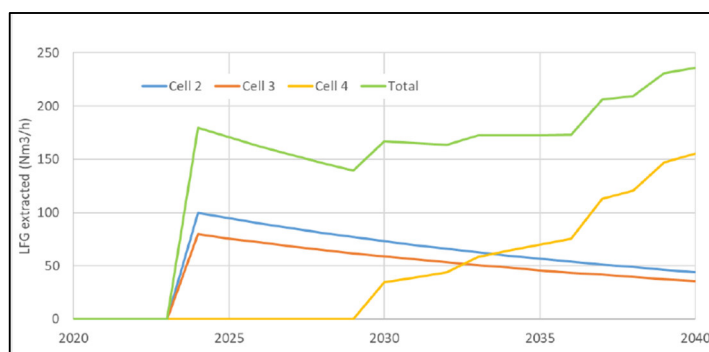


Figure 2-21: Estimated LFG extraction by cell, 2020 to 2040 (Ingerop, March 2023).

Baseline comparison

Figure 2-22 compares emissions of unburnt CH₄, with and without the project.

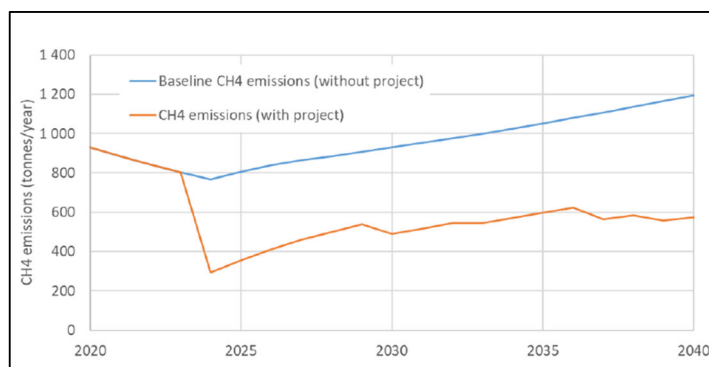


Figure 2-22: Emissions of unburnt CH₄, project vs. baseline 2020 to 2040 (Ingerop, March 2023).

Power generation

The potential for production of electrical power was estimated considering the CH₄ extraction estimates. The resulting electrical power estimates are shown in Figure 2-23. These suggest generator capacities of about 250 to 300 kWe, which is a low figure for LFG use in power generation. Some of the principal biogas generator manufacturers do not produce generators smaller than 400 kWe. This highlights the need to maximise LFG extraction through improved landfill management.

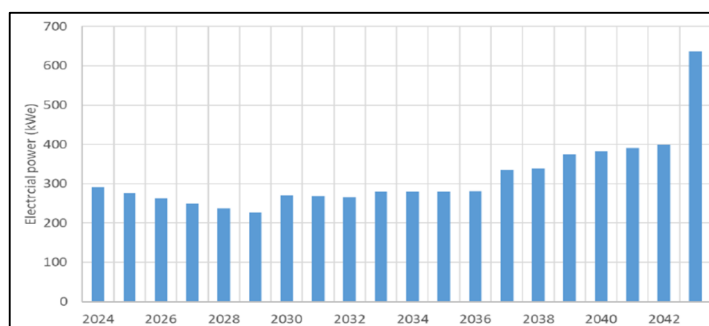


Figure 2-23: Estimates of potential electrical power production, 2024 to 2043 (Ingerop, March 2023).

Landfill gas flaring and power generation viability study

Following the estimation of future production and collection of LFG from the SLF, the economic viability of three projects was analysed:

- Option 0 - Baseline - LFG extraction and flaring only.
- Option 1 - LFG extraction and flaring + income from CDM credits.
- Option 2 - LFG extraction and flaring + income from CDM credits + power generation with export of energy produced to the grid.

Infrastructure required

The following equipment and infrastructure will be required to implement power generation:

- Electrical generators, in a prefabricated shipping container.
- Equipment for pumping, measuring and control of extracted LFG.
- Equipment for removal of condensates and contaminants from the LFG.
- Electrical installations, including transformer substation, instrumentation, control, and automation.
- Connection to the grid, including power line and all the electrical equipment and protection necessary to guarantee the connection in the conditions imposed by the grid operator.
- The extraction and flaring design already considers a flare compound which can accommodate the generation equipment.

As the estimates suggest generator capacities of only about 250 to 300 kWe Option 2 consider the installation of a generator with a capacity of 330 kW.

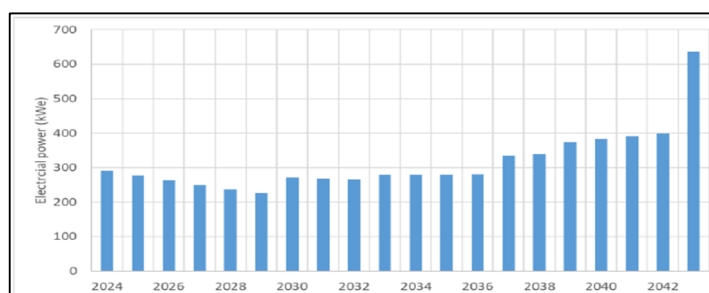


Figure 2-24: Estimates of potential electrical power production, 2024 to 2043 (Ingerop, March 2023).

The following conclusions can be drawn:

- All options have negative net present value.
- CDM for flaring provides significant benefit, reducing the net loss by 22 million Rand.
- For Option 1, running costs would be similar to income from CDM, without considering initial investments.

Power generation has a lower Net Present Value (i.e., a greater loss) than flaring only. There would be no additional CDM income, and income from energy sales would not offset the increased operating costs, even without considering the capital investment.

2.3.7 Projects to be undertaken in the 2023/2024 Financial Year

Major capital expenditure is planned in the following areas during the 2023/2024 financial year as stated in the Medium-Term Revenue and Expenditure Framework (MTREF) for the Financial Period 2023/ to 2025/2026:

- Expansion of the landfill site (New cells).
- Landfill Gas to Energy.

2.4 Waste classification and quantities

This section presents the waste types and quantities generated in the SM.

2.4.1 Waste types

With reference to the Waste Act (Act 59 of 2008), the Waste Amendment Act (Act 14 of 2013) and their associated regulations, the only types of waste allowed for disposal at the Stellenbosch disposal facilities are general waste types 2, 3, and 4, as per the Waste Classification and Management Regulations (GN R.634) August 2013. No municipal landfills that are located within the Municipality are allowed to accept hazardous, or types 0 and 1 waste, as per the classification regulations for disposal.

The above legislation divides waste in South Africa into two main categories: hazardous and general. The current (2023) legislated definitions being:

Type of waste	Description of waste
Hazardous Waste	Is any waste that contains organic or inorganic elements or compounds that may, owing to the inherent physical, chemical, or toxicological characteristics of that waste, have a detrimental impact on the health and the environment and includes hazardous substances, material or object within business waste, residue deposits and residue stockpiles. Residue deposits and residue stockpiles refer to mining waste that does not form part of the municipal waste function. Business waste means 'waste that emanates from premises that are used mainly for commercial, retail, wholesale, entertainment or government administration purposes.
General Waste	Waste that does not pose an immediate hazard or threat to health or to the environment and includes: <ul style="list-style-type: none"> a) Domestic Waste b) Building and demolition waste c) Business waste d) Inert Waste e) Any waste classified as non-hazardous waste in terms of the regulations made under section 96 and includes non-hazardous substances, materials or objects within business, domestic, inert building and demolition wastes'
Domestic Waste	Waste that excludes hazardous waste that emanates from premises that are mainly for residential, educational, health care, sport or recreation purposes and includes: <ul style="list-style-type: none"> a) Garden and park wastes b) Municipal waste c) Food Waste
Building and Demolition Waste	Waste that excludes hazardous waste that is produced during construction, alteration, repair, or demolition of any structure.

2.4.2 Waste studies and surveys

2.4.2.1 Updates Hazardous and Health Care Risk Waste Survey

A Hazardous and Health Care Risk Waste (H&HCRW) Survey was conducted by Aquila Environmental in August 2020 and was updated by JG Afrika in 2023 using 2022 data.

The updated survey found that H&HCRW generated in the study area could be categorised under six of the potential seventeen Industrial Groups listed in Schedule 3 of the National Environmental Management: Waste Amendment Act (NEM: WAA) Act No. 26 of 2014).

The study found that the total volume of HCRW for 2020 was 88 253 kg/annum and 108 905 kg/annum for 2022. This reflects an increase of 23% in the total volume of HCRW generated in the Stellenbosch Municipality, despite fewer respondents to the survey in all categories.

The study concluded the following:

- Generation of household hazardous waste is not included in the scope of the study but the disposal thereof via the municipal system can still cause harm. A system aimed at collecting household hazardous waste is advised.
- Many of the car manufacturing industries could not provide accurate volumes of tyre, battery, and oil waste as many of these businesses struggle to find a service provider willing to accept the hazardous waste. In addition, battery theft has been highlighted as a problem within the area. It has been noted that once batteries are stolen, they are dismantled in order to retrieve the valuable lead content for reselling purposes. This results in concentrated acid leaching out of the battery and potentially leading to pollution.
- Some tyre manufacturing companies indicated that their tyre waste is disposed of privately, hence there is no record of this. The risk of this activity is that the waste might not be taken to a registered landfill which accepts hazardous waste, which may lead to pollution.
- Waste tyres are managed by the Department of Forestry, Fisheries and the Environment's Waste Bureau. Tyre dealers must comply with the Waste Tyre Regulations.

2.4.2.2 Waste characterisation study (JG Afrika, May 2023)

As a key aspect of compiling this IWMP, JG Afrika conducted a waste characterisation study in May 2023 (15 to 19 May). This section presents the applied methodology, and the results of the study.

Methodology⁵

Location: The waste characterisation study was undertaken at KTS, as all general waste collected is transported to the KTS prior to being transferred to the Vissershok Private Landfill Site for disposal.

Areas sampled within SM:

Table 2-9 indicates the area, within the SM, that the waste selected from incoming waste collection vehicles was sampled from, as well as the waste type and income level of the areas, where applicable.

Table 2-9: Municipal areas sampled.

Date	Sample No.	Truck registration	Suburb, town / area	Waste type
15 May 2023	1	CL 27923	Stellenbosch CBD	Business
	2	CL 81138	Lynedoch	Residential
	3	CL 45166	Kayamandi	Residential

⁵ The study was conducted in accordance with the Western Cape Department of Environmental Affairs and Development Planning Waste Characterisation Guideline for Municipalities (March 2017)

Date	Sample No.	Truck registration	Suburb, town / area	Waste type
16 May 2023				(Informal settlement – skip sample)
	4	CL 27347	Die Boord	Residential
17 May 2023	5	KT96WKGP	La Colline	Residential
	6	CY255492 (Waste Mart)	Stellenbosch CBD	Business
18 May 2023	7	CAA 467 949	Franschhoek (Groendal)	Residential
	8	CA 924 153 (Waste Mart)	Cloetesville	Residential
19 May 2023	9	CL 27347	Pniel	Residential
	10	CL 31479	Welgevonden	Residential

Waste categories:

The waste was sampled into the following waste categories:

Table 2-10: Waste categories for waste characterisation study

• Paper and cardboard	• Nappies
• Glass	• Mixed Food Waste (Organic waste)
• Plastics	• Green/Garden Waste (Organic waste)
• Metals (i.e. ferrous and non-ferrous, steel, tins, cans, aluminium)	• Construction Waste (i.e. bricks, cement bags)
• E-Waste	• Wood (i.e., pieces of furniture, firewood)
• Textiles (i.e. fabric, clothing, linen, shoes)	• Liquid Board Packaging (i.e., Tetrapak™)
• Residual Waste (comprising of sediment wet sediment and broken fractions of glass, wood and small pieces of paper and plastic)	• Other (i.e., miscellaneous types of waste, containers containing unidentifiable liquids)

Results

Table 2-11: Waste characterisation results

WASTE CHARACTERISATION		Klapmuts Transfer Facility						
Date	15.05.2023	15.05.2023	16.05.2023	17.05.2023	17.05.2023	18.05.2023	19.05.2023	
Type	Business	Residential	Residential	Residential	Business	Residential	Residential	TOTAL
No of Samples	1	1	2	1	1	2	2	UNIT (KG)
Waste Type								
Paper & Board	72.6	17.72	85.14	57.68	55.88	93.42	80.16	462.6
Glass	82.22	23.68	59.32	41.32	28.62	58.49	26.22	319.87
Plastics	31.88	25.26	135.72	44.08	44.02	138.48	140.46	559.9
Metals	5.94	3.12	7.18	3.54	3.6	10.68	10.72	44.78
E-Waste	0.64	0	1.68	1.16	1.6	0.5	1.98	7.56
Nappies	2.38	13.6	82	18.02	13.06	65.66	41.38	236.1
Residual Waste	57.32	56.6	271.92	44.4	0	300.52	109.5	840.26
Mixed Food Waste	44.86	22.76	88.08	99.46	41.06	105.4	185.7	587.32
Green Garden Waste	37.94	2.1	423.82	20.02	339.98	36.3	188.72	1048.88
Construction Waste	1.04	1.85	5.12	8.64	10.62	7.4	8.22	42.89
Wood	0	0	50	0	0	0.72	10.68	61.4
Textiles	2.68	4.62	35.72	4.72	3.2	49.28	19.1	119.32
Tetrapak	1.08	0.76	0	2.2	0	0.7	4.6	9.34
Other	0.84	3	5.4	3.8	0.68	2.84	1.56	18.12
TOTAL	341.42	175.07	1251.1	349.04	542.32	870.39	829	4358.34

Based on the combined results shown in **Figure 2-25** and **Figure 2-26**, it appears that the major waste fraction is organic waste (garden and food waste), which when combined makes up 37% of the waste sampled (by weight) for all areas. It should be noted that the characterisation was undertaken in autumn when higher than normal garden waste (leaves) is expected.

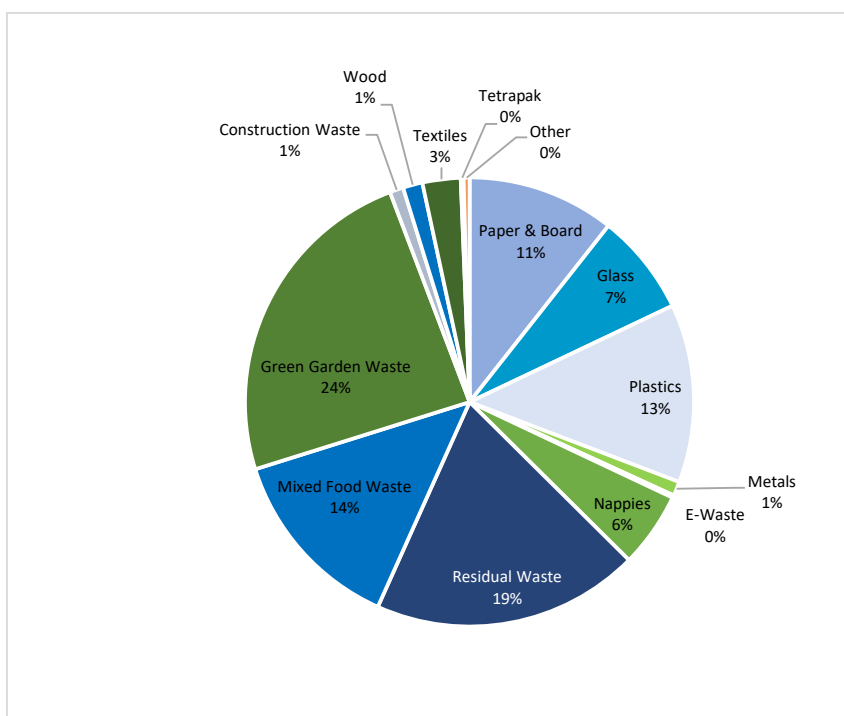


Figure 2-25: SM waste characterisation results of all areas combined (by weight)

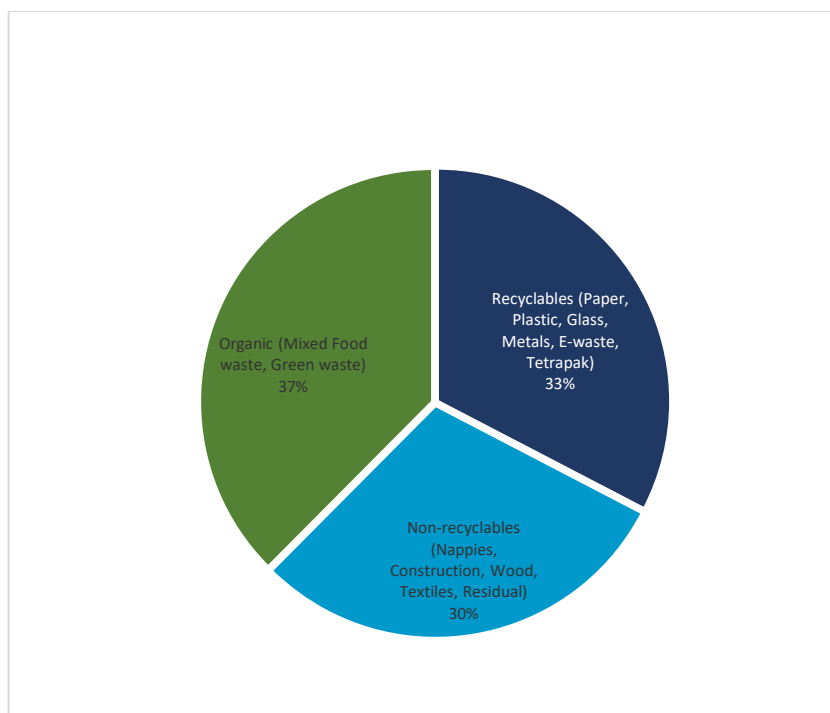


Figure 2-26: SM waste characterisation results in broad categories (recyclables, non-recyclables, and organics)

The potentially recyclable fraction i.e., plastics (13%), metals (1%), glass (7%), paper & board (11%), and e-waste make up 33% of the sampled waste. The remaining waste consists of the residual waste fraction (19%), wood (1%), construction waste (1%), textiles (3%) and nappies (6%) which when combined are approximately 30%.

The organic and recyclable fractions make up more than half of the total waste stream (62%). These results indicate that the biggest diversion potential lies with the organic waste (i.e., mainly garden waste) fraction and recyclable materials from the general waste stream. The garden waste fraction may however vary due to seasonal changes. This must be considered when developing diversion plans.

When considering the results presented in **Figure 2-27** recyclables/packaging type waste and garden waste make up 80% of the waste stream in high income and business areas, and if targeted for diversion would result in high organic waste and recyclables diversion rates. The high-income areas are included in the two-bag collection programme which is why the recyclables represent a relatively small fraction of the waste stream.

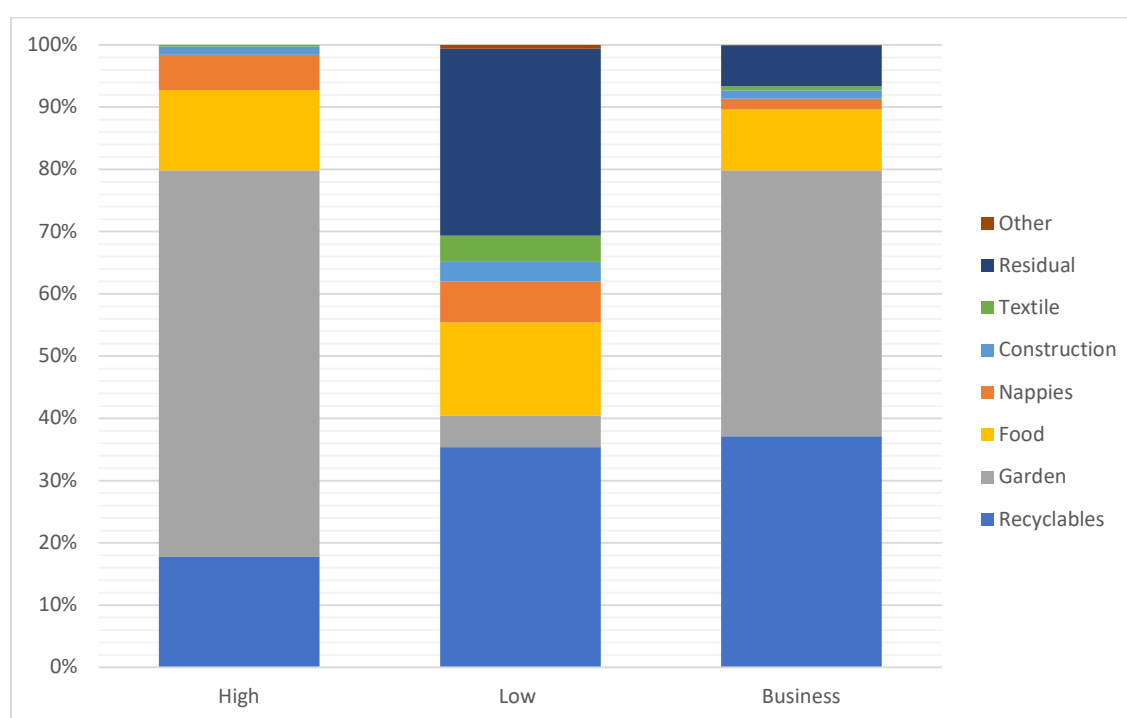


Figure 2-27: Comparison of waste characterisation for high income, low income, and business samples

A different approach may be required for low-income areas, where focus is mainly placed on diverting the recyclable fraction. The organic waste fraction for low-income areas, when compared to high-income and business areas, was low at 20%. Despite this, the food waste fraction was noted to be unusually high.

The largest waste fraction from the low-income area samples was residual waste at 30%. This was made up of wet sediment and broken fractions of glass, wood and small pieces of paper and plastic.

Comparison to previous waste characterisation study

Prior to the 2023 study, a waste characterisation study was conducted by Aquila Environmental for SM in 2017, the results of which were analysed by JG Afrika and compiled in the form of a waste characterisation report in 2019. This formed a key focus of SM's 3rd Generation IWMP. The characterisation focused on residential/household waste and excluded commercial and business waste.

Table 2-12 and **Figure 2-28** show a comparison of the results of the 2017 and 2023 studies. The following differences must be noted when comparing the two studies:

- The 2017 study followed a different methodology and included a much larger sample size covering most of the wards in the municipality.
- The 2017 study also took place in a different season i.e. from August to October as opposed to May which can influence the percentage of garden/green waste.
- The 2017 study focused on residential/household waste and not commercial or business waste.

Table 2-12: Comparison of the 2017 and 2023 waste characterisation results

Waste categories	2017		2023	
	kg	%	kg	%
Plastic	3388.77	22.96	559.9	12.8
Metal	371.01	2.51	44.78	1.0
Glass	1562.33	10.58	319.87	7.3
Paper & Cardboard	3002.08	20.34	471.94	10.8
Organics & Leachate	3667.44	24.85	587.32	13.5
Garden Waste	909.70	6.16	1048.88	24.1
HHW & E-Waste	48.85	0.33	7.56	0.2
Other/residual	1110.91	7.53	1094.48	25.1
Ash, furniture & clothing	698.84	4.73	223.61	5.1
TOTAL	14759.93		4358.34	

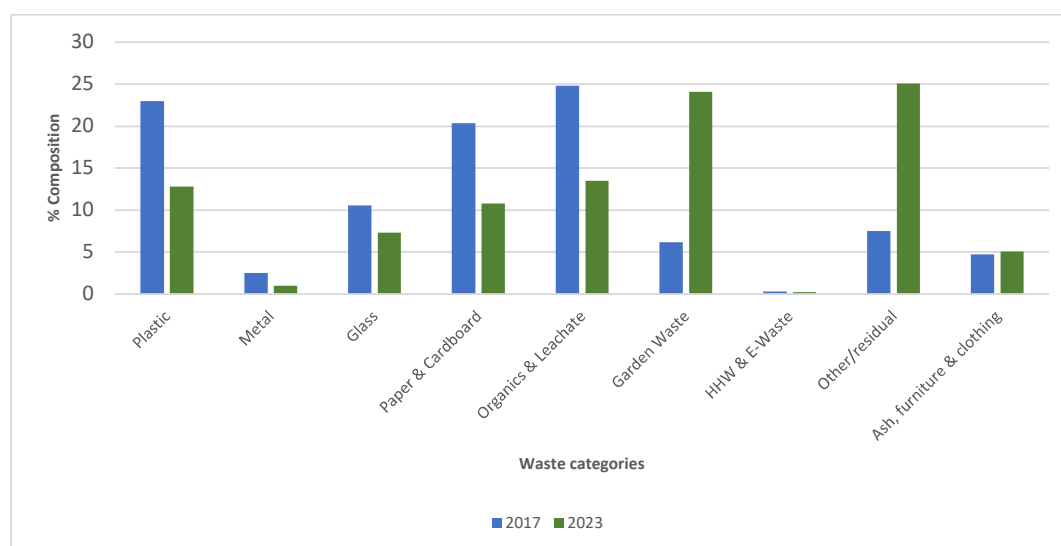


Figure 2-28: Comparison of the 2017 and 2023 waste characterisation results

Recommendations

The 2023 waste characterisation results indicate that diverting recyclables along with garden waste, can increase overall diversion rates to approximately 55% and potentially up to 80% in certain income areas.

However, this would depend on the level of contamination and quality of recyclables and therefore a three-bag system (recyclable, non-recyclable, and organic waste) for separation at household level would be recommended. Certain areas could also be provided with a targeted garden waste collection system.

The waste characterisation results provide the SM with an opportunity to consider separation and diversion of the organic and recyclable materials. At a high level the graphical representation of the waste characterisation data indicates the following as a minimum:

- There is a variation in the waste character per area. Therefore, waste diversion interventions must be context specific. A “one size fits all” approach would not be effective, as different interventions may be required in different areas.
- A system for diversion of garden waste should be considered, either separate household bin and collection, targeted drop-off areas, or provision of composting bins, where appropriate.

2.4.3 General waste quantities

The waste tonnages and type of waste reclaimed and disposed of are reported to the Western Cape Integrated Pollutant and Waste Information System (IPWIS). The following waste activities are registered on the IPWIS:

- Stellenbosch Garden Waste WIR number D04073-04
- Stellenbosch Recovery D04073-02
- Stellenbosch Disposal D04073-01

2.4.3.1 Stellenbosch Landfill Facility

The waste tonnages received at the SLF from July 2020 till June 2021 as shown in **Table 2-13** and **Figure 2-29**, indicate that the highest amounts of waste that was received at the landfill was building rubble (27 900 tons). Industrial refuse (2 377 tons) was the lowest amount of waste received. The total amount of waste received for the period is 74 536 tons.

It should be noted that only the area cleaning tonnages are disposed at the landfill currently. The other waste streams are either processed for beneficiation or diverted for disposal i.e. Vissershok (VHK) Landfill until 2024 when Cell 4 is operational.

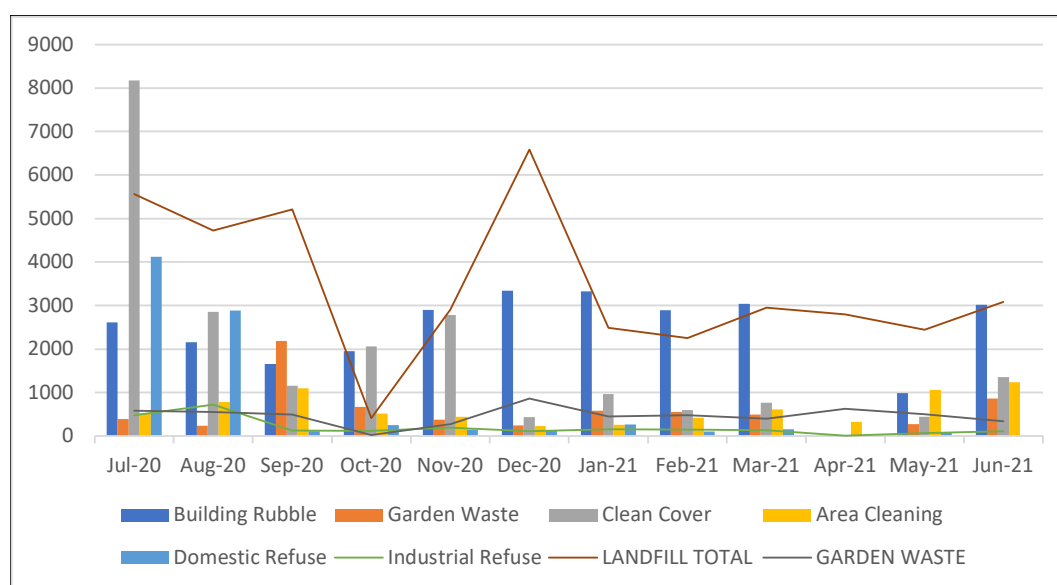


Figure 2-29: Waste received at SLF from July 2020 - June 2021

Table 2-13: Waste Tonnages – SLF (July 2020 till June 2021)

Waste Type	Received (tons)	Destination
Building Rubble	27 900	Crushed & sold
Garden Waste	6 888	Chipped for composting
Clean Cover	21 585	Cover material on site
Area Cleaning	7 496	Disposed at the SLF
Domestic Refuse	8 290	Diverted for disposal at VHK
Industrial Refuse	2 377	Diverted for disposal at VHK

2.4.3.2 Vissershok Landfill

The general waste tonnages transported for disposal to the Vissershok Landfill from August 2019 till June 2023 are shown in **Table 2-14** and **Figure 2-30**. The highest amount of waste received was in November 2019 (3 946 tons), the lowest amount of waste received was in September 2022 (2 696 tons). The low tonnage received in August 2019 (420 tons) was during the start-up phase of waste disposal via KTS.

An average of 3 130 tonnes of waste generated in SM is disposed of at VHK landfill site per month. This is what can be expected per month for disposal at SLF Cell 4 from June 2024.

Table 2-14: General Waste Disposed at Vissershok Landfill (Tonnages) from August 2019 to June 2023

Year	Month	Tonnage	Year	Month	Tonnage	Year	Month	Tonnage
2019	August	420	2021	January	3012	2022	June	3259
	September	1643		February	2925		July	3087
	October	2944		March	3522		August	3276
	November	3946		April	3162		September	2696
	December	3389		May	3188		October	3324
2020	January	3650		June	3275		November	3283
	February	3310		July	3222		December	3556
	March	3086		August	3187	2023	January	3235
	April	2614		September	3258		February	3230
	May	3170		October	3229		March	3620
	June	3089		November	3313		April	3125
	July	3179		December	3601		May	2875
	August	3114	2022	January	3145		June	3414
	September	3101		February	2986			
	October	3187		March	3461			
	November	3198		April	3045			
	December	3417		May	3171			



Figure 2-30: General Waste Disposed at Vissershok Landfill (Tonnes) – (August 2019 – June 2023).

2.4.3.3 Stellenbosch Integrated Waste Management Facility

The total amount of waste received at the SM IWMF as indicated in the Waste Monitoring Report 2022/2023 are shown in **Figure 2-31**. The highest amount of waste received was in November 2021 and December 2022 with the lowest amounts of waste received in August 2021 and April 2021 indicating some seasonality. The recyclables received in 2023 indicate an increased tonnage which can mainly be attributed to residential collections. The graph shows a seasonal but relatively consistent participation rate from the residential kerbside collection programme but the drop-off and Franschhoek tonnages show more variance on a month-to-month basis, and not much growth.

The contract includes areas into which the programme will be expanded each year from July 2023 (Year 1 – Groendal, Mooiwater and La Motte; Year 2: Kayamandi North and Kayamandi South and Year 3: Klapmuts and Lanquedoc) which should result in increased tonnages.

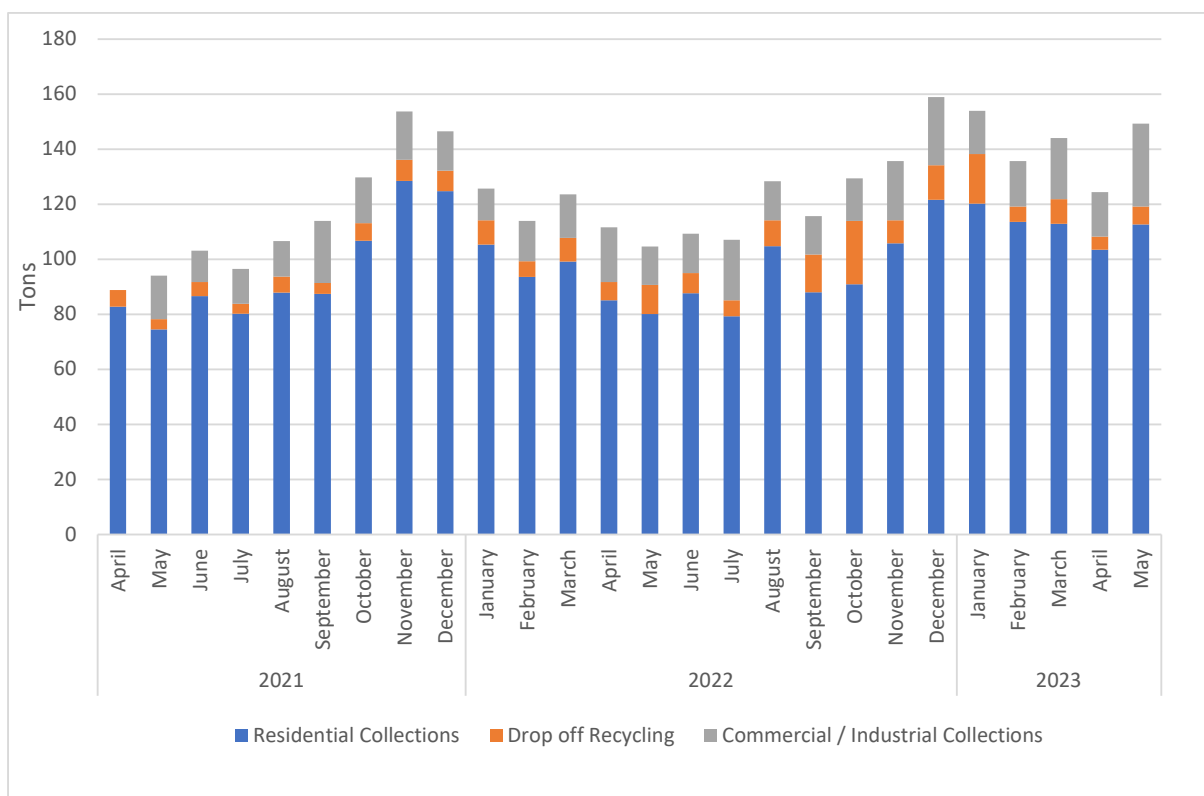


Figure 2-31: Split of waste received at the IWMF from April 2021 - May 2023

2.4.3.4 Organic Waste Tonnages

The incoming green waste tonnages from 2016 to 2023 are presented in **Figure 2-32**. There does appear to be seasonality across the year and the tonnages have declined slowly over the years. The 2017 waste characterisation indicated a split of 6% garden waste and 24 % food waste in the waste stream while the 2023 characterisation indicated a shift to a much higher garden waste percentage, at 24 % and a lower food waste percentage at 13.5% (see Section 2.4.2.2).

This does indicate a need to focus on garden waste as a priority before addressing the food waste at household level. Food/organic waste should however be addressed at a business (specifically hospitality etc.) and industry level.

The estimated waste tonnages that will be produced in the Municipality have been calculated from 2022 (the first year with a target of 50% diversion) using an annual 2.2% increase in tonnages based on a 2.2% population growth rate (see Section 2.2) and is presented in **Table 2-15**. The tonnages to be diverted have been calculated using the updated 2023 waste characterisation percentages for food/organic and green waste.

Based on the actual organic waste diversion tonnages, it is clear that the SM needs to put measures in place to increase diversion. It is also important to consider that private diversion/composting programmes may be in place which SM is not able to report on and may impact on tonnages and data.

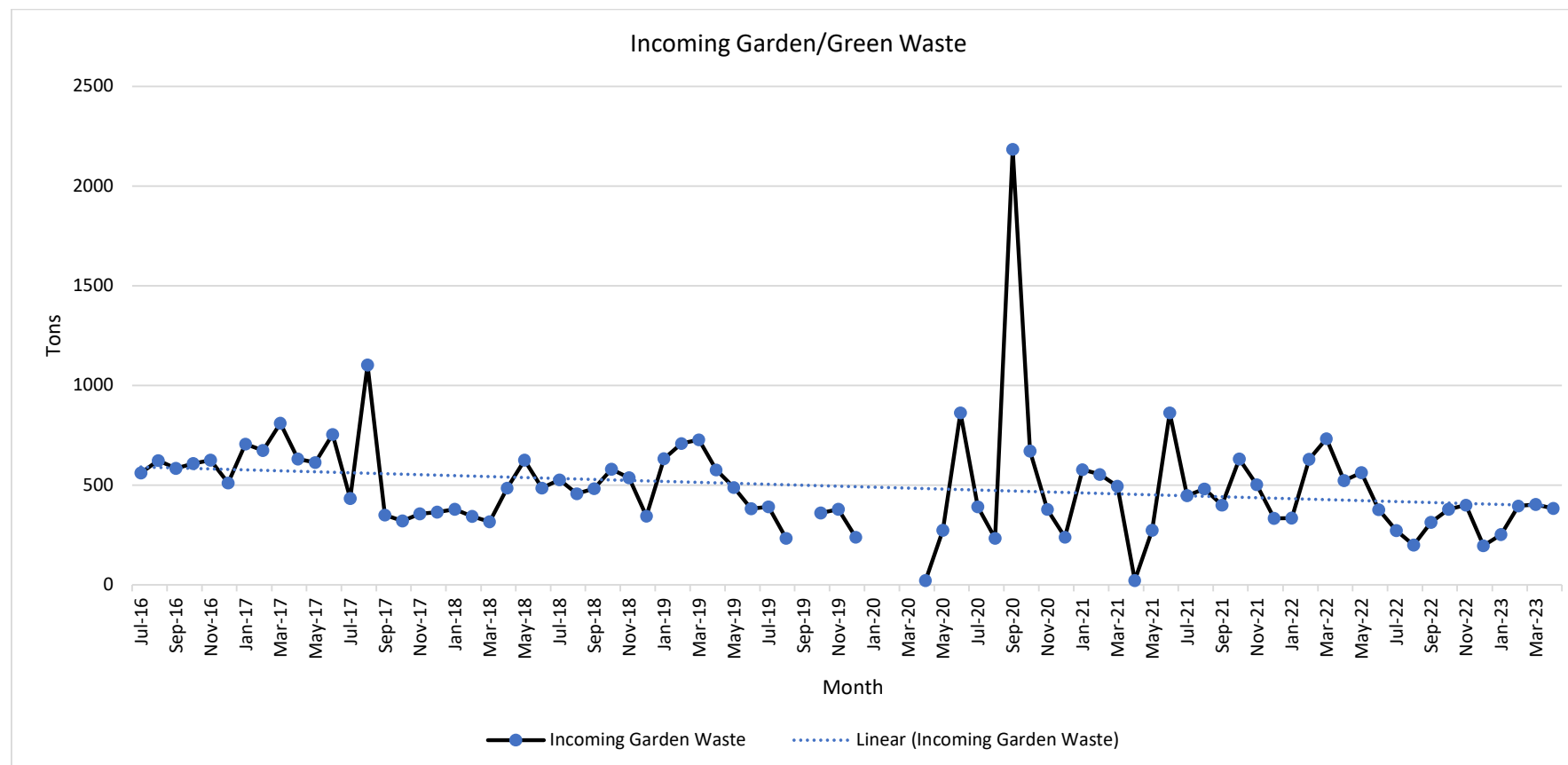


Figure 2-32: Incoming Green Waste Tonnages from July 2016 to March 2023

Table 2-15: Estimated waste tonnages for the period 2023 to 2027 with estimated diversion tonnage targets

	2018	2019	2020	2021	2022 (50%)	2023	2024	2025	2026	2027 (100%)
Waste disposed to Landfill (excl builder's rubble) (tonnes)	78 964	56 426	47 767	38 894	38 289	39 750	39 131	40 624	39 992	41 518
Green Waste diverted (tonnes)	5 571	5 272	6 937	5 585	4 929	4 310				
Green Waste diverted (%)	7.10%	9.30%	14.50%	14.36%	12.87%	10.84%				
Estimated Organic Waste tonnage	18 951	13 542	11 464	9 335	5 169	5 366	5 283	5 484	5 399	5 605
Estimated Green Waste tonnage	4 738	3 386	2 866	2 334	9 189	9 540	9 392	9 750	9 598	9 964
Total Organic waste (30%)	23 689	16 928	14 330	11 668	14 358	14 906	14 674	15 234	14 997	15 569
Actual Organic Waste Diversion %	24%	31%	48%	48%	34%	29%				
Diversion Target (tons)					7 179.19					15 569

Notes:

- Organic and Green waste tonnages have been estimated based on the Waste Characterisation data.
- Green waste tonnages diverted is actual data from the SM's records.
- 2023 data has been extrapolated based on the Jan to Apr information provided.
- An increase of 2.2% has been applied to the waste data from 2024 using 2022 as the baseline.

2.4.3.5 Summary of waste tonnages handled by Stellenbosch Municipality

The tonnage of waste being recycled from January 2021 to April 2023 is an average of 2% of the total waste being handled by SM and 3% of household waste being disposed of at VHK. In terms of the Waste Data the tonnages provided for July and August 2020 disposed of at SLF should be queried.

Based on the Waste Characterisation, the diversion of waste by targeting recyclables can be increased. If combined with diversion of organic waste, even more so, and thereby extending the lifespan of Cell 4.

If 32% of households (12 500 households out of the 38 500 in total that are provided with a waste management service) are being provided with a separation at source/clear bag service for recyclables, the low diversion rate needs to be better understood and participation at household level increased.

The tonnages of waste handled by SM (excluding recyclables diverted at the IWMF) are illustrated in **Figure 2-33**.

No household hazardous waste tonnages were recorded for 2022/2023.

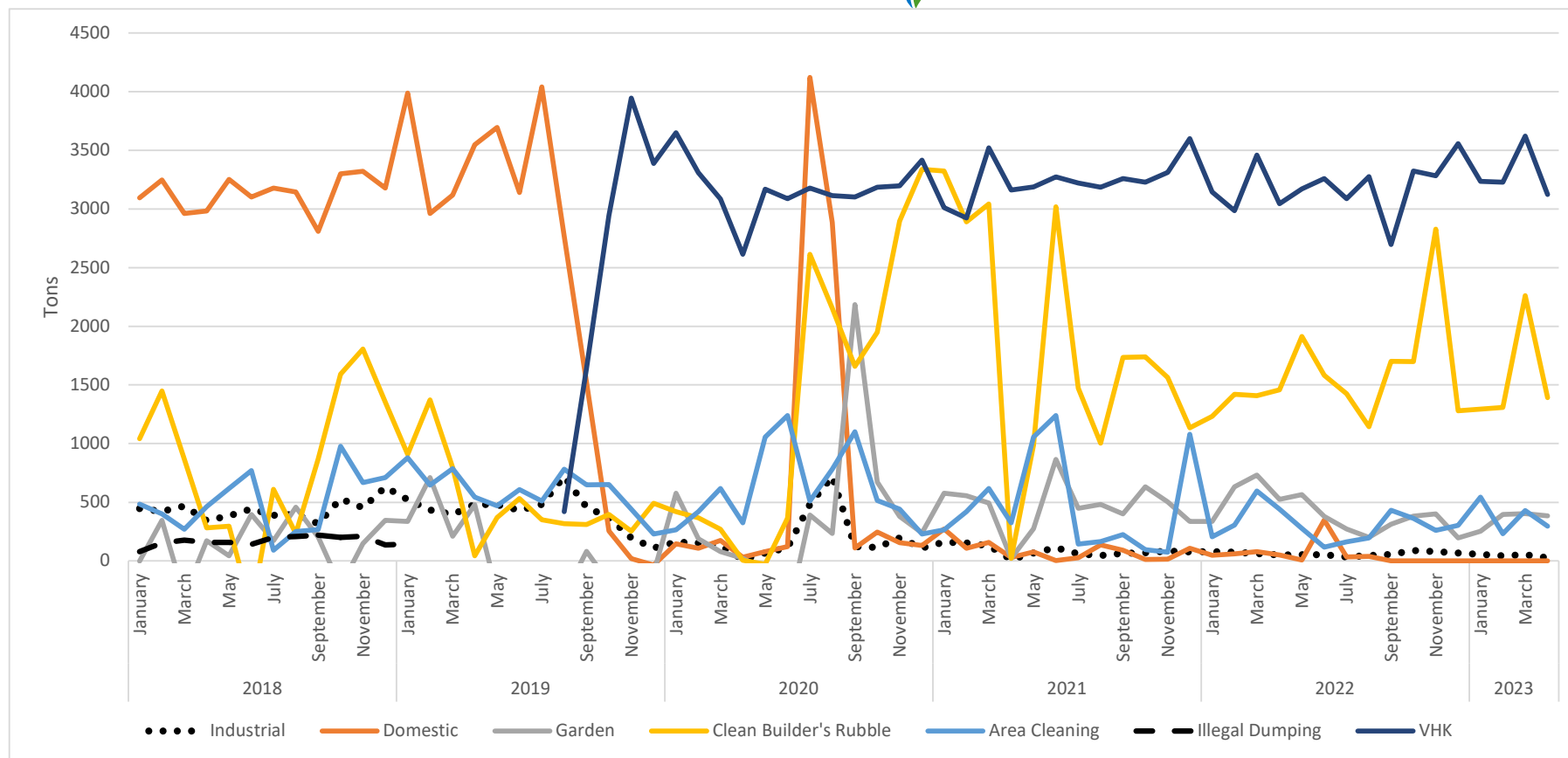
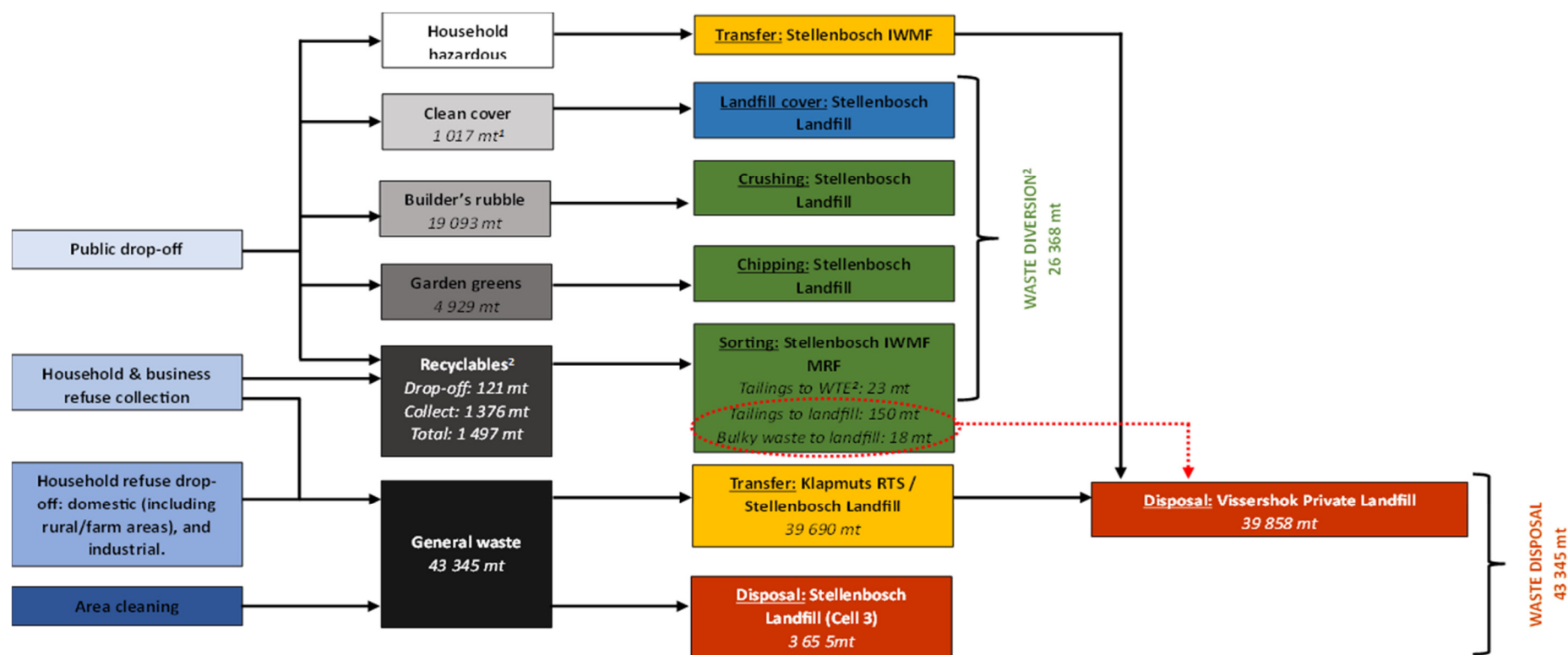


Figure 2-33: Waste tonnages handled by Stellenbosch Municipality from January 2018 to April 2023

2.4.3.6 Summary of waste flows and tonnages within the Stellenbosch Municipality



Notes:

¹ Metric tonnes (mt)

² Figures represent recyclables received and does not account for wastage.

² Waste to Energy (WTE)

³ Tonnages for HHW have not been provided separately and therefore could not be included.

⁴ No household hazardous waste tonnages were recorded for 2022/2023.

Figure 2-34: Summary of waste management tonnages with the SM

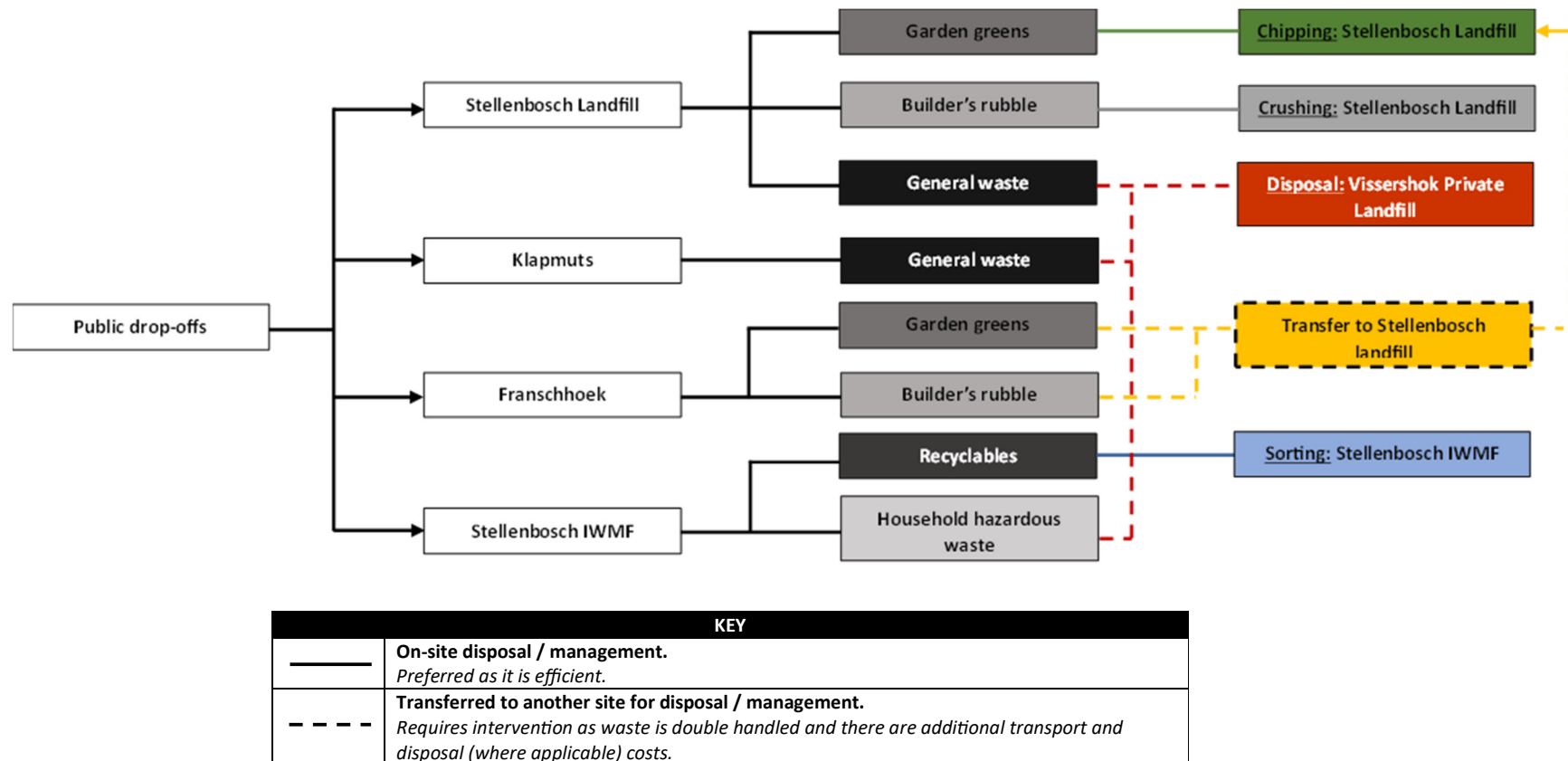


Figure 2-35: Summary of current waste flows within the SM

2.5 Education and awareness initiatives

2.5.1 Material Recovery Facility open day events

To commemorate National Recycling Week in September, SM Waste Department invites schools, communities, and government officials to visit the MRF (located at the IWMF) and participate in 2 open day events.

On open day events, the public are exposed to the MRF processes of recyclable materials from receiving, weigh bridge, sorting, packaging, and transportation of the recyclables.

The activities of the day include two demonstrations, DIY water bottle using a recyclable plastic bottle, and making eco-bricks using plastic bottle packed tightly with clean and dry, non-biodegradable waste. These bottles can then be used as building materials to create insulative structures and colourful furniture. There is also a 'Yes' and 'No' table where the public is given a challenge of separating recyclable material from non-recyclable waste.

The aim of the activities is to allow the public to be hands on in making something valuable using recyclable materials. Learners can implement the information learned and received in their personal lives, at home, school, and in their communities.

2.5.2 Waste Awareness Event: Swop Shop

A Swop Shop initiative is held at the Klapmuts Multipurpose Centre to promote waste awareness and categorising of recyclable waste and reduce waste by sorting at source, promoting a cleaner area in the community.

The aim is to:

- Educate the community on the need for recycling, and the value of recyclables.
- Inform them on how to deal with their waste in a proper manner.
- Promote recycling service.
- Minimise the waste that ends up in open spaces / rivers.
- Empower the community and have them realize that it is within their ability to make a positive change in their living environment.

The items for the Swop Shop were purchased by SM and included chips, lollipops, washing powder, soap and two-minute noodles.

2.5.3 Flyers and Brochures

The SM provides recycling brochures and flyers to residents and communities during recycling education and awareness events that undertaken by the Green Minds staff.

2.5.4 School recycling initiative programme

The Municipality provides 3 schools, namely Rhenish Girls High, Rhenish Primary, and Eikestad Primary with collection services of recyclable materials which is collected by the service provider at their schools and transported to the MRF in addition to the normal kerbside collection.

The Municipality plans to extend the school recycling initiative programme to other schools within the municipal jurisdiction by undertaking the following:

- Ensure that the Strategy includes waste awareness campaigns to be undertaken at all schools so that all learners are provided with opportunity to be educated on good waste management practices.
- Develop a programme to roll waste awareness out to remaining schools within the Municipality.

- Provide all schools with an opportunity to participate in a recycling programme whether municipal or private.

2.5.5 Continuous education, awareness, and training by the Municipality

It must be noted that more work is always required in the waste minimisation and recycling area and that residents should be encouraged to separate all waste items accordingly. The SM must therefore consider increasing the separation at source project to more wards and areas.

Public awareness and education on recycling must be a continuous requirement and the current work done by the SM must continue and expand wherever possible.

In addition, provision must be made for the continuous training and education of the SM waste management employees. Waste management information sharing/capacity – building events such as the Departmental Waste Forum, Waste Khoro, and the Institute of Waste Management of Southern Africa's (IWMSA) WasteCon should be attended by waste management employees determined by the SM.

2.6 Status of economics and finances of solid waste management practices

As part of JG Afrika's *Pre-Feasibility Study into Anaerobic Digestion (AD) of the organic fraction in Municipal Solid Waste (2022) for Stellenbosch Municipality*, a thorough status quo assessment was undertaken to consider the financial position of the SM and determine the baseline or "business as usual" case. The below is an overview of the findings of this study and allows the Municipality to understand its ability to incur additional financial commitments or sets the baseline for comparison for introduction of diversion, and alternative disposal methodologies in the future.

Additionally, it assessed whether the Municipality's current revenue budget sufficiently covers its expenditure.

2.6.1.1 Snapshot of the Municipality's Financial Position

Table 2-16 provides a snapshot of the financial health of SM, which provides insight into the Municipality's creditworthiness and ability to access to finance.

Table 2-16: Financial position of the Stellenbosch Municipality⁶

Audit Outcome	Cash Balance ⁷	Cash coverage – Operating Expenditure	Fruitless and Wasteful Expenditure	Liquidity Ratio	Current Debtors Collection Rate	Reliance on equitable share and grants
Unqualified with no findings (FY 2020/21)	R2,821,977,638 (2021)	10.9 months (2020)	1.9% (2020)	2.08 (2021)	96% (2021)	11% (2021)

The following observations on the creditworthiness of the Municipality and its eligibility for debt finance can be made:

- The metrics presented show that the Municipality is in a strong position financially, is managing its working capital cycle well and has a low reliance on grant funding.
- The Municipality will be able to raise finance at competitive rates from commercial banks.
- These findings are preliminary and are subject to confirmation and due diligence by future lenders.

⁶ Source: 2020/21 Annual Report and <https://municipalmoney.gov.za>

⁷ The movement of cash into and out of the municipality. Section 71-level aggregation of mSCOA data from 2019-20 onwards

2.6.2 Overview of Capital Expenditure (CAPEX) Plans

The above assessment must be reviewed in context of the Municipality's direct plans/committed funds to Capital Expenditure.

Table 2-17 and Table 2-18 provide a detailed breakdown of the SM Waste Management Capital Budget for the next ten financial years, highlighting the allocated capital budget in terms of overall capital expenditure plans for the Municipality as well as split in capital spend planning internal to Waste Management Directorate.

From this data, it can be seen that Waste Management has only been allocated just under 14% of the capital expenditure budget for the next 3 financial years by the Municipality, with investment in Electrical (27.36%), Water (25.22%) and Sanitation (13.78%) infrastructure being a clear priority for the Municipality.

Of the **R274 086 278** budget allocated to Waste, close to 42.66% of this budget has been allocated to Disposal, in particular the expansion of the existing landfill site, with a further 23.32% of the budget being allocated to the Landfill Gas to Energy project at the landfill site, leaving 13.89% or R38 066 812 to cover capital spend in upgrading and developing new Drop-Offs, 15.07% for procurement of new collection vehicles, 2.13% of the budget is allocated for waste minimisation projects, and 1.28% for upgrading the existing MRF amongst other smaller commitments.

Funds for covering capital expenditure will be sourced mainly from loans with 77% of the overall spend being financed, with the remaining 22% being sourced from the Municipality's own capital reserves, and 1% from excess direct revenue. In the medium-term, based on projected excess revenue, it may be possible to pay off these loans on an accelerated basis or cover the finance costs associated with the loans.

Table 2-17: Stellenbosch Budget Provision (as % split) for Solid Waste Management for next 10 FY

Year	BUDGET PROVISION (AS % SPLIT)										TOTAL
	2023/2024	2024/2025	2025/2026	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031	2031/2032	2032/2033	
Cleaning	1%	1%	0%	0%	0%	0%	0%	0%	0%	0%	0.36%
Collections	1%	0%	2%	0%	0%	1%	0%	0%	0%	0%	0.78%
Disposal/Landfill	78%	45%	4%	0%	0%	0%	0%	81%	83%	0%	42.66%
Drop-Offs	2%	14%	47%	53%	3%	0%	0%	0%	0%	0%	13.89%
Equipment	6%	4%	12%	45%	63%	20%	82%	0%	0%	94%	15.07%
Minimisation	0%	1%	2%	0%	0%	3%	11%	13%	10%	6%	2.13%
MRF	1%	3%	0%	0%	0%	4%	0%	0%	0%	0%	1.28%
Transfer Station	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0.00%
Strategy	0%	0%	0%	0%	0%	0%	1%	6%	6%	0%	0.51%
Waste To Energy	11%	33%	34%	2%	34%	72%	6%	0%	0%	0%	23.32%

Table 2-18: Stellenbosch CAPEX Budget for Solid Waste Management for next 10 FY

STELLENBOSCH LM CAPEX BUDGET SPLIT FOR FY 2023 --> 2033		
Cleaning	R 1 000 000.00	0.36%
Collections	R 2 147 338.00	0.78%
Disposal/Landfill	R 116 929 608.00	42.66%
Drop-Offs	R 38 066 812.00	13.89%
Equipment	R 41 295 000.00	15.07%
Minimisation	R 5 850 032.00	2.13%
MRF	R 3 500 000.00	1.28%
Transfer Station	R -	0.00%
Strategy	R 1 390 225.00	0.51%
Waste To Energy	R 63 907 263.00	23.32%
Total	R 274 086 278.00	100.00%

2.6.3 Overview of Operational Expenditure (OPEX) Plans

Table 2-19 below provides a breakdown of the SM Waste Management Operational Budget for the next 3 financial years, highlighting the areas where costs are incurred in terms split in operational spend planning internal to Waste Management Directorate.

From this data, Waste Management incurs 42% of operational spend within disposal operations, with 34% associated with the costs of collections. The remaining 18% is allocated to the costs of street cleaning.

Reviewing the last 8 years of data in **Table 2-20**, the trend of increasing cost of disposal vs. collections, however 2021 and 2022 seems to go against this trend. No data is recorded for the KTS costs before 2023/24 Financial Year; therefore, these costs might be merged into the overall disposal costs which might explain the drop in disposal costs recorded for the 2023/24 and 2024/25 financial years.

It is expected that after the construction of the new landfill cells at SLF, the current operational costs currently being incurred to truck waste to Vissershok Landfill should drop significantly, which may make funds available for investment in creating capacity to drive diversion projects, in particular organics diversion which is a key Provincial Waste Management target in the medium term.

Table 2-19: Stellenbosch OPEX Budget for Solid Waste Management for next 3 FY

STELLENBOSCH LM OPEX BUDGET SPLIT FOR FY 2023 --> 2026		
Collections	R 129 064 660.00	33.83%
Disposal	R 164 034 400.00	42.99%
Klapmuts Transfer Station	R 69 600 000.00	18.24%
Street cleaning	R 18 841 661.00	4.94%
Total	R 381 540 721.00	100.00%

Table 2-20: Stellenbosch OPEX Budget Split for Solid Waste Management showing trend in growth over 7 FY

Year	ACTUAL COST (AS % SPLIT)					BUDGET PROVISION (AS % SPLIT)		
	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Disposal	41%	53%	54%	58%	54%	34%	41%	55%
Collections	40%	27%	29%	24%	26%	30%	32%	44%
Street cleaning	19%	19%	18%	18%	21%	11%	1%	1%
Klapmuts Transfer Station	NR	NR	NR	NR	NR	24%	26%	0%

2.6.4 Expected Performance of Solid Waste Management Directorate over the Short Term

Historical performance and future budgets for Solid Waste Management in Stellenbosch are presented in **Table 2-21**. There was a noticeable change in performance from 2019/20 – 2021/22 where the waste management expenditure was (and is currently) considerably higher than the revenue. This coincides with the SLF closing and puts into stark perspective the rapid increase in costs (85% increase from 2018/19 – 2021/22) incurred to haul waste to an alternative site. To narrow the deficit the municipality has increased tariffs at well above inflation, with an annual average increase of 20% between 2018/19 and 2022/23.

Table 2-21: Financial Performance of the Municipality 2018/2019 – 2024/25 (from NT mSCOA accounts)

Budget Parameter	2018/19 Audit	2019/20 Audit	2020/21 Audit	2021/22 Audit	2022/23 Forecast	2023/24 Forecast	2024/25 Forecast
<i>(Figures in R thousands)</i>							
Total Revenue (excl. capital transfers & contrib.)	R79 088	88 804	106 035	121 589	133 289	144 453	156 584
Total Expenditure	R79 846	118 829	116 723	147 785	131 508	140 658	139 819
Surplus / Deficit	-R759	-R30 025	-R10 687	-R26 197	R1 781	R3 795	R16 765

The forecast budgets show a stabilising of operating expenditure from 2023/24. Presumably the landfill site will be operational by this time, effectively eliminating the logistics costs it is currently incurring, so it is unclear what will be maintaining this cost.

Due to tariffs being unlikely to be adjusted downward once the landfill becomes operational, the Municipality is projecting a significant over recovery of revenue from 2023/24. This is potentially good news for waste diversion efforts as the likely short-term increase in costs to implement projects (including separation at source efforts) may be sufficiently covered by the excess revenue projected.

Table 2-22 shows the historic and projected domestic waste management tariffs for the Municipality.

Table 2-22: Change in (domestic) waste management tariffs 2016/17 – 2022/23 (mSCOA data)

	Audited 2016/17	Audited 2017/18	Audited 2018/19	Adjusted 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23
Effective Refuse Tariff (ZAR / month / household)	127	127	135	181	211	246	287
Effective Tariff Increases		0%	6%	34%	17%	17%	17%

It is important to realise that the above inflation increases are placing a growing burden on the local community and are unlikely to be justified once the landfill is operational. Tariff charges are the primary external revenue source for waste management in the Municipality currently.

The Municipality is currently earning revenue by charging a gate fee to private users of the site (above certain mass thresholds), however for domestic users the disposal cost will continue to be internalized in the refuse removal tariff. In other words, there is increasingly limited scope to increase revenue should the projected over recovery be insufficient, especially considering the as yet unknown cost of implementing a separation at source programme needed to support organic waste and recycling projects. For households the tariff charge does not vary by the amount of waste generated (below 250 litres⁸).

2.6.5 Expectations for Future Changes in Investment and Operational Cost

In the medium and long term, a focus of the municipality in terms of waste management strategy would conceivably be focused on waste diversion and waste minimization methods as future landfill airspace becomes depleted. It follows therefore, that operational costs in the diversion and recycling area of the solid waste management directorate should increase with an associated drop in costs in disposal as waste tonnages for disposal decrease, depending on the level of success in implementing the municipalities diversion strategy.

⁸ Each household is provided with a 240l bin

There would also be increased expenditure towards disposal of residual materials to CCT or another regional site, unless a suitable new landfill site can be sited and permitted in the long term to service the municipality.

Table 2-23: Stellenbosch Municipality Waste Management Capital Budget

STELLENBOSCH LM CAPEX BUDGET SPLIT FOR FY 2023 → 2026			
1	Electrical Services	R 376 626 517.28	0.02%
2	Water and Wastewater Services: Water	R 347 250 000.00	13.60%
3	Water and Wastewater Services: Sanitation	R 189 640 350.00	27.36%
4	Waste Management: Solid Waste Management	R 187 244 985.00	2.15%
5	Transport Planning	R 95 578 000.00	25.22%
6	Roads and Stormwater	R 90 250 000.00	13.78%
7	Traffic Engineering	R 60 279 950.00	6.56%
8	Project Management Unit (PMU)	R 29 530 000.00	4.38%
9	Infrastructure Services	R 225 000.00	6.94%
	TOTAL	R 1 376 624 802.28	

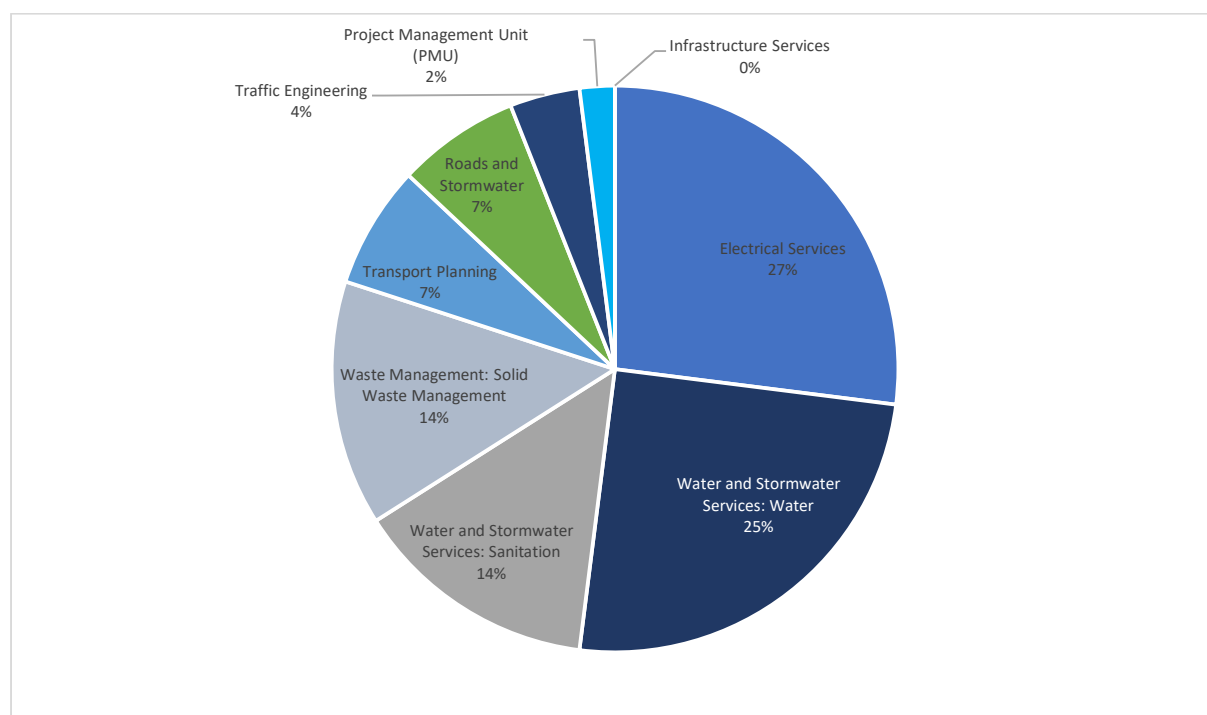


Figure 2-36: CAPEX Budget Split – By Division for FY 2023-2026.

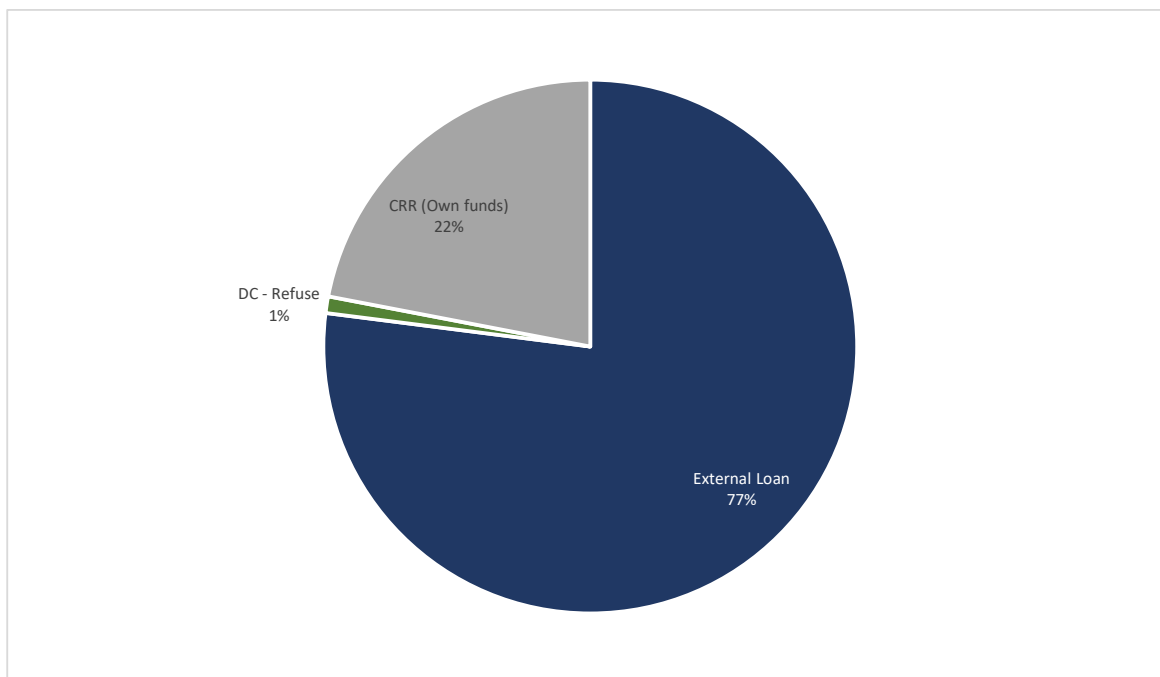


Figure 2-37: CAPEX Budget by Investor Source.

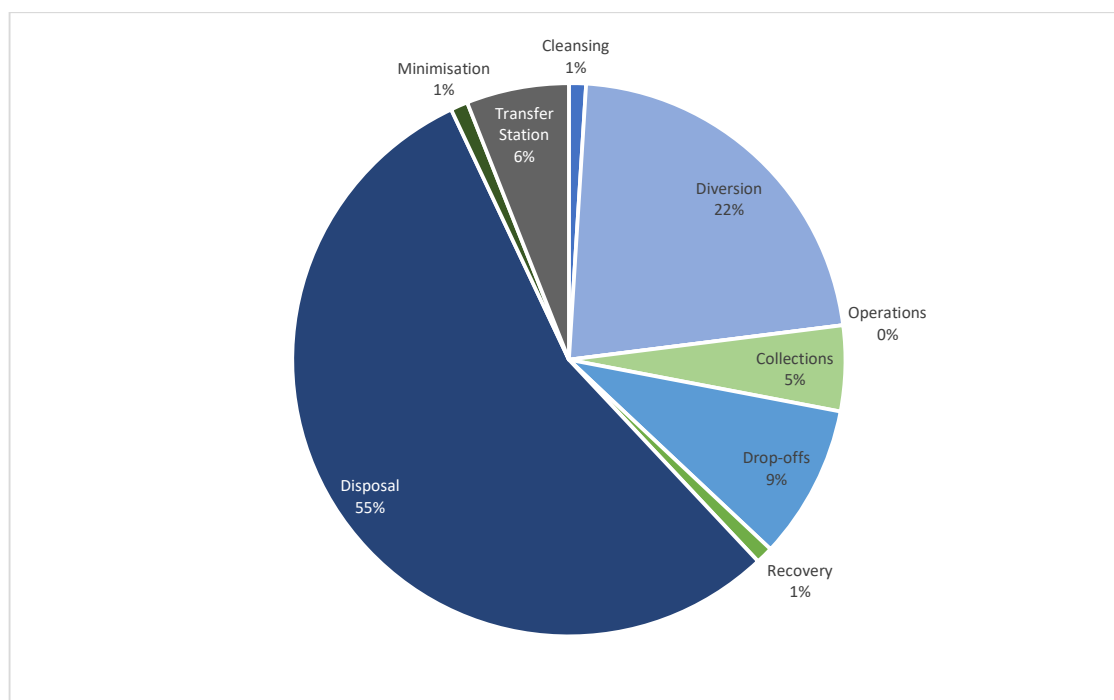


Figure 2-38: CAPEX Budget by Investment Area.

2.6.6 Tariffs

Table 2-24 provides the Refuse Removal Tariffs for the period 01 July 2023 to 30 June 2024 and **Table 2-25** provides the Disposal Tariffs for the Period 01 July 2023 – 30 June 2024.

Table 2-24: Refuse tariffs for the period 1 July 2023 - 30 June 2024

STELLENBOSCH MUNICIPALITY					
WASTE MANAGEMENT TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024					
Applicable to services rendered from 1 July 2023					
	SERVICES RENDERED	UNIT	COMMENTS	Tariff 2022/2023 (VAT Excl.)	Tariff 2023/2024 (VAT Excl.)
Residential Waste Collection (Households, Flats, Hostels, Retirement homes, Churches, Schools, Welfare Organisations, etc.)					
	Definition: 1 refuse unit = 240ℓ = 3 standard refuse bags				
	Indigent subsidy: A monthly subsidy (to be determined by Council) to be credited to a registered indigent consumer's account				
	Black bags (only where wheelie bins have not been introduced and/or stolen or lost)				
	Single residential properties for indigenthouseholds.	per month	Account payable by property owner. Max 3 closed bags. No other extras. Service will cancel when 240ℓ bin is issued.	R 248.08	R 270.41
	Basic residential collection based on 3 standard refuse bags once per week - 1st refuse unit - One dwelling on erf	per month	Account payable by property owner. Max 3 closed bags. No other extras. Service will cancel when 240ℓ bin is issued.	R 248.08	R 270.41
	Basic residential collection based on 3 standard refuse bags per dwelling (1 refuseunit) for additional dwellings on same erf	per refuseunit per month	Account payable by property owner. Max 3 additional closed bags. No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued. At cluster housing, flats, etc. 1 refuse unit to be charged for every living unit (per month)	R 248.08	R 270.66
	Additional collection based on an additional 3 standard refuse bags once per week	per month	Account payable by property owner. Max 3 additional closed bags.	R 248.08	R 270.41

	- 2nd refuse unit or more		No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued.		
Mobile bins (240ℓ Wheelie bin)					
	Black Bin (Black lid Black bin)				
	Basic residential collection based on 1 X 240ℓ per week - 1 st bin - one dwelling per erf	per month	Account payable by property owner. No extras beside bin. At cluster housing, flats, etc. (units to be charged per quantity of bins used. Only WC024 bins will be collected	R 248.08	R 270.41
	Basic residential collection based on 1 X 240ℓ per week for additional dwellings on same erf	per refuse unit per month	Account payable by property owner. No extras beside bin. At cluster housing, flats, etc. Units to be charged per quantity of bins used. Only WC024 bins will be collected.	R 248.08	R 270.41
	Basic residential collection based on 1 X 240ℓ bin per week for additional dwellings	per refuse unit per month	Account payable by property owner. No extras beside bin. At cluster housing, flats, etc. Units to be charged per quantity of bins used. Only WC024 bins will be collected.	R 248.08	R 270.41
	Blue Bin (Blue lid Black bin)				
	Three times per week removal with a blue lid 240ℓ refuse bin (sectional title, residential zoned i.e., Hostels, Flats, Old age/retirement villages - NOT HOUSEHOLDS)	Per add 240ℓ bin per month	Account payable by property owner. No extras beside bin. (Sectional title, residential zoned i.e., Hostels, Flats, Old age/retirement villages. (Businesses to be charged per quantity of bins)	R 880.24	R 959.46
Non Residential Waste Collections (Business and Commercial)					
	Definition: 1 refuse unit = 240ℓ = 3 standard refuse bags				

Black bags (Only where Wheelie bins have not been introduced)					
	Collection based on three (3) standard refuse bags once (x1) per week	per month	Account payable by business owner. Max 3 closed bags. No other extras. `Black BAG Service will cancel when 240ℓ bin is issued.	R 293.41	R 319.82
	Collection based on 3 standard refuse bags 3 x per week - three refuse units per month	per month	Account payable by business owner. Max 3 closed bags. No other extras. Service will cancel when 240ℓ bin is issued.	R 880.24	R 959.46
	Additional collection based on additional refuse bags, once (x1) per week - measured in the number of additional refuse units ((3) standard refuse bags) per week	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued.	R 293.41	R 319.82
	Additional collection based on an additional refuse bags, 3 x per week - measured in the number of additional refuse units (3 standard refuse bags) per week	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable. Service will cancel when 240ℓ bin is issued.	R 880.24	R 959.46
Mobile bins (240ℓ Wheelie bin)					
Blue Bin (Blue lid Black bin)					
	Collection based on 1 X 240ℓ once (x1) per week measured as one blue bin.	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 293.41	R 319.82
	Additional 240ℓ removal/s once per week - measured as the number of additional blue bins	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 293.41	R 319.82
	Collection based on 1 X 240ℓ three times per week measured as one blue bin.	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 880.24	R 959.46
	Additional 240ℓ removals three times per week - measured as the number of additional blue bins	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 880.24	R 959.46
Mobile bins (240ℓ Wheelie bin)					
Red Bin (Red lid Black Bin)					

	Collection based on 1 X 240ℓ five times per week measured as one red bin.	per month	Account payable by business owner. No other extras. Per fixed arrangement - not variable.	R 1 467.03	R 1 599.06
	Additional 240ℓ removals five times per week - measured as the number of additional bluebins	per month	Account payable by business owner. No other extras. Per fixed arrangement - notvariable.	R 1 467.03	R 1 599.06
Charges and Levies					
	Solid Waste availability charge	per annum	Vacant erven and to all households, <u>farm dwellings</u> , businesses, flats, developments not making use of municipal collection services	R 1 556.36	R 1 696.43
Collection of garden waste					
	Collection of clean garden waste placed in green refuse bags.	per collection of a maximum of 6 refusebags	Limited to household properties only	R 93.90	R 102.35
Cleaning of private erven					
	Hiring of plant, equipment and staff to cleanprivate erf/ erven	per hour	Residents will be required to pay per hourfor the clean-up operation of all general waste including green waste builder's rubble	R 1 296.00	R 1 412.64
	Disposal waste from cleaning operation	per ton	All waste will be transported and disposed of at a licenced waste disposal facility and will be charged per ton.	R 1 137.24	R 1 239.59

Table 2-25: Disposal Tariffs for the Period 01 July 2023 – 30 June 2024

STELLENBOSCH MUNICIPALITY				
SUNDRY TARIFFS FOR THE PERIOD 1 JULY 2023 TO 30 JUNE 2024				
Applicable to services rendered from 1 July 2023				
DIRECTORATE: INFRASTRUCTURE SERVICES				
SERVICES RENDERED	UNIT	COMMENTS	2022/23	2023/24
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	<u>Vehicles with a carrying capacity up to 1,5 tons.</u> Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 3 loads per day.	Free	Free
Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity exceeding 1,5 tons.</u> Must show proof of where in WC024 work is being done.	R 23.47	R 25.22
Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	<u>Vehicles with a carrying capacity up to 1,5 tons.</u> No material other than clean builder's rubble may form part of the load (e.g., 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 (e.g., plastic, iron, wood).	R 23.47	R 25.22
Disposal of general waste based on actual mass * contaminated garden waste or contaminated	Per metric ton or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 717.40	R 717.40

	builder's rubble will be classified as general waste				
	Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 500 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 358.70	R 358.70
	Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 250 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 179.35	R 179.35
	Disposal of soil	Per metric ton or part thereof	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> Only soil from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	Free	Free
	Disposal of soil	Per metric ton or part thereof	<u>Vehicle with a carrying capacity exceeding 1.5 tons.</u> Only soil from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 23.47	R 25.22
	Disposal Household Hazardous Waste	Car, trailer, LDV	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> These are limited to items generated on residential properties. Proof of the latest account that reflects payment for refuse removal needs to be shown.	Free	Free
Interdepartmental Municipal Charges at Stellenbosch Landfill Site and Klapmuts Waste Transfer Station.					
	Disposal of general waste based on actual mass * contaminated garden waste or contaminated	Per metric ton or part thereof	All Departments within Stellenbosch Municipality must pay for the disposal of refuse.	R 717.40	R 717.40

	builder's rubble will be classified as general waste				
	Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 500 kg or part thereof	All Departments within Stellenbosch Municipality must pay for the disposal of refuse.	R 344.61	R 344.61
	Disposal of general waste based on actual mass * contaminated garden waste or contaminated builder's rubble will be classified as general waste	Per 250 kg or part thereof	All Departments within Stellenbosch Municipality must pay for the disposal of refuse.	R 172.30	R 172.30
	Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 3 loads per day.	Free	Free
	Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity exceeding 1.5 tons.</u> Must show proof of where in WC024 work is being done	R 23.47	R 25.22
	Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> No material other than clean builder's rubble may form part of the load (e.g., plastic, iron, wood). Limited to 3 loads per day.	Free	Free
	Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity exceeding 1.5 tons.</u> No material other than clean builder's rubble may form part of the load (e.g., plastic, iron, wood).	R 23.47	R 25.22
Klapmuts Transfer Station					

	Disposal of general waste	Per metric ton or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 717.40	R 717.40
	Disposal of general waste	Per 500 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 344.61	R 344.61
	Disposal of general waste	Per 250 kg or part thereof	Only waste from within WC024 allowed. Proof of origin of waste to be declared by user at disposal facility (written proof if requested)	R 172.30	R 172.30
	Disposal of clean garden waste (ONLY grass cuttings, leaves etc.) *If it contains any other waste then it will be deemed contaminated garden waste and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carry capacity up to 1.5 tons.</u> Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 3 loads per day.	Free	Free
	Disposal of clean builders' rubble (No plastic, iron, wood, etc.) *If it contains any other waste then it will be deemed contaminated builder's rubble and classified as general waste	Per metric ton or part thereof	<u>Vehicle with a carrying capacity up to 1.5 tons.</u> No material other than clean builder's rubble may form part of the load (e.g., 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	<u>Vehicles with a carrying capacity up to 1.5 tons.</u> 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	<u>Vehicles with a carry capacity up to 1.5 tons.</u> Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 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	Per metric ton or part	<u>Vehicles with a carry capacity up to 1.5 tons.</u> Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done. Limited to 1 load per	Free	Free

	and classified as general waste	thereof	day, maximum 2 loads per week.		
ALL VEHICLES WITH A CARRYING CAPACITY OF 1.5 TONS OR MORE FOR BUILDER'S RUBBLE AND VEHICLES WITH A CARRYING CAPACITY OF 2 TONS OR MORE FOR GARDEN WASTE MUST BE DISPOSED OF AT THE STELLENBOSCH LANDFILL SITE					
Stellenbosch Waste Material Recovery facility					
	Disposal of garage waste. * Garage waste is any household waste other than clean garden waste, clean builders' rubble, domestic waste or kitchen waste from residential properties.	Car, trailer, LDV	Vehicles with a carrying capacity up to 1.5 tons. These are limited to excess waste/ items that cannot fit into your household wheelie bin. Proof of the latest account that reflects payment for refuse removal needs to be shown.	Free	Free
	Clean recyclable waste material.	Per metric ton or part thereof	ONLY clear filled bags allowed. No filled black bags will be allowed on site. Must show the latest account that reflects WC024 residency or proof of where in WC024 work is being done.	Free	Free
	Disposal E-Waste	Car, trailer, LDV	Vehicle with a carrying capacity up to 1.5 tons. These are limited to items generated on residential properties. Proof of the latest account that reflects payment for refuse removal needs to be shown.	Free	Free
Replacement of bin or lid or wheel or axel					
	For bin age up to 5 years		For malicious damage where there is negligence on the part of the owner.		
	For the replacement of a complete bin	Replacement	Applicable to malicious damage Lost or stolen bin must be reported to the nearest Police Station and 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.	Cost + 15% applicable to malicious damage, lost or theft. Must be reported to the SAPS and a case number and payment to be presented to Council before replacement. The replacement due to theft on refuse removal day will be excluded from this arrangement (Maximum two replacement allowed during the financial year, thereafter payment to be presented before replacement). Client still to obtain a case number from the SAPS and present it to Council before replacement will take effect.	
Hiring and servicing of 240ℓ bins					
	Hiring of 240ℓ wheelie	Per bin per day	For the hiring of 240ℓ bins to a	R 65.94	R 71.87

bin		third party within WC024 (includes delivery, collection and servicing of the bin). Subject to prior approval and availability.		
Servicing of event bins	Per lift	A charge to empty an event bin.	R 57.28	R 62.44
Hiring of 240ℓ wheelie bins: Basic charge for collection and/or delivery on Saturday	Once-off per event	Compulsory fee to be paid when hiring municipal wheelie bins for events taking place over a weekend in WC024	R 3 277.45	R 3 572.42
Hiring of 240ℓ wheelie bins: Basic charge for collection and/or delivery on Sunday	Once-off per event	Compulsory fee to be paid when hiring municipal wheelie bins for events taking place over a weekend in WC024	R 4 320.28	R 4 709.11

2.7 3rd Generation (2020 – 2023) Integrated Waste Management Plan implementation

Table 2-26 presents an evaluation of the implementation progress of the gaps and needs identified in the 3rd Generation IWMP. Together with the status quo assessment, the evaluation presented in **Table 2-26** informed the gaps and needs for the 4th Generation IWMP.

Table 2-26: Implementation progress of the 3rd Generation IWMP

Gaps and Needs (SM IWMP 2020-2023)	Activity	Achieved or Not Achieved
Legislation	The Municipality's solid waste by-law has been approved by Council.	The Municipality's solid waste by-law has been approved by Council.
	The general awareness of the latest legislation has been identified as a gap. Various waste generators (especially hazardous waste) are unaware of the requirements listed in the legislation pertaining to the transport and disposal of waste.	This activity has been achieved by the Municipality and waste generators have been notified regarding the requirements that are listed in the legislation pertaining to the transport and disposal of waste. The Municipality also has a Site Notice Board at the Entrance to each facility which indicates the type of waste that can be disposed of at each site. The SM started an Accreditation Process for Waste Transporters in 2022. The accreditation is valid for 2 years and allows the Transporter's information to be pre-loaded at the weighbridge.
	The non-compliances (where applicable) at the municipal solid waste facilities need to be comprehensively assessed through internal and external audits. The overall compliance identified during audits and the enforcement of any non-compliances, are areas that need improvement. These findings must be communicated to the DEA&DP. This is not considered a gap at the moment as it is being completed, however, it is mentioned here in order to include in the upcoming implementation items	SRK Consulting (South Africa) Pty Ltd (SRK) are appointed as the independent consultant to undertake external and review audits at three waste management facilities. The review audit precedes the external compliance audit and provides an indication of progress.
	Cell 1 and 2 at the Stellenbosch landfill has been issued with a closure licence and it is required that rehabilitation commence before the dates specified in the licences in order to achieve compliance.	The rehabilitation of Cell 1 and 2 has been completed. It must be noted that erosion control measures are to be implemented on Cell 1 and 2, as stormwater runnels have been created on the sides of the Cells.

Gaps and Needs (SM IWMP 2020-2023)	Activity	Achieved or Not Achieved
	The national waste management strategy was recently updated, and the Municipality is required to stay up to date with the latest requirements from national and provincial government. Communication channels between national, provincial and local government are meant to relay this information, but in some cases these communication channels require some improvement. There exists a need for the Municipality to obtain more direct guidance from the provincial and national government on how to continuously improve waste management service delivery.	The Municipality is in contact with the relevant departments to obtain direct guidance on how to continuously improve waste management service delivery within the municipality.
Waste Generated Quantities	<p>Excellent data is available for the generated waste quantities within Stellenbosch. Data is well recorded by the contractor operating the landfill site, but care must be taken to ensure records are kept for specific categories and not spread over too many categories in order to avoid confusion.</p> <p>An identified gap is the recording of waste data during the time that waste will be transported to the Vissershok Landfill. Detail records should be kept on how much waste gets collected from the households and businesses, how much waste is accepted at the Stellenbosch Landfill and Klapmuts Transfer Station, and how much waste is being transported to the Vissershok site so that a waste flow and volume balance can be established.</p>	<p>Records of the amount of waste collected from households and businesses from the municipal wards are kept by the municipality.</p> <p>The Municipality records the waste quantities and types accepted at the Stellenbosch Landfill Facility and Klapmuts Transfer Station.</p> <p>The Service provider provides an invoice which details the amount of waste that is being transported to the Vissershok site so that a waste flow and volume balance can be continuously established.</p> <p>A system for overall waste flow and volume balance has not been established. The aim would be to provide an overall picture of waste generation within the Municipality.</p>
Waste Minimization, Recycling and Re-Use Initiatives	<p>A new MRF (situated adjacent to the Stellenbosch Landfill) is currently operational and will address some of the waste minimisation and diversion needs of the Municipality. More work is however, always required in the waste minimisation and recycling space and residents should be encouraged to further increase separation at source at all times. In this regard the Municipality must consider increasing the separation at source, to more wards and areas.</p> <p>There remains a need for the development of a solid waste transfer station in the Franschhoek area and this needs to be budgeted for. Previous studies to find a suitable site for development of the transfer station have been unsuccessful due to the lack of suitably sized land close enough to the town. It is recommended that another feasibility (including site selection) assessment be initiated by the municipality, in order to develop this solid waste transfer station.</p> <p>The municipality needs to include more information on their website related to what is recyclable and where the public can go to find recycling centres.</p>	<p>The recently constructed MRF started operations on 1 April 2021. Clear bags collected in the Municipality are taken to this new facility for sorting and recycling. The MRF has the capacity to process 450 tons of incoming material per month and can employ up to 40 people. The Municipality has included new areas for each year of the contract to expand the separation at source programme i.e., to include more households in the initiative. Recyclable material that is accepted includes paper, newspapers, magazines, cardboard, glass, plastic bottles and containers, food tins, cooldrink tins, and liquid board packaging.</p> <p>This has been partly achieved. The Municipality has provided one mini public drop off located in the Franschhoek area which accepts garden waste and builder's rubble.</p> <p>The municipality website has been updated to provide information on what is recyclable and the location of the recycling facilities. This can however be improved.</p>
Institutional and Organisational Needs	There are many vacancies in the solid waste management staff compliment, including a few in key positions. Appropriate persons should be appointed for these positions and receive adequate training. There is a need	<p>As per the Municipality Organogram, vacant posts are still to be occupied.</p> <p>A better organogram is required.</p>

Gaps and Needs (SM IWMP 2020-2023)	Activity	Achieved or Not Achieved
	<p>for more technical staff in the waste management division and it should be made a priority to appoint suitably qualified staff to the required positions and reflect this in the municipal budget. In a recent site visit to the waste management facilities, the Municipal official indicated the need for skilled staff (i.e., mechanic supervisors) to assess with mechanical difficulties encountered with on-site equipment / vehicles and advise on corrective action. Currently all mechanical repairs on equipment and vehicles are outsourced by the municipality which has a significant cost and time implication.</p>	<p>The Municipal official had indicated during the site visits that the need for specifically skilled staff (i.e., mechanic supervisors) to assess with mechanical difficulties encountered with on-site equipment / vehicles and advise on corrective action.</p> <p>Currently all mechanical repairs on equipment and vehicles are outsourced by the municipality which has a significant cost and time implications. In addition, this can result in legislative compliance risks.</p>
	<p>The SM proposed establishing an IWMP Monitoring Advisory Committee to monitor the implementation of the 3rd generation IWMP. It is recommended that the Committee is established upon approval of the 4th Generation IWMP and that the monitoring and review process by the SM IWMP advisory committee, should, as a minimum, consist of:</p> <ul style="list-style-type: none"> • The Stellenbosch Waste Management Officer with assistance from the Operational Services Department's Supervisors and Foremen. • The SM Deputy Director Infrastructure Services • The SM Deputy Director Operational Services • An appointed consulted (where required) 	<p>This is being undertaken by means of the IDP review process and the involvement of the Municipal Waste Officials:</p> <p>"Section 34 of the Municipal Systems Act requires that a municipality review its IDP annually following an assessment of its performance measures. The performance measures of the IDP are informed by municipal sectoral plans, to the extent that the deliverables of the IDP are directly linked to municipal sector plans. Like the IDP, municipal sector plans are subject to review periods. Alignment between sector plans and the IDP therefore allows for more effective performance measurement and budgeting integration for the municipality.</p> <p>Municipal Waste officials are responsible for providing an annual performance report, which feeds into the review of the IDP".</p>
Identification of Alternatives	<p>Current organic diversion rates achieved are adequate but needs to improve in order to achieve 100% diversion by 2027. The waste characterisation study needs to give additional detail to identify effective alternatives for diverting the remainder of the organic waste fraction. Possible additional treatment could include Mechanical Biological Treatment (MBT) in order to separate the organic fraction from the collected waste stream and beneficiate it. This is, in part, the intention of the planned organic waste transfer station and the detail design process for the transfer station would have to investigate the secure off-takers for the organic waste diverted by the transfer station.</p>	<p>An Organic Waste Diversion Plan for the SM was completed and approved by the Stellenbosch Municipality in November 2021 and is still to be implemented.</p> <p>It was recommended that the SM pursue a multi-pronged approach to organic waste diversion which favours and encourages separation at source, identifies a treatment option and creates an enabling environment.</p>
Funding Mechanisms	<p>Funding mechanisms need to be explored. The capital cost requirements of required infrastructure and possible alternatives in order to achieve the required diversion rates are too high to be funded by the solid waste department itself. As described in this report budgets have been allocated for waste management infrastructure and services but the high capital requirements of many of the required developments indicates that the Municipality will have to look outside its borders for funding. This is particularly true for the costs of landfill closure and rehabilitation.</p>	<p>Is still to be achieved with the Municipality.</p> <p>The SM plans to partner with industry bodies and PROs to promote and ensure awareness and education of integrated waste management.</p>

Gaps and Needs (SM IWMP 2020-2023)	Activity	Achieved or Not Achieved
	<p>Waste minimisation, including recycling, composting, and crushing of builders' rubble, will require financial support and continual public awareness and education (which is on-going and very important) is also a continuous expense.</p> <p>The Municipality must make provision for the rehabilitation of Cell 1 and 2 at the Stellenbosch Landfill. It was however noted during the site visit, that Cells 3 and 4 are currently under development. With the requirements set in the latest issued licences (which take into account that sites were not constructed with impermeable base liner), the rehabilitation costs have become unaffordable in the short to medium term. It would be most beneficial if the funding allocation for landfill rehabilitation would come through, or be sourced by, the Provincial government systems.</p>	<p>This activity refers to waste diversion rather than minimisation and is ongoing. The Municipality provides continual public awareness and education regarding waste minimisation, including recycling, and composting which is also a continuous expense.</p> <p>The SM have advertised for a Technician in order to build capacity to implement this on an ongoing basis.</p> <p>Cell 3 currently receives waste from municipal area clean ups, but not general household waste as it has reached its' maximum height.</p> <p>The construction of a new cell, Cell 4, is planned and it is expected it will start receiving waste in 2024. Cell 4 will be developed between Cells 2 and 3 and will be filled ("piggy-backed") above the slopes of Cells 2 and 3.</p>
Public Awareness and Education	<p>Public awareness and education must always be a continual requirement and the current work done by the Stellenbosch Municipality must continue and be expanded wherever possible. The Municipality does good work with the schools in its jurisdiction and more work is required to ensure that the awareness and education passes through to the youth by these initiatives, can continue.</p> <p>The Municipality publishes an annual newspaper called "Utter Rubbish" in which it provides information to the public on waste related matters. This is a very good method of relaying important information to the general public and should be committed and improved upon where possible.</p> <p>A dedicated Municipal official should continuously investigate and implement public awareness and education campaigns related to waste management to ensure that the public understands the need for sustainable waste management within the Municipality. During a recent visit to the MRF, the Municipal Official suggested the development of signage (to be constructed out of colourful recyclables) which could be erected at the front gate of the MRF and make this facility more visible to the general public. This would be a simple and cost-effective public awareness strategy.</p>	<p>The MRF has been developed at the Stellenbosch IWMP which addresses some of the waste minimisation and diversion needs of the Municipality. The MRF is in operation and an open day was held on the 27 September 2021 which allowed residents, students, scholars and visitors an opportunity to tour the facility.</p> <p>The Municipality provides 3 schools, namely Rhenish Girls High, Rhenish Primary and Eikestad Primary with collection services of recyclable materials at their schools in addition to the normal kerbside collection.</p> <p>It must be noted that more work is always required in the waste minimisation and recycling area and that residents should be encouraged to separate all waste items accordingly, the Municipality must therefore consider increasing the separation at source project to more wards and areas.</p> <p>Public awareness and education on recycling must be a continuous requirement and the current work done by the Stellenbosch Municipality must continue and expand wherever possible. The municipality does good work with the schools within the area to create awareness programmes and more work is required to ensure that the awareness and education is passed through to the youth</p>

3 Gaps and Needs

Based on the information obtained from the Status Quo assessment, a Gap Analysis and Needs Assessment has been conducted for the existing municipality's waste management practices.

This phase is very important in the compilation of the IWMP as it identifies the waste management priority areas within the municipal area, and whether the targets have been achieved as set out in the previous IWMP update dated September 2020. The gaps and needs in achieving these targets will be highlighted in this report, and recommendations (solutions) proposed to address these shortcomings.

From the status quo evaluation, the gaps and needs were identified and are discussed below. The methodology used to determine these gaps and needs were through a combination of the following methods and processes:

- Gaps and needs specifically identified by the municipality's waste management officials during the meetings between JG Afrika and the SM.
- Shortcomings of the municipal infrastructure and/or systems to adhere to the national and provincial requirements of waste volume recording and reporting and management.
- Processes and practices identified that could assist the municipality to adhere to the principles of the National Waste Management Strategy and the NEMA Waste Act and its regulations.
- External and internal audit reports of waste management facilities.
- General DEA&DP comments on the other municipal IWMP reports.

Table 3-1: Gaps and Needs identified.

Waste Management Aspect	Gap	Need
Waste By-Laws and Policies	Review of By-Law	Although the current By-law is comprehensive and does not require any revisions at this stage, as new or amended national legislation comes into force, the By-law should be reviewed to ensure it complies.
Waste collection fleet	Vehicles are serviced / repaired only when authorisation is given by the Service Provider - no mechanical supervisor is present on site. Ageing fleet with more than half the compactors between 5 and 10 years old.	Investigate the appointment of a mechanical supervisor within the Department for small daily repairs and to manage the maintenance process. Ensure budget allocation for replacement of compactors in next 5 years.
Transfer Stations	Drop-offs need to be upgraded to keep up with planned growth, as well as to support decentralisation initiatives. Also, investigate including more garden / green waste drop-offs within the residential areas.	Introduce these Drop-off upgrading needs in planning and capital budgeting.

Waste Management Aspect	Gap	Need
Landfill Site Management	Landfill Airspace and Cell 4 lifespan Management of Waste Pickers	Develop a long-term planning strategy to maximise airspace. Develop a plan for waste picker management when Cell 4 becomes operational.
Increased diversion of recyclables	Only 32% of the Municipality is provided with a two-bag collection.	All residents within the SM to be included in the two-bag system.
Organic Waste Diversion	The 2021 Organic Waste Diversion Plan (OWDP) has not been implemented.	The OWDP needs to be updated and a practical plan for implementation included in the IWMP. Identify an off-take for organic waste. Provide garden waste collection in Klappmuts.
Staff	There are a number of vacant posts in the Waste Management Department creating operational capacity constraints.	Vacant posts to be filled.
Public Awareness and Education	No overarching waste education and awareness strategy for the municipality. More successful short-term projects to be implemented with schools and communities.	Municipality to develop a long-term waste education and awareness strategy. Public awareness and education campaigns must be consistent, ongoing, and implemented by the Stellenbosch Municipality. The SM to introduce/provide a circular/flyer which will provide information on the waste education awareness events that will be undertaken as well as to provide residents with information on the drop-off areas / facilities within the municipal area. The SM is planning to expand on the school programme and to approach other schools within the municipal area and to formalise the education awareness campaigns which will promote waste reduction, recycling and composting. To ensure that waste is sorted at the source i.e., by the household/generator.

4 Goals, objectives, and targets

In order to address the gaps and needs that have been identified, goals and objectives must be set. The terminology used in the goals and objectives, and implementation plan sections of this report has been aligned with the DEA&DP Integrated Waste Management Planning Guideline.

“Goals” are the long-term ends toward which programs, activities and projects are ultimately directed, while “objectives” are specific measurable intermediate ends that are achieved, and which marks the progress towards a goal. Both strategic and operational objectives can be set, and a goal may have a number of objectives and each objective may have a number of policy statements.

The objectives determined by municipalities may contribute only to the solving of local problems, but they must be aligned with the overall objectives of the NWMS.

The 2020 NWMS provides a set of goals that municipalities must achieve within a defined period. The NWMS strategic approach is based on Three Pillars, namely;

- Waste Minimisation,
- Effective and Sustainable Waste Services, and
- Compliance, Enforcement and Awareness.

Each pillar has goals and expected outcomes/targets, which set a desired level of performance and measurable achievements.

Strategic goals can be divided into:

- Immediate: 1 year,
- Short-term: 2 to 3 years,
- Medium term: 3 to 5 years and
- Long-term: 5 to 10 years.

A total of 5 goals have been identified for the SM, building on the goals from the previous IWMP and informed by the status quo, gap and needs assessment and updated legislation and provincial policies and strategies.

4.1 Goals for Stellenbosch Municipality

A total of five goals were identified for the SM. The development of these goals has been informed by the previous IWMP, situational analysis and gap and needs assessment, as follows:

Goal 1: Strengthened education, capacity and advocacy towards Integrated Waste Management.

Goal 2: Improved integrated waste management planning and implementation for efficient and financially viable waste management services and infrastructure.

Goal 3: Effective and efficient utilisation of resources.

Goal 4: Improved compliance monitoring and enforcement.

Goal 5: Increased waste diversion and recycling.

4.2 Alignment with National and Provincial Waste Management Goals

The following table identifies the alignment of these goals with the National Waste Management Strategy, 2020, the **Draft WC IWMP** and the SM's previous IWMP.

SM Goals	WC IWMP	NWMS 2020
Goal 1: Strengthened education, capacity and advocacy towards Integrated Waste Management.	Goal 1: Strengthened education, capacity, awareness and advocacy towards Integrated Waste.	Pillar 3: Compliance, Enforcement and Awareness
Goal 2: Improved integrated waste management planning and implementation for efficient and financially viable waste management services and infrastructure.	Goal 2: Improved integrated waste management planning and implementation for efficient waste services, technologies and infrastructure.	Pillar 2 Effective and Sustainable Waste Services
Goal 3: Effective and efficient utilisation of resources.	Goal 3: Effective and efficient utilisation of resources.	Pillar 1: Waste Minimisation
Goal 4: Improved compliance monitoring and enforcement.	Goal 4: Improved compliance with the environmental regulatory framework.	Pillar 3: Compliance, Enforcement and Awareness
Goal 5: Increased waste diversion and recycling.	Goal 3: Effective and efficient utilisation of resources.	Pillar 1: Waste Minimisation

4.3 Implementation Plan

The IWMP Implementation Plan is presented in a table format. A timeline, proposed budget, responsibility, and priority have been assigned to each task. These tasks should be reviewed annually by the SM and amended or adjusted accordingly. While all projects in the implementation plan should be implemented, in the event that budget for waste projects is cut the high priority projects should be implemented before low priority projects. The objectives have been aligned with the overall objectives of the NWMS and the WC IWMP (draft). The Organic Waste Diversion Plan activities have been updated and included in **Table 4-1**.

Time Frame (Financial Yr)	Key	Priority	Key	Budget Category
Ongoing		High	H	Capital
Annual		Medium	M	Operating
		Low	L	
2024				
2025				
2026				
2027				
2028				

Table 4-1: IWMP Implementation Plan

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
Goal 1: Strengthened education, capacity and advocacy towards Integrated Waste Management					
1.1 Facilitate industry responsibility in integrated waste management	<ul style="list-style-type: none"> Ensure all necessary waste information is available on the municipal website in an easy to navigate format. 	H	2024	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Include industry and business in the overarching Waste Awareness Strategy (see Goal 1.2) with campaigns and a plan for execution. 	M	2024	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Undertake hazardous waste awareness programmes with business and industry. 	M	2025	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Undertake recycling and waste diversion campaigns with business and industry, including Organic Waste separation. 	M	2025	Operating	SM: Waste Dept – Education and Awareness
1.2 Promote and ensure awareness and education of integrated waste management	<ul style="list-style-type: none"> Develop an annual waste awareness calendar with dates for events as per the Strategy 	H	Annual	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Detailed records are to be kept of all waste awareness campaigns undertaken. 	H	Annual	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Partner with industry bodies like PROs, Plastics SA, ORASA, etc. for training programmes, workshops etc. 	M	Annual	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Develop a 5 Year Waste Awareness Strategy with annual and ongoing campaigns with plans for execution. 	H	2024	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Include the development of a Household Hazardous Waste and Organic Waste Diversion communication and awareness plan as part of the overarching Strategy 	H	2024	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Develop sufficient awareness materials for the waste awareness campaigns, and update as required 	H	2024	Operating	SM: Waste Dept – Education and Awareness

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
	<ul style="list-style-type: none"> Ensure personnel undertaking the Waste awareness campaigns are trained and experienced personnel. 	H	Ongoing	Operating	SM: Waste Dept – Education and Awareness
	<ul style="list-style-type: none"> Ensure that the Strategy includes waste awareness campaigns to be undertaken at all schools so that all learners are provided with opportunity to be educated on good waste management practices. <ul style="list-style-type: none"> Develop a programme to roll waste awareness out to remaining schools within the Municipality. Provide all schools with an opportunity to participate in a recycling programme whether municipal or private. 	H	2026	Operating	SM: Waste Dept – Education and Awareness
1.3 Build and strengthen waste management capacity	<ul style="list-style-type: none"> Attend DEA&DP, DFFE and other industry body (e.g., IWMP) seminars, training, conferences and forums. 	H	Ongoing	Operating	SM: Waste Dept – WMCO
	<ul style="list-style-type: none"> The WMCO to continue to attend provincial forums such as the Cape Winelands Provincial Waste Forum, The Western Cape Recycling Action Group as well as DEA&DP Waste Managers Forum. 	H	Ongoing	Operating	SM: Waste Dept - WMCO
	<ul style="list-style-type: none"> Outsource specific skills that might be required to consultants e.g., communication and awareness, mechanical repairs. 	M	Ongoing	Operating	SM: Waste Dept/ Supply Chain
	<ul style="list-style-type: none"> Develop an in-house staff training schedule detailing the training needs for staff as required. Update annually. 	H	2024 Annual	Operating	SM: Waste Dept/ HR Dept
	<ul style="list-style-type: none"> Update the current organogram, include job description and training/qualification requirements 	H	2024	Operating	SM: Waste Dept/ HR Dept
	<ul style="list-style-type: none"> Fill all vacant posts as soon as possible. 	H	2024	Operating	SM: Waste Dept/ HR Dept
	<ul style="list-style-type: none"> Assess whether staff have the necessary skills and what the training needs are to meet job/project requirements. 	H	2024	Operating	SM: Waste Dept/ HR Dept
	<ul style="list-style-type: none"> Motivate for new positions such as in-house Mechanical Repair position 	M	2025	Operating	SM: Waste Dept/ HR Dept

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
Goal 2: Improved integrated waste management planning and implementation for efficient and financially viable waste management services and infrastructure					
2.1 Facilitate municipal integrated waste management planning	<ul style="list-style-type: none"> Obtain approval for 4th generation IWMP 	H	2023	Operating	SM: Waste Dept - WMCO
	<ul style="list-style-type: none"> Undertake annual review of the IWMP and submit annual report along with an update of project implementation to DEA&DP. 	H	Annual	Operating	SM: Waste Dept - WMCO
	<ul style="list-style-type: none"> Review Waste disposal tariffs annually ensuring the process is informed by a full cost accounting. <ul style="list-style-type: none"> This should include consideration of differentiated tariffs to incentivise separation at source and organic waste diversion or alternatively cover costs. Feedback from pilot project and existing strategies should be included in the tariff review 	H	Annual	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Develop a Master Plan/Strategy for long term waste management in the Municipality including infrastructure requirements to maximise lifespan of new cell at SLF. 	M	2025	Operating	SM: Waste Dept - Appoint Consultant
2.2 Promote industry waste management planning and the circular economy	<i>Linked to Goal 1.</i>				
	<ul style="list-style-type: none"> Identify projects/industries or role-players in the SM and facilitate industry waste diversion initiatives that promote the circular economy principles. 	L	2025	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Implement a system to request Waste Management Plans from Businesses and Industry showing diversion including organic waste 	M	2026	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Undertake a regular Collection Service Review 	H	Annual	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Planning processes to be in place to ensure that key vacancies in the solid waste department are filled to ensure continued and consistent service levels. 	H	Annual	Operating	SM: Waste Dept/HR Dept
	<ul style="list-style-type: none"> Planning processes to be in place to ensure that service providers are timeously appointed. 	H	Annual	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Develop a fleet management, maintenance, and replacement strategy to allow budgeting to take place. 	H	2024	Operating	SM: Waste Dept

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
2.3 Promote the establishment of integrated waste management infrastructure and services	<ul style="list-style-type: none"> Make provision for Garden Waste drop-off at the Klapmuts RTS. 	H	2024	Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Include budget in the 2024/25 Financial Budget for a pilot project for organic waste drop-off points at existing drop-offs and a service provider to collect and treat the organic waste. 	H	2024	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Develop a tender specification for a suitable off-taker for the Organic Waste from drop-offs pilot project from July 2024. Budget to include the collection and treatment fee. 	H	2024	Operating/ Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Ensure budget allocation for ongoing upgrade and replacement of compactors over next 5 years. 	H	2024	Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Pilot the collection of Organic Waste (including food waste) at the existing drop-off sites, commencing July 2024. 	H	2024/25	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Pilot the collection of Organic Waste at a selected CBD focusing on business waste to develop a costing model for future implementation. 	H	2025	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Install HHW collection infrastructure at all municipal drop-off facilities. 	M	2025	Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Ensure budget allocation for ongoing upgrade and replacement of compactors over next 5 years. 	H	2025	Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Construct mini-MRF in Franschoek (based on outcome of current project to identify a site). 	H	2025	Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Construct drop-off and mini-MRF in Klapmuts 	H	2025	Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Initiate engagement with other departments in order to facilitate a better and more supportive understanding of roles and responsibilities, so as to improve communication and integration of services 	M	2025	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Enforce the implementation of organic waste separation in the Business and Industrial sector by appointing a service provider to collect and treat from all the CBD and Industrial areas. 	H	2026	Operating	SM: Waste Dept

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
	<ul style="list-style-type: none"> Ensure budget allocation for ongoing upgrade and replacement of compactors over next 5 years. 	H	2025	Capital	SM: Waste Dept
	<ul style="list-style-type: none"> Construct Organic Refuse Transfer Station 	H	2027	Capital	SM: Waste Dept
2.4 Ensure effective and efficient waste information management	<ul style="list-style-type: none"> Ensure IPWIS reporting continues and assess accuracy on a regular basis. 	H	Annual	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Continuous maintenance of waste infrastructure like weighbridges, updating of waste information systems (software) in accordance with a maintenance schedule. 	H	Annual	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Effective and ongoing training of weighbridge / waste information system operators. 	H	Annual	Operating	SM: Waste Dept/ HR Dept
	<ul style="list-style-type: none"> Review Municipal waste generation and management data annually to ensure a “big picture” view of waste flows within the municipality as well as if diversion targets are being met. 	M	2025 Annual thereafter	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Capture waste related complaints in complaints register as well as the statistics regarding the types and frequency of complaints received. 	M	Annual	Operating	SM: Waste Dept
Goal 3: Effective and efficient utilisation of resources					
3.1 Minimise the consumption of natural resources and promote the circular economy	<i>Ties in with Goal 1 and Goal 2 – Objective 2.2</i>				
	<ul style="list-style-type: none"> Facilitate private initiatives such as glass reuse rather than recycling e.g., Bottle Traders 	L	2027	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Support local recyclers and buy-back centres 	L	2027	Operating	SM: Waste Dept
3.2 Stimulate job creation within the waste economy	<ul style="list-style-type: none"> Implement the waste picker integration plan (WPIP) 	M	2024	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Manage EPWP programme to maximise employability with the Municipality 	L	2024 Every 6 months	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Appoint service providers for landfill management, MRF management, waste collection and chipping which employ local residents with a focus on employing women, youth, and people with disabilities. 	H	2024 Every 3 years	Operating	SM: Waste Dept
3.3 Increase waste diversion through	<ul style="list-style-type: none"> Commence with the implementation of OWDP actions. 	H	2024	Operating	SM: Waste Dept
	<ul style="list-style-type: none"> Continue to roll-out separation-at-source to all households. 	H	2025	Operating	SM: Waste Dept

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
reuse, recovery and recycling	• Continue to roll-out separation-at-source to all households - Groendal, Mooiwater and La Motte.	H	2024	Operating	SM: Waste Dept
	• Continue to roll-out separation-at-source to all households - Kayamandi North and Kayamandi South.	H	2025	Operating	SM: Waste Dept
	• Continue to roll-out separation-at-source to all households - Klampmuts and Lanquedoc.	H	2026	Operating	SM: Waste Dept
	• Roll out home composting programme in all suburbs/areas by 25 % increase per year until all residents have been offered the opportunity to participate.	M	2025	Capital/Operating	SM: Waste Dept
	• Roll out home composting programme in all suburbs/areas by a further 25 % increase per year until all residents have been offered the opportunity to participate.	M	2026	Capital/Operating	SM: Waste Dept
	• Roll out home composting programme in all suburbs/areas by a further 25 % increase per year until all residents have been offered the opportunity to participate.	M	2027	Capital/Operating	SM: Waste Dept
	• Allow for a garden waste drop-off at KRTS	H	2026	Capital	SM: Waste Dept
Goal 4: Improved compliance with environmental regulatory framework					
4.1 Strengthen compliance monitoring and enforcement	• Conduct required internal and external compliance audits at all waste management facilities as required, including appointing specialists to undertake monitoring of air and groundwater etc. according to licences conditions.	H	Annual	Operating	SM: Waste Dept
	• Submit compliance audits to DEA&DP, where required, and ensure corrective action is taken to address non-compliances.				
	• Report against OWDP targets	H	Annual	Operating	SM: Waste Dept
	• Report against NMWS Diversion Targets	M	2025	Operating	SM: Waste Dept
	• Develop an Illegal Dumping Strategy	M	2026	Operating	SM: Waste Dept
4.2 Remediate and rehabilitate contaminated land and	• Capping of Cell 3 and 4. ((Cell 3 will be left dormant till closure of Cell 4 and both will be capped together)	H	2028 (TBC)	Capital	SM: Waste Dept

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
Waste Management Facilities					
4.3 Facilitate the development of waste policy instruments	• Expand Capital Development Budgeting to include additional Drop Off facilities.	M	2025	Capital	SM: Waste Dept
	• Review Waste By-Law to ensure relevant and up to date.	L	2025	Operating	SM: Waste Dept
	• Develop and implement a waste Infrastructure masterplan to guide the development and financing of waste facilities over the next 10 – 15 years and maximise available airspace.	H	2026	Operating	SM: Waste Dept
Goal 5: Increased waste diversion and recycling to promote a Circular Economy					
5.1 Increased diversion of recyclables	• Increase participation rates in the separation-at-source programme.	H	Ongoing	Operating	SM: Waste Dept
	• Implement pilot project to increase accessibility in terms of recycling by placing facilities/containers in parks for people to take their recyclables to - pilot project.	M	2025	Capital	SM: Waste Dept
	• Plan the continued roll-out from 2028 of the separation-at-source programme to meet the NWMS target for diversion of recyclables from landfill to 40% of waste from landfill within 5 years (and 55% within 10 years; and at least 70% of waste within 15 years.)	H	2027	Operating	SM: Waste Dept
5.2 Increase organic waste diversion from landfill to comply with mandatory national and provincial targets.	• Promote increased private sector composting.	L	2026	Operating	SM: Waste Dept
	• Implement the objectives and targets presented in the Organic Waste Diversion Plan (50% by the end of 2022 and 100% by the end of 2027).	H	2027	Operating	SM: Waste Dept
	• Collaborate with generators of organic waste in the commercial/industrial sector to ensure reduction and diversion from landfill.	M	2027	Operating	SM: Waste Dept
5.3 The diversion of household hazardous wastes from landfill.	• Develop HHW Guideline for residents which details the drop-off service provided by the Municipality.	M	2025	Operating	SM: Waste Dept
5.4 Waste picker integration	• Liaise with PRO's to facilitate the registration of Waste Pickers (WP).	L	2024	Operating	SM: Waste Dept

Objective	Actions and Targets	Priority	Timeframe	Budget	Responsibility
	<ul style="list-style-type: none"> Develop a waste picker integration plan (WPIP) appropriate to the SM and in line with DFFE's guidelines upon re-opening of the landfill site as well as for street pickers. 	M	2025	Operating	SM: Waste Dept

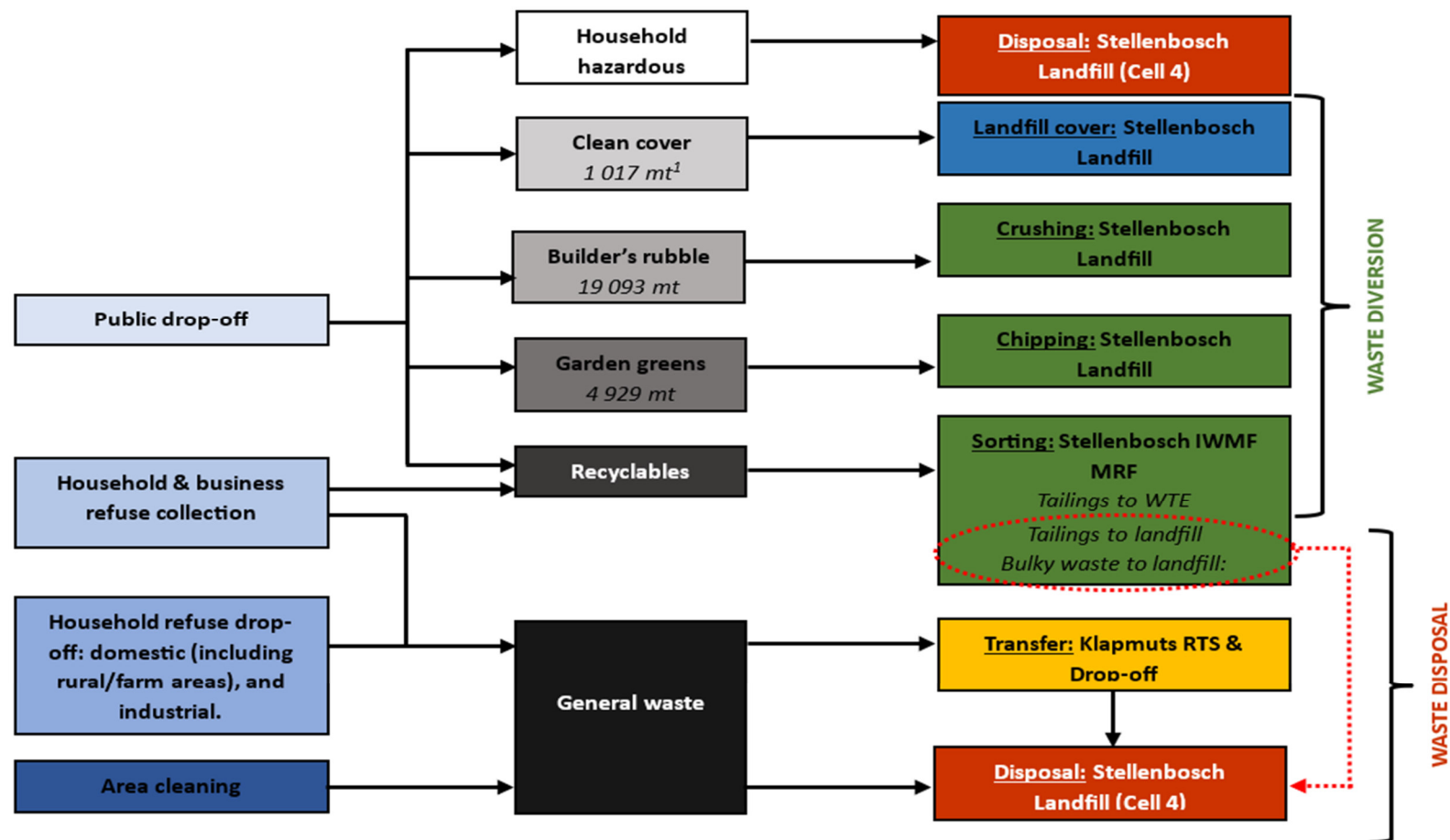


Figure 4-1: Potential/future waste management system within SM

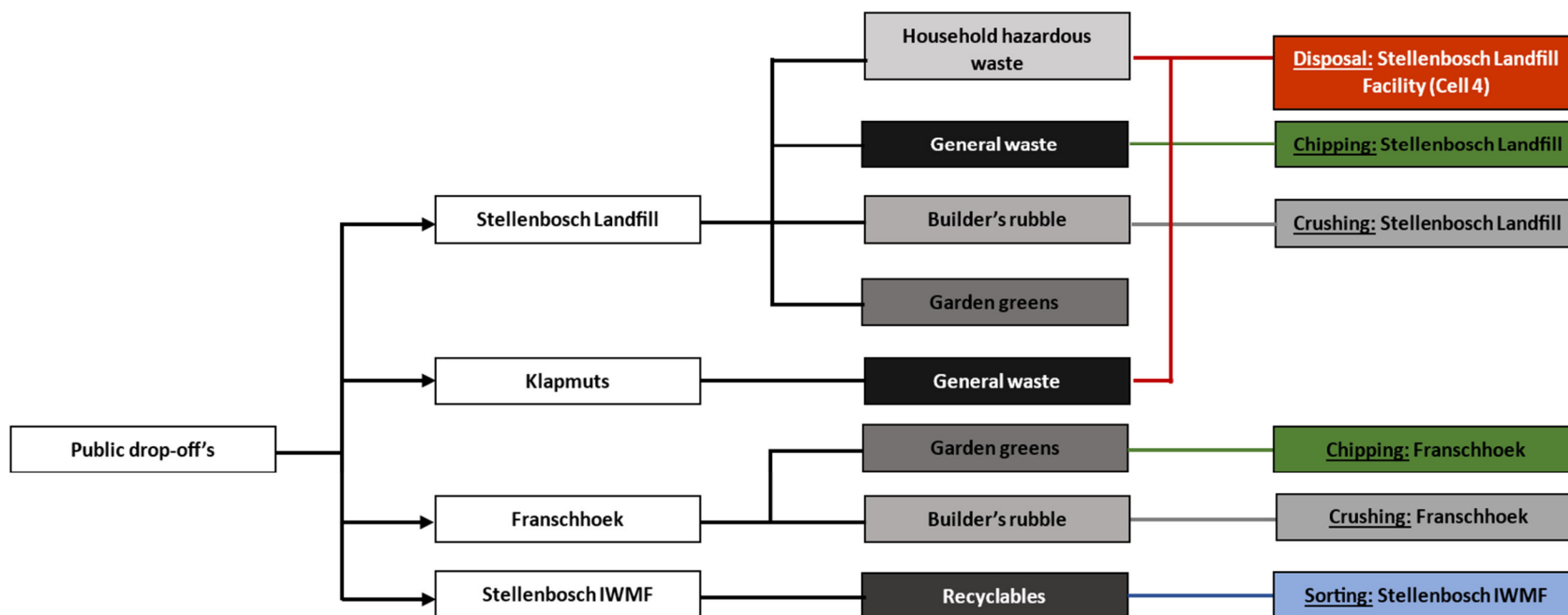


Figure 4-2: Potential future Waste flows within the SM upon implementation of the actions contained in the IWMP

5 Monitoring and review

5.1 Monitoring

In accordance with the DEA&DP IWMP guidelines titled “Towards Integrated Sustainable Waste Management: A Guide for Waste Management Planning” (IWMP guidelines) the monitoring of the IWMP should run in parallel with the agreed municipal IDP. Monitoring refers to monitoring progress towards achieving the goals and targets set in the IWMP.

Monitoring of the IWMP is essential for strategic planning, technical and financial performance assessment, compliance monitoring, and public accountability. To ensure corrective action is taken where necessary, and that long-term strategic goals are met, it is imperative that monitoring focuses on the short-term objectives of the IWMP. Monitoring also makes provision for the adjustment of the IWMP.

Monitoring of the IWMP will be undertaken by means of the IDP review process. A monitoring framework must therefore be developed by the SM to identify the different tasks of the role players in monitoring and measuring and allocating specific tasks for the gathering of data and submission of reports.

An annual performance report in terms of section 13 (1) of the NEM:WA and section 46 of the Municipal Systems Act (MSA) which contains information on the implementation of municipal integrated waste management plans must be compiled and submitted to the DEA&DP.

The annual performance report must be compiled in accordance with section 13 (2) of the NEM:WA which stipulates the following requirements for the annual performance report:

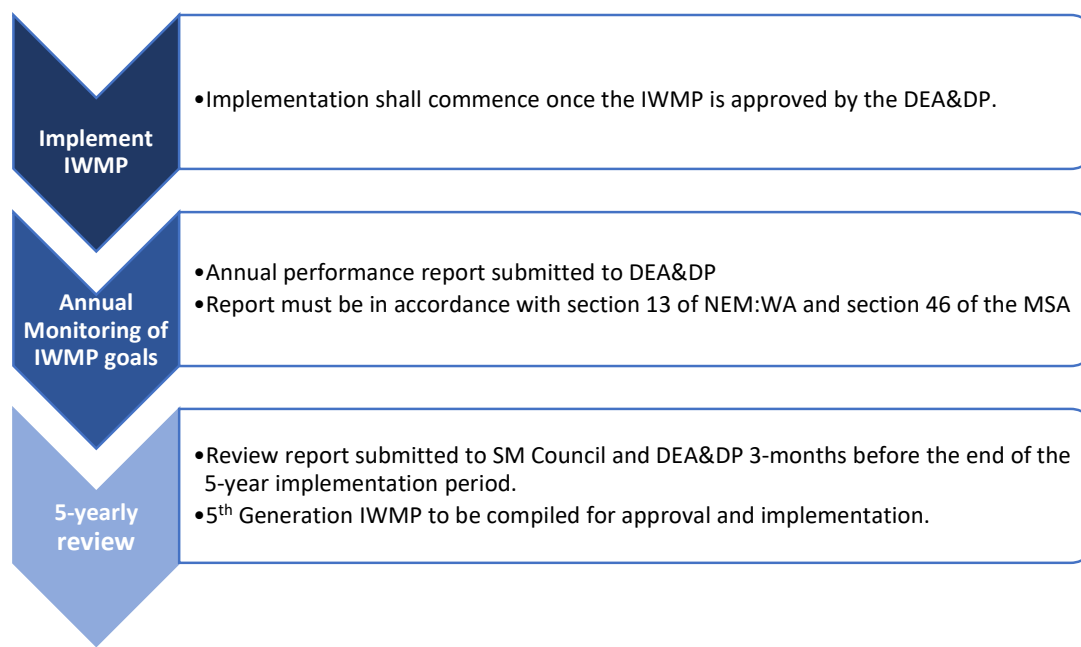
1. The extent to which the plan has been implemented during the period.
2. The waste management initiatives that have been undertaken during the reporting period.
3. The delivery of waste management services and measures taken to secure the efficient delivery of waste management services, if applicable.
4. The level of compliance with the plan and any applicable waste management standards.
5. The measures taken to secure compliance with waste management standards.
6. The waste management monitoring activities.
7. The actual budget expended on implementing the plan.
8. The measures that have been taken to make any necessary amendments to the plan.
9. In the case of a province, the extent to which municipalities comply with the plan and, in the event of any non-compliance with the plan, the reasons for such non-compliance; and
10. Any other requirements as may be prescribed by the Minister.

5.2 Review

The DEA&DP IWMP guidelines stipulate that to ensure the continued suitability, adequacy, and effectiveness of the IWMP, the IWMP must continuously be reviewed. The review of the IWMP refers to the review of the whole IWMP document as well as the IWMP projects and strategic goals.

Within 3-months of the end of the 5-year IWMP implementation period, a review report of the IWMP must be documented for formal submission to SM’s Council and to the DEA&DP. The report should be made available to interested and affected parties (including the public). The review should include issues such as performance levels related to the implementation of the IWMP, improvements from baseline conditions / indicators, and the public’s perceptions and opinions regarding waste management in general and its associated services.

The effectiveness of the SM 4th Generation IWMP will be reviewed 5 years post its implementation date. The IWMP will be implemented once the IWMP has been approved by the DEA&DP. The following time schedule applies for the monitoring and review of the 4th Generation IWMP.



6 PUBLIC PARTICIPATION PROCESS

The Stellenbosch Municipality had invited and provided an opportunity for the community/stakeholders to review and provide comment in connection with the Draft IWMP to the Municipality by submitting such representation on or before the **15 April 2024**.

The 30-day review and commenting period was held from the **14 March 2024** until the **15 April 2024**.

The Draft IWMP was also made available for perusal during office hours at the offices of the Stellenbosch Municipality, in the Stellenbosch, Klapmuts, Pniel and Franschhoek public libraries in the Stellenbosch Municipal Area and on the website: www.stellenbosch.gov.za from **14 March 2024** until **15 April 2024**.

6.1 Comments and Response Report

No comments were received from the communities/stakeholders during the during the commenting period (from 14 March 2024 until 15 April 2024) on the Draft IWMP.

The Comments and Responses Report (CRR) reflects the comments submitted (in writing) by the Western Cape Government Department of Environmental Affairs and Development Planning (DEA&DP) (Waste Information Management) on the Draft Stellenbosch Municipality 4th generation Integrated Waste Management Plan (IWMP). The comments, dated 9 May 2024, were submitted by Mr August Hoon.

All comments received from the DEA&DP (Waste Information Management), and responses to the comments are captured in **Table 6-1** below.

Table 6-1: Comments submitted by the DEA&DP, and responses provided by the project team

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
1. Although the IWMP aligns with some municipal plans, it however does not show alignment with the Spatial Development Framework (SDF). Ensure all waste management facilities are identified in the latest Stellenbosch Municipality SDF.	The Stellenbosch Municipality Spatial Development Framework has been included as part of the list of the applicable provincial and local policies, plans, and by-laws presented in Table 2-2 of the IWMP.
2. The Municipality must ensure that the public gets an opportunity to comment on the draft IWMP before approval by Council. The IWMP must include all comments received and provide responses on how comments were addressed. Please have a separate section on the Public Participation Process (PPP) that is to be followed. The PPP is not a review process, but it should form an integral part during the development process of the Plan. The consultants must use the PPP to identify gaps and needs from the communities/stakeholders.	<p>The public/local community was invited to submit representations in connection with the Draft IWMP to the Municipality by submitting such representations on or before 15 April 2024.</p> <p>The Draft IWMP was also made available for perusal during office hours at the offices of the Stellenbosch Municipality, in the Stellenbosch, Klapmuts, Pniel and Franschhoek public libraries in the Stellenbosch Municipal Area and on the website: www.stellenbosch.gov.za from 14 March 2024 until 15 April 2024.</p> <p><u>The Stellenbosch Municipality has confirmed that no comments were received from I&APs and stakeholders on the Draft IWMP during the commenting period from 14 March 2024 until 15 April 2024.</u></p>
3. The Municipality needs to provide specifics on how they are incorporating EPR schemes and working with relevant PROs into their plans.	<p>In terms of the Extended Producer Responsibility Regulations, <u>Producer Responsibility Organisations are obligated</u> to collaborate and cooperate with municipalities to increase the recovery of identified products from municipal waste streams.</p> <p>As stated under Objective 1.2 of the Implementation Plan, Stellenbosch Municipality plans to partner with industry bodies like PROs to promote and ensure awareness and education of integrated waste management. This will be done by means of training programmes, workshops, and other related initiatives.</p>
4. Are there any free services provided to residence at Drop-off facilities (see page 3).	The Refuse Removal Tariffs specify the tariffs charged for the disposal of different waste types and associated weight thresholds at each facility. Note that some

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
	services are free. Refer to Table 2-23 of the IWMP.
5. Ensure that key projects w.r.t the OWDP is incorporated into the IWMP. On page 34 section 2.3.3.1 Organic Waste Diversion Plan it reads “the OWDP has not been implemented yet table 2-7 is about progress on implementation. Please clarify.	<p>The Organic Waste Diversion Plan activities have been updated and included in the implementation plan of the IWMP.</p> <p>Note that the Organic Waste Diversion Plan has not been <u>fully</u> implemented. The IWMP has been updated to reflect this.</p>
6. In table 2-7 on page 34 please clarify when organic waste separation and collection for all business and commercial areas will take place. Also please be aware that sludge may contain hazardous substances, and these must be analysed prior to being used to produce compost.	The implementation plan sets a target for 100% of the objectives and targets of the OWDP to be implemented by 2027. This includes the organic waste separation and collection for all businesses and commercial areas.
7. Income distributions must be included under the social profile section 2.2.1.	Noted. The income distribution of Stellenbosch Municipality has been included under section 2.2.2 <i>Economic indicators</i> .
8. The IWMP provides a comprehensive financial breakdown. However, on page 73 it is indicated that the indigent households or property owner thereof must pay a tariff. Are indigent households not supposed to receive free basic services? Kindly clarify whether this is accurate and/ or applies to indigent households that are not registered.	<p>Indigent households received a monthly subsidy (determined by the Municipality) that is credited to their accounts.</p> <p>This is noted in Table 2-23 of the report.</p>
9. Indicate the number of households that receive a free basic service.	The number of households receiving a free basic service has been included under section 2.2.2.4 <i>Service delivery</i> .
10. It is mentioned under 2.3.2, Waste collections services, that 17.9% of households not receiving solid waste collection services are located in farms/rural areas. Please provide details of these areas. Also indicate which farms/rural areas receive refuse removal services and mention the drop off facilities that they have access to.	<p>The 17.9% not receiving solid waste collection services are located in farm/rural areas within Wards 19 and 20.</p> <p>According to Stats SA, majority of farm dwellings in Ward 19 and 20 (refer to Figure 2-9) receive below average refuse collection. It must be noted that the refuse collection service is offered to the farm owner and not to the farm dwellers. If the farm owners refuse the service unfortunately no service will be rendered to farm dwellers.</p> <p>The farms/rural areas have access to the three (3) drop off facilities in the SM:</p> <ul style="list-style-type: none"> • Stellenbosch Landfill, • Klapmuts Transfer Station, and

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
	<ul style="list-style-type: none"> Franschhoek Waste drop off.
<p>11. Please provide more information to Table 2-6 Municipal vehicles i.e. years in operation. Do they have a maintenance plan in place (external service provider) or do they conduct maintenance at municipal depots? Do they have a replacement policy/plan for these vehicles? Turn-around time for the servicing of vehicles.</p>	<p>The years in operation has been added for each vehicle listed in Table 2-6.</p> <p>Currently all mechanical repairs on equipment and vehicles are outsourced by the Municipality which has implications on turn-around times for servicing / repairing vehicles.</p> <p>Objective 2.3 of the implementation plan includes an action to develop a fleet management, maintenance, and replacement strategy to allow budgeting to take place.</p>
<p>12. Kindly indicate whether any informal salvaging takes place at the municipal facilities.</p>	<p>Currently no informal salvaging is allowed to take place at the municipal facilities. The construction of a new cell, Cell 4, at the Stellenbosch Landfill Facility is planned and it is expected it will start receiving waste towards the end of 2024. Objective 5.4 of the implementation plan relates to waste picker integration which will be achieved by developing a waste picker integration plan appropriate to the SM and in line with DFFE's guidelines upon re-opening of the landfill site as well as for street pickers.</p>
<p>13. Section 2.4.3.1 on page 57 mentions "VHK". Please write abbreviation out in full as well.</p>	<p>Noted. Vissershok Landfill (VHK) has been written out in full in Section 2.4.3.1.</p>
<p>14. Kindly indicate whether the two vacant Technician posts for the waste disposal section mentioned under 2.3.1.2 Technician posts have been appointed. The boxes in the organograms (Figure 2-4 to Figure 2-7) have a "T" in the corners that is not explained. How often is the Micro structure revised? The date indicated on page 27 is 21 September 2017.</p>	<p>The two Senior Technician posts have been filled. The "T" in the corner indicates the salary grading of the post. The Microstructure will be revised in 2024.</p>
<p>15. Kindly provide information on capital on historic and future expenditure forecasts as was done for operating expenditure.</p>	<p>Table 2-17 provides the Stellenbosch Budget Provision (as % split) for Solid Waste Management for next 10 financial years.</p> <p>Table 2-18 provides the CAPEX Budget for Solid Waste Management for next 10 financial years.</p>

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
<p>16. The monitoring framework needs to be included in the final IWMP. Also, the NEMWA does not refer to an “annual monitoring report” but an “annual performance report”.</p>	<p>The monitoring of the IWMP will be undertaken by means of the IDP review process. The detailed monitoring framework will be developed by the Stellenbosch Municipality and will be developed to align with IDP review timelines. Stellenbosch Municipality will identify the different tasks of the role players in monitoring and measuring and allocating specific tasks for the gathering of data and submission of reports.</p> <p>Noted. The reference to “annual monitoring report” has been amended to “annual performance report”.</p>
<p>17. The draft IWMP addresses all the important aspects in relation to licensing and compliance of the Stellenbosch Municipality’s waste management facilities. However, please include the locations for the waste management facilities where not provided.</p>	<p>The locations of the waste management facilities are provided as follows:</p> <ul style="list-style-type: none"> – Stellenbosch Landfill Facility & Drop-off: Figure 2-10 – Klappmuts Transfer Station & Drop-off: Figure 2-11 – Stellenbosch Integrated Waste Management Facility & Drop-off: Figure 2-12 – Franschhoek Drop-off: Figure 2-13
<p>18. The IWMP must make reference to the operational plan which addresses windblown litter; storm water, access control, compaction, water quality monitoring aspects across different facilities.</p>	<p>The following has been included under section 2.3.5, <i>Compliance audits</i>:</p> <p><i>“In addition to inspecting whether the licence / permit conditions are adhered to, the external auditor reviews relevant data and information related to the specific operations and plans of each site and associated environmental impacts i.e. litter, stormwater management, access control, air & water quality monitoring etc. The auditors then recommend corrective actions to be implemented by the Municipality where partial or non-compliances are identified”.</i></p>
<p>19. The IWMP must include measures to capture waste related complaints as well as the statistics regarding the types and frequency of complaints received.</p>	<p>Noted. An action item requiring that a complaints register be maintained has been added to Objective 2.4 of the implementation plan.</p>
<p>20. Remaining airspace and lifespan have been identified as a gap and appropriate measures must be implemented to ensure that this need is realised.</p>	<p>Objective 4.3 includes an action to develop and implement a waste Infrastructure masterplan to guide the development and financing of waste facilities over the next 10 – 15 years and maximise available airspace.</p>
<p>21. The IWMP refers broadly into external audits including that as service provider has been secured for a 3-year period as well as mentions the last external audit report as being from March 2023. The last external audit report received by</p>	<p>Noted. <i>Section 2.3.5 – Compliance Audits</i> has been updated.</p> <p>External audits were undertaken by Resource Management Services on the 16</p>

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
<p>the Department is from November 2023. The section must be updated accordingly and must cite the issues identified as well as level of compliance in each facility. Non-compliances w.r.t internal and external audits must be mentioned as well as how these non-compliances will be addressed in the IWMP.</p>	<p>April 2024 of the three waste management facilities, namely the Stellenbosch Landfill Facility (SLF), the Integrated Waste Management Facility (IWMP) and the Klapmuts Transfer Station (KTS).</p> <p>Compliance Assessment Tables of the Waste Facilities have been included as <i>Section 2.3.5.1</i>.</p> <p>Conclusions and Recommendations from External Audits (dated 16 Aprils 2024) undertaken by Resource Management Services 16 April 2024 have been included as <i>Section 2.3.5.2</i>.</p>
<p>22. Include the number of dumping sites, their location, period of existence as well as the costs of illegal dumping if known. Additionally, amend the graph that represents waste from illegal dumping activities to be more legible as similar colours have been used for other attributes too.</p>	<p>The information on the number, location, and period of existence of dumping sites is unknown.</p> <p>The operational cost for street cleaning, which includes illegally dumped waste, is shown in Table 2-19.</p> <p>Refer to Figure 2-33, the colours for the following attributes have been altered to ensure the graph is more legible:</p> <ul style="list-style-type: none"> – Industrial – Illegal Dumping
<p>23. Under 2.3.7 Projects to be undertaken in the 2023/2024 financial year please include only waste related projects.</p>	<p>Noted. All non-waste related projects have been removed.</p>
<p>24. Please note on page 51 last bullet that Under 2.4.1 waste tyres is managed by the Waste Bureau. Tyre dealers should be working with the Bureau and complying with the tyre regulations when managing their waste tyres.</p>	<p>Noted. The following note has been included under <i>Section 2.4.2.1 Updated Hazardous and Health Care Risk Waste Survey</i>:</p> <p>Waste tyres are managed by the Department of Forestry, Fisheries, and the Environment's Waste Bureau. Tyre dealers must comply with the Waste Tyre Regulations.</p>
<p>25. On page 54, figure 2-25 Organics is 37% whereas in the narrative above and figure 2-24 it is 38%. Please clarify.</p>	<p>Noted.</p> <p>The narrative has been updated to indicate that the major waste fraction is</p>

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
	organic waste (garden and food waste), which when combined makes up 37% of the waste sampled (by weight) for all areas.
26. On table 2-12 waste characterisation results please provide reasons for the changes in percentages of different waste categories from 2017 to 2023.	<p>A waste characterisation provides a snapshot of the character of the waste stream at a point in time, as such studies undertaken at different times may present varying results for multiple reasons.</p> <p>The potential reasons for differences between the 2017 and 2023 studies are noted in the IWMP as follows:</p> <ul style="list-style-type: none"> – The 2017 study followed a different methodology and included a much larger sample size covering most of the wards in the municipality. – The 2017 and 2023 studies took place in different seasons which can influence the percentage of garden/green waste. – The 2017 study focused on residential/household waste and not commercial or business waste.
27. Under 2.4.3.4 Organic Waste Tonnages, last paragraph, the municipality can compel industry/business to report on their diversion figures via their by-laws. By-laws should be amended to address this matter.	<p>Objective 5.2 of the Implementation Plan requires the Municipality to collaborate with generators of organic waste in the commercial/industrial sector to ensure reduction and diversion from landfill.</p> <p>Objective 2.2 of the Implementation Plan includes an action item that requires the Municipality to implement a system to request Waste Management Plans from Businesses and Industry showing diversion including organic waste.</p>
28. Under 2.4.3.6, page 65, Summary of waste flows, no tonnages were provided for household hazardous waste.	No household hazardous waste tonnages were recorded for 2022/2023.
29. Under 2.5.4 School recycling initiative programme, are there plans to extend the service to other schools within the municipal jurisdiction.	<p>The following is included under Objective 1.2 of the implementation plan:</p> <ul style="list-style-type: none"> – <i>“Ensure that the Strategy includes waste awareness campaigns to be undertaken at all schools so that all learners are provided with opportunity to be educated on good waste management practices.</i> – <i>Develop a programme to roll waste awareness out to remaining schools within the Municipality.</i> – <i>Provide all schools with an opportunity to participate in a recycling programme whether municipal or private”.</i>

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
30. Under section 2.6.11 Snapshot of the Municipality's Financial Position, 1st bullet, does the strong financial position also relate to waste management?	Section 2.6.1.1 refers to the Municipality's overall financial position. Sections 2.6.4 and 2.6.5 provide information of the financial performance of the Solid Waste Management Directorate.
31. On page 69 Table 2-17 please identify the year in which the capex budget will be spent over the 3-year period 2023 – 2026.	<p>Noted.</p> <p>Table 2-17 and Table 2-18 provide a detailed breakdown of the SM Waste Management Capital Budget for the next ten financial years, highlighting the allocated capital budget in terms of overall capital expenditure plans for the Municipality as well as split in capital spend planning internal to Waste Management Directorate.</p>
32. On pages 84 and 85, Institutional and organisational needs, please elaborate on the IDP process and the involvement of the waste officials.	<p>Noted. The following has been added to elaborate on the IDP process and the involvement of the Municipal Waste Officials:</p> <p><i>"Section 34 of the Municipal Systems Act requires that a municipality review its IDP annually following an assessment of its performance measures. The performance measures of the IDP are informed by municipal sectoral plans, to the extent that the deliverables of the IDP are directly linked to municipal sector plans. Like the IDP, municipal sector plans are subject to review periods. Alignment between sector plans and the IDP therefore allows for more effective performance measurement and budgeting integration for the municipality.</i></p> <p><i>Municipal Waste officials are responsible for providing an annual performance report, which feeds into the review of the IDP".</i></p>
33. On page 85 Identification of alternatives, please explain if the OWDP is approved by DEA&DP or the Municipality.	The Organic Waste Diversion Plan was approved by the Municipality in 2021. The Organic Waste Diversion Plan activities have been updated and included in the Implementation Plan of the IWMP.
34. On page 85 funding mechanisms, the municipality must consider partnerships with industry/private sector and the PROs w.r.t EPR schemes.	As stated under Objective 1.2 of the Implementation Plan, Stellenbosch Municipality plans to partner with industry bodies like PROs and other industry bodies to promote and ensure awareness and education of integrated waste management.

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
35. On page 86, information from complaints register/public participation channels (IDP/Ward Councils etc) can also inform the Gaps and Needs section.	Noted.
36. On page 87 Transfer stations, has the municipality utilised the recommendations of the 2016 DEADP infrastructure report?	No, the Municipality has not utilised the recommendations of the 2016 DEADP infrastructure report.
37. In terms of waste minimisation initiatives, the municipality has a two-bag system to collect recyclables, as well as several drop-offs for recyclables, green waste, household hazardous waste, and e-waste. These sorted waste streams can be freely dropped-off to encourage use and thus diversion. They also have a swop shop and host open day events. In addition to this, it is recommended that the Organic Waste Diversion Plan (OWDP) is implemented to further divert organic waste, especially food waste.	Noted. The Organic Waste Diversion Plan activities have been updated and included in the implementation plan of the IWMP.
38. Although there are likely many private waste minimisation interventions taking place throughout the municipality, they are not listed or expanded on in the IWMP. No diversion figures from private entities are provided in the IWMP. The Municipality should obtain data from private initiatives to understand the full landscape of waste minimisation taking place throughout their municipal jurisdiction.	<p>Objective 1.1 of the implementation plan includes an action for the municipality to undertake recycling and waste diversion campaigns with business and industry, including organic waste separation.</p> <p>Objective 2.2 includes an action for the Municipality to implement a system to request Waste Management Plans from businesses and industry showing diversion of waste, including organic waste.</p>
39. The IWMP has recognised the need to expand the separation at source (S@S) service and implement the Organic Waste Diversion Plan (OWDP). The need for continuous and expanded awareness is also highlighted. These gaps are supported. The MRF is operating well below capacity, so it will be good to see S@S expanded to maximise use of the facility.	Noted.
40. The Municipality has a strong waste minimisation focus and is doing well to divert many waste streams. The Municipality is encouraged to closely monitor and evaluate efforts to ensure that diversion is increasing. Effort must continue to further educate the public and ensure that services are maximised (e.g. where there is S@S, that the residents are correctly separating the items).	Objective 1.2 of the Implementation Plan details actions required to promote and ensure awareness and education of integrated waste management.

DEA&DP COMMENTS	RESPONSES PROVIDED BY PROJECT TEAM
<p>41. Waste Pickers must be integrated by municipalities. The Municipalities or the PROs must remunerate them accordingly for services rendered w.r.t recycling. The Municipality currently has a system allowing brick reclaimers to salvage bricks from C&D waste, and this is working well.</p>	<p>Noted. Objective 3.2 of the Implementation Plan includes an action item for the Municipality to implement a Waste Picker Integration Plan.</p> <p>It must be noted that the Extended Producer Responsibility Regulations do not require municipalities to remunerate waste pickers.</p>
<p>42. The objectives and targets in the plan are well defined and aligned. The implementation table corresponds to the identified gaps and is reflected on Table 4-1 (starting on page 92). These are supported by the Department, and we look forward to seeing the implementation of these plans to enhance waste minimisation.</p>	<p>Noted.</p>
<p>43. The registration of waste activities is not mentioned in the IWMP; however, the municipality has three (3) waste activities registered on the IPWIS. The three (3) registered waste activities are: Stellenbosch Garden Waste WIR number D04073-04, Stellenbosch Recovery D04073-02 and Stellenbosch Disposal D04073-01. This information needs to be included in the final IWMP.</p>	<p>The following has been included under Section 2.4.3 <i>General waste quantities</i>:</p> <p>The waste tonnages and type of waste reclaimed and disposed of are reported to the Western Cape Integrated Pollutant and Waste Information System (IPWIS). The following waste activities are registered on the IPWIS:</p> <ul style="list-style-type: none"> • Stellenbosch Garden Waste WIR number D04073-04 • Stellenbosch Recovery D04073-02 • Stellenbosch Disposal D04073-01

10.6.2	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – DECEMBER 2024
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Collaborator No: 778763

IDP KPA Ref No: Green & Sustainable Valley

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – DECEMBER 2024

2. PURPOSE

For Council to note the progress of the Municipality's as well as Provincial Government initiatives regarding the Alternative Energy Programme projects which are underway at present.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

4.1 The draft application for load curtailment was submitted to Eskom on 07 March 2024 and is due to serve at the Eskom Loadshedding Committee. Though the indication from Eskom was that this application would serve at the April 2024 Loadshedding Committee, confirmation has been received from Eskom that the application has not yet served. At the meeting held on 31 July 2024, further proposals were provided by Eskom for the Municipality to amend the current application so that Eskom's Loadshedding Committee can take it into consideration. A revised application was submitted to Eskom on 22 August 2024. The Stellenbosch Load Curtailment Application Finalization meeting with Eskom was held on 15 October 2024 to finalize the load curtailment application. Eskom will respond in writing to the Municipal request submitted previously. The load curtailment application negotiations with Eskom are going nowhere after two years negotiations, despite WCG interventions. Proposal to suspend the Stellenbosch Municipality load curtailment application negotiations at this stage.

4.2 A tender for the purchase of 20MW of electricity from an Independent Power Producer (IPP), was conditionally approved by the BAC on 16th September 2024. A kick-off meeting was held with Energy Partners on 25 October 2024. The draft program and PPA have been received. Consultations to conclude the Power Purchase Agreement have commenced.

4.3 The Supervisory Control and Data Acquisition (SCADA) project is on track with the implementation of remote viewing at six of the seven main substations completed under Phase 1 of the project in the 2023/2024 financial year. Phase 2 of the project commenced in October 2024 and will include the complete plant to master station verification/testing and implementation of remote switching at Gholf-, Jan Marais-, Markotter, Suidwal- and Cloeteville substations as well as the installation of the SCADA system and implementation of remote viewing and remote switching at Franschoek substation, which could not be completed in Phase 1.

The two remaining main substations (Main and University) can only be completed once the project to replace the 66kV switchgear at the two substations are completed. According to the project programme for implementing the 66kV switchgear at Main- and University substations, the project is planned to be completed in March 2025.

4.4 All municipal buildings that require alternative energy supplies are being investigated as part of the AEG initiatives. The municipality has successfully applied for grant funding of R5 million from DMRE Energy Efficiency Demand Side Management for 2024/25 financial year. This funding will be utilized for the installation of energy efficient lighting in Municipal offices and buildings, retrofitting of LED streetlights and the installation of two PV installations on critical plant buildings. These initiatives are driven by the South African National Energy Development Institute (SANEDI) & Department Mineral Resources and Energy (DMRE). This grant funding will also be utilized to ensure compliance to energy performance certificates (EPC's). The EPC have been completed and is registered on the SANEDI website.

4.5 The tender for the Stellenbosch Fire Station battery storage system has been awarded with a contractual completion date of 13 December 2024. The Main (Neethling Huis Building) and NPK buildings have been earmarked for Business Continuity Initiatives, which entails the installation of BESS, Hybrid Inverters and PV, investigations are currently underway. An assessment report including estimated costs to establish the feasibility of the implementation of the projects was prepared on the 26 August 2024.

- There were certain recommendations made by the user department which will be submitted to the AEG Committee. The revised report for the NPK building is being reviewed by the user department before submitting to the AEG committee. A meeting with the Department: Electrical Services was held on 17 October to consider the options tabled. The Department must decide which option to implement.

4.6 Municipal community buildings – Several community building have been identified for the installation of hybrid inverter and battery storage systems. These systems will provide backup electricity to ensure uninterrupted power supply during outages and/or load shedding.

4.7 Eskom Hot Water Load Control (HWLC)- Eskom is driving the initiative with each Municipality entering into a contract agreement with the project developer.

4.8 Provincial Initiatives

4.8.1 Provincial Initiative to Establish a 50MW Solar Plant:

- Feasibility Study for the 50 MW MIPPP item was approved by Council in August 2024.
- The Transactional Advisory (TA) Team met with Stellenbosch Municipality and Eskom to determine the next procurement steps. An Expression of Interest has been advertised on the 7th of September 2024.
- On the 24th of July 2024 the office of the Premier sent a letter to Eskom regarding the MIPPP projects in the province and the Eskom areas of concern. Eskom acknowledged the letter from the Premier's office but did not adequately address any of the issues, however agreed to an engagement with the Western Cape Government. The TA team met with the Municipality to scrutinize the Eskom response in detail and there was cause for concern regarding the response from Eskom. Very little detailed responses were provided by Eskom, and they (Eskom) suggested that the Municipality cannot be treated as a load curtailment customer. The Premier's letter request was for a clear written response from Eskom.
- At a follow up meeting with the TA team, Provincial Government officials and the Municipality, the different steps (technical, financial and legal) were discussed and considered. A risk assessment was suggested, which includes legal and finance

elements to assist in the drafting of the Request for Proposal (RFP). At this meeting the CFO recommended that the formal SCM processes and BSC will be followed. The RFP document is planned to be completed by January 2025.

- Eskom's stance is a concern for the TA team and further engagements with Eskom are planned to unpack wheeling generation capacity. All the risks indicated in the letter from Eskom will be prepared by prepared the TA team which will be served in the next Council's Alternative Energy Generation Programme item.
- An extreme concern is that there are no decisive answers from Eskom. The Council must be informed that the project cannot be supported without clear answers, because the Provincial Government is expending costs on the Transaction Advisor and Project Management firm consultancy fees. Updates on the project are crucial to keep Council informed. The Provincial Government colleagues were requested to intervene with Eskom on behalf of the Municipality as well.
- The standard PPA clause states "if for any reason the Municipality cannot receive the power the IPP must still be remunerated". This is a major concern, and there is no point in continuing with the 50MW IPP without Eskom approval. The risks must be clearly defined and packaged.

There was a meeting with the General Manager of the System Operator on 20 November 2024. She stated up front that NTCSA will not provide a formal letter but will simply advise and confirmed that NTCSA have no objection to the municipality installing behind-the-meter connections, provided they do not feed back into the grid. The municipality must conduct necessary studies, adhere to grid codes, and ensure the IPP is also grid compliant. NTCSA views Eskom distribution, municipalities, and IPPs as market players, allowing purchases from any source. Western Cape Government will hold steering sessions with transactional advisors and the municipality this week, with outcomes to be presented to the AEG committee for discussion on way forward. The electrical team has offered to prepare a network study, and the transactional adviser has shared previous studies, with plans to collaborate on a joint study or expedite the process.

4.8.2 Provincial Project: Municipal Pooled Buying initiative

Following Stellenbosch's and the City of Cape Town's input after reviewing the Pool Buying report, it was indicated by Province that this project has been put on hold until further notice. A further workshop was held with the Finance colleagues regarding the World Bank financing platform for municipalities. The item is dormant and will be removed from the report and re-added at a later stage should it become active again via the Provincial Department of Infrastructure.

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

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 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

The draft application for load curtailment was submitted to Eskom on 07 March 2024 and is due to serve at the Eskom Loadshedding Committee. Eskom's initial indications was that this application would serve at the April 2024 Loadshedding Committee, however confirmation has been received from Eskom that the application has not served yet. At the meeting held on 31 July 2024, further proposals were provided by Eskom for the Municipality to amend the current application so they Eskom's Loadshedding Committee can take it into consideration. A revised application was submitted to Eskom on 22 August 2024. Stellenbosch Municipality's Load Curtailment Application finalization meeting with Eskom was held on 15 October 2024 to finalize the load curtailment application. Eskom will respond in writing to the Municipality's request submitted previously.

Load curtailment application negotiations with Eskom are going nowhere without an outcome after two years despite WCG interventions. Proposal to suspend the Stellenbosch Municipality load curtailment application negotiations at this stage and focus on alternative energy generation and climate change goals.

6.2.2 Proposed Load Curtailment Strategy

Taking the above into consideration the following load shedding strategies are being facilitated in Item 6.2.3:

6.2.3 Municipal Initiatives

6.2.3.1 Appointment of Alternative Energy Independent Power Producers (IPP's)

A tender for the purchase of 20MW of electricity from an Independent Power Producer (IPP), was conditionally approved by the BAC on 16h September 2024. No appeals were received, and the contract is now conditionally awarded to Energy Partners. The 20MW project kick-off meeting was held with Energy Partners on 25 October.

The bidder has submitted the Power Purchase Agreement (PPA), which is currently under review by the consultant. There is a meeting scheduled for 10 December 2024 to discuss the consultant at comments. Following this, the bidder will address the comments and then submit the PPA to the municipality for review by various departments, including technical, legal, and financial. The municipality lacks legal expertise in this area, as such a legal firm will be appointed to assist. Once the municipality concludes its review and the PPA is finalised, it will undergo the section 33 process.

Possible second tender: Three sites were identified by Stellenbosch Municipality with the view to establishing the 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 the landfill) for a 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 ensure 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 a decision on this tender will only be taken once the conclusion of the 20 MW IPP tender appointment process has been finalized.

6.2.3.2 Implementation of Supervisory Control and Data Acquisition (SCADA)

The Supervisory Control and Data Acquisition (SCADA) project is on track with the implementation and the fitting of main substations with the additional equipment to enable remote monitoring (Phase 1). Six main substations have been brought online i.e. Main 11 kV, Golf 66 kV & 11 kV, Jan Marais 11 kV, Markotter 66 kV & 11 kV, Suidwal 66 kV & 11 kV, University 11 kV and Cloetesville 66 kV & 11 kV substations.

Franschhoek substation will only come online in 2025. Main, Markotter and University 66 kV substations' remote viewing are scheduled for completion in the 2024/2025 financial year pending the completion of the 66 kV circuit breaker replacement. The 66kV circuit breaker upgrade project is planned to be completed in March 2025. The primary purpose for the SCADA upgrade was for the safe operation of the electricity network and meeting statutory requirements.

Phase 2 of the SCADA project which entails remote viewing and switching for main substations is progressing well and completion is planned for April 2025.

6.2.3.3 Municipal Critical Buildings and Plants

All municipal buildings that require alternative energy supplies are being investigated as part of the AEG initiatives.

The investigation for the most suitable alternative energy for the key infrastructure (water- and wastewater plants) is underway, to ensure continued service delivery. A report with proposals on four Wastewater Treatment Plants and two Water Treatment Plants which will benefit the most from batteries and PV was submitted by consultant on 30 of September for consideration.

The progress on the four municipal buildings identified for business continuity is:

- **Fire Station** The tender for the Stellenbosch Fire Station battery storage system as awarded and construction work will be completed by 30 June 2025. Contractual completion date is 13 December 2024. The contractor submitted notification for a possible delay in the project completion date due to the Employer's additional fire detection and suppression safety requirements relating to the lithium-ion battery energy storage system.
- **NPK Building** – Investigation for the most feasible option is underway. An assessment report including estimated costs to establish the feasibility of the implementation of the projects was prepared on the 26 August 2024. There were certain recommendations made by the user department which is being added to the proposal before submission to the AEG Committee. The revised report is being reviewed by the user department before submission to the AEG committee. The AEG committee recommended the most feasible option and the memo to proceed to procurement stage was approved on 29 November 2024.

-
- Main Building (Neethling Huis) – Site visits have been conducted and the Department is in the process of procuring contractors to conduct repairs as well as to ensure compliance with EPC's. Electricity compliance inspections as well as a fire compliance inspection have been completed. A report with recommendations has been submitted. The main building Phase 1 (Electrical and Mechanical Fire Compliancy) project is currently in detailed design, tender document will be ready for Bid Specification Committee (BSC) submission by end of January 2025.
 - The municipality has successfully applied for grant funding of R5 million from DMRE Energy Efficiency Demand Side Management for 2024/25 financial year. This funding will be utilized for the installation of energy efficient lighting, retrofitting of LED streetlights and the installation of two PV installations on critical plant buildings. These initiatives are driven by the South African National Energy Development Institute (SANEDI) & Department Mineral Resources and Energy (DMRE). A-site clarification meeting was held on 25 November 2024 and the tender closed on the 4th of December 2024.
 - Energy performance certification - The DMRE grant funding will also be utilized to ensure compliance with energy performance certificates (EPC's). The Energy specialist company EMVS assigned will drive the process. Building registration was done. Building information inspection documentation has been completed and registered on the SANEDI website. The EPC certificates are required to be displayed at the building entrances. Frames for mounting the certificates have been ordered, and we are currently awaiting their delivery to proceed with the installation.

6.2.3.4 Municipal Community Buildings

Tender B/SM 34/25 Turnkey – Engineering, Procurement and Construction (EPC) of Hybrid Inverter with Battery Storage Systems at Stellenbosch Municipality Community Buildings closed on 26 November 2024. The tender is for 14 identified community buildings.

6.2.3.5 Eskom Hot Water Load Control (HWLC) and RT 29-2024 Contracts for smart meters

Provincial government shared an example of a letter of intent and the Drakenstein Municipality tender as references for drafting our tender. Stellenbosch Municipality issued a tender similar to the Drakenstein one in 2023 and there was no response to the tender. To address this, two tenders will be issued: Tender 1 - Auditing tender to assess the status of existing installations and Tender 2 - for new installation and maintenance. This approach will provide a clearer scope for tender 2 and will assist in shortening the timeline in getting the audit data. Provincial government approved this approach. Stellenbosch Municipality's letter of intent was submitted to Eskom on 05 December 2024.

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. R20 million in the 2024/2025 financial year has been budgeted for the implementation of the Alternative Energy initiatives to ensure that upgrades to the electrical network are conducted enabling Alternative Energy initiatives.

6.4 Legal Implications

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

6.5 Staff Implications

A minimum of 4 staff members will be required to operate a Remote Switching control room which is required to enable self loadshedding, should it be required in future.

Further to the above, specialized technical staff would be required to facilitate and implement the loadshedding initiatives. The department has identified vacancies that are required for the implementation of Alternative Energy initiatives and presented the same to Management for consideration and approval.

6.6. Previous / Relevant Council Resolutions**23RD COUNCIL MEETING: 2024-06-14: ITEM 10.6.1****NOTED**

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.

“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 concerns about the Municipal 20 MW tender which has been conditionally awarded. The PGWC were requested to submit their concerns in writing to the Municipality.
- Various engagements were held between the Municipal specialist service provider, municipal officials, Provincial Government Transactional Advisory consortium and the Provincial Government's Project Manager to mitigate the possible conflict between the two projects.
- 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 is being interrogated by Eskom at present. Of concern, is Eskom's response to the Premier's letter where it was stated that the Municipality cannot be considered as a Load-Curtailment customer.
- The capital upgrades costs is being implemented by the Department in phases as 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 revealed that the maximum suitable size for a solar plant without batteries that can be absorbed into the Stellenbosch network is 20MW at the Stellenbosch Main substation.
- The feasibility study revealed that the maximum capacity that the Stellenbosch Electrical network can accommodate is up to 50 MW.

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

The ICT department is part of the planning regarding the SCADA monitoring project. Additional staff must be appointed once the project of SCADA installation is completed to monitor the equipment. The organogram will have to be amended for this process.

6.8.2 Municipal Manager

Requested item on agenda.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 7.6.2

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	<i>Nombulelo Zwane / Rendani Makungo</i>
POSITION	<i>Senior Manager: Electrical Services</i>
DIRECTORATE	<i>Infrastructure Services</i>
CONTACT NUMBERS	<i>021 808 8770/ 021 808 8333</i>
E-MAIL ADDRESS	nombulelo.zwane@ Stellenbosch.gov.za / rendani.makugo@ Stellenbosch.gov.za
REPORT DATE	<i>7 November 2024</i>

10.6.3	ANNUAL WATER SERVICES DEVELOPMENT PLAN PERFORMANCE- AND WATER SERVICES AUDIT REPORT: FINANCIAL YEAR 2023/2024
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Collaborator No: 778762

IDP KPA Ref No: Green & Sustainable Valley

Meeting Date: 22 January 2025 and 29 January 2025

1. SUBJECT: ANNUAL WATER SERVICES DEVELOPMENT PLAN PERFORMANCE- AND WATER SERVICES AUDIT REPORT: FINANCIAL YEAR 2023/2024

2. PURPOSE

For Council to note the Annual Water Services Development Plan Performance and Water Services Audit report for the Financial Year 2023/2024.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality is required in terms of Section 18 of the Water Services Act, 1997 (Act No.108 of 1997), as well as the “Regulations relating to compulsory national standards and measures to conserve water”, as issued in terms of sections 9(1) and 73(1)(j) of the Water Services Act, to report on the implementation of its Water Services Development Plan (WSDP) during each financial year and to include a water services audit in such an annual report.

The WSDP Performance- and Water Services Audit is designed to monitor the compliance of Stellenbosch Municipality with these regulations. It also assists the communities within Stellenbosch Municipality’s Management area and the Department Water and Sanitation to assess how well the Municipality is performing relative to their stated intentions and their capacity. The Water Services Audit Report can be seen as an annexure to the Municipality’s Annual Report. The Annual Report is compiled as required by the Local Government Municipal Systems Act, Act no 32 of 2000 (Section 46) and the Local Government: Municipal Finance Management Act, Act no 56 of 2003 (Section 121).

The water and wastewater services of Stellenbosch Municipality is managed in a financially sustainable manner, with the operation and maintenance expenditure less than the income for the last four financial years. The operation and maintenance expenditure for sanitation services was less than the income for the last four financial years except for the 2022/2023 financial year. The Operation and Maintenance budget allocated towards the rehabilitation and maintenance of the existing water and sewerage infrastructure however needs to be increased. An annual budget of approximately 2% of the Current Replacement Cost (CRC) of the infrastructure should be allocated towards the replacement of existing infrastructure (Best Practice). In the case of the operations and maintenance of the systems, a budget of approximately 1% to 2% of the CRC of the infrastructure is typically required to ensure that the infrastructure remain in good condition.

Stellenbosch Municipality performed above average with regard to wastewater quality management, with an overall Green Drop Score of 84% for DWS’s 2021 Green Drop assessment. The Municipality also received their 2023 Green Drop Risk Ratings, as included in the 2023 Green Drop Progress Report. The overall Cumulative Risk

Rating of Stellenbosch Municipality was 84.1% (High Risk). The Wastewater Risk Ratings were at high risk (70%-<90%) for Klapmuts, Pniel, Raithby, Stellenbosch and Wemmershoek Wastewater Treatment Works.

Stellenbosch Municipality performed well with regard to DWS's 2023 Blue Drop Assessment (Drinking Water Process and Quality). The overall Blue Drop score for Stellenbosch Municipality was 84.65%. The Blue Drop scores for the Blackheath, Faure and Wemmershoek systems were above 80% and the scores for the Franschhoek and Stellenbosch systems were above 60%. The Blue Drop Risk Ratings for the five systems were in the low-risk category (<50%). The Blue Drop scores were supported by a site assessment score of 71% for the Paradyskloof Water Treatment Works.

Stellenbosch Municipality successfully completed various capital projects over the last financial year. The capital budget expenditure, for the 2023/2024 financial year, was R72.955 million (97,1% of the budget) for the water infrastructure projects and R18.961 million (64.84% of the budget) for the sewerage infrastructure projects.

The implementation of the Municipality's Water Conservation / Water Demand Management (WC/WDM) measures over the last number of years and the water restrictions during the drought periods has been extremely successful, with an average annual decrease of 0.22% of the raw water volume for all the systems over the last fifteen financial years, from 13 233 MI in 2008/2009 to 12 807 MI in 2023/2024. The overall Non-Revenue Water (NRW) for all the systems for the 2023/2024 financial year was 3 932 MI (31.3%). The overall water losses for the last financial year were 3 530 MI (28.1%). The Municipality is committed to continue with the implementation of specific WC/WDM measures to further reduce the current NRW and Water Losses.

The Western Cape experienced a severe drought over the period 2015 to 2017, with some relief during the winter months of the following years. The drought over the period 2015 to 2017 reduced the assurance of supply from the Western Cape Water Supply System (WCWSS0) to Stellenbosch Municipality and also reduced the yield of the Municipality's own existing surface water resources. The Municipality therefore continued with the implementation of specific Water Conservation & Water Demand Management measures to lower the current water requirements and the planning for the augmentation of the existing water resources. A Bulk Water Resources: Drought Intervention Projects Study was completed in June 2019 for Stellenbosch Municipality. The Study included various recommended future resource augmentation projects for Stellenbosch Municipality.

Comprehensive Operational and Compliance Water Quality and Final Effluent Monitoring Programmes are implemented by Stellenbosch Municipality. The operational water sampling programmes of Stellenbosch Municipality complies with the minimum monitoring requirements of SANS:241-2: 2015 for the various Water Treatment Works and distribution systems. The overall percentage compliance of the water quality samples taken over the period July to June for the last three financial years are indicated in the attached report on page iii.

The overall Microbiological, Chemical and Physical compliance percentages of the final effluent samples taken over the last three financial years at all the Wastewater Treatment Works, as calculated against the authorisations, are summarised in the report on page iii.

A comprehensive Performance Management System and Customer Services and Complaints system are also in place. The SDBIP is the process plan and performance indicator / evaluation process for the execution of the budget. The SDBIP is being used as a management, implementation and monitoring tool that assists and guide the Executive Mayor, Councillors, Municipal Manager, Directors, Senior Managers and the community. The plan serves as an input to the performance agreements of the Municipal Manager and Directors. It also forms the basis for the monthly, quarterly, mid-year and the annual assessment report and performance assessments of the Municipal Manager and Directors.

The Municipality has maintained a high and consistent level of service to its urban water consumers. After-hour emergency requests are being dealt with by the Control Room on a twenty-four-hour per day basis. Requests are furthermore captured on an electronic mail or works-order system to ensure the execution thereof. A Customer Care Services Charter is also in place, which include the water and sanitation service standards, which Stellenbosch Municipality and its staff endeavour to meet and adhere to.

5. RECOMMENDATION

that the Water Services Development Plan Performance- and Water Services Audit Report for 2023/2024 be noted by Council.

6. DISCUSSION / CONTENTS

6.1 Background

The WSDP Performance- and Water Services Audit is designed to monitor the compliance of Stellenbosch Municipality with these regulations. It also assists the communities within Stellenbosch Municipality's Management area and the Department Water and Sanitation to assess how well the Municipality is performing relative to their stated intentions and their capacity. The Water Services Audit Report can be seen as an annexure to the Municipality's Annual Report. The Annual Report is compiled as required by the Local Government Municipal Systems Act, Act no 32 of 2000 (Section 46) and the Local Government: Municipal Finance Management Act, Act no 56 of 2003 (Section 121).

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6.2. Discussion

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6.3. Financial Implications

As per the 2023/2024 Water Services Development Plan Audit and Performance Report, the Operation and Maintenance budget allocated towards the rehabilitation and maintenance of the existing water and sewerage infrastructure needs to be increased.

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:

24TH COUNCIL MEETING: 2024-07-30: ITEM 10.6.2

NOTED

the Water Services Development Plan Performance- and Water Services Audit Report.

6.7 Risk Implications

This report has no risk implications for the Municipality.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 7.6.3

that the Water Services Development Plan Performance- and Water Services Audit Report for 2023/2024 be noted by Council.

ANNEXURES

Annexure 1 Acknowledgement of Receipt of the WSA by Department of Water and Sanitation

Annexure 2 Annual Water Services Development Plan Performance- and Water Services Audit Report: Financial Year 2023/2024

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	03 December 2024

ANNEXURE 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK
MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

Reference 16/1/9 x 5/9/5/1 x 8/1/4/2/6

30 October 2024

Department of Water and Sanitation
Private Bag X16
SANLAMHOF
7532

Attention: Mr S Magaqana

Dear Sir

**ANNUAL WATER SERVICES DEVELOPMENT PLAN PERFORMANCE- AND WATER SERVICES AUDIT REPORT
FOR 2023/24: STELLENBOSCH MUNICIPALITY**

Attached hereto please find the electronic copy of the final Water Services Development Plan Performance- and Water Services Audit Report for the 2023/2024 financial year for Stellenbosch Municipality.

The following information is included in the report:

- The Municipality's performance with regard to their KPI's for water and sewerage services for the 2023/2024 financial year, as also included in the Service Delivery Budget Implementation Plan of the Municipality.
- The Municipality's performance with regard to DWS's Blue, Green and No Drop assessments.
- DWS's scorecard for assessing the potential for WC/WDM efforts in the Municipality.
- Information to be included in a WSDP Performance- and Water Services Audit as stipulated in regulations under section 9 of the Water Services Act, "Guidelines for Compulsory National Standards" and also required by DWS's 2014 WSDP Performance and Water Services Audit Report guidelines.
- Information on the implementation of the various WSDP activities, as included under the WSDP Business Elements in DWS's WSDP guidelines.

T: +27 21 808 8240 • F: +27 21 883 9874 • paul.joubert@ Stellenbosch.gov.za

71 Plein Street, Ecclesia Building, 1st Floor, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599

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- IWA Water Balance Models for each of the towns.

The draft 2023/2024 WSDP Performance- and Water Services Audit Report was discussed with the Municipality on the 22nd of October 2024.

We hope you find the final 2023/2024 Water Services Development Plan Performance- and Water Services Audit Report in order

Yours faithfully

Geraldine Mettler
Municipal Manager

Date: 28/10/24.

Received by:

Sabelo Magagana
DWS Representative

Signature:

30/10/2024
Received Date:

CC: iX Engineers, Attention Mr JT Human

T: +27 21 808 8240 • F: +27 21 883 9874 • paul.joubert@stellenbosch.gov.za

71 Plein Street, Ecclesia Building, 1st Floor, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599

www.stellenbosch.gov.za

ANNEXURE 2



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Annual Water Services Development Plan Performance- and Water Services Audit Report

as directed by the Water Services Act (Act 108 of 1997) and the Regulations relating to Compulsory National Standards and Measures to Conserve Water

FY 2023/2024
22 October 2024

Prepared by:	Sub-consultant to:	Prepared for:
iX engineers (Pty) Ltd Contact person: Jaco Human 31 Allen Drive, Loevenstein 7530 PO Box 398, Bellville, 7535 South Africa Telephone: +27 (0)21 912 3000 email: jaco.h@ixengineers.co.za 2016/275143/07 Copyright 2024 iX engineers	GLS Consulting (Pty) Ltd Contact person: Flip du Plessis Stellenpark, Block D North Cnr of R44 and School Rd Jamestown Stellenbosch, 7600 Telephone: +27 (0)21 880 0388 email: Flip.duPlessis@gl.co.za	 STELLENBOSCH STELLENBOSCH • PNIEL • FRANSCHHOEK MUNISIPALITEIT • UMASIPALA • MUNICIPALITY PO Box 17 Stellenbosch 7600 Tel: +27 (021) 808 8111

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Version Control:

Status	Description	Date	Reference
Version 1	Draft 2023/2024 Annual WSDP Performance- and Water Services Audit Report	22 October 2024	Project No. P08356
Approval	Final 2023/2024 Annual WSDP Performance- and Water Services Audit Report	Will be submitted with Annual Report	The Municipality will forward the Council Resolution for the approval of the WSDP Performance- and Water Services Audit Report to the DWS.

Prepared by:

Designation	Name	Contact No.	E-mail
Senior Manager: Water and Waste Water Services	Mr Paul Joubert	021 808 8240 / 072 995 9258	Paul.Joubert@stellenbosch.gov.za
Engineer	Mr Jaco Human	021 912 3000 / 084 431 8728	jaco.h@ixengineers.co.za

PROJECT P08356 - STELLENBOSCH MUNICIPALITY: ANNUAL WSDP PERFORMANCE AND WATER SERVICES AUDIT REPORT FOR 2023/2024

REV	DESCRIPTION	ORIG	REVIEW	IX ENGINEERS APPROVAL	DATE	CLIENT APPROVAL	DATE
Draft	Draft issued for external review	R Kuffner Author	JT Human A Reviewer	Approval		Approval	
Final	Final for Council approval	R Kuffner Author	JT Human A Reviewer	Approval		Approval	24/10/2024

FOREWORD:

Stellenbosch Municipality is required in terms of Section 18 of the Water Services Act, 1997 (Act No.108 of 1997), as well as the "Regulations relating to compulsory national standards and measures to conserve water", as issued in terms of sections 9(1) and 73(1)(j) of the Water Services Act, to report on the implementation of its WSDP during each financial year and to include a water services audit in such an annual report.

The WSDP Performance- and Water Services Audit is designed to monitor the compliance of Stellenbosch Municipality with these regulations. It also assists the communities within Stellenbosch Municipality's Management Area and the DWS to assess how well the Municipality is performing relative to their stated intentions and their capacity. The Water Services Audit Report can be seen as an annexure to the Municipality's Annual Report. The Annual Report is compiled as required by the Local Government Municipal Systems Act, Act no 32 of 2000 (Section 46) and the Local Government: Municipal Finance Management Act, Act no 56 of 2003 (Section 121).

Stellenbosch Municipality's Vulnerability Index for 2023 was indicated as 0.44 "Moderate Vulnerability". The areas of concern evident from the 2023 assessment are Operation and Maintenance of Assets (50.0%), Financial Asset Management (45.0%), Staff Skill Levels (Technical) (55.0%) and Technical Staff Capacity (Numbers) (40.0%).

The water services of Stellenbosch Municipality is managed in a financially sustainable manner, with the operation and maintenance expenditure less than the income for the last five financial years. The operation and maintenance expenditure for sanitation services was less than the income for the last four financial years, except for the 2022/2023 financial year. The Operation and Maintenance budget allocated towards the rehabilitation and maintenance of the existing water and sewerage infrastructure however needs to be increased. An annual budget of approximately 2% of the CRC of the infrastructure should be allocated towards the replacement of existing infrastructure (Best Practice). In the case of the operations and maintenance of the systems, a budget of approximately 1% to 2% of the CRC of the infrastructure is typically required to ensure that the systems remain in good condition.

Stellenbosch Municipality performed good with regard to DWS's 2023 Blue Drop Assessment. The overall Blue Drop score for Stellenbosch Municipality was 84.65%. The Blue Drop scores for the Blackheath, Faure and Wemmershoek systems were above 80% and the scores for the Franschoek and Stellenbosch systems were above 60%. The Blue Drop Risk Ratings for all five systems were in the low-risk category (<50%). The Blue Drop scores were supported by a site assessment score of 71% for the Paradyskloof WTW.

Stellenbosch Municipality achieved a "Average" score of 57% for the 2023 No Drop Assessment.

Stellenbosch Municipality is performing above average with regard to wastewater quality management, with an overall Green Drop Score of 84% for DWS's 2021 assessment. The Municipality also received their 2023 Green Drop Risk Ratings, as included in the 2023 Green Drop Progress Report. The overall Cumulative Risk Rating of Stellenbosch Municipality was 84.1% (High Risk). The Wastewater Risk Ratings were at high risk (70% - <90%) for the Klapmuts, Pniel, Raithby, Stellenbosch and Wemmershoek WWTWs.

Stellenbosch Municipality successfully completed various capital projects over the last financial year. The capital budget expenditure, for the 2023/2024 financial year, was R72.955 million (97.1% of the budget) for the water infrastructure projects and R18.961 million (64.8% of the budget) for the sewerage infrastructure projects.

The implementation of the Municipality's WC/WDM measures over the last number of years and the water restrictions during the drought periods have been extremely successful, with an average annual decrease of 0.22% of the raw water volume for all the systems over the last fifteen financial years, from 13 233 MI in 2008/2009 to 12 807 MI in 2023/2024. The overall NRW for all the systems for the 2023/2024 financial year was 3 932 MI (31.3%). The overall water losses for the last financial year were 3 530 MI (28.1%). The Municipality is committed to continue with the implementation of specific WC/WDM measures to reduce the current NRW and Water Losses.

The Western Cape experienced a severe drought over the period 2015 to 2017, with some relief during the winter months of the following years. The drought over the period 2015 to 2017 reduced the assurance of supply from the WCWSS to Stellenbosch Municipality and also reduced the yield of the Municipality's own existing surface water resources. The Municipality therefore continued with the implementation of specific WC/WDM measures to lower the current water requirements and the planning for the augmentation of the existing water resources. A Bulk Water Resources: Drought Intervention Projects Study was completed in June 2019 for Stellenbosch Municipality. The Study included various recommended future resource augmentation projects for Stellenbosch Municipality.

Comprehensive Operational and Compliance Water Quality and Final Effluent Monitoring Programmes are implemented by Stellenbosch Municipality. The operational water sampling programmes of Stellenbosch Municipality complies with the minimum monitoring requirements of SANS:241-2: 2015 (Table 1: Minimum monitoring for prescribed process risk indicators) for the various WTWs and distribution systems. The overall percentage compliance of the water quality samples taken over the period July to June for the last three financial years are indicated in the table below per system.

Overall percentage compliance of the water quality samples taken over the period July to June for the last three financial years

Distribution System	Acute Health (%)						Chronic Health (%)			Aesthetic (%)			Operational Efficiency (%)		
	Microbiological			Chemical											
	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22
Stellenbosch	96.2	97.24	8	100.0			100.0		0	96.12	97.61	9	86.51	91.69	
Blackheath	100.0	96.00	1	100.0	100.0	10	100.0	100.0	10	99.40	100.0	1	93.18	88.10	93
Faure	100.0	98.57	100.00	100.0	100.0	100	100.0	100.0	10	99.77	98.61	99.77	96.14	96.89	97.93
Franschhoek	96.80	100.00	97.67	100.0	100.0	100.00	100.0	100.0	100.00	97.78	100.0	97.84	94.09	95.35	93.44
Wemmershoek	93.13	90.63	97.07	100.0	100.0	100.00	99.80	100.0	100.00	99.20	98.39	99.00	92.40	85.04	90.35

Note: Unacced table (The compliance percentages for the Stellenbosch and Blackheath distribution system were calculated against Table 4 of SANS241-2:2015 with a population above 100 000 persons.)

The overall Microbiological, Chemical and Physical compliance percentages of the final effluent samples taken over the last three financial years at all the WWTWs, as calculated against the authorisations, are summarised in the table below.

Overall percentage compliance of the final effluent samples taken over the last three financial years

WWTW	Microbiological (%)			Chemical (%)			Physical (%)		
	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22
All WWTWs		21.0	39.7	51.6	49.2	51.0	77.1	71.5	69.4

A comprehensive Performance Management System and Customer Services and Complaints system are also in place. The SDBIP is the process plan and performance indicator / evaluation process for the execution of the budget. The SDBIP is being used as a management, implementation and monitoring tool that assists and guide the Executive Mayor, Councillors, Municipal Manager, Directors, Senior Managers and the community. The plan serves as an input to the performance agreements of the Municipal Manager and Directors. It also forms the basis for the monthly, quarterly, mid-year and the annual assessment report and performance assessments of the Municipal Manager and Directors.

The Municipality has maintained a high and consistent level of service to its urban water consumers. After hour emergency requests are being dealt with by the control room on a twenty-four-hour per day basis. Requests are furthermore captured on an electronic mail or works-order system to ensure the execution thereof. A Customer Care Services Charter is also in place, which include the water and sanitation service standards, which Stellenbosch Municipality and its staff endeavour to meet and adhere to.

WATER SERVICES AUDIT FOR 2023/2024

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ABBREVIATIONS AND DEFINITIONS

AADD	Average Annual Daily Demand
AIDS	Acquired Immune Deficiency Syndrome
BDRR	Blue Drop Risk Rating
C	Chemical
CAH	Chemical Acute Health
CAP	Corrective Action Plan
CBD	Central Business District
CCH	Chemical Chronic Health
CCT	City of Cape Town
CF	Consequence of Failure
CNA	Chemical Non Health Aesthetic
COD	Chemical Oxygen Demand
CRC	Current Replacement Cost
CRR	Cumulative Risk Ratio
DRC	Depreciated Replacement Cost
D	Disinfectant
DWS	Department of Water and Sanitation
ESETA	Energy and Water Services Sector Education and Training Authority
ESKOM	Electricity Supply Commission
FH	Franschhoek
GAMAP	General Accepted Municipal Accounting Practice
GD	Green Drop
GIS	Geographic Information Systems
GPS	Global Positioning System
HIV	Human Immunodeficiency Virus
IAM	Infrastructure Asset Management
ICT	Information and Communications Technology
IDP	Integrated Development Plan
ILI	Infrastructure Leakage Index
IMQS	Infrastructure Management Query System
IRIS	Integrated Regulatory Information System
IT	Information Technology
IUDG	Integrated Urban Development Grant
IWA	International Water Association
KI	Kilolitre
KPA	Key Performance Area
KPI	Key Performance Indicator
LF	Likelihood of Failure
LM	Local Municipality
l/c/d	Litre per Capita per Day
LGTAS	Local Government Turnaround Strategy
l/p/d	Litre per Person per Day
M	Microbiological
MAH	Microbiological Acute Health
MBR	Membrane Bio-Reactor

ABBREVIATIONS AND DEFINITIONS / Continue

MFMA	Municipal Finance Management Act
MISA	Municipal Infrastructure Support Agent
MI	Mega Litre
MI/a	Mega Litre per Annum
MI/d	Mega Litre per Day
MuSSA	Municipal Strategic Self-Assessment
NI	No Information
NRW	Non-Revenue Water
O	Operational
O&M	Operation and Maintenance
P	Physical
PAT	Progress Assessment Tool
PRP	Pipe Replacement Potential
PRV	Pressure Reducing Valve
PS	Pump Station
RDP	Reconstruction and Development Programme
RUL	Remaining Useful Life
SALGA	South African Local Government Association
SANS	South African National Standard
SDBIP	Service Delivery and Budget Implementation Plan
SLM	Stellenbosch Local Municipality
TSA	Technical Site Assessment
UV	Ultra Violet
VAT	Value Added Tax
VIP	Ventilated Improved Pit
WaSP	Water Safety Plan
WC/WDM	Water Conservation / Water Demand Management
WCWSS	Western Cape Water Supply System
WDM	Water Demand Management
WH	Wemmershoek
WMA	Water Management Area
WSA	Water Services Authority
WSDP	Water Services Development Plan
WSI	Water Services Institution
WSP	Water Services Provider
WSS	Water Supply Scheme
WTW	Water Treatment Works
W ₂ RAP	Wastewater Risk Abatement Plan
WWTW	Wastewater Treatment Works

KEY TERMS AND INTERPRETATIONS

KEY TERMS	INTERPRETATIONS																				
Current replacement cost (CRC)	The cost of replacing the service potential of an existing asset, by reference to some measure of capacity, with an appropriate modern equivalent asset. GAMAP defines CRC as the cost the entity would incur to acquire the asset on the reporting date.																				
Depreciated Replacement Cost (DRC)	The replacement cost of an existing asset after deducting an allowance for wear or consumption to reflect the remaining economic life of the existing asset.																				
Financial Year	Financial year means in relation to- <ul style="list-style-type: none">a national or provincial department, the year ending 31 March; ora municipality, the year ending 30 June.																				
Integrated Development Plan (IDP)	An IDP is a legislative requirement for municipalities, which identifies the municipality's key development priorities; formulates a clear vision, mission and values; formulates appropriate strategies; shows the appropriate organisational structure and systems to realise the vision and the mission and aligns resources with the development priorities.																				
International Water Association (IWA) Water Balance	<table><tr><td rowspan="8">System Input Volume</td><td rowspan="2">Authorised Consumption</td><td>Billed Authorised Consumption</td><td>Billed Metered Consumption</td><td rowspan="2">Revenue Water</td></tr><tr><td>Unbilled Authorised Consumption</td><td>Billed Unmetered Consumption</td></tr><tr><td rowspan="4">Water Losses</td><td rowspan="2">Commercial Losses</td><td>Unbilled Metered Consumption</td><td rowspan="4">Non-Revenue Water</td></tr><tr><td>Unbilled Unmetered Consumption</td></tr><tr><td rowspan="3">Physical Losses</td><td>Unauthorised Consumption</td></tr><tr><td>Customer Meter Inaccuracies and Data Handling Errors</td></tr><tr><td>Leakage on Transmission and Distribution Mains</td></tr><tr><td></td><td>Leakage and Overflows from the Utilities Storage Tanks</td></tr><tr><td></td><td>Leakage on Service Connections up to the Customer Meter</td></tr></table>	System Input Volume	Authorised Consumption	Billed Authorised Consumption	Billed Metered Consumption	Revenue Water	Unbilled Authorised Consumption	Billed Unmetered Consumption	Water Losses	Commercial Losses	Unbilled Metered Consumption	Non-Revenue Water	Unbilled Unmetered Consumption	Physical Losses	Unauthorised Consumption	Customer Meter Inaccuracies and Data Handling Errors	Leakage on Transmission and Distribution Mains		Leakage and Overflows from the Utilities Storage Tanks		Leakage on Service Connections up to the Customer Meter
System Input Volume	Authorised Consumption			Billed Authorised Consumption	Billed Metered Consumption		Revenue Water														
			Unbilled Authorised Consumption	Billed Unmetered Consumption																	
	Water Losses		Commercial Losses	Unbilled Metered Consumption	Non-Revenue Water																
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		Leakage and Overflows from the Utilities Storage Tanks																			
	Leakage on Service Connections up to the Customer Meter																				
System Input Volume	The volume of treated water input to that part of the water supply system to which the water balance calculation relates.																				
Authorised Consumption	<p>The volume of metered and/or un-metered water taken by registered customers, the water supplier and others who are implicitly or explicitly authorised to do so by the water supplier, for residential, commercial and industrial purposes. It also includes water exported across operational boundaries.</p> <p>Authorised consumption may include items such as fire-fighting and training, flushing of mains and sewers, street cleaning, watering of municipal gardens, public fountains, frost protection, building water, etc. These may be billed or unbilled, metered or unmetered.</p>																				
Water Losses	The difference between System Input and Authorised Consumption. Water losses can be considered as a total volume for the whole system, or for partial systems such as transmission or distribution schemes, or individual zones. Water Losses consist of Physical Losses and Commercial Losses (also known as Real Losses and Apparent Losses).																				
Billed Authorised Consumption	Those components of Authorised Consumption which are billed and produce revenue (also known as Revenue Water). Equal to Billed Metered Consumption plus Billed Unmetered Consumption.																				
Unbilled Authorised Consumption	Those components of Authorised Consumption which are legitimate but not billed and therefore do not produce revenue. Equal to Unbilled Metered Consumption plus Unbilled Unmetered Consumption.																				
Commercial Losses	<p>Includes all types of inaccuracies associated with customer metering as well as data handling errors (meter reading and billing), plus unauthorised consumption (theft or illegal use).</p> <p>Commercial losses are called "Apparent Losses" by the International Water Association and in some countries the misleading term "Non-Technical Losses" is used.</p>																				

KEY TERMS AND INTERPRETATIONS / Continue

KEY TERMS	INTERPRETATIONS
Physical Losses	Physical water losses from the pressurized system and the utility's storage tanks, up to the point of customer use. In metered systems this is the customer meter, in unmetered situations this is the first point of use (stop tap/tap) within the property. Physical losses are called "Real Losses" by the International Water Association and in some countries the misleading term "Technical Losses" is used.
Billed Metered Consumption	All metered consumption which is also billed. This includes all groups of customers such as domestic, commercial, industrial or institutional and also includes water transferred across operational boundaries (water exported) which is metered and billed.
Billed Unmetered Consumption	All billed consumption which is calculated based on estimates or norms but is not metered. This might be a very small component in fully metered systems (for example billing based on estimates for the period a customer meter is out of order) but can be the key consumption component in systems without universal metering. This component might also include water transferred across operational boundaries (water exported) which is unmetered but billed.
Unbilled Metered Consumption	Metered Consumption which is for any reason unbilled. This might for example include metered consumption by the utility itself or water provided to institutions free of charge, including water transferred across operational boundaries (water exported) which is metered but unbilled.
Unbilled Unmetered Consumption	Any kind of Authorised Consumption which is neither billed nor metered. This component typically includes items such as fire-fighting, flushing of mains and sewers, street cleaning, frost protection, etc. In a well-run utility it is a small component which is very often substantially overestimated. Theoretically this might also include water transferred across operational boundaries (water exported) which is unmetered and unbilled – although this is an unlikely case.
Unauthorised Consumption	Any unauthorised use of water. This may include illegal water withdrawal from hydrants (for example for construction purposes), illegal connections, bypasses to consumption meters or meter tampering.
Customer Metering Inaccuracies and Data Handling Errors	Commercial water losses caused by customer meter inaccuracies and data handling errors in the meter reading and billing system.
Leakage on Transmission and /or Distribution Mains	Water lost from leaks and breaks on transmission and distribution pipelines. These might either be small leaks which are still unreported (e.g. leaking joints) or large bursts which were reported and repaired but did obviously leak for a certain period before that.
Leakage and Overflows at Utility's Storage Tanks	Water lost from leaking storage tank structures or overflows of such tanks caused by e.g. operational or technical problems.
Leakage on Service Connections up to point of Customer Metering	Water lost from leaks and breaks of service connections from (and including) the tapping point until the point of customer use. In metered systems this is the customer meter, in unmetered situations this is the first point of use (stop tap/tap) within the property. Leakage on service connections might be reported breaks but will predominately be small leaks which do not surface and which run for long periods (often years).
Revenue Water	Those components of Authorised Consumption which are billed and produce revenue (also known as Billed Authorised Consumption). Equal to Billed Metered Consumption plus Billed Unmetered Consumption.
Non-Revenue Water	Those components of System Input which are not billed and do not produce revenue. Equal to Unbilled Authorised Consumption plus Physical and Commercial Water Losses.
Municipal Finance Management Act (MFMA)	Municipal Finance Management Act, 2003 (Act No. 56 of 2003)
Remaining useful life (RUL)	The time remaining over which an asset is expected to be used.
Service Delivery Budget Implementation Plan (SDBIP)	The SDBIP is a management, implementation and monitoring tool that enable the City Manager to monitor the performance of senior managers, the Mayor to monitor the performance of the City Manager, and for the community to monitor the performance of the municipality.

KEY TERMS AND INTERPRETATIONS / Continue

KEY TERMS	INTERPRETATIONS
Strategic Framework for Water Services	The Strategic Framework provides a comprehensive summary of policy with respect to the water services sector in South Africa and sets out a strategic framework for its implementation over the next ten years.
Water Conservation	The minimisation of loss or waste, the care and protection of water resources and the efficient and effective use of water.
Water Demand Management	The adaptation and implementation of a strategy by a water institution or consumer to influence the water demand and usage of water in order to meet any of the following objectives: economic efficiency, social development, social equity, environmental protection, sustainability of water supply and services, and political acceptability.
Water Services Authority (WSA)	A water services authority means a municipality with the executive authority and the right to administer water services as authorised in terms of the Municipal Structures Act, 1998 (Act No.117 of 1998). There can only be one water services authority in any specific area. Water services authority area boundaries cannot overlap. Water services authorities are metropolitan municipalities, district municipalities and authorised local municipalities.
Water Services Development Plan (WSDP)	A plan to be developed and adopted by the WSA in terms of the Water Services Act, 1997 (Act No.108 of 1997)
WSDP Guide Framework	Modular tool which has been developed by the DWS to support WSAs in complying with the Water Services Act with respect to Water Services Development Planning and which is also used by the DWS to regulate such compliance.
Water Services Provider (WSP)	A WSP means any person or institution that provides water services to consumers or to another water services institution, but does not include a water services intermediary.

STELLENBOSCH MUNICIPALITY

ANNUAL WSDP PERFORMANCE AND WATER SERVICES AUDIT REPORT FOR 2023/2024

EXECUTIVE SUMMARY

Stellenbosch Municipality is required in terms of Section 18 of the Water Services Act, 1997 (Act No.108 of 1997), as well as the "Regulations relating to compulsory national standards and measures to conserve water", as issued in terms of sections 9(1) and 73(1)(j) of the Water Services Act, to report on the implementation of its WSDP during each financial year and to include a water services audit in such an annual report.

Section 62 of the Water Services Act requires the Minister to monitor every WSI in order to ensure compliance with the prescribed national standards. This regulation requires a WSA to complete and submit a WSDP Performance- and Water Services Audit Report every financial year.

The WSDP Performance- and Water Services Audit is designed to monitor the compliance of the WSA and other WSIs with these regulations. The Water Services Act allows the audit to be used as a tool to compare actual performance of the WSA against the targets and indicators set in their WSDP. The WSDP Performance- and Water Services Audit also assists local communities and DWS to assess how well WSAs are performing relative to their stated intentions and their capacity.

The WSDP Performance- and Water Services Audit Report will give an overview of the implementation of the Municipality's previous year's WSDP, for the 2023/2024 financial year, and can be seen as an annexure to Stellenbosch Municipality's Annual Report. The Annual Report is compiled as required by the Local Government: Municipal Systems Act, Act no 32 of 2000 (Section 46) and the Local Government: Municipal Finance Management Act, Act no 56 of 2003 (Section 121).

Availability of the Water Services Audit Report: The WSDP Performance- and Water Services Audit Report is a public document and must be made available within four months after the end of each financial year and must be available for inspection at the offices of the WSA. It is also recommended that the document be placed on the Municipality's website and that copies of the document be placed at the public libraries. The Water Services Audit Report also needs to be made available to the Minister of the DWS, the Minister of the Department of Cooperative Governance, the Province and to SALGA, as required by the Water Services Act, 1997.

The WSDP Performance- and Water Services Audit Report include the following detail information:

- The Municipality's performance with regard to their KPIs for water and sewerage services for the 2023/2024 financial year, as included in the Municipality's SDBIP.
- The Municipality's Performance with regard to DWS's Blue-, Green- and No Drop Assessments. Blue drop status is awarded to those water schemes that comply with 95% criteria on drinking water quality management. Green drop status is awarded to those WWTWs that comply with 90% criteria on key selected indicators on wastewater quality management. No drop status is awarded to those WSAs that comply with 90% criteria to water use efficiency (Acceptable performance in water demand management in the municipal sector).
- DWS's Scorecard for assessing the potential for WC/WDM efforts in the Municipality.
- Information to be included in a WSDP Performance- and Water Services Audit as stipulated in regulations under section 9 of the Water Services Act, "Guidelines for Compulsory National Standards" and also required by DWS's 2014 WSDP Performance- and Water Services Audit Report guidelines.
- Information on the implementation of the various WSDP activities, as included under the WSDP Business Elements in DWS's WSDP guidelines.

The Municipality has a comprehensive Performance Management System in place. The SDBIP is the process plan and performance indicator / evaluation for the execution of the budget. The SDBIP is being used as a management, implementation and monitoring tool that assists and guide the Executive Mayor, Councillors, City Manager, Directors, Senior Managers and the community. The plan serves as an input to the performance agreements of the Municipal Manager and Directors. It also forms the basis for the monthly, quarterly, mid-year and the annual assessment report and performance assessments of the Municipal Manager and Directors.

The following water and sanitation related investigations were successfully completed during the last financial year.

- The Water Services Audit Report for the 2022/2023 financial year was finalised and approved by the Council as part of the Annual Report. The water balance models were also updated for each of the distribution systems (Up to the end of June 2023) as part of the WSDP Performance- and Water Services Audit Process.
- Stellenbosch Municipality continues with the monitoring of the Minimum Night Flows at various locations in order to identify the areas with unrealistic high night flows. The SCADA system is used to monitor the flows for the different areas.
- Stellenbosch Municipality continues with the implementation of their Drinking Water Quality and Effluent Quality Sampling Programmes (Both Operational and Compliance Monitoring). The effluent discharged by industrial consumers into the Municipality's sewer system is also monitored by Stellenbosch Municipality.
- The water and sewerage infrastructure constructed during the 2023/2024 financial year were added to the Asset Register and the Asset Register was updated.

The following awards / acknowledgements were also received by the Municipality:

- Stellenbosch Municipality performed good with regard to DWS's 2023 Blue Drop Assessment. The overall Blue Drop score for Stellenbosch Municipality was 84.65%. The Blue Drop scores for the Blackheath, Faure and Wemmershoek systems were above 80% and the scores for the Franschhoek and Stellenbosch systems were above 60%. The Blue Drop Risk Ratings for all five systems were in the low-risk category (<50%). The Blue Drop scores were supported by a site assessment score of 71% for the Paradyskloof WTW.
- Stellenbosch Municipality achieved a "Average" score of 57% for the 2023 No Drop Assessment.
- Stellenbosch Municipality is performing above average with regard to wastewater quality management, with an overall Green Drop Score of 84% for DWS's 2021 assessment. This marks a progressive upwards movement from the 2013 baseline score of 40%. The Regulator note the change being brought about by a highly committed and qualified team, coupled by systematic improvements made over several years since the last Green Drop assessments. Four of the five systems have scored above 80% and all five systems reside in the medium- and low risk CRR positions.
- Stellenbosch Municipality also received their 2023 Green Drop Risk Ratings, as included in the 2023 Green Drop Progress Report. The overall Cumulative Risk Rating of Stellenbosch Municipality was 84.1% (High Risk). The Wastewater Risk Ratings were at high risk (70% - <90%) for the Klappmuts, Pniel, Raithby, Stellenbosch and Wemmershoek WWTWs.

Stellenbosch Municipality completed or continued the following key water and sewerage capital infrastructure projects during the last financial year (Projects with capital expenditure above R1 000 000 for the 2023/2024 financial year).

- The Municipality continued with the construction of the Bulk Water Supply project in Klapmuts.
- The Municipality continued with the construction of the new Vlottenburg reservoir and pipeline.
- The Municipality continued with the construction of the new Jamestown reservoir and pipeline.
- The Municipality continued with the implementation of the various WC/WDM measures, which include the upgrade and replacement of water meters (Implementation of Meter Management and Replacement Programme).
- Stellenbosch Municipality continued with the implementation of their water and sewer pipeline replacement programmes.
- The Municipality continued with the upgrading of the Wemmershoek WWTW and the upgrade work at the Pniel WWTW was completed.
- Additional vehicles were purchased for sanitation services to replace old vehicles and to improve service delivery.

Quantity of Water Services Provided (Water Balance)

Detail IWA water balance models are in place for each of the distribution systems in Stellenbosch Municipality's Management Area. These models include the volume of raw water abstracted from the various resources, the treated volume supplied from the WTW (System Input Volume) and the Treatment Losses, NRW and Water Losses for each of the water distribution systems. The Municipality also records the incoming flows at each of their WWTWs.

Water Services Delivery Profile

The number of consumer units per category or user type is available for each of the water distribution systems. The 2023/2024 number of billed metered consumers in Stellenbosch Municipality was 20 512. All the formal households in the urban areas of Stellenbosch Municipality's Management Area are provided with water and sewer connections inside the erven.

Informal areas are supplied with shared services (Communal standpipes and toilets) as an intermediary measure. The current number of informal dwellings in the twenty-eight informal areas is 11 452. An additional 1 270 toilets and 109 communal taps are required for the informal areas in order to comply with the ratios of one toilet for every five households and one communal tap for every twenty-five households. 179 Toilets and 190 communal taps also need to be repaired. Some of the challenges experienced by Stellenbosch Municipality with regard to the informal areas and the provision of services to these areas included the following:

- Lack of space for new facilities;
- Lack of access for maintenance and emergency vehicles (narrowed roads);
- Uncooperative community members, don't want to move to create space for services;
- Vandalism of existing infrastructure, budget for new infrastructure must be used to maintain existing infrastructure; and
- Illegal water connections that must be removed.

Stellenbosch Municipality is committed to support the private landowners as far as possible in order to ensure that at least basic water and sanitation services are provided to those households in the rural areas with existing services still below RDP standard.

All schools and medical facilities in the urban areas in Stellenbosch Municipality's Management Area are supplied with adequate water and sanitation services.

Cost Recovery and Free Basic Services

A detail seven-block step rising tariff system is implemented by Stellenbosch Municipality. The tariff system discourages the wasteful or inefficient use of water. It is expected that this tariff structure will continue to be implemented in the future. The sustainable supply of potable water is however becoming an ever-increasing challenge.

The first six (6) kl of water is provided free to all indigent registered residential consumers. Stellenbosch Municipality's tariffs support the viability and sustainability of water supply services to the poor through cross-subsidies where feasible. Free basic water and sanitation services are linked to the Municipality's Indigent Policy and all indigent registered households therefore receive free basic water and sanitation services. This implies that either the equitable share is used to cover this cost, or higher consumption blocks are charged at a rate greater than the cost in order to generate a surplus to cross-subsidise indigent consumers.

The actual operational and maintenance expenditure and income for the last four financial years for water and sanitation services are summarised in the table below (Unaudited).

Summary of Operational and maintenance expenditure and income for Water and Sanitation Services					
Service	Expenditure / Income	23/24	22/23	21/22	20/21
Water	Expenditure	R188 693 168	R139 981 129	R130 660 076	R133 103 899
	Income	-R219 897 784	-R174 277 325	-R159 947 375	-R155 977 202
	Surplus / Deficit	-R31 204 616	-R34 296 196	-R29 287 299	-R22 873 303
Sanitation	Expenditure	R168 251 439	R151 856 835	R136 010 638	R141 130 178
	Income	-R169 299 629	-R149 401 570	-R142 903 845	-R143 373 736
	Surplus / Deficit	-R1 048 190	R2 455 265	-R6 893 207	-R2 243 558

Water Quality

Comprehensive Operational and Compliance Water Quality and Final Effluent Monitoring Programmes are implemented by Stellenbosch Municipality. The operational water sampling programmes of Stellenbosch Municipality complies with the minimum monitoring requirements of SANS:241-2: 2015 (Table 1: Minimum monitoring for prescribed process risk indicators) for the various WTWs and distribution systems. The overall percentage compliance of the water quality samples taken over the period July to June for the last three financial years are indicated in the table below per system.

Overall percentage compliance of the water quality samples taken over the period July to June for the last three financial years															
Distribution System	Acute Health (%)						Chronic Health (%)			Aesthetic (%)			Operational Efficiency (%)		
	Microbiological			Chemical											
	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22
Stellenbosch	96.2	97.24	99.28	100.0	97.72	100.00	100.0	99.78	100.00	96.12	97.61	97.99	86.51	91.69	92.23
Blackheath	100.0	96.00	92.31	100.0	100.0	100.00	100.0	100.0	100.00	99.40	100.0	100.00	93.18	88.10	93.10
Faure	100.0	98.57	100.00	100.0	100.0	100.00	100.0	100.0	100.00	99.77	98.61	99.77	96.14	96.89	97.93
Franschhoek	96.80	100.00	97.67	100.0	100.0	100.00	100.0	100.0	100.00	97.78	100.0	97.84	94.09	95.35	93.44
Wemmershoek	93.13	90.63	97.07	100.0	100.0	100.00	99.80	100.0	100.00	99.20	98.39	99.00	92.40	85.04	90.35

Note: **Unacceptable** (The compliance percentages for the Stellenbosch and Blackheath distribution system were calculated against Table 4 of SANS241-2:2015 with a population above 100 000 persons.)

The table below indicates the compliance of the monthly E.Coli monitoring frequency in the water distribution systems of Stellenbosch Municipality, in terms of the minimum requirements of SANS:241-2: 2015 (Table 2). The period assessed was for samples taken from July 2023 to June 2024.

Stellenbosch Municipality's compliance of the monthly E.Coli monitoring frequency in the water distributions systems in terms of the minimum requirements of SANS 241-2:2015 (Table 2).			
Distribution System	Population served	Required number of monthly samples (SANS 241-2:2015: Table 2)	Number of monthly E.Coli samples taken by Municipality during 2023/2024 (According to Sampling Programme)
Stellenbosch	121 363	24.3	48
Franschhoek	28 044	5.6	14
Dwars River	16 395	3.3	6
Klapmuts	15 500	3.1	2

It can be noted from the above table that the number of monthly E.Coli samples taken according to the Sampling Programme for the 2023/2024 financial year was more than the required number of samples for all the water distribution systems, except for Klapmuts, where one additional sample per month is required. The current compliances were calculated against the Sampling Programme, but the Municipality needs to measure their future compliance against the actual number of samples taken in each financial year for each of the systems.

The overall percentage compliance of the final effluent samples taken over the last three financial years at the Stellenbosch, Wemmershoek, Raithby, Pniel and Klapmuts WWTWs, as calculated against the authorisations, are summarised in the table below.

Overall percentage compliance of the final effluent samples taken over the last three financial years									
WWTW	Microbiological (%)			Chemical (%)			Physical (%)		
	23/24	22/23	21/22	23/24	22/23	21/22	23/24	22/23	21/22
Stellenbosch 1	0.0	16.7	9.1	25.0	25.0	54.5	44.4	33.3	45.5
Stellenbosch 2	0.0	0.0	16.7	50.0	47.9	54.2	69.4	75.0	77.8
Wemmershoek	33.3	16.7	15.4	27.1	18.8	23.1	66.7	66.7	66.7
Raithby	33.3	45.5	58.3	77.1	90.9	66.7	88.6	93.9	86.1
Pniel	0.0	11.1	83.3	47.9	22.2	27.1	91.7	70.4	66.7
Klapmuts	50.0	33.3	53.8	62.5	75.0	80.8	77.8	72.2	71.8
All WWTWs	22.2	21.0	39.7	51.6	49.2	51.0	77.1	71.5	69.4

WC/WDM

The implementation of the Municipality's WC/WDM measures over the last number of years and the water restrictions during the drought periods have been extremely successful, with an average annual decrease of 0.22% of the raw water volume for all the systems over the last fifteen financial years, from 13 233 MI in 2008/2009 to 12 807 MI in 2023/2024. The overall NRW for all the systems for the 2023/2024 financial year was 3 932 MI (31.3%). The overall water losses for the last financial year were 3 530 MI (28.1%). The Municipality is committed to continue with the implementation of specific WC/WDM measures to reduce the current NRW and Water Losses.

The current WC/WDM measures implemented by Stellenbosch Municipality are mostly through their Operation and Maintenance Budgets. Water restrictions were implemented over the last number of financial years, due to the drought situation in the Western Cape. The main water demand management interventions implemented by Stellenbosch Municipality over the last number of years, include the following:

- Meter and record all bulk water supply for the various distribution systems and improve the billed metered consumption data (Financial Department) in order to carry out more detail IWA water balances for the various distribution systems.
- Customer Services and Complaints System is implemented by the Municipality for burst pipes, leaks, etc. Standby teams are available after hours and over weekends for immediate repairs of any burst pipes or leaks.

- Strict municipal services standards for the installation of new water reticulation networks for own and private developments.
- Implementation of pressure management, continuous operation and maintenance of various PRV zones.
- Implementation of a seven-block step water tariff structure that promotes the efficient use of water and discourage wastages. Water restrictions are also implemented when required.
- Regular updating of the Water Master Plans for the various water distribution systems.
- Implementation of a Water Pipeline Replacement Programme.

A contractor was also appointed to assist the municipality with various demand management activities during the 2022/2023 financial year. The scope of works comprises of the following key components:

- The inspection and repair of plumbing defects to selected existing residential properties including the repair of leaks associated with pipes, toilets, geysers, taps and other general plumbing components;
- Removal of existing water meters and installation of new programmable domestic (Smart) water meters;
- Replacement of faulty domestic and bulk water meters;
- Installation of new pressure reducing valves and electromagnetic flow meters in the municipal water network;
- Construction of valve and bulk water meter chambers; and
- Connecting pipework to the municipal water network.

The total expenditure over the period 2018/2019 to 2023/2024 for the implementation of these WC/WDM measures over the last six financial years was R20 016 391 (Vat Excluded).

A Water Conservation and Water Demand Management Strategy was drafted for Stellenbosch Municipality in February 2012, but is outdated and requires review and updating. The table below gives a summary of the treatment losses, NRW, water losses and ILIs for the various water distribution systems in Stellenbosch Municipality's Management Area.

Treatment Losses, NRW, Water Losses and ILIs for the various water distribution systems								
Distribution System	Component	Unit	23/24	Record: Prior (MI/a)				
				22/23	21/22	20/21	19/20	18/19
Stellenbosch	Treatment Losses	Volume	243.699	214.613	297.562	75.350	584.229	308.690
		Percentage	2.8%	2.9%	3.8%	1.1%	9.1%	5.6%
	NRW	Volume	3 012.827	1 963.333	2 395.113	2 324.201	1 460.955	1 335.677
		Percentage	30.7%	24.1%	28.4%	29.0%	22.0%	22.6%
	Water Losses	Volume	2 698.690	1 702.594	2 125.005	2 068.119	1 248.653	1 146.352
		Percentage	27.5%	20.9%	25.2%	25.8%	18.8%	19.4%
	ILI		6.59	4.15	4.40			
Two additional bulk water meters need to be installed at the Idas Valley and Paradyskloof WTWs to measure the bulk potable water supplied from these two WTWs and to accurately calculate the treatment losses. The NRW and water losses increased drastically during the last financial year. The NRW is just above DWS's NRW target of 30%. The Municipality needs to work towards a NRW target of 25% and a water losses target of 20%. The ILI of 6.59 indicates a poor management system, which requires attention and the Municipality needs to work towards an ILI of between 2 and 4.								
Franschhoek	NRW	Volume	365.275	522.748	502.650	245.181	320.059	223.419
		Percentage	28.9%	38.6%	37.1%	21.3%	30.0%	24.1%
	Water Losses	Volume	324.854	479.437	459.351	208.410	285.914	193.738
		Percentage	25.7%	35.4%	33.9%	18.1%	26.8%	20.9%
	ILI		4.71	6.85	5.21			
The NRW and Water Losses decreased by approximately 10% during the last financial year, which are excellent. The current NRW is below DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 25% and a water losses target of 20%. The ILI of 4.71 indicates a poor management system, which requires attention and the Municipality needs to work towards an ILI of between 2 and 4.								

Treatment Losses, NRW, Water Losses and ILIs for the various water distribution systems								
Distribution System	Component	Unit	23/24	Record: Prior (Ml/a)				
				22/23	21/22	20/21	19/20	18/19
Dwars River	NRW	Volume	345.836	317.222	242.515	213.959	259.493	452.219
		Percentage	40.8%	41.9%	34.5%	23.5%	31.0%	56.9%
	Water Losses	Volume	318.743	293.001	220.032	184.796	232.721	426.788
		Percentage	37.6%	38.7%	31.3%	20.3%	27.8%	53.7%
	ILI		7.30	7.05	5.29			
	The NRW and Water Losses were extremely high for the last two financial years and are above DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 30% and a water losses target of 25%. The ILI of 7.30 indicates a poor management system, which requires attention and the Municipality needs to work towards an ILI of between 2 and 4.							
Klapmuts	NRW	Volume	207.618	144.782	160.903	123.001	164.563	84.730
		Percentage	32.6%	26.4%	26.3%	22.6%	29.4%	20.3%
	Water Losses	Volume	187.236	127.223	141.330	105.556	146.649	71.377
		Percentage	29.4%	23.2%	23.1%	19.4%	26.2%	17.1%
	ILI		3.84	2.76	3.08			
	The NRW and Water Losses increased drastically during the last financial year. The NRW is above DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 25% and a water losses target of 20%. The current ILI value of 3.84 is good and no urgent action is required, but the NRW and Water Losses should however be monitored carefully.							
All Systems	NRW	Volume	3 931.556	2 948.085	3 301.181	2 906.342	2 205.070	2 096.045
		Percentage	31.3%	27.3%	29.7%	27.4%	24.2%	26.0%
	Water Losses	Volume	3 529.523	2 602.255	2 945.718	2 566.882	1 913.936	1 838.255
		Percentage	28.1%	24.1%	26.5%	24.2%	21.0%	22.8%
	The NRW and Water Losses for all the systems combined increased during the last financial year and the NRW is currently above DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 25% and a water losses target of 20% for all the systems combined.							

Note: Infrastructure Leakage Index (ILI) for Developed Countries = 1 – 2 Excellent (Category A), 2 – 4 Good (Category B), 4 – 8 Poor (Category C) and > 8 – Very Bad (Category D)

Category A = No specific intervention required.

Category B = No urgent action required although should be monitored carefully.

Category C = Requires attention

Category D = Requires immediate water loss reduction interventions

Water Services Asset Management

A comprehensive Asset Register is in place for Stellenbosch Municipality, which include all the water and sewerage infrastructure. The Opening Costs, Book Values, RUL and Age distribution of the water and sewerage infrastructure included in Stellenbosch Municipality's Asset Register is summarised in the table below (June 2024).

Opening Costs, Book Values, Remaining Useful Life and Age distribution of the water and sewerage infrastructure					
Asset Type			Opening Cost	Book Value	Book Value / Opening Cost
Water Infrastructure			R1 958 003 402	R1 448 842 660	74.00%
Sewerage Infrastructure			R1 316 595 047	R1 034 938 925	78.61%
Remaining Useful Life					
Asset Type	0 – 5 yrs	6 – 10 yrs	11 – 15 yrs	16 – 20 yrs	> 20 yrs
Water Infrastructure	R96 455 145	R116 446 092	R176 755 530	R138 631 888	R1 429 714 747
Sewerage Infrastructure	R18 795 880	R37 837 190	R284 271 909	R90 656 928	R885 033 140
Age Distribution					
Asset Type	0 – 5 yrs	6 – 10 yrs	11 – 15 yrs	16 – 20 yrs	> 20 yrs
Water Infrastructure	R433 350 141	R364 402 131	R1 160 223 478	R0	R27 652
Sewerage Infrastructure	R487 908 374	R482 735 232	R345 951 441	R0	R0

The Opening Costs and Book Values in the previous table indicate that 26.00% of the value of the water infrastructure and 21.39% of the value of the sewerage infrastructure has been consumed.

The CRC of the water and sewerage infrastructure that will need to be replaced over the next five years (RUL < 5 yrs) is R115.251 million. The asset renewal needs for the **water infrastructure assets** over the next 10 years is R21.290 million per year. The reinvestment required is R96.455 million in the first 5 years and R116.446 million in the second 5-year period. The asset renewal needs for the **sewerage infrastructure assets** over the next 10 years is R5.663 million per year. The reinvestment required is R18.795 million in the first 5 years and R37.837 million in the second 5-year period.

Most of the maintenance work currently carried out on the water and sewerage infrastructure are re-active and it is critical for the Municipality to increase their maintenance budget for water and sewerage infrastructure in order to ensure that the required preventative maintenance work is also carried out. The Asset Management Plan needs to indicate the risks associated with the inadequate refurbishment and maintenance of the various water and sewerage infrastructure.

Water Services Operation and Maintenance

Design-out Maintenance, Preventative Maintenance and Corrective or Breakdown Maintenance are practised by Stellenbosch Municipality (Planned and unplanned preventative and corrective maintenance). Adequate resources, information and activity control and management are in place to ensure proper operation and maintenance of the water and sewerage infrastructure. **The only assessment criteria currently inadequate is the number of Process Controllers at the various treatment plants. Additional Process Controllers need to be appointed to comply with the new Regulation 3630 requirements with regard to the number and Class of Process Controllers per WTW and WWTWs.**

Water Resources

The Western Cape experienced a severe drought over the period 2015 to 2017, with some relief during the winter months of the following years. The drought over the period 2015 to 2017 reduced the assurance of supply from the WCWSS to Stellenbosch Municipality and also reduced the yield of the Municipality's own existing surface water resources. The Municipality therefore continued with the implementation of specific WC/WDM measures to lower the current water requirements and the planning for the augmentation of the existing water resources.

The table below gives an overview of the years in which the annual water requirements are likely to exceed the total allocations from the various resources.

Years in which the annual water demand is likely to exceed the total allocation or licence volumes for the various resources				
Distribution System	Total Allocation / Licence (Ml/a)	Annual Growth on 2023/2024 Demand (% growth)	Annual Growth on 2023/2024 Demand (% growth)	WSDP Projection Model
Stellenbosch	14 465.216	2034 (3.0%)	2030 (5.0%)	2036
Franschhoek	2 121.353	2040 (3.0%)	2033 (5.0%)	2039
Dwars River	960.432	2027 (3.0%)	2025 (5.0%)	2037
Klapmuts	636.939	2023 (3.0%)	2023 (5.0%)	2023

A Bulk Water Resources: Drought Intervention Projects Study was completed in June 2019 for Stellenbosch Municipality. The Study included the following recommended future resources for Stellenbosch Municipality.

- Groundwater;
- Wastewater reclamation;
- Increase existing allocations from the CCT (This can only be done after the CCT has increased the reliability of their existing water resources);
- Increase existing allocation from the DWS (from the Theewaterskloof tunnel); and
- Rainwater harvesting.

The DWS is currently busy with the updating of the All Towns Reconciliation Strategies for the Western Cape, but updated Strategies are not yet available for Stellenbosch Municipality.

Water Services Institutional Arrangements and Customer Services

The provision of potable water to by the CCT to Stellenbosch Municipality requires that a formal Water Service Provider contract (Service Level Agreement) be in place. Monitoring Committees also need to be in place with specific powers and functions around the provision of bulk water services to the various areas. The obligations of the Bulk Water Services Provider are to deliver the services to particular standards of supply and service and to report on the extent of its compliance with those standards.

Stellenbosch Municipality's previous WSDP was drafted in November 2018. The Municipality is currently busy with the updating of their WSDP for the new 2022-2027 WSDP Cycle according to DWS's new WSDP website requirements.

W₂RAPs are in place for all the WWTWs and sewer drainage networks (August 2021). Detail WWTW Process Audits were also compiled during June 2021. A Water Safety Plan was also previously drafted (February 2013), which requires updating.

The Municipal personnel is continuously exposed to training opportunities, skills development and capacity building at a technical, operations and management level in an effort to create a more efficient overall service to the users. A Workplace Skills Plan is compiled every year and the specific training needs of the personnel, with regard to water and wastewater management are determined annually.

The Municipality is busy with the process to register all the WWTWs and the Process Controllers working at these plants in terms of the new Regulation 3630 requirements. The registration of the WTWs and the Process Controllers working at the WTWs still needs to be started. Additional Process Controllers need to be appointed for some of the treatment plants in order to comply with the legal requirements with regard to the number and class of Process Controller.

Stellenbosch Municipality's Vulnerability Index for 2023 was indicated as 0.44 "Moderate Vulnerability". The areas of concern evident from the 2023 assessment are Operation and Maintenance of Assets (50.0%), Financial Asset Management (45.0%), Staff Skill Levels (Technical) (55.0%) and Technical Staff Capacity (Numbers) (40.0%).

A comprehensive Customer Services and Complaints system is in place at Stellenbosch Municipality and the Municipality has maintained a high and a very consistent level of service to its urban water consumers. A Customer Care Services Charter is also in place, which include the water and sanitation service standards, which Stellenbosch Municipality and its staff endeavour to meet and adhere to.

Stellenbosch Municipality monitors the effluent quality discharge by various consumers into the sewer system monthly. The Municipality's Water Services By-laws, with regard to the discharge of industrial effluent into the sewer system, were promulgated and all industrial consumers formally apply for the discharge of industrial effluent into the sewer system.

Access to safe drinking water is essential to health and is a human right. Safe drinking water that complies with the SANS:241:2015 Drinking Water specifications do not pose a significant risk to health over a lifetime of consumption, including different sensitivities that may occur between life stages. Stellenbosch Municipality is therefore committed to ensure that their water quality always complies with national safety standards.

Barriers implemented by Stellenbosch Municipality against contamination and deteriorating water quality include the following:

- Participate in catchment management and water source protection initiatives.
- Protection at points of abstraction such as river intakes and dams (Abstraction Management).
- Correct operation and maintenance of WTWs (Coagulation, flocculation, sedimentation, filtration and disinfection).
- Protection and maintenance of the distribution system. This includes ensuring an adequate disinfectant residual at all times, rapid response to pipe bursts and other leaks, regular cleaning of reservoirs, keeping all delivery points tidy and clean, etc.

Three other important barriers implemented by Stellenbosch Municipality against poor quality drinking water that are a prerequisite to those listed above are as follows:

- A well-informed Council and city managers that understand the extreme importance of and are committed to providing adequate resources for continuous professional operation and maintenance of the water supply system.
- Competent managers and supervisors in the technical department who are responsible for water supply services lead by example and are passionate about monitoring and safeguarding drinking water quality.
- Well informed community members and other consumers of water supply services that know how to protect the water from becoming contaminated once it has been delivered, that have respect for water as a precious resource and that adhere to safe hygiene and sanitation practices.

STELLENBOSCH MUNICIPALITY

ANNUAL WSDP PERFORMANCE AND WATER SERVICES AUDIT REPORT FOR 2023/2024

BACKGROUND

Appointment

iX engineers was appointed by GLS Consulting to assist them with the compilation of the 2023/2024 WSDP Performance- and Water Services Audit Report for Stellenbosch Municipality, which forms part of their annual report for the 2023/2024 financial year. The purpose of the WSDP Performance- and Water Services Audit Report is to report on the implementation of Stellenbosch Municipality's previous year's WSDP, for the 2023/2024 financial year.

The DWS developed the "Annual Water Services Development Plan Performance- and Water Services Audit Report" template during 2014, to assist Municipalities with the drafting of their reports. iX engineers agreed with Stellenbosch Municipality to follow this template as far as possible.

Purpose

Stellenbosch Municipality is required in terms of Section 18 of the Water Services Act, 1997 (Act No.108 of 1997), as well as the "Regulations relating to compulsory national standards and measures to conserve water", as issued in terms of sections 9(1) and 73(1)(j) of the Water Services Act, to report on the implementation of its WSDP during each financial year and to include a water services audit in such an annual report.

Section 62 of the Water Services Act requires the Minister to monitor every WSI in order to ensure compliance with the prescribed national standards. This regulation requires a WSA to complete and submit a WSDP Performance- and Water Services Audit every financial year. The WSDP Performance- and Water Services Audit is designed to monitor the compliance of the WSA and other WSIs with these regulations. The Water Services Act allows the audit to be used as a tool to compare actual performance of the WSA against the targets and indicators set in their WSDP. The purpose of the WSDP Performance- and Water Services Audit is as follows:

- To monitor compliance with the Act and these regulations;
- To compare actual performance against targets contained in the WSDPs.
- To identify possibilities for improving water conservation and water demand management.

The WSDP Performance- and Water Services Audit Report will give an overview of the implementation of the Municipality's previous year's WSDP, for the 2023/2024 financial year, and can be seen as an annexure to Stellenbosch Municipality's Annual Report. The Annual Report is compiled as required by the Local Government: Municipal Systems Act, Act no 32 of 2000 (Section 46) and the Local Government: Municipal Finance Management Act, Act no 56 of 2003 (Section 121). The WSDP Performance- and Water Services Audit Report contain the following detail information:

- The Municipality's performance with regard to their KPIs for water and sewerage services for the 2023/2024 financial year, as included in the Municipality's SDBIP.
- The Municipality's Performance with regard to DWS's Blue-, Green- and No Drop Assessments. Blue drop status is awarded to those water schemes that comply with 95% criteria on drinking water quality management. Green drop status is awarded to those WWTWs that comply with 90% criteria on key selected indicators on wastewater quality management. No drop status is awarded to those WSAs that comply with 90% criteria to water use efficiency (Acceptable performance in water demand management in the municipal sector).
- DWS's Scorecard for assessing the potential for WC/WDM efforts in the Municipality.

- Information to be included in a WSDP Performance- and Water Services Audit as stipulated under section 9 of the Water Services Act, “Guidelines for Compulsory National Standards” and also required by DWS’s 2014 WSDP Performance- and Water Services Audit Report guidelines.
- Information on the implementation of the various WSDP activities, as included under the WSDP Business Elements in DWS’s WSDP guidelines.

A. WATER SERVICES AUTHORITY PROFILE

A.1. Map of Water Services Authority Area of Jurisdiction

Stellenbosch Municipality is located in the Cape Winelands District of the Western Cape, as indicated on the figure below.



Figure A.1.1: Location of Stellenbosch Municipality in the Western Cape

The figure below gives an overview of Stellenbosch Municipality’s Management Area and the settlements located in the Area.

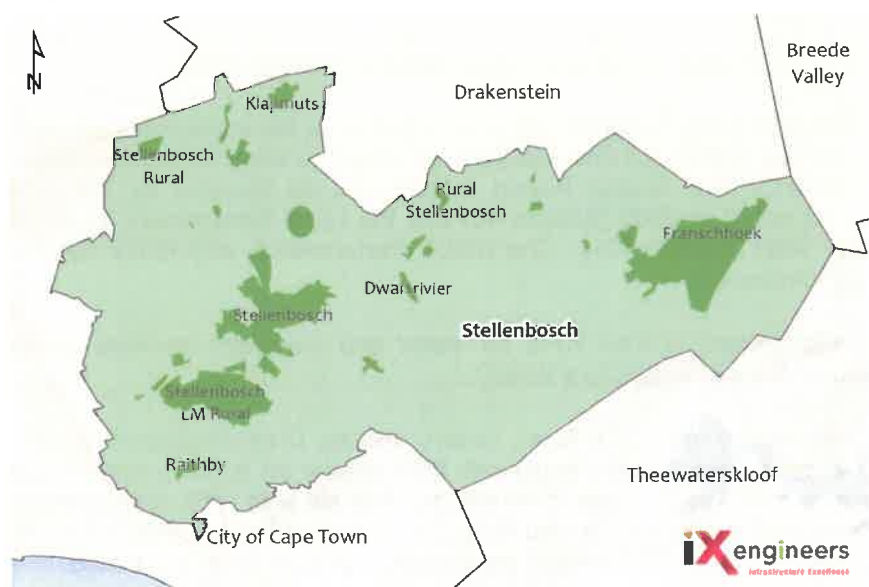


Figure A.1.2: Stellenbosch Municipality’s Management Area

The various schemes supplied with bulk water by Stellenbosch Municipality are discussed in more detail under Section A.3. The existing water and sewerage infrastructure of the various distribution systems will also be indicated on the Aerial Maps in the Municipality's updated WSDP documents.

A.2. Water Services Administration and Organization

Stellenbosch Municipality is the WSA for the entire Municipal Management Area. Stellenbosch Municipality's Organogram for Engineering Services was not made available and could therefore not be included in this Water Services Audit Report. The table below gives the contact details of the persons responsible for water services management and planning within Stellenbosch Municipality.

Table A.2.1: Water Services Administrative Structure	
Accounting Officer	
Designation	Municipal Manager
Name	Ms Geraldine Mettler
Telephone Nr.	021 808 8025
Cell Nr.	082 312 3063
Email	municipal.manager@ Stellenbosch.gov.za
WSA Manager	
Designation	Director: Infrastructure Services
Name	Mr Preshane Chandaka
Telephone Nr.	021 808 8213
Cell Nr.	082 589 7302
Email	Shane.chandaka@ Stellenbosch.gov.za
WSP Manager	
Designation	Director: Infrastructure Services
Name	Mr Preshane Chandaka
Telephone Nr.	021 808 8213
Cell Nr.	082 589 7302
Email	Shane.chandaka@ Stellenbosch.gov.za
WSDP Manager	
Designation	Senior Manager: Water and Waste Water Services
Name	Mr Paul Joubert
Telephone Nr.	021 808 8240
Cell Nr.	072 995 9258
Email	paul.joubert@ Stellenbosch.gov.za
WSDP Manager Water Services	
Designation	Senior Manager: Water and Waste Water Services
Name	Mr Paul Joubert
Telephone Nr.	021 808 8240
Cell Nr.	072 995 9258
Email	paul.joubert@ Stellenbosch.gov.za
WSDP Manager Waste Water Services	
Designation	Senior Manager: Water and Waste Water Services
Name	Mr Paul Joubert
Telephone Nr.	021 808 8240
Cell Nr.	072 995 9258
Email	paul.joubert@ Stellenbosch.gov.za
IDP Manager	
Designation	Manager: IDP/PMS
Name	Mr Gurswin Cain
Telephone Nr.	021 808 8174
Cell Nr.	082 415 5749
Email	Gurswin.cain@ Stellenbosch.gov.za

A.3. Water Services Overview

Stellenbosch Municipality is situated within the Breede-Olifants Water Management Area (WMA) and is located within the Cape Winelands District of the Western Cape Province, in which the following local municipalities are also located:

- Drakenstein Municipality;
- Witzenberg Municipality;
- Breede Valley Municipality and
- Langeberg Municipality.

Stellenbosch Municipality consists of 22 individual wards and is the only WSA within the Stellenbosch Municipality's Management Area. The Municipality is also the Water Services Provider (WSP). Stellenbosch Municipality's responsibility as WSA also extends to the rural areas within its boundary, which prior to July 2003 had fallen under the jurisdiction of the former Boland District Municipality. Stellenbosch Municipality's Management Area includes the following towns and **Water Distribution Systems**.

- The large town of Stellenbosch (including Kayamandi) – **Stellenbosch System**

Stellenbosch mainly relies on its own water supply from the Eerste River in the Jonkershoek Valley which is treated at the Idas Valley WTW. During summer when shortfalls occur, water is drawn from the WCWSS, obtained from the Theewaterskloof Dam and treated at Paradyskloof WTW.

- Franschhoek, Groendal, La Motte, Wemmershoek and Robertsvlei – **Franschhoek System**

The eastern part of Franschhoek is currently supplied with water from the Municipality's own source in the adjacent mountains, the so-called Perdekloof source. The raw water from the Perdekloof source is treated at the Franschhoek WTW (Package plant). The western part of Franschhoek, La Motte and Wemmershoek are supplied with potable water purchased from the CCT, which is supplied from the Wemmershoek WTW.

- Pniel, Kylemore, Lanquedoc, Johannesburg and Groot Drakenstein – **Dwars River System**

The Dwars River system obtains potable water from the Wemmershoek pipeline, operated by the CCT and which forms part of the WCWSS. The water is treated at the Wemmershoek WTW.

- Klapmuts – **Klapmuts System**

The Klapmuts system obtains potable water from the Wemmershoek pipeline, operated by the CCT and which forms part of the WCWSS. The water is treated at the Wemmershoek WTW.

- **Rural Systems**

- **Faure / Raithby / Jamestown System:** The system, owned and operated by Stellenbosch Municipality, supplies potable water to the urban users in Raithby, rural consumers along the pipeline and can also supply water to the De Zalze Estate and Jamestown in Stellenbosch. The system is supplied with bulk potable water by the CCT from their Faure WTW.
- **Polkadraai System:** The system, owned and operated by Stellenbosch Municipality, supplies potable water to the rural consumers in the Polkadraai area along the pipeline. Water can also in emergency conditions be supplied from the Faure system to the Polkadraai system. The system is supplied with bulk potable water by the CCT from their Blackheath WTW.
- **Koelenhof System:** The system, owned and operated by Stellenbosch Municipality, supplies potable water to the urban users in the Koelenhof rural area. The system is supplied with bulk potable water by the CCT from their Wemmershoek scheme.
- **Muldersvlei System:** The system, owned and operated by Stellenbosch Municipality, supplies potable water to the urban users in the Muldersvlei rural area. The system is supplied with bulk potable water by the CCT from their Bloekombos reservoir (supplied from the Wemmershoek pipeline).

- **Meerlust, Croydon and Helderberg Systems:** These systems supplies potable water to the urban users in these areas. Bulk potable water is supplied by the CCT. The Meerlust area is supplied with bulk water from the Wemmershoek scheme and the Helderberg and Croydon areas with bulk water from the Steenbras dam through the CCT's reticulation network.

Water Infrastructure: The tables below gives an overview of the major water infrastructure components for the various distribution systems in Stellenbosch Municipality's Management Area.

A.3.1: Existing main water infrastructure						
Water Distribution System	Bulk Water Resources and WSP	WTW	Network Bulk and Reticulation		Number of Water PS	Number of Reservoirs (Total Storage)
			Bulk (km)	Ret. (km)		
Stellenbosch	Eerste River, WCWSS, CCT	Idas Valley WTW and Paradyskloof WTW	75.865	345.918	13	19 (54.490 MI)
Franschhoek	Perdekloof and CCT	Franschhoek WTW and Wemmershoek WTW	21.014	68.025	7	9 (11.100 MI)
Dwars River	CCT	Wemmershoek WTW	14.181	38.042	6	6 (9.800 MI)
Klapmuts	CCT	Wemmershoek WTW	2.779	29.521	1	3 (9.400 MI)
Raithby	CCT	Faure WTW	3.676	5.187	2	1 (0.180 MI)
Faure	CCT	Faure WTW	-	10.640	1	-
Polkadraai	CCT	Blackheath WTW	0.983	49.787	2	5 (4.436 MI)
Koelenhof	CCT	Wemmershoek WTW	2.910	47.464	2	4 (8.327 MI)
Muldersvlei	CCT	Wemmershoek WTW	-	7.768	-	-
Meerlust	CCT	Wemmershoek WTW	0.824	0.763	-	-
Helderberg / Croydon	CCT	Steenbras	-	3.443	1	-
Total			122.232	606.558	35	47 (97.733 MI)

Note: The number of PS in the above table exclude decommissioned Pump Stations

The table below gives a summary of the existing hydraulic design capacities and average daily flows and peak month average daily flows for the 2023/2024 financial year for each of the WTWs.

Table A.3.2: Existing hydraulic design capacities and average flows at each of the WTWs and water quality failures in network					
WTW	Existing Hydraulic Capacity	Peak Month Average Daily Flow (2023/2024)	Average Daily Flow (Jul 2023 – Jun 2024)	Required Treatment Capacity (1.5 x AADD10yr)	2023/2024 Water Quality Failures for Network (SANS0214:2015)
	MI/d	MI/d	MI/d	MI/d	
Idas Valley	21.000	16.309 (Oct)	11.872	21.708	Microbiological, Operational
Paradyskloof	17.000	15.040 (Jan)	12.004	22.001	Microbiological, Operational
Franschhoek	2.000	0.680 (Dec)	0.516	0.943	Microbiological

Note: The Idas Valley WTW was originally designed for a hydraulic capacity of 27.0 MI/d, but due to the age of the plant the current available hydraulic capacity is only 21.0 MI/d.

Sewerage Infrastructure: The table below gives an overview of the major sewerage infrastructure components, for the various drainage systems, in Stellenbosch Municipality's Management Area.

A.3.3: Existing main sewerage infrastructure					
Sewer Drainage Systems	Sewer Drainage Network (km)	Number of Sewer PS	WWTW		
			Name	Capacity	
				MI/d	Kg COD/day
Stellenbosch	Rising mains (13.6 km), Gravity (318.8km)	9	Stellenbosch WWTW	35.000	35 000
Franschhoek	Rising mains (1.8 km), Gravity (68.5 km)	1	Wemmershoek WWTW	5.000	4 350
Dwars River	Rising mains (3.6 km), Gravity (35.8 km)	4	Pniel WWTW	4.500	4 500
Klapmuts	Rising mains (1.4 km), Gravity (23.9 km)	3	Klapmuts WWTW	2.400	2 700

A.3.3: Existing main sewerage infrastructure					
Sewer Drainage Systems	Sewer Drainage Network (km)	Number of Sewer PS	WWTW		
			Name	Capacity	
				MI/d	Kg COD/day
Raithby	Gravity (4.9 km)	-	Raithby WWTW	0.150	53
Faure	-	-	-	-	-
Polkadraai	-	1	-	-	-
Koelenhof	-	-	-	-	-
Muldersvlei	-	-	-	-	-
Meerlust	-	-	-	-	-
Helderberg / Croydon	-	-	-	-	-

The table below gives a summary of the existing hydraulic design capacities and current flows at each of the WWTWs, as well as the final effluent quality compliance percentages for the 2023/2024 financial year.

Table A.3.4: Existing hydraulic design capacities and flows at each of the WWTWs						
WWTW	Existing Hydraulic Capacity	Peak Month Average Daily Flow	Average Daily Flow (2023/2024)	Average Wet Weather Flow (April to September)	Average Daily Flow as a % of Design Capacity	Final Effluent Compliance for 2023/2024
	MI/d	MI/d	MI/d	MI/d	%	
Stellenbosch	35.000	36.963 (Sept)	23.718	25.978	67.77	Stellenbosch 1 Microbiological: 0.0% Chemical: 25.0% Physical: 44.4%
						Stellenbosch 2 Microbiological: 0.0% Chemical: 50.0% Physical: 69.4%
Wemmershoek*	3.600	11.442 (Jun)	4.120	5.327	114.44	Microbiological: 33.3% Chemical: 27.1% Physical: 66.7%
Pniel	4.500	3.856 (Sept)	2.347	2.649	52.16	Microbiological: 0.0% Chemical: 47.9% Physical: 91.7%
Klapmuts	2.400	2.209 (Nov)	1.537	1.593	64.04	Microbiological: 50.0% Chemical: 62.5% Physical: 77.8%
Raithby	0.150	0.206 (Oct)	0.065	0.062	43.33	Microbiological: 33.3% Chemical: 77.1% Physical: 88.6%

Note: The Wemmershoek WWTW was originally designed for a hydraulic capacity of 5.0 MI/d, but due to design errors the current hydraulic capacity of the plant is only 3.6 MI/d.

The organic design capacities of the WWTWs and the current loadings at the WWTWs are indicated in the table below.

Table A.3.5: Existing organic design capacities and loadings at the WWTWs					
WWTW	Organic Design Capacity	2023/2024		2022/2023	
		Average Load	% of Organic Design Capacity	Average Load	% of Organic Design Capacity
		kg COD/d	%	kg COD/d	%
Stellenbosch	35 000	24 237	69.25	17 201	49.15
Wemmershoek	4 350	2 979	68.48	1 953	44.90
Pniel	4 500	937	20.82	1 511	33.58
Klapmuts	2 700	1 715	63.52	1 372	50.81
Raithby	53	39	73.58	61	115.09

Population: It became evident that there was an extensive migration into the Municipal Area, following the 2011 Census survey. The population figure for Stellenbosch Municipality in 2001 was 117 758 (35 458 households). This figure increased substantially to 155 733 in 2011 (43 420 households).

The Community Survey of 2016 from Statistics South Africa estimate the 2016 population for Stellenbosch Municipality at 173 419 persons and the permanent households at 52 374, at an average household size of 3.3 persons per household.

The published 2022 Census population for Stellenbosch Municipality was 175 411 persons (Annual growth rate of 1.2% over the period 2011 to 2022) and the number of permanent households was 59 626. This figure is also included in the IDP and the 2023 Socio Economic Profile. The 2022 Census data is not yet available per town, and it was therefore not possible to update George Municipality's projected population and households per town (system) at this stage.

The current population figures and the annual population growth percentages used in the WSDP Performance- and Water Services Audit Report are aligned with the figures used in DWS's GeoDatabase. The future estimated annual population growth percentages, as listed in the table below, were agreed with the Municipality's Civil Engineering Services Department during January 2014.

Table A.3.6: Estimated future annual population growth percentages, population and households per distribution system			
Distribution System	Estimated future annual population growth %	Projected 2023/2024 population	Projected 2023/2024 households
Stellenbosch	3.5%	121 362	36 768
Franschhoek	5.0%	28 044	9 216
Dwars River	3.0%	16 395	3 771
Klapmuts	6.0%	15 500	3 942
Raithby	2.0%	1 152	275
Farms	1.5%	45 973	10 521
Total	3.31%	228 426	64 493

The current 2023/2024 population for Stellenbosch Municipality is therefore estimated at 228 426 persons and the permanent households at 64 493, as indicated in the table above.

The tables below give an overview of the projected population and permanent number of households and the water and sanitation service levels in Stellenbosch Municipality's Management Area.

Table A.3.7: Water Services Overview (Water)										
Settlement Type	2011/2012		2023/2024		Water category					
	Households	Population	Households	Population	Adequate: Formal	Adequate: Informal	Adequate: Shared Services	Water resources needs only	O&M needs only	Infrastructure needs only
					Infrastructure & O&M needs	Infrastructure, O&M & Resource need	No Services: Informal	No Services: Formal		
URBAN										
Metropolitan Area					Adequate	Below RDP	None			
Sub-Total	0	0	0	0						
Formal Town					Adequate	Below RDP	None			
Stellenbosch	16 206	47 712	28 012	86 343	P	P				
Franschhoek	3 497	9 076	7 321	20 464	P	P				
Dwars River	2 615	11 379	3 538	15 463	P	P				
Klapmuts	1 703	6 679	3 373	13 224	P	P				
Raithby	217	908	275	1 152	P	P				
Sub-Total	24 238	75 754	42 520	136 645						
Townships					Adequate	Below RDP	None			
Sub-Total	0	0	0	0						
Informal Settlements					Adequate	Below RDP	None			
Stellenbosch	8 461	33 844	8 755	35 020	P					
Franschhoek	1 635	6 540	1 895	7 580	P					
Dwars River	30	120	233	932	P					P
Klapmuts	256	1 024	569	2 276	P					
					P					
Sub-Total	10 382	41 528	11 452	45 808						
Working towns & service centres					Adequate	Below RDP	None			
Sub-Total	0	0	0	0						
Sub-Total: (Urban)	34 620	117 282	53 972	182 453						
RURAL										
Rural / Farming					Adequate	Below RDP	None			
Stellenbosch Rural	8 800	38 451	10 521	45 973	P	P				P
Sub-Total	8 800	38 451	10 521	45 973						
Informal Settlements					Adequate	Below RDP	None			
Sub-Total	0	0	0	0						
Sub-Total (Rural)	8 800	38 451	10 521	45 973						
TOTAL	43 420	155 733	64 493	228 426						



Table A.3.8: Water Services Overview (Sanitation)												
Settlement Type	2011/2012		2023/2024		Sanitation category							
	Households	Population	Households	Population	Adequate: Formal	Adequate: Informal	Adequate: Shared Services	Water resources needs only	O&M needs only	Infrastructure needs only	Infrastructure & O&M needs	Infrastructure, O&M & Resource need
URBAN												
Metropolitan Area					Adequate		Below RDP			None		
Sub-Total	0	0	0	0								
Formal Town					Adequate		Below RDP			None		
Stellenbosch	16 206	47 712	28 012	86 343	P		P					
Franschhoek	3 497	9 076	7 321	20 464	P		P					
Dwars River	2 615	11 379	3 538	15 463	P		P					
Klapmuts	1 703	6 679	3 373	13 224	P		P					
Raithby	217	908	275	1 152	P		P					
Sub-Total	24 238	75 754	42 520	136 645								
Townships					Adequate		Below RDP			None		
Sub-Total	0	0	0	0								
Informal Settlements					Adequate		Below RDP			None		
Stellenbosch	8 461	33 844	8 755	35 020	P							
Franschhoek	1 635	6 540	1 895	7 580	P							
Dwars River	30	120	233	932	P							P
Klapmuts	256	1 024	569	2 276	P							
Sub-Total	10 382	41 528	11 452	45 808								
Working towns & service centres					Adequate		Below RDP			None		
Sub-Total	0	0	0	0								
Sub-Total: (Urban)	34 620	117 282	53 972	182 453								
RURAL												
Rural / Farming					Adequate		Below RDP			None		
Stellenbosch Rural	8 800	38 451	10 521	45 973	P		P					P
Sub-Total	8 800	38 451	10 521	45 973								
Informal Settlements					Adequate		Below RDP			None		
Sub-Total	0	0	0	0								
Sub-Total (Rural)	8 800	38 451	10 521	45 973								
TOTAL	43 420	155 733	64 493	228 426								

B. WSDP PERFORMANCE REPORT

B.1. WSDP Reference and Status

The last approved WSDP is available on Stellenbosch Municipality's website (23 November 2018). Stellenbosch Municipality is currently updating their WSDP for the new five-year WSDP cycle (2022-2027). The updated WSDP will be available early in 2025 and will include the following sections.

- Administration, Information and Comprehensive Overview Report;
- Future Demand and Functionality Requirements Report;
- WSDP IDP Water Sector Input Report; and
- Updated WSDP website.

Table B.1.1: WSDP and Reporting Reference

Nr	WSDP Title and Reference	Status	Date	WSDP Year	Financial Year	Reporting year
1	2022-2027 WSDP, Administration, Information and Comprehensive Overview Report, Future Demand and Functionality Requirements Report, WSDP IDP Water Sector Input Report	Drafted:	February 2025	Year 1	2022/23	Year - 1
		Comment submit:	March 2025	Year 2	2023/24	Year 0
		Finalised:	April 2025	Year 3	2024/25	Year + 1
		Adopted:	May 2025	Year 4	2025/26	Year + 2
		Published:	June 2025	Year 5	2026/27	Year + 3

Legend:

	Past Financial Years
	Previous Financial Year (financial year of reporting)
	Future Years

B.2. Performance on Water Services Objectives and Strategies

The IDP is the Municipality's single most strategic document that drives and directs all implementation and related processes. The Municipality's budget is developed based on the priorities, programmes and projects of the IDP, after which a Service Delivery and Budget Implementation Plan (SDBIP) is developed, to ensure that the organisation actually delivers on the IDP targets.

The SDBIP is the process plan and performance indicator / evaluation for the execution of the budget. The SDBIP is being used as a management, implementation and monitoring tool that assists and guide the Executive Mayor, Councillors, City Manager, Senior Managers and the community. The plan serves as an input to the performance agreements of the City Manager and Directors. It also forms the basis for the monthly, quarterly, mid-year and the annual assessment report and performance assessments of the City Manager and Directors.

Finally, the Annual Report, of which the Water Services Audit Report forms a part, records the success or otherwise of the previous year's implementation.

The table below gives an overview of the Municipality's performance on the water and sanitation objectives and strategies per WSDP topic.

Table B.2.1: Performance on Water Services Objectives and Strategies per WSDP Topic														
Nr	Objective Strategy	Key Performance Indicator	Inclusion (yes/no)		WSDP Year 1		WSDP Year 2		WSDP Year 3		WSDP Year 4		WSDP Year 5	
			WSDP	IDP	FY 1	2019/20	FY 2	2020/21	FY 3	2021/22	FY 4	2022/23	FY 5	2023/24
					Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
WSDP Topic 1: Administration														
WSDP Topic 2: Demographics														
WSDP Topic 3: Service levels														
	Provision of waterborne toilet facilities	Number of waterborne toilet facilities provided in informal settlements as identified by the Department: Integrated Human Settlements by 30 June	-	-	25	51	50	0	-	-	-	-	-	-
	Installation of new standpipes	Number of new standpipes installed by 30 June	-	-							50	26	-	-
WSDP Topic 4: Socio economic														
WSDP Topic 5: Water Services Infrastructure														
	Update of Infrastructure Asset Register for the Section: Water Treatment	Number of updates to the Infrastructure Asset Register submitted to the Portfolio Committee as a preventative maintenance tool by 30 March	-	-	1	0	1	1	1	0	-	-	-	-
	Update the Infrastructure Asset Register for the Section: Wastewater Treatment	Update of Infrastructure Asset Register for the Section: Wastewater Treatment by 31 March	-	-	1	1	1	1	1	1	-	-	-	-
D1838	Update of Infrastructure Asset Register.	Number of updates to the Infrastructure Asset Register submitted to the Portfolio Committee as a preventative maintenance tool by 31 March	Yes	Yes	1	1	1	1	1	1	1	0	1	0
	Update of Infrastructure Asset Register for the Section: Water and Wastewater Network Operations	Number of updates to the Infrastructure Asset Register submitted to the Portfolio Committee as a preventative maintenance tool by 31 March	-	-							1	0	-	-
	Construction of the new Jamestown Reservoir	Number of new Jamestown Reservoirs constructed by 30 June	-	-							1	0	-	-
WSDP Topic 6: Operation Maintenance														
D2180	Waste water quality managed and measured into the DWS's License conditions for physical and micro parameters	Percentage waste water quality compliance as per analysis certificate measured quarterly	Yes	Yes	75%	64.00%	70%	51.00%	-	-	70%	46.79%	70%	48.67%
	Improvement of Franschhoek water supply system to meet the Blue Drop Equivalent.	Number of Status improvement reports on the Franschhoek water supply system to meet the Blue Drop Equivalent to be reached by June	-	-	1	0	1	1	1	0	-	-	-	-
D2190	Water quality measured quarterly into the SANS 241 physical and micro parameters	Percentage water quality level as per analysis certificate measured quarterly.	Yes	Yes	90%	90.96%	90%	94.63%	-	-	90%	95.18%	90%	95.25%
WSDP Topic 7: Associated services														
WSDP Topic 8: Conservation and Demand management														
	Submission of the updated Long Term Water Conservation and Water Demand Strategy to the Senior Manager: Water and Wastewater Services	Number of updated Long Term Water Conservation and Water Demand Strategies submitted to the Senior Manager: Water and Wastewater Services by 30 June	-	-	1	0	-	-	1	0	1	0	-	-
	Submit the reviewed Water and Sanitation Master Plans to the Portfolio Committee: Infrastructure	Number of Water and Sanitation Master Plans submitted to the Portfolio Committee: Infrastructure Services by 31 March	-	-	1	0	1	0	1	0	1	0	-	-
D2191	Limit unaccounted water to less than 25%	Percentage of average unaccounted water measured by 30 June	Yes	Yes	25%	20.50%	25%	15.75%	-	-	25%	27.42%	25%	7.83%
D1812	Implement Water Demand Management measures	Number of Water Demand Management Devices installed by 30 June	Yes	Yes	4	3	200	1074	200	698	200	175	200	427
D3329	Implementation of the pipe replacement programme	Number of metres of pipe replaced in the pipe replacement programme, measured per quarter	Yes	Yes			1000	434	1000	2020	1000	288	1000	2734
D1815	Implementation of the indigent household water leak repair programme	Number of indigent household water leaks repaired by 30 June.	Yes	Yes					500	321	80	50	80%	80%
D1814	Repair burst pipes within 5 hours from receiving the complaint	Percentage of burst pipes repaired within 5 hours from receiving the complaint.	Yes	Yes					80%	85.00%	90%	166.75%	80%	200.00%
	Implementation of the household leak repair programme	Number of water leak and pipe replacement programme, measured as at 30 June.	-	-			500	1058	-	-	-	-	-	-

Table B.2.1: Performance on Water Services Objectives and Strategies per WSDP Topic

Nr	Objective Strategy	Key Performance Indicator	Inclusion (yes/no)		WSDP Year 1		WSDP Year 2		WSDP Year 3		WSDP Year 4		WSDP Year 5	
					FY 1	2019/20	FY 2	2020/21	FY 3	2021/22	FY 4	2022/23	FY 5	2023/24
			WSDP	IDP	Target	Actual	Target	Actual	Target	Actual	Target	Actual	Target	Actual
WSDP Topic 9: Water Resources														
D1840	Submission of a revised Water Resources Master Plan to the Director: Infrastructure Services	Number of revised Water Resources Master Plans submitted to the Director: Infrastructure Services by 30 June	Yes	Yes	1	1	1	0	1	0	1	0	1	0
D2175	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	Yes	Yes							1	0	1	1
WSDP Topic 10: Financial profile														
D1828	Spend the Department: Water and Wastewater Services approved Capital Budget	Percentage of approved Capital Budget of the Department: Water and Wastewater Services actually spent by 30 June	Yes	Yes	90%	21.46%	90%	91.00%	90%	73.67%	90%	90.60%	90%	97.06%
D1799	Spend the Section: Wastewater Treatment approved Capital Budget	Percentage of approved Capital Budget of the Section: Wastewater Treatment actually spent by 30 Jun	Yes	Yes	90%	49.28%	90%	102.00%	90%	77.59%	-	-	90%	42.00%
D1846	Spend the Section: Water Treatment approved Capital Budget	Percentage of approved Capital Budget of the Section: Water Treatment actually spent by 30 June	Yes	Yes	90%	7.86%	90%	70.00%	90%	67.83%	90%	90.30%	90%	60.00%
D1811	Spend the Section: Water and Wastewater Network Operations approved Capital Budget	Percentage of approved Capital Budget of the Section: Water and Wastewater Network Operations actually spent by 30 June	Yes	Yes	90%	23.43%	90%	70.00%	90%	77.59%	90%	95.50%	90%	78.00%
WSDP Topic 11: Institutional Arrangements profile														
	Submit the Water Services By-law for promulgation	Number of Water Services By-laws submitted for promulgation by 31 March	-	-	1	1	1	0	-	-	-	-	-	-
D1847	Submit an Annual Water Services Audit Report to the Portfolio Committee: Infrastructure Services	Number of Annual Water Services Audit Reports submitted to the Portfolio Committee: Infrastructure Services by 30 June	Yes	Yes	1	0	1	0	1	0	1	0	1	1
	Report to the Snr Manager: Water and Waste Water Services on WULAS	Number of reports submitted to the Snr Manager: Water and Waste Water Services on WULAS by 30 June	-	-			1	0	-	-	-	-	-	-
D2126	Update Water use Licenses (WULA)	WULAs updated by 30 June	Yes	Yes					20%	0.00%	20%	0.00%	3	3
D1839	Submit the Water Services Tariffs to the Directorate: Financial Services	Number of Water Services Tariffs submitted to the Directorate: Financial Services by 31 January	Yes	Yes					1	0	1	1	1	1
D1816	Unblock municipal sewer blockages within 5 hours from receiving the complaint	Percentage of sewer blockages unblocked within 5 hours from receiving the complaint	Yes	Yes					80%	85.00%	90%	60.97%	80%	83.75%
WSDP Topic 12: Social and Customer service requirements														
WSDP Topic 13: Needs development plan														

Note: Not all the KPIs for Infrastructure Services Water and Wastewater Services, Wastewater Treatment, Water Treatment and Water and Wastewater Network Operations are included in the above table.

Legend:

	Past Financial Years
	Previous Financial Year (financial year of reporting)
	Future Years

The following water and sanitation related investigations were successfully completed during the last financial year.

- The Water Services Audit Report for the 2022/2023 financial year was finalised and approved by the Council as part of the Annual Report. The water balance models were also updated for each of the distribution systems (Up to the end of June 2023) as part of the WSDP Performance- and Water Services Audit Process.
- Stellenbosch Municipality continues with the monitoring of the Minimum Night Flows at various locations in order to identify the areas with unrealistic high night flows. The SCADA system is used to monitor the flows for the different areas.
- Stellenbosch Municipality continues with the implementation of their Drinking Water Quality and Effluent Quality Sampling Programmes (Both Operational and Compliance Monitoring). The effluent discharged by industrial consumers into the Municipality's sewer system is also monitored by Stellenbosch Municipality.
- The water and sewerage infrastructure constructed during the 2023/2024 financial year were added to the Asset Register and the Asset Register was updated.

The following awards / acknowledgements were also received by the Municipality:

- Stellenbosch Municipality performed good with regard to DWS's 2023 Blue Drop Assessment. The overall Blue Drop score for Stellenbosch Municipality was 84.65%. The Blue Drop scores for the Blackheath, Faure and Wemmershoek systems were above 80% and the scores for the Franschoek and Stellenbosch systems were above 60%. The Blue Drop Risk Ratings for all five systems were in the low-risk category (<50%). The Blue Drop scores were supported by a site assessment score of 71% for the Paradyskloof WTW.
- Stellenbosch Municipality achieved a "Average" score of 57% for the 2023 No Drop Assessment.
- Stellenbosch Municipality is performing above average with regard to wastewater quality management, with an overall Green Drop Score of 84% for DWS's 2021 assessment. This marks a progressive upwards movement from the 2013 baseline score of 40%. The Regulator note the change being brought about by a highly committed and qualified team, coupled by systematic improvements made over several years since the last Green Drop assessments. Four of the five systems have scored above 80% and all five systems reside in the medium- and low risk CRR positions.
- Stellenbosch Municipality also received their 2023 Green Drop Risk Ratings, as included in the 2023 Green Drop Progress Report. The overall Cumulative Risk Rating of Stellenbosch Municipality was 84.1% (High Risk). The Wastewater Risk Ratings were at high risk (70% - <90%) for the Klipmuts, Pniel, Raithby, Stellenbosch and Wemmershoek WWTWs.

B.3. Status of Water Services Projects

Stellenbosch Municipality completed or continued the following key water and sewerage capital infrastructure projects during the last financial year (Projects with capital expenditure above R1 000 000 for the 2023/2024 financial year).

- The Municipality continued with the construction of the Bulk Water Supply project in Klappmuts.
- The Municipality continued with the construction of the new Vlottenburg reservoir and pipeline.
- The Municipality continued with the construction of the new Jamestown reservoir and pipeline.
- The Municipality continued with the implementation of the various WC/WDM measures, which include the upgrade and replacement of water meters (Implementation of Meter Management and Replacement Programme).
- Stellenbosch Municipality continued with the implementation of their water and sewer pipeline replacement programmes.
- The Municipality continued with the upgrading of the Wemmershoek WWTW and the upgrade work at the Pniel WWTW was completed.
- Additional vehicles were purchased for sanitation services to replace old vehicles and to improve service delivery.

The capital expenditure for the water and sewerage infrastructure for the 2023/2024 financial year is indicated in the table below. The capital budget expenditure, for the 2023/2024 financial year, was R72.955 million (97.1% of the budget) for the water infrastructure projects and R18.961 million (64.8% of the budget) for the sewerage infrastructure projects.

Table B.3.1: Water Services Projects Status and Performance

Nr	Project Title and Description	Inclusion		Total Project Cost R'000	Project Progress (%)	Year 0 Performance - FY2023/24			Funding Source(s)	Project Category / Type	Planned Period		Project Status	Actual Completion Year
		WSDP	IDP			FY Budget R'000	Expended R'000	%			From FY	To FY		
1	Bulk water supply Klapmuts	Yes	Yes	R34 806	100%	R8 553	R8 965	105%	Ext Loan	Water	2019/2020	2023/2024	Completed	2023/2024
2	Bulk Water Supply Pipeline and Reservoir - Jamestown	Yes	Yes	R37 727	64%	R21 669	R20 666	95%	Ext Loan, IUDG	Water	2020/2021	2024/2025	In Progress	-
						R1 028	R1 028	100%	CRR					
3	Bulk Water Supply Pipe and Reservoir: Stellenbosch	Yes	Yes	R128 458	0%	R160	R160	100%	Ext Loan, IUDG, CRR	Water	2023/2024	2026/2027	In Progress	-
4	Furniture, Tools and Equipment : Reticulation	Yes	Yes	R1 019	46%	R150	R88	58%	CRR	Water	2019/2020	2026/2027	In Progress	-
						R0	R0		CRR, Ext Loan	Water				
5	New Reservoir and Pipeline: Vlothenburg	Yes	Yes	R127 440	76.75%	R2 201	R1 522	69%	DC - Water	Water	2020/2021	2024/2025	In Progress	-
						R33 700	R33 700	100%	IUDG	Water				
6	New Reservoir Rosendal	Yes	Yes	R14 312	100%	R342	R292	85%	Ext Loan, CRR	Water	2019/2020	2023/2024	Completed	2023/2024
7	Reservoirs and Dam Safety	Yes	Yes	R8 717	65%	R558	R0	0%	Ext Loan, CRR	Water	2019/2020	2026/2027	In Progress	-
8	Upgrade and Replace Water Meters	Yes	Yes	R16 998	76%	R2 725	R2 689	99%	CRR	Water	2019/2020	2026/2027	In Progress	-
9	Water Conservation & Demand Management	Yes	Yes	R19 638	69%	R2 095	R1 992	95%	Ext Loan	Water	2019/2020	2026/2027	In Progress	-
10	Waterpipe Replacement	Yes	Yes	R30 574	35%	R695	R568	82%	Ext Loan, CRR	Water	2019/2020	2026/2027	In Progress	-
11	Update Water Masterplan	Yes	Yes	R4 157	58%	R1 286	R1 286	100%	CRR	Water	2020/2021	2026/2027	In Progress	-
Total Water				R423 845	34%	R75 162	R72 955	97%						
12	Extension Of WWTW: Stellenbosch	Yes	Yes	R56 545	37%	R1 437	R0	0%	Ext Loan / CRR	Sewer	2019/2020	2026/2027	In Progress	-
13	Furniture, Tools and Equipment : Sanitation	Yes	Yes	R2 434	51%	R304	R208	68%	CRR	Sewer	2019/2020	2026/2027	In Progress	-
14	Sewer pipeline replacement	Yes	Yes	R23 535	25%	R8 117	R3 250	40%	CRR / MDRG / Ext Loan	Sewer	2019/2020	2026/2027	In Progress	-
15	Upgrade of WWTW Wemmershoek	Yes	Yes	R124 659	35%	R8 033	R7 790	97%	Ext Loan / IUDG / CRR	Sewer	2019/2020	2026/2027	In Progress	-
16	Upgrade of WWTW: Pniel & Decommissioning of Franschoek	Yes	Yes	R149 221	100%	R2 313	R1 562	68%	Ext Loan / IUDG / CRR	Sewer	2019/2020	2023/2024	Completed	2023/2024
17	Upgrade of WWTW: Klapmuts	Yes	Yes	R63 040	1%	R2 040	R519	25%	CRR, IUDG, Ext Loan	Sewer	2023/2024	2026/2027	In Progress	-
18	Update Sewer Masterplan	Yes	Yes	R2 600	38%	R500	R500	100%	CRR	Sewer	2022/2023	2026/2027	In Progress	-
19	Compilation of Water Service Development Plan (tri-annually)	Yes	Yes	R1 400	21%	R300	R300	100%	CRR	Sewer	2023/2024	2026/2027	In Progress	-
20	Vehicles: Sanitation	Yes	Yes	R7 645	61%	R4 999	R4 645	93%	CRR	Sewer	2023/2024	2025/2026	In Progress	-
21	Sewer Pumpstation & Telemetry Upgrade	Yes	Yes	R4 500	0%	R7	R0	0%	CRR	Sewer	2023/2024	2026/2027	In Progress	-
22	Franschoek Sewer Network Upgrade (Langrug / Mooiwater)	Yes	Yes	R0	0%	R1 000	R0	0%	MDRG	Sewer	2023/2024	2023/2024	Not Implemented	-
23	Pond rehabilitation and pond pumping systems construction WWTW	Yes	Yes	R3 000	0%	R7	R0	0%	CRR	Sewer	2023/2024	2025/2026	In Progress	-
24	Vlothenburg Outfall Sewer: Construction of Digtoby Sewer pipe	Yes	Yes	R19 240	1%	R186	R186	100%	CRR	Sewer	2023/2024	2024/2025	In Progress	-
Total Wastewater				R457 819	42%	R29 245	R18 961	65%						
Total				R881 664	38%	R104 407	R91 915	88%						

B.4. Past Financial Year Water Services Projects Impact Declaration

The impacts of the water and sewerage capital projects, which were implemented by Stellenbosch Municipality in the previous financial year, were as follows.

Nr	Project Title and Description	Project Category	Settlements which benefited	Nr Beneficiaries		Impact Declaration
				Households	Population	
1	Bulk water supply Klapmuts	Bulk water pipelines	Klapmuts	3942	15500	Ensure adequate bulk water pipeline and water reticulation capacity
2	Bulk Water Supply Pipeline and Reservoir - Jamestown	Reservoir Storage	Jamestown	602	2840	Ensure adequate storage capacity for Jamestown
3	Bulk Water Supply Pipe and Reservoir: Stellenbosch	Reservoir Storage	Stellenbosch	Unknown	Unknown	Ensure adequate storage capacity for Stellenbosch
4	Furniture, Tools and Equipment: Reticulation	Other	Management Area	-	-	Ensure adequate O&M of existing water infrastructure
5	New Reservoir and Pipeline: Vlothenburg	Reservoir Storage	Vlothenburg	Unknown	Unknown	Ensure adequate storage capacity for Vlothenburg
6	New Reservoir Rosendal	Reservoir Storage	Rosendal	Unknown	Unknown	Ensure adequate storage capacity for Rosendal
7	Reservoirs and Dam Safety	Reservoir Storage	Management Area	-	-	Dam Safety Reports
8	Upgrade and Replace Water Meters	WC/WDM	Management Area	1076	3872	Reduce NRW and Water Losses through effective metering
9	Water Conservation & Demand Management	WC/WDM	Management Area	797	2868	Implement WC/WDM measures to further reduce NRW and Water Losses
10	Waterpipe Replacement	Water Reticulation	Management Area	19	68	Implement Pipeline Replacement Programme to further reduce NRW and Water Losses.
11	Update Water Masterplan	Other	Management Area	-	-	Water Services Master Planning
12	Extension Of WWTW: Stellenbosch	WWTW	Stellenbosch	36767	121363	Ensure adequate treatment capacity and final effluent quality discharged from the WWTW complies with the legal quality requirements.
13	Furniture, Tools and Equipment : Sanitation	Other	Management Area	-	-	Ensure adequate O&M of existing sewerage infrastructure.
14	Sewer pipeline replacement	Sewer drainage networks	Management Area	108	390	Ensure adequate sewer drainage network capacity, reduce sewer blockages.
15	Upgrade of WWTW Wemmershoek	WWTW	Wemmershoek	8216	28044	Ensure adequate treatment capacity and final effluent quality discharged from the WWTW complies with the legal quality requirements.
16	Upgrade of WWTW: Phiel & Decommissioning of Franschoek	WWTW	Phiel	3771	16395	Ensure adequate treatment capacity and final effluent quality discharged from the WWTW complies with the legal quality requirements.
17	Upgrade of WWTW: Klapmuts	WWTW	Klapmuts	3942	15500	Ensure adequate treatment capacity and final effluent quality discharged from the WWTW complies with the legal quality requirements.
18	Update Sewer Masterplan	Other	Management Area	-	-	Sanitation Services Master Planning.
19	Compilation of Water Service Development Plan (tri-annually)	Other	Management Area	-	-	Compile new WSDP for the 2022-2027 cycle.
20	Vehicles: Sanitation	Other	Management Area	-	-	Ensure adequate vehicles for service delivery.
21	Sewer Pumpstation & Telemetry Upgrade	Pump Stations	Management Area	-	-	Project was not implemented.
22	Franschoek Sewer Network Upgrade (Langrug / Mooiwater)	Sewer drainage networks	Franschoek	-	-	Project was not implemented.
23	Pond rehabilitation and pond pumping systems construction WWTW	WWTW	Management Area	-	-	Project was not implemented.
24	Vlothenburg Outfall Sewer: Construction of Digteby Sewerpipe	Sewer drainage networks	Stellenbosch	Unknown	Unknown	Ensure adequate sewer drainage capacity for higher level of sanitation services.
TOTAL				60240	206840	

C. WATER SERVICES AUDIT REPORT

C.1. Quantity of Water Services Provided (Water Balance)

Detail IWA Water Balances are available for each of the water distribution systems in Stellenbosch Municipality's Management Area. The graph below gives an overview of the average daily raw water supply to all the towns.

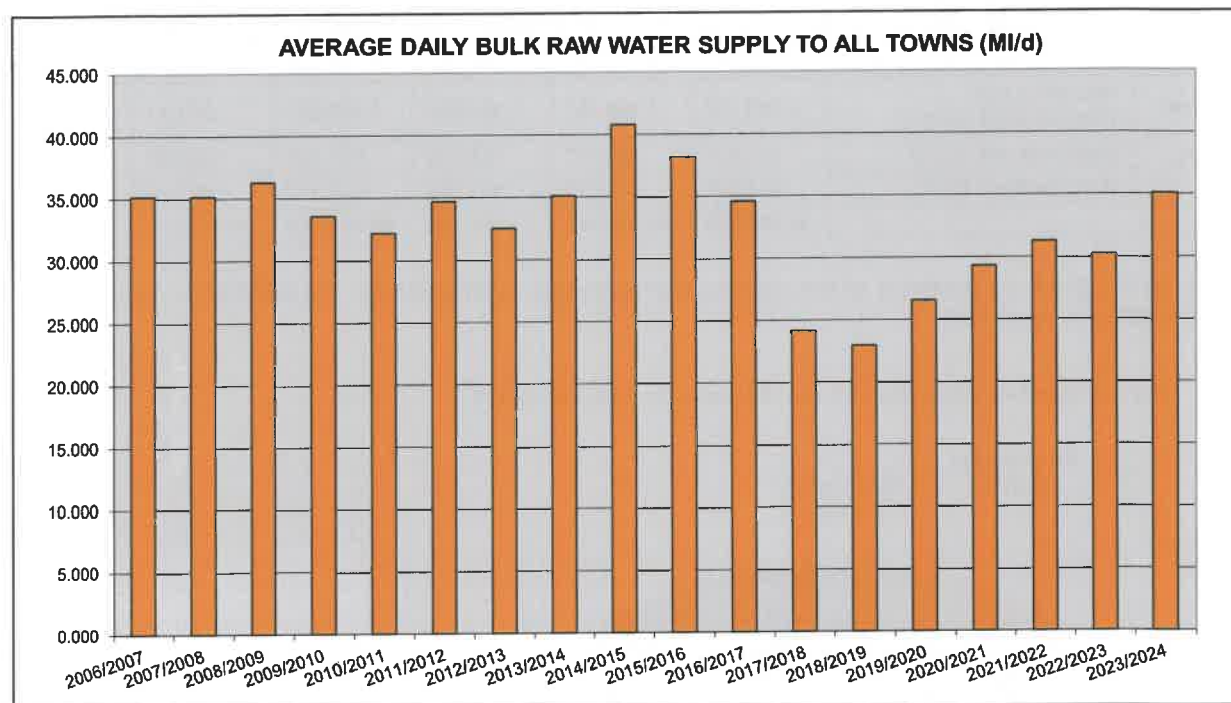


Figure C.1.1: Average daily bulk raw water supply to all the towns in Stellenbosch Municipality

The graph below gives an overview of the annual system input volumes and NRW for the various distribution systems in Stellenbosch Municipality's Management Area.

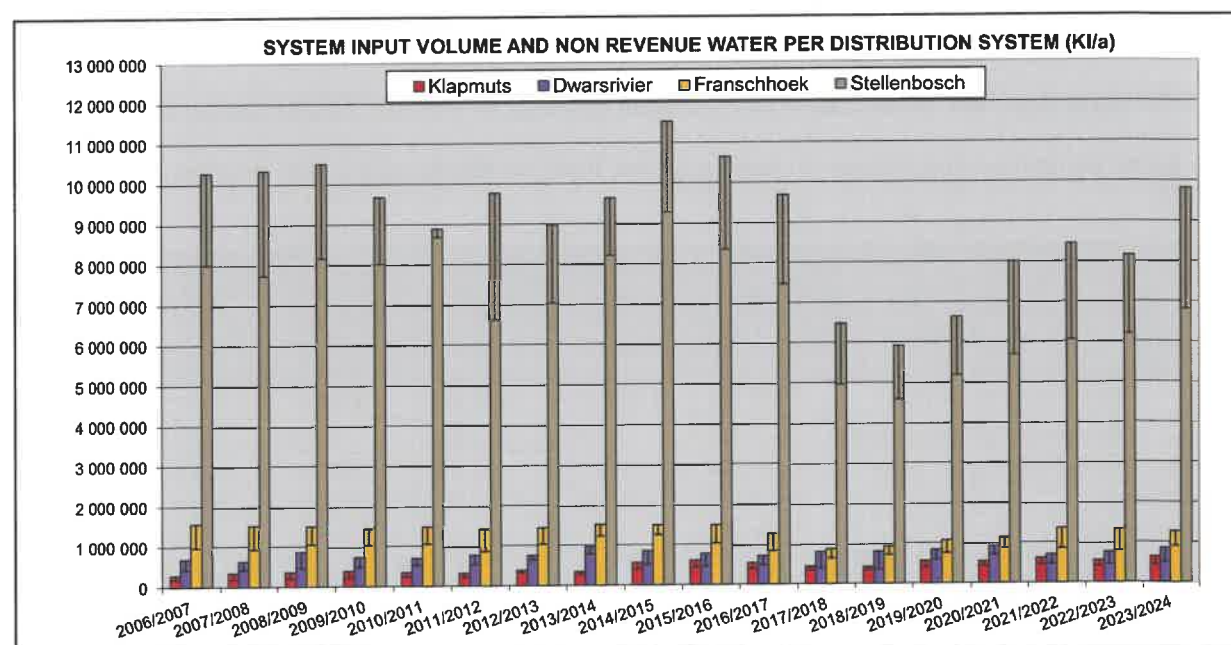


Figure C.1.2: System input volumes and NRW for the various water distribution systems

Quantity of water provided by the WSA

All water sources are supplied with bulk water meters and accurate records are kept of all bulk water meter readings. The table below gives an overview of the annual volume of bulk potable water supplied (System Input Volume) for each of the water distribution systems within Stellenbosch Municipality's Management Area.

Table C.1.1: Bulk potable water supplied for the various water distribution systems (System Input Volume)							
Distribution System	Source	Record: Prior (Ml/a)					
		23/24	22/23	21/22	20/21	19/20	18/19
Stellenbosch	Eerste River, WCWSS, CCT	9 816.785	8 148.090	8 440.869	8 002.551	6 634.438	5 916.404
Franschhoek	Perdekloof and Wemmershoek (CCT)	1 263.159	1 353.457	1 353.083	1 149.087	1 067.033	927.535
Dwars River	Wemmershoek (CCT)	846.636	756.910	702.596	911.330	836.630	794.708
Klapmuts	Wemmershoek (CCT)	636.939	548.730	611.660	545.150	559.826	417.291
Total		12 563.519	10 807.187	11 108.208	10 608.118	9 097.927	8 055.938

The graph below gives an overview of the raw water percentage distribution for the 2023/2024 financial year between the different systems.

Percentage Raw Water Distribution between Systems for 23/24

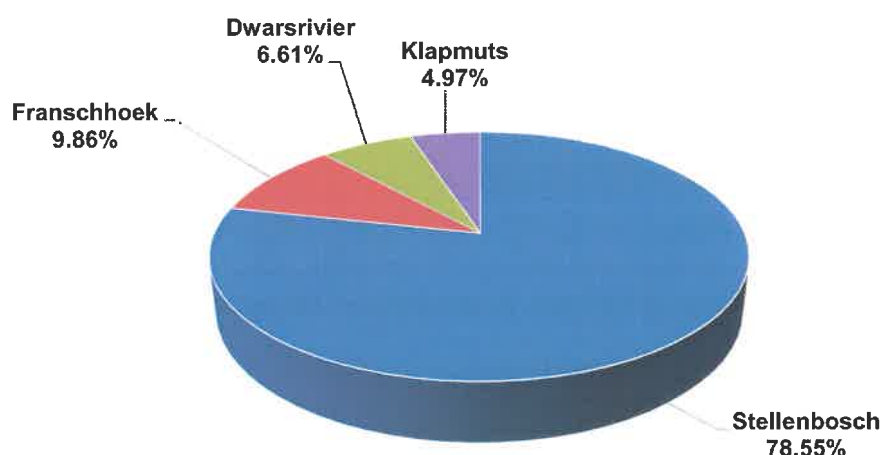


Figure C.1.3: Percentage Raw Water Distribution between Systems for the 2023/2024 financial year

The table below summarise the volume of water supplied from the Municipality's own sources, the WCWSS and the CCT.

Table C.1.2: Bulk water supplied from the various sources							
Distribution System	Source / Bulk Service Provider	Record: Prior (Ml/a)					
		23/24	22/23	21/22	20/21	19/20	18/19
Water Supplied from the Municipality's Own Sources							
Stellenbosch	Eerste River (Raw Water)	4 333.228	3 889.139	4 632.684	4 836.881	3 638.217	4 026.022
	Groundwater (Potable Water)	0.000	0.000	0.000	0.000	190.177	321.339
Franschhoek	Perdekloof (Potable Water)	188.309	220.617	132.810	199.107	228.473	198.372
Total Own Sources		4 521.537	4 109.756	4 765.494	5 035.988	4 056.867	4 545.733
Total Own Sources (%)		35.3%	37.3%	41.8%	47.1%	41.9%	54.3%
Raw Water Supplied from the WCWSS							
Stellenbosch	WCWSS (Raw Water)	4 391.814	3 417.667	3 296.201	2 254.120	2 568.874	1 145.346
Total WCWSS		4 391.814	3 417.667	3 296.201	2 254.120	2 568.874	1 145.346
Total WCWSS (%)		34.3%	31.0%	28.9%	21.1%	26.5%	13.7%

Table C.1.2: Bulk water supplied from the various sources

Distribution System	Source / Bulk Service Provider	Record: Prior (Ml/a)					
		23/24	22/23	21/22	20/21	19/20	18/19
Potable Water Supplied by the CCT (System Input Volume)							
Stellenbosch	CCT (Faure, Blackheath, Wemmershoek, Bloekombos, etc.)	1 335.442	1 055.897	809.546	986.900	821.399	732.388
Franschhoek	CCT Wemmershoek)	1 074.850	1 132.840	1 220.273	949.980	838.560	729.163
Dwars River	CCT (Wemmershoek)	846.636	756.910	702.596	911.330	836.630	794.708
Klapmuts	CCT (Wemmershoek)	636.939	548.730	611.660	545.150	559.826	417.291
Total CCT		3 893.867	3 494.377	3 344.075	3 393.360	3 056.415	2 673.550
Total CCT (%)		38.2%	31.7%	29.3%	31.8%	31.6%	32.0%
Total All Sources		12 807.218	11 021.800	11 405.770	10 683.468	9 682.156	8 364.629

The table below gives an overview of the quantity of water services provided / water balance for all the distribution systems in Stellenbosch Municipality's Management Area.

Table C.1.3: Quantity of Water Services Provided / Water Balance

WSDP Ref. #	Regulations Ref. #	Description	m ³ per annum			Ml/d		
			Year 0	Year - 1	Year - 2	Year 0	Year - 1	Year - 2
			FY2023/24	FY2022/23	FY2021/22	FY2023/24	FY2022/23	FY2021/22
		RAW WATER						
7.2.1		Surface water purchased	8 285 681	6 912 044	6 640 276	22.70	18.94	18.19
7.1 / 7.2.2		Surface water abstracted	4 521 597	4 109 756	4 765 494	12.39	11.26	13.06
7.1 / 7.2.3		Ground water abstracted	0	0	0	0.00	0.00	0.00
7.2.14		Effluent recycled	0	0	0	0.00	0.00	0.00
7.2.4		/less Raw water supplied to others	0	0	0	0.00	0.00	0.00
7.2.5		Sub-Total: Raw Water supplied	12 807 278	11 021 800	11 405 770	35.09	30.20	31.25
	10.2 (g) (i)	BULK WATER SUPPLY						
7.2.6		Volume of water treated	8 669 652	7 312 810	7 764 133	23.75	20.04	21.27
7.2.7	10.2 (a) (ii)	Purchased treated water	3 893 867	3 494 377	3 344 075	10.67	9.57	9.16
7.2.7A		Ground water not treated	0	0	0	0.00	0.00	0.00
7.2.6A		/less Treated water supplied to others	0	0	0	0.00	0.00	0.00
		Sub-Total: System Input Volume	12 563 519	10 807 187	11 108 208	34.42	29.61	30.43
		WATER CONSUMPTION						
7.2.8.1		Billed Metered:	8 631 963	7 859 102	7 807 027	23.65	21.53	21.39
	10.2 (a) (i)	Domestic	5 497 066	4 963 773	5 082 271	15.06	13.60	13.92
	10.2 (a) (i)	Commercial	2 456 679	2 368 326	2 136 943	6.73	6.49	5.85
	10.2 (a) (i)	Industrial						
	10.2 (a) (i)	etc.	678 218	527 003	587 813	1.86	1.44	1.61
7.2.8.2		Billed Unmetered	0	0	0	0.00	0.00	0.00
	10.2 (a) (i)	Domestic	0	0	0	0.00	0.00	0.00
	10.2 (a) (i)	Commercial	0	0	0	0.00	0.00	0.00
	10.2 (a) (i)	Industrial	0	0	0	0.00	0.00	0.00
	10.2 (a) (i)	etc.	0	0	0	0.00	0.00	0.00
7.2.8.3		Unbilled Metered	376 906	324 216	333 246	1.03	0.89	0.91
7.2.8.4		Unbilled Unmetered	25 127	21 614	22 216	0.07	0.06	0.06
	10.2 (g) (i)	Sub-Total: Authorized consumption	9 033 996	8 204 932	8 162 489	24.75	22.48	22.36
		WATER LOSSES						
7.3.1		Raw water bulk loss	243 759	214 613	297 562	0.67	0.59	0.82
7.2.3/7.2.4		Billing losses	402 033	345 830	355 462	1.10	0.95	0.97
7.2.5		Apparent losses	529 428	390 338	441 858	1.45	1.07	1.21
7.2.5.1		Illegal connections	105 886	78 068	88 372	0.29	0.21	0.24
7.2.5.2		Inaccurate meters	247 067	182 158	206 200	0.68	0.50	0.56
7.2.5.3		Data errors	176 476	130 113	147 286	0.48	0.36	0.40
7.2.6		Real losses	3 000 095	2 211 917	2 503 861	8.22	6.06	6.86
	10.2 (g) (ii)	Sub-Total: Water Losses	3 529 523	2 602 255	2 945 719	9.67	7.13	8.07
		WASTEWATER TREATMENT						
7.2.9	10.2 (a) (iii)	Total received at WWTW	11 601 833	10 598 363	8 978 445	31.79	29.04	24.60
7.2.11		Total discharged	10 588 896	9 672 995	8 194 126	29.01	26.50	22.45
7.2.13		Returned to environment	10 080 866	9 200 339	7 803 072	27.62	25.21	21.38
7.2.14		Recycled	508 030	472 656	391 054	1.39	1.29	1.07
	10.2 (a) (iv)	Quantity of water supplied not discharged to WWTW's	-2 567 837	-2 393 431	-815 956	-7.04	-6.56	-2.24

Quantity of water used by each user sector:

The figure below gives an overview of Stellenbosch Municipality's overall water usage per Sector for the last three financial years.

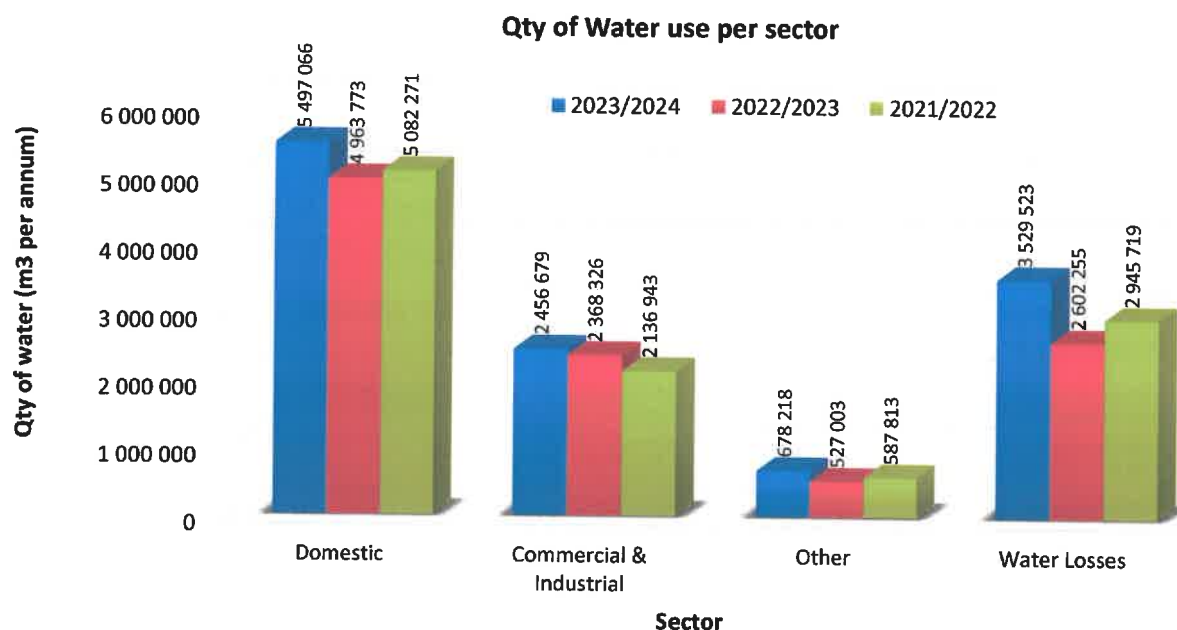


Figure C.1.4: Quantity of water services provided / water balance

The table below gives a summary of the billed metered consumption per type of user for the last three financial years.

Table C.1.4: Quantity of water used by each user sector (Billed Metered Consumption in Ml/a)					
Town	Year	Residential	Business & Industrial	Other	Total
Stellenbosch	21/22	3 629.876	1 922.058	493.822	6 045.756
	22/23	3 588.046	2 172.315	424.396	6 184.757
	23/24	4 061.922	2 216.921	525.115	6 803.958
Franschhoek	21/22	614.028	187.053	49.352	850.433
	22/23	604.756	170.831	55.122	830.709
	23/24	619.183	207.596	71.105	897.884
Dwars River	21/22	441.222	4.968	13.891	460.081
	22/23	416.475	4.204	19.009	439.688
	23/24	443.458	6.874	50.468	500.800
Klapmuts	21/22	397.145	22.864	30.748	450.757
	22/23	354.496	20.976	28.476	403.948
	23/24	372.503	25.288	31.530	429.321
Total	21/22	5 082.271	2 136.943	587.813	7 807.027
	22/23	4 963.773	2 368.326	527.003	7 859.102
	23/24	5 497.066	2 456.679	678.218	8 631.963

Quantity of effluent received at WWTWs (Ml/a):

The influent received at all the WWTWs is currently metered and monitored. The monthly WWTW's flows and rainfall at the various WWTWs are included in Annexure A.

Table C.1.5: Quantity of effluent received at the various WWTWs			
WWTW	Record: Prior (Ml/a)		
	23/24	22/23	21/22
Stellenbosch WWTW	8 656.913	7 909.000	6 707.930
Wemmershoek WWTW	1 503.679	1 544.110	1 113.159
Pniel WWTW	856.497	662.140	644.344
Klapmuts WWTW	560.916	444.163	489.308
Raithby WWTW	23.828	38.950	23.704
Total	11 601.833	10 598.363	8 978.445

Quantity of treated effluent returned to the water resource system:

There is a need to report on the volume or proportion of treated effluent that is returned from each WWTW to the Water Resource System. These return flows can be significant and can add to the water resources of a catchment and need to be accounted for. In other instances, the effluent is not returned and is diverted to oxidation ponds or is re-used on parks, sports fields, etc.

All effluent discharged into the Municipal sewer systems are treated at the existing WWTWs and the total returns to the water resource system for Stellenbosch Municipality are summarised in the table below.

Table C.1.6: Total returns to the water resource system					
WWTW	Type of WWTW	Resource Name (River, Dam, Other)	Current returns (2023/2024)		
			Total Returns (Ml/a)	Portion (%) of total influent returned	Portion (%) of total influent re-used
Stellenbosch	Biological Filters, Activated Sludge and Extended Aeration	Veldwachters River	7 358.376	85%	5%
Wemmershoek	Activated Sludge	Wemmershoek River	1 353.311	90%	5%
Pniel	Activated Sludge	Dwars River	813.672	95%	0%
Klapmuts	Activated Sludge	Klapmuts River	532.870	95%	0%
Raithby	Rotating Biological Contactors	Raithby River, a tributary that flows into the Eerste River	22.636	95%	0%

The current effluent re-use practices at the WWTWs are as follows.

Table C.1.7: Current effluent re-use practices at the various WWTWs	
WWTWs	Current effluent re-use practices
Stellenbosch	Wash water at WWTW and some irrigation of WWTW terrain.
Wemmershoek	Wash water at WWTW and some irrigation of WWTW terrain.
Pniel	Wash water at WWTW and some irrigation of WWTW terrain.
Klapmuts	Wash water at WWTW and some irrigation of WWTW terrain.
Raithby	Wash water at WWTW.

C.2. Water Services Delivery Profile

The National Norms and Standards for Domestic Water and Sanitation Services, as published in the Government Gazette No.41100 of 8 September 2017, makes provision for the following norms and standards for levels of water supply and sanitation services:

Table C.2.1: Norms and standards for levels of water supply services		
Full level of service: People access and pay for more than 90 l/c/d at high pressure.	Interim Full	Full provision: People access a minimum of 50 l/c/d of SANS241 quality water on demand at the boundary of the yard, metered and tarified.
Middle level of service: People access and pay for 51-90 l/c/d at medium pressure.	Interim Upper	Upper provision: People access a maximum of 90 l/c/d of SANS241 quality water from an improved source at the boundary of the yard, metered and tarified.
	Interim Intermediate	Intermediate provision: People access more than 50 l/c/d but less than 90 l/c/d of SANS241 quality water from an improved source at the boundary of the yard, metered and tarified.
Minimum level of service: People access 25-50 l/c/d at low to medium pressure, use of more than 25 l/c/d is paid for.	Interim Basic Plus	Basic Plus provision: People access more than 25 l/c/d but less than 50 l/c/d of SANS241 quality water from an improved source at the boundary of the yard, metered and tarified.
	Interim Basic	Basic provision: People access a minimum of 25 l/c/d of SANS241 quality water from an improved source at the boundary of the yard, metered and tarified.
	Interim Free Basic	Free basic provision: People access a minimum of 25 l/c/d of SANS241 quality water from an improved source at the boundary of the yard, metered.
	Intermittent	Intermittent provision: People access a minimum of 1500 l/household/week of acceptable quality water on a weekly basis within 100m, which is metered.
Bulk service: Source of potable water to be provided to people, which is metered in all circumstances.		
No service / provision = backlog: People access water from insecure or unimproved sources, or sources that are too distant, too time consuming or are of poor quality.		

Interim provision: People access a minimum of 25 l/c/d of acceptable quality water within 24 hours of disruption, normal service to be restored within 7 days.

Table C.2.2: Norms and standards for levels of sanitation services		
Hygiene promotion; Prevention of pollution; Re-use / recycle; Operation and Maintenance; Metering and tariffing; Solid Waste Management; Asset Management		
Full level: Full concern for human health, environment and sustainability of interconnected systems.	Full services	In-house facility: Storm water, wastewater/excreta, greywater, solid waste are collected and managed to achieve maximum benefits from treatment and re-use of water and nutrients. In-house facility: Access to a pleasant, safe, reliable and properly maintained facility for 24 hours a day, with control of nutrients in human excreta, wastewater and greywater.
Basic level: Remove excreta from the environment through treatment, pathogen reduction, resource recovery and nutrient reuse.	Free basic services	Toilet with functional hand washing facility in the yard: Access to a pleasant, safe and reliable facility for 24 hours a day, including privacy, personal safety and shelter through a subsidy for free. Maintenance of the facility is for free and is the responsibility of services provider.
	Basic services	Toilet with functional hand washing facility in the yard. Access to a pleasant, safe and reliable facility for 24 hours a day, including privacy, personal safety and shelter through a capital subsidy. Maintenance of the facilities is not for free and is the responsibility of the household / owner.
Interim level: Blocking the spread of faecal-oral diseases through proper excreta containment at a fixed point.	Excreta containment	Household, shared or communal toilets with functional hand washing facilities: Access to safe, reliable and properly maintained toilet and hand washing facility, free of charge, within 200m of the dwelling, which at a minimum safely contains human excreta. Maintenance is the responsibility of the services provider. To be phased out by 2030.
No service / provision = backlog: People practice open defecation or access an unimproved sanitation facility, such as pit toilets and bucket toilets. To be completely eliminated by 2030.		

Proper disposal, clean platform, vector and rodent control, resource use and health protection.

Emergency level: People access pleasant, safe, reliable and properly maintained improved toilets and hand washing facility on the premises in close proximity to the temporary dwelling within 24 hours and for duration of event.

C.2.1. User Connection Profile

The total number of user connections in each user sector, for the consumers provided with water services by Stellenbosch Municipality, is as follows (June 2024):

Table C.2.1.1: User Connection Profile (Water Services)

WSDP Ref. #	Category of users	Water Services						
		Year 0 FY2023/24		Year - 1 FY2022/23		Year - 2 FY2021/22		New Connections Year 0 FY2023/24
		Nr	%	Nr	%	Nr	%	Nr
	RESIDENTIAL (DOMESTIC)							
3.3	Metered: Uncontrolled	19 310	66%	19 107	67%	19 003	67%	203
3.3	Metered: Controlled	0	0%	0	0%	0	0%	0
	Unmetered (flat rate)	0	0%	0	0%	0	0%	0
	Communal water supply	8 829	30%	8 214	29%	8 210	29%	615
	Sub-Total: Residential	28 139	96%	27 321	96%	27 213	96%	818
	EDUCATION							
3.3	Schools (Public Ordinary Schools)	42	0%	39	0%	39	0%	3
	Tertiary education facilities	8	0%	8	0%	8	0%	0
	Sub-Total: Education	50	0%	47	0%	47	0%	3
	HEALTH							
3.3	Clinics	12	0%	13	0%	13	0%	-1
3.3	Hospitals (Regional)	1	0%	1	0%	1	0%	0
3.3	Health Centres	1	0%	1	0%	1	0%	0
	Sub-Total: Health	14	0%	15	0%	15	0%	-1
	INSTITUTIONAL							
	Public Institutions (Estimated)	0	0%	0	0%	0	0%	0
3.3	Magistrate Offices	1	0%	1	0%	1	0%	0
3.3	Police Stations	6	0%	6	0%	6	0%	0
3.3	Prisons	1	0%	1	0%	1	0%	0
	etc	0	0%	0	0%	0	0%	0
	Sub-Total: Institutional	8	0%	8	0%	8	0%	0
	INDUSTRIAL							
3.3	Dry industries	102	0%	102	0%	102	0%	0
3.3	Wet industries (Incl. under Dry)	0	0%	0	0%	0	0%	0
	Sub-Total: Commercial	102	0%	102	0%	102	0%	0
	COMMERCIAL							
3.3	Businesses	771	3%	771	3%	762	3%	0
3.3	Office Buildings (Incl. under Business)	0	0%	0	0%	0	0%	0
	Sub-Total: Commercial	771	3%	771	3%	762	3%	0
	MINING							
	Mining	0	0%	0	0%	0	0%	0
	Sub-Total: Mining	0	0%	0	0%	0	0%	0
	OTHER							
	Agriculture: raw water	0	0%	0	0%	0	0%	0
	etc	258	1%	250	1%	233	1%	8
	Sub-Total: Other	258	1%	250	1%	233	1%	8
	TOTAL	29 342	100%	28 514	100%	28 380	100%	828

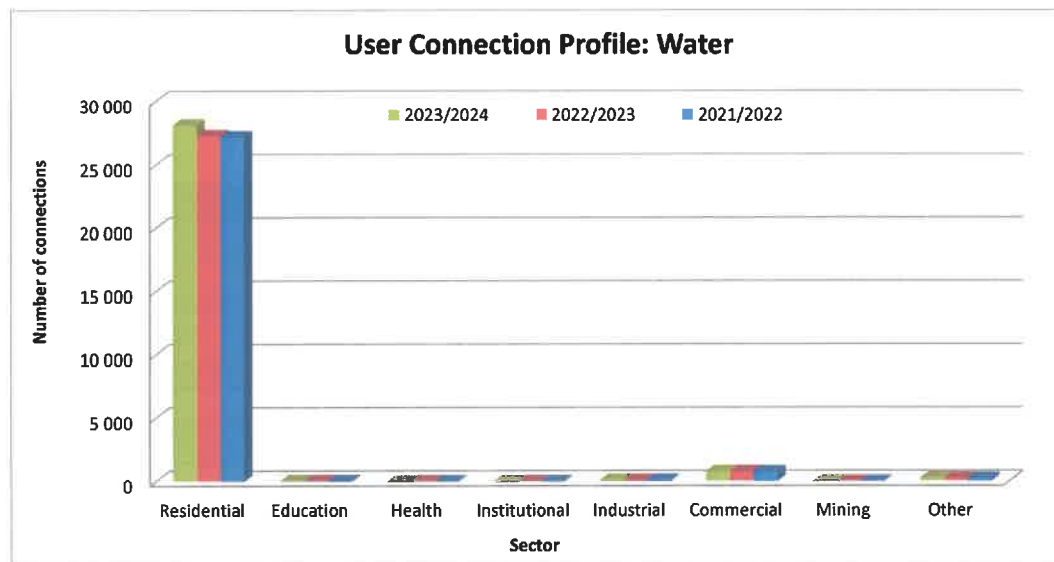


Figure C.2.1.1: User connection profile for water

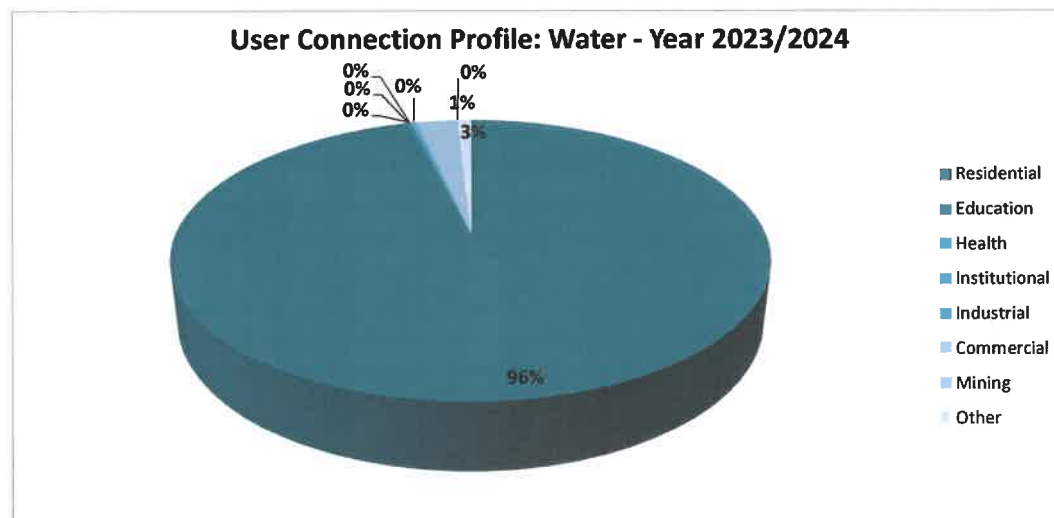


Figure C.2.1.2: User connection distribution for water – Year 2023/2024

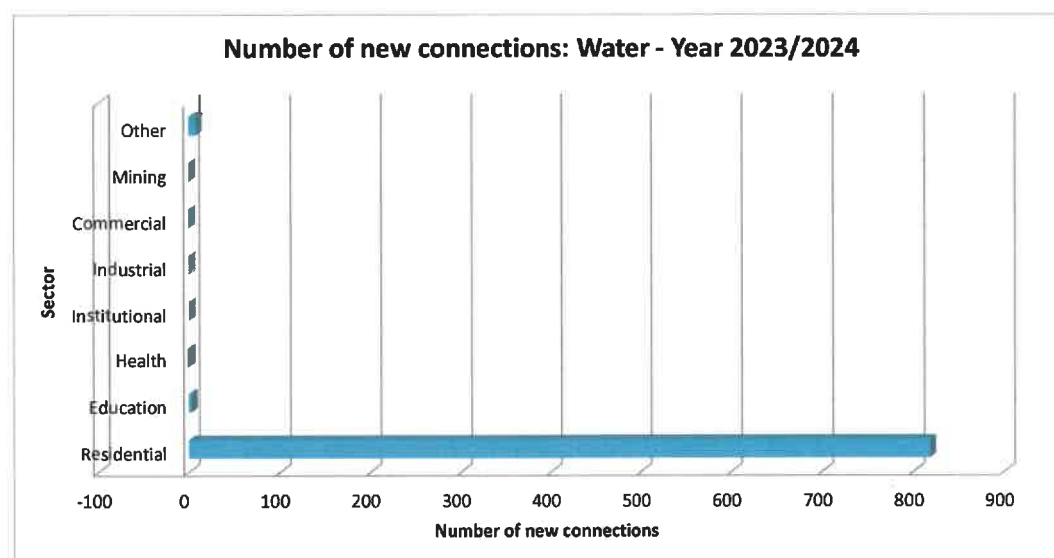


Figure C.2.1.3: Number of new water connections provided during 2023/2024

Table C.2.1.2: User Connection Profile (Wastewater Services)

WSDP Ref. #	Category of users	Wastewater Services						
		Year 0 FY2023/24		Year - 1 FY2022/23		Year - 2 FY2021/22		New Connections Year 0 FY2023/24
		Nr	%	Nr	%	Nr	%	Nr
	RESIDENTIAL (DOMESTIC)							
3.3	Metered: Uncontrolled	19 310	75%	19 107	76%	19 003	76%	203
3.3	Metered: Controlled	0	0%	0	0%	0	0%	0
	Unmetered (flat rate)	0	0%	0	0%	0	0%	0
	Communal water supply	5 132	20%	4 978	20%	4 864	19%	154
	Sub-Total: Residential	24 442	95%	24 085	95%	23 867	95%	357
	EDUCATION							
3.3	Schools (Public Ordinary Schools)	42	0%	39	0%	39	0%	3
	Tertiary education facilities	8	0%	8	0%	8	0%	0
	Sub-Total: Education	50	0%	47	0%	47	0%	3
	HEALTH							
3.3	Clinics	12	0%	13	0%	13	0%	-1
3.3	Hospitals (Regional)	1	0%	1	0%	1	0%	0
3.3	Health Centres	1	0%	1	0%	1	0%	0
	Sub-Total: Health	14	0%	15	0%	15	0%	-1
	INSTITUTIONAL							
	Public Institutions (Estimated)	0	0%	0	0%	0	0%	0
3.3	Magistrate Offices	1	0%	1	0%	1	0%	0
3.3	Police Stations	6	0%	6	0%	6	0%	0
3.3	Prisons	1	0%	1	0%	1	0%	0
	etc	0	0%	0	0%	0	0%	0
	Sub-Total: Institutional	8	0%	8	0%	8	0%	0
	INDUSTRIAL							
3.3	Dry industries	102	0%	102	0%	102	0%	0
3.3	Wet industries (Incl. under Dry)	0	0%	0	0%	0	0%	0
	Sub-Total: Commercial	102	0%	102	0%	102	0%	0
	COMMERCIAL							
3.3	Businesses	771	3%	771	3%	762	3%	0
3.3	Office Buildings (Incl. under Business)	0	0%	0	0%	0	0%	0
	Sub-Total: Commercial	771	3%	771	3%	762	3%	0
	MINING							
	Mining	0	0%	0	0%	0	0%	0
	Sub-Total: Mining	0	0%	0	0%	0	0%	0
	OTHER							
	Agriculture: raw water	0	0%	0	0%	0	0%	0
	etc	258	1%	250	1%	233	1%	8
	Sub-Total: Other	258	1%	250	1%	233	1%	8
	TOTAL	25 645	100%	25 278	100%	25 034	100%	367

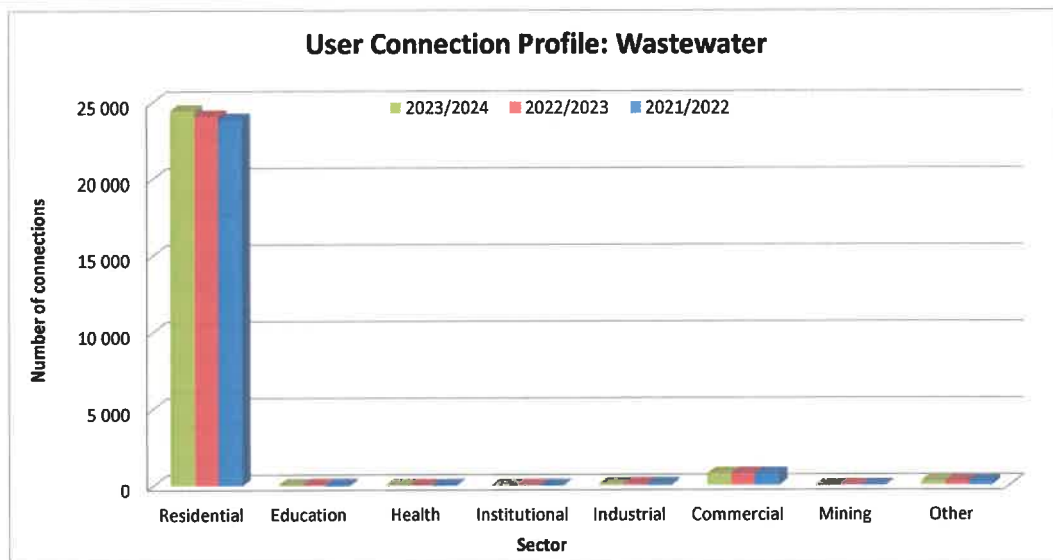


Figure C.2.1.4: User connection profile for wastewater

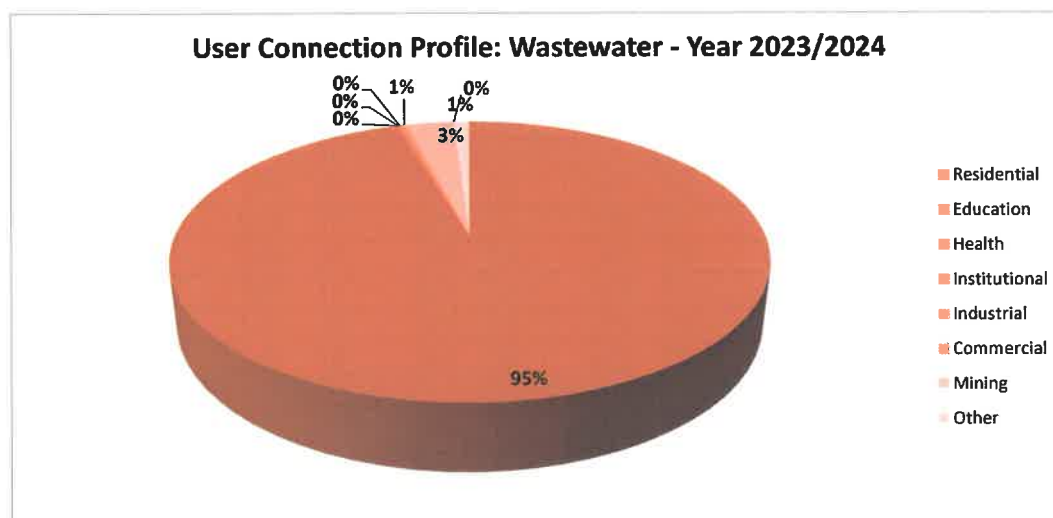


Figure C.2.1.5: User connection distribution for wastewater – Year 2023/2024

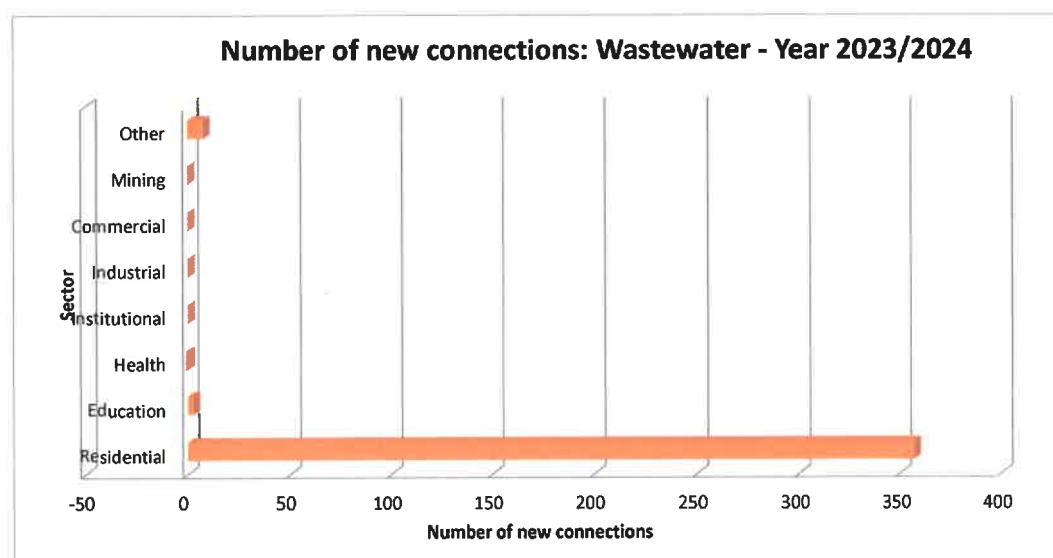


Figure C.2.1.6: Number of new wastewater connections provided during 2023/2024

The number of user connections in each user sector as calculated from the financial data (Billed Metered Consumers), for the various distribution systems in Stellenbosch Municipality's Management Area, are as indicated in the table below.

Table C.2.1.3: Total number of billed metered consumers per category per system					
Distribution System	Year	Residential	Business	Other	Total
Stellenbosch	21/22	12 510	694	221	13 425
	22/23	12 593	699	234	13 526
	23/24	12 786	699	244	13 729
Franschhoek	21/22	2 341	138	52	2 531
	22/23	2 347	141	55	2 543
	23/24	2 349	143	55	2 546
Dwars River	21/22	1 991	11	18	2 020
	22/23	1 990	10	20	2 020
	23/24	1 991	10	20	2 021
Klapmuts	21/22	2 161	22	12	2 195
	22/23	2 177	22	11	2 210
	23/24	2 183	21	11	2 216
Total	21/22	19 003	865	303	20 171
	22/23	19 107	872	320	20 299
	23/24	19 310	873	330	20 512

Table C.2.1.4: Total number of billed metered consumers per system and percentage annual growth from 2021/2022 to 2023/2024				
Distribution System	Annual Growth % 21/22 – 23/24	21/22	22/23	23/24
Stellenbosch	1.13%	13 425	13 526	13 729
Franschhoek	0.30%	2 531	2 543	2 546
Dwars River	0.02%	2 020	2 020	2 021
Klapmuts	0.48%	2 195	2 210	2 216
Total	0.84%	20 171	20 299	20 512

The number of new water and sanitation connection made:

All the households in the urban areas of Stellenbosch Municipality's Management Area are provided with water connections inside the erven. Informal areas are supplied with shared services (Communal standpipes and toilets) as an intermediary measure. The number of billed metered consumers increased by 213 during the 2023/2024 financial year.

Stellenbosch Municipality is committed to support the private landowners as far as possible in order to ensure that at least basic water and sanitation services are provided to those households in the rural areas with existing services still below RDP standard.

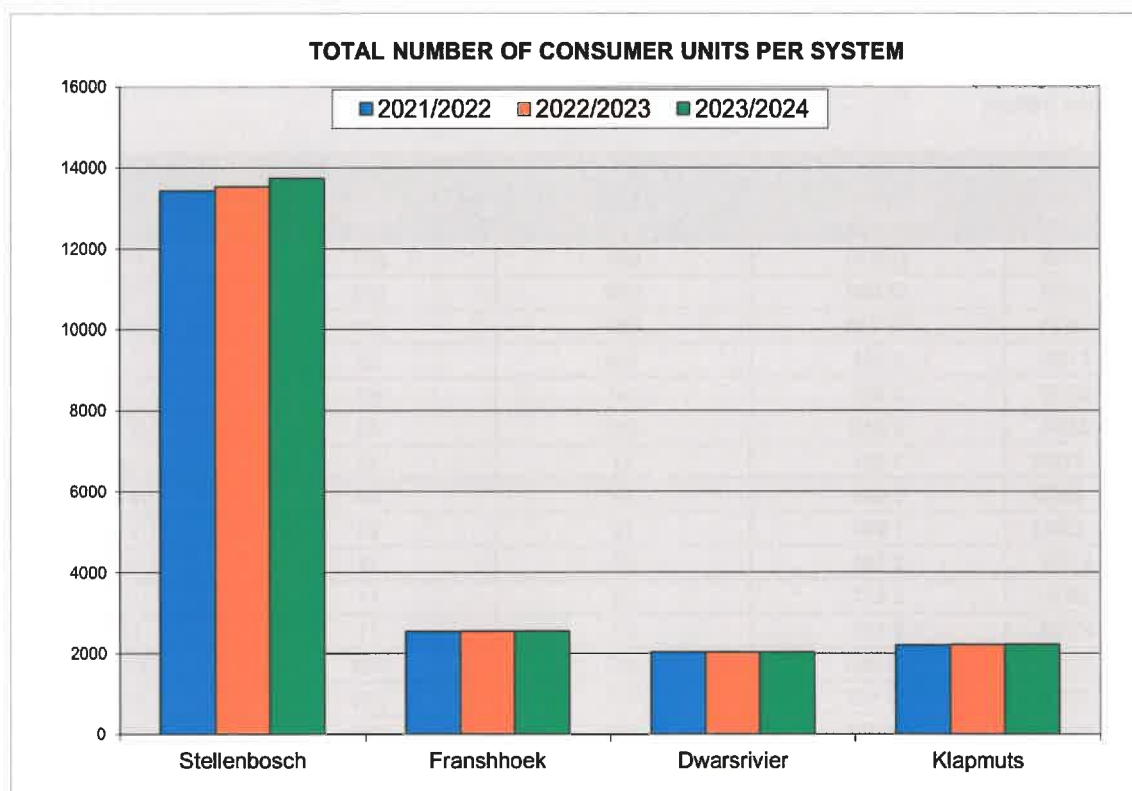


Figure C.2.1.7: Number of billed metered consumers per system.

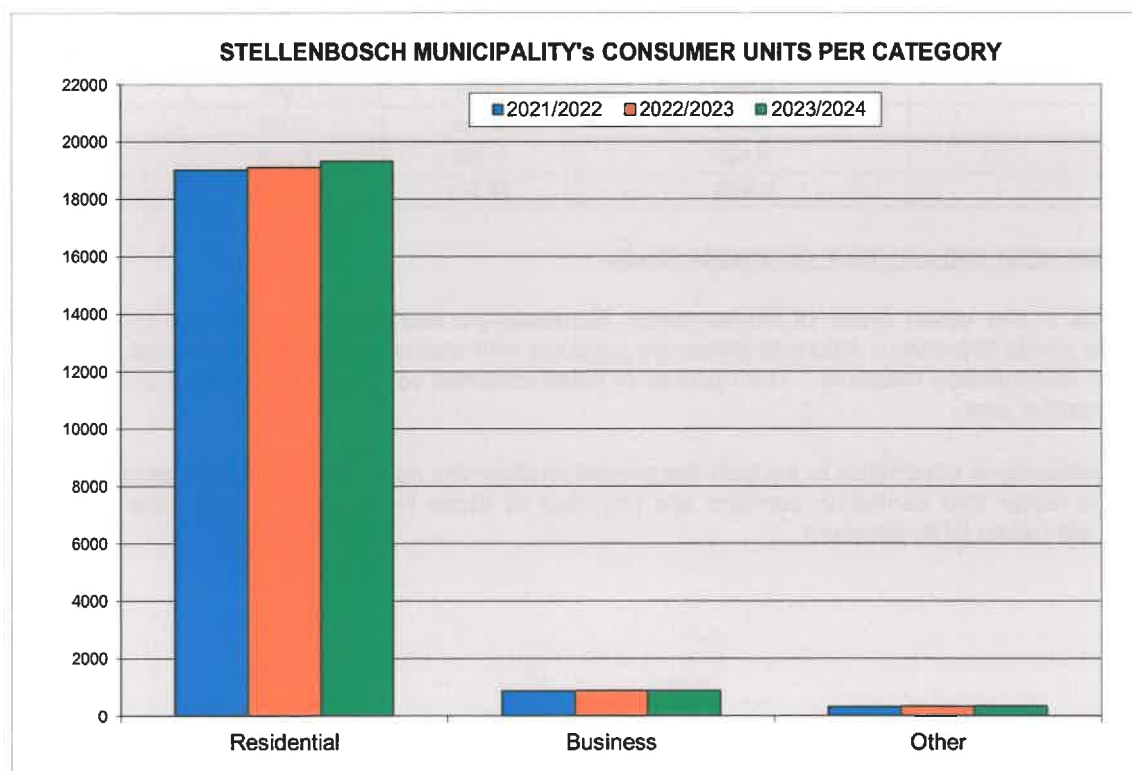


Figure C.2.1.8: Number of billed metered consumers per category for all systems

C.2.2. Residential Water Services Delivery Access Profile

The table below gives an overview of the water services delivery access profile of Stellenbosch Municipality.

Table C.2.2.1: Residential Water Services Delivery Access Profile: Water							
Census Category	Description	Year 0 FY2023/24		Year - 1 FY2022/23		Year - 2 FY2021/22	
		Nr	%	Nr	%	Nr	%
	WATER (ABOVE MIN LEVEL)						
Piped (tap) water inside dwelling/institution	House connections	28 175	44%	29 011	47%	27 561	46%
Piped (tap) water inside yard	Yard connections	23 899	37%	21 373	34%	20 710	34%
Piped (tap) water on community stand: distance less than 200m from dwelling/institution	Standpipe connection < 200 m	11 861	18%	11 596	19%	11 614	19%
	Sub-Total: Minimum Service Level and Above	63 935	100%	61 980	99%	59 885	99%
	WATER (BELOW MIN LEVEL)						
Piped (tap) water on community stand: distance between 200m and 500m from	Standpipe connection: > 200 m < 500 m	94	0%	94	0%	94	0%
Piped (tap) water on community stand: distance between 500m and 1000m (1km) from dwelling/institution	Standpipe connection: > 500 m < 1 000 m	18	0%	18	0%	18	0%
Piped (tap) water on community stand: distance greater than 1000m (1km) from dwelling/institution	Standpipe connection: > 1 000 m	8	0%	8	0%	8	0%
No access to piped (tap) water	No services	162	0%	217	0%	217	0%
	Sub-Total: Below Minimum Service Level	282	0%	337	1%	337	1%
	Total number of households	64 217	100%	62 317	100%	60 222	100%

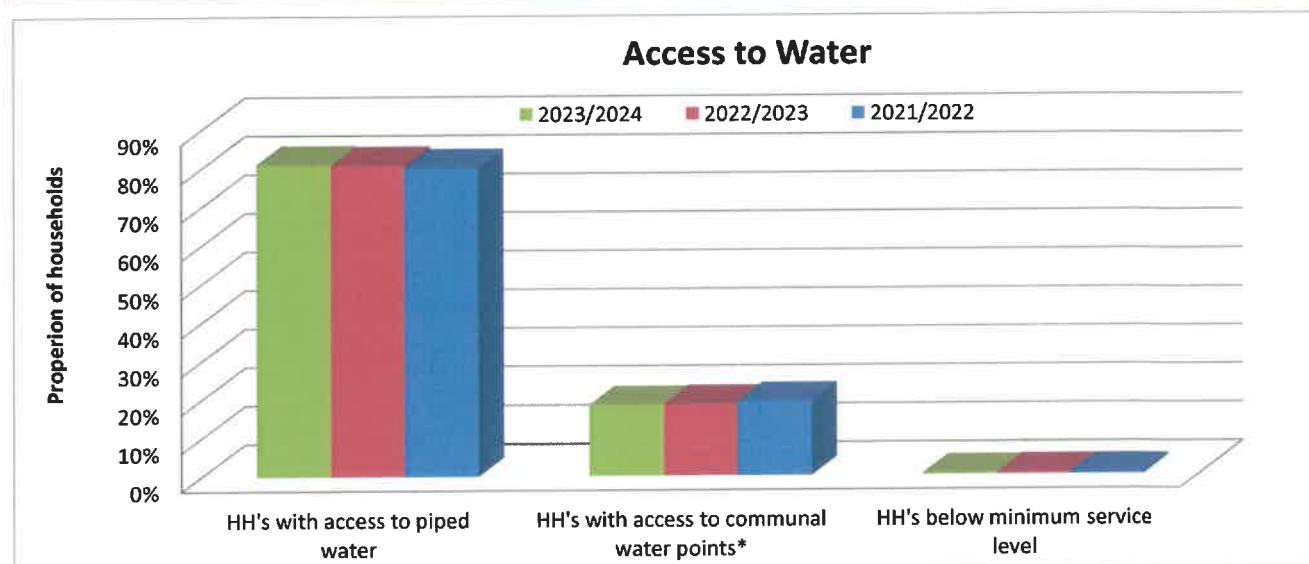


Figure C.2.2.1: Household water access profile

The existing residential water service levels in Stellenbosch Municipality's Management Area are estimated as follows (June 2024).

Table C2.2.2: Residential water service levels (Residential Consumer Units)						
Service Level	Stellenbosch	Franschhoek	Klapmuts	Dwars River	Farms	Total
No Water Services	0	0	0	0	92 ²⁾	92
Below RDP: Infrastructure Upgrade	0	0	0	0	0	0
Below RDP: Infrastructure Extension	0	0	0	0	120 ³⁾	120
Below RDP: Infrastructure Refurbishment	0	0	0	0	0	0
Below RDP: O&M Needs	0	0	0	0	0	0
Below RDP: Water Resource Needs	0	0	0	0	0	0
Below RDP: Infrastructure and O&M Needs	0	0	0	0	0	0
Below RDP: Infrastructure, O&M and Water Resource Needs	0	0	0	0	0	0
Total Basic Need (RDP)	0	0	0	0	212	212
Below Housing Interim ⁴⁾	2 492	-	61	70	0	2 623
Adequate Housing Permanent ⁵⁾	6 263	1 895	508	163	0	8 829
Total Housing Need	8 755	1 895	569	233	0	11 452
Standpipes	-	-	-	-	479	479
Yard Connections ⁶⁾	15 226	4 972	1 190	1 547	964	23 899
House Connections ¹⁾	12 786	2 349	2 183	1 991	8 866	28 175
Total Adequate	28 012	7 321	3 373	3 538	10 309	52 553
Total Residential Consumer Units for the Municipality	36 767	9 216	3 942	3 771	10 521	64 217

Notes: 1) Number of residential consumer units for the urban areas for 2023/2024, as taken from the financial system.

2) Census 2011: Number of households with no access to piped (tap) water 92.

3) Census 2011: Number of households with communal services (200m – 500m) 94, (500m – 1000m) 18 and (>1000m) 8.

4) Below Housing Interim in the above table is the number of households in informal areas without basic water services or with a ratio above 1 communal tap per 25 households as confirmed by the Municipality for June 2024.

5) Adequate Housing Permanent in the above table is the number of households in informal areas with communal water services at a ratio of 1 communal tap per 25 households or less as confirmed by the Municipality for June 2024.

6) Estimated number of backyard dwellers (Projected number of households – residential CUs – households in informal areas).

The table below gives an overview of the sanitation services delivery access profile of Stellenbosch Municipality.

Table C.2.2.3: Residential Water Services Delivery Access Profile: Sanitation

Census Category	Description	Year 0 FY2023/24		Year - 1 FY2022/23		Year - 2 FY2021/22	
		Nr	%	Nr	%	Nr	%
	SANITATION (ABOVE MIN LEVEL)						
Flush toilet (connected to sewerage system)	Waterborne	42 244	66%	40 709	65%	38 749	64%
	Waterborne: Low Flush	0	0%	0	0%	0	0%
Flush toilet (with septic tank)	Septic tanks / Conservancy	8 950	14%	8 795	14%	8 669	14%
Chemical toilet	Non-waterborne (above min. service level)	415	1%	415	1%	388	1%
Pit toilet with ventilation (VIP)		165	0%	165	0%	165	0%
Other / Communal Services		11 227	17%	11 198	18%	11 144	19%
	Sub-Total: Minimum Service Level and Above	63 001	98%	61 282	98%	59 115	98%
	SANITATION (BELOW MIN LEVEL)						
Pit toilet without ventilation	Pit toilet	148	0%	148	0%	148	0%
Bucket toilet	Bucket toilet	278	0%	278	0%	278	0%
Other toilet provision (below min. service level)	Other	210	0%	210	0%	210	0%
No toilet provisions	No services	580	1%	399	1%	471	1%
	Sub-Total: Below Minimum Service Level	1 216	2%	1 035	2%	1 107	2%
	Total number of households	64 217	100%	62 317	100%	60 222	100%

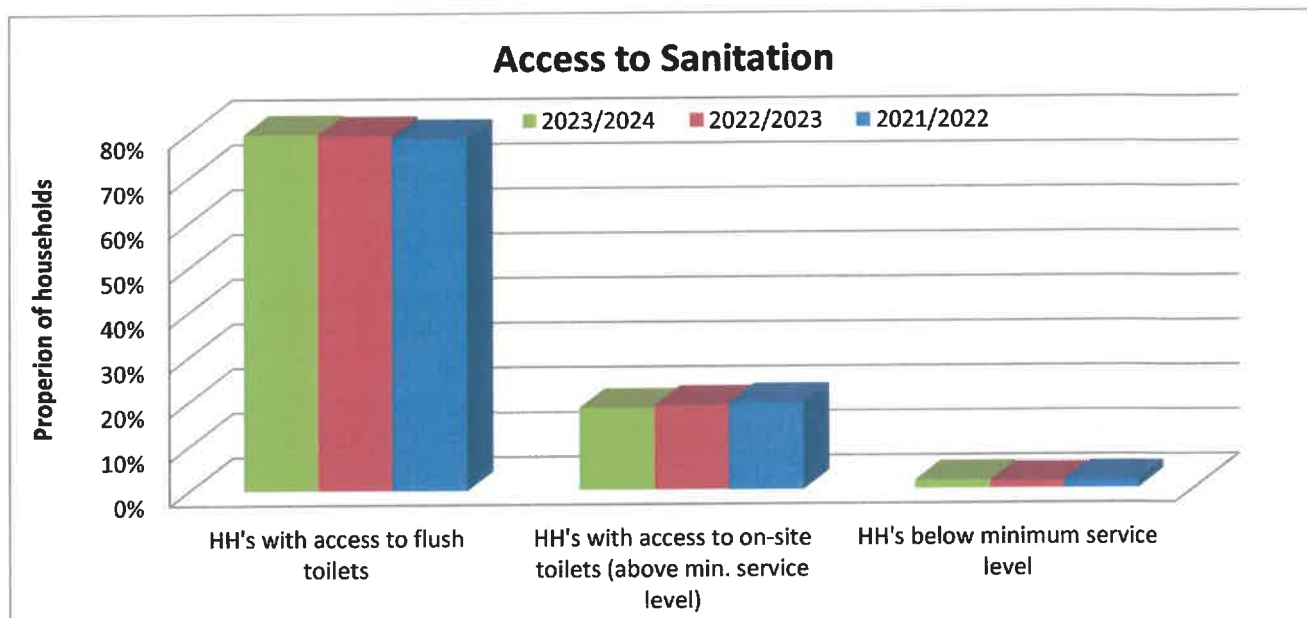


Figure C.2.2.2: Household sanitation access profile

The existing sanitation service levels in Stellenbosch Municipality's Management Area are estimated as follows (June 2024).

Table C.2.2.4: Residential sanitation service levels (Consumer Units)						
Service Levels	Stellenbosch	Franschhoek	Klapmuts	Dwars River	Farms	Total
No Sanitation Services	0	0	0	0	355 ³⁾	355
Below RDP: Infrastructure Upgrade	0	0	0	0	915 ⁴⁾	915
Below RDP: Infrastructure Extension	0	0	0	0	0	0
Below RDP: Infrastructure Refurbishment	0	0	0	0	0	0
Below RDP: O&M Needs	0	0	0	0	0	0
Below RDP: Water Resource Needs	0	0	0	0	0	0
Below RDP: Infrastructure and O&M Needs	0	0	0	0	0	0
Below RDP: Infrastructure, O&M and Water Resource Needs	0	0	0	0	0	0
Total Basic Need (RDP)	0	0	0	0	1 270	1 270
Inadequate Housing Interim ⁴⁾	4 948	861	286	225	0	6 320
Inadequate Housing Permanent ⁵⁾	3 807	1 034	283	8	0	5 132
Total Housing Need	8 755	1 895	569	233	0	11 452
No Waterborne (VIP)	0	0	0	0	165	165
Septic Tanks / Conservancy Tanks	0	0	0	0	9 086	9 086
Waterborne	28 012	7 321	3 373	3 538	0	42 244
Total Adequate ¹⁾	28 012	7 321	3 373	3 538	9 251	51 495
Total Residential Consumer Units for the Municipality	36 767	9 216	3 942	3 771	10 521	64 217

Notes: 1) Include Backyard dwellers

2) Census 2011: Number of households with no toilet facility 355.

3) Census 2011: Number of households with existing buckets 278, chemical toilets 279, pit toilets without ventilation 148 and "other" 210.

4) Below Housing Interim in the above table is the number of households in informal areas without basic sanitation services or with a ratio above 1 communal toilet per 5 households as confirmed by the Municipality for June 2024.

5) Adequate Housing Permanent in the above table is the number of households in informal areas with communal ablution facilities at a ratio of 1 communal toilet per 5 households or less as confirmed by the Municipality for June 2024.

Number of households provided with water through communal water services:

The National Norms and Standards for Domestic Water and Sanitation Services, as published in the Government Gazette No.41100 of 8 September 2017, include the following interim water and sanitation services.

Table C.2.2.5: Interim water and sanitation services (National Norms and Standards for Domestic Water and Sanitation Services)
Intermittent provision of water at a minimum level of water supply services
<ul style="list-style-type: none"> A minimum volume of 1 500 litres of potable water shall be made available to a household per week. The water provided shall comply with the SANS241 quality standards. The access/delivery point shall be at a minimum a communal standpipe, or a storage facility in the yard (water container, yard tank, roof tank) of at least a volume of 1 500 litres. In the case of a communal standpipe, it shall be within a reasonable walking distance of no more than 100m from the farthest household. In the case of a storage facility in the yard (water container, yard tank, roof tank), it shall be refilled by a water tanker with potable water at least once a week. The water shall be made available for 52 weeks per year. All water use and/or supply shall be metered, but not tariffed. Maintenance of the infrastructure for this level of service is the responsibility of the WSA. Point-of-use water treatment systems and methods shall be advocated. Efforts shall be made to ensure user acceptance and understanding for this level of service.

Table C.2.2.5: Interim water and sanitation services (National Norms and Standards for Domestic Water and Sanitation Services)**Intermittent provision of water at a minimum level of water supply services**

- Users shall be educated in effective water use and hygiene.
- This level of service shall be phased out by 2030 to comply with the National Development Plan's requirement of providing a basic service of at least a yard connection for water.

Interim sanitation services (Communal and shared facilities)

- Users shall be consulted on the siting and design, and the responsible cleaning and maintenance of shared toilets. Clean toilets are more likely to be frequently used.
- Plumbing in and for communal and shared facilities needs to be more robust than that installed on private premises and shall comply with the general principles of the National Building Regulations. Precautions need to be taken in the design against vandalism, theft and misuse.
- Efforts shall be made to provide people living with chronic illnesses, such as HIV and AIDS, with easy access to a toilet as they frequently suffer from chronic diarrhoea and reduced mobility.
- Where possible, communal and shared toilets must be provided with lighting, or users provided with torches. The input of the users must be sought with regard to ways of enhancing the safety of users.
- Efforts to build a sense of communal ownership and pride of possession shall be made so that cooperation is voluntarily given or assured by peer pressure.
- Sufficient sanitation facilities shall be provided for the number of users
 - Communal toilet: Toilet seats – 1 seat per 50 users; Urinal units – 1 unit per 100 users; Hand washing – 1 basin per 10 toilet seats.
 - Shared toilet mostly used all the time: Toilet seats – 1 seat per 20 users; Urinal units – 1 unit per 50 users; Hand washing – 1 basin per 4 toilet seats.
- Shared and communal facilities shall have separate toilet blocks for men and women with separate entries; waste bins with lids in toilet block for women – emptied once a week and disposed of appropriately; urinal facilities for men; seats for children in the section for women; waiting / circulating area; separate washing cubicles for men and women; facility to store large volumes of water (water-borne sanitation); appropriate wastewater disposal system; and store room for keeping the cleaning material / equipment.

The current number of informal dwellings in Stellenbosch Municipality's Management Area is 11 452. Stellenbosch Municipality's works towards a ratio of at least one communal standpipe for every five households and one communal toilet to every twenty-five households. The table below gives a summary of the communal services levels in the informal areas in Stellenbosch Municipality's Management Area.

Table C.2.2.6: Communal service levels in informal areas (June 2024)

No.	Informal Settlement	No. of informal dwellings	Sanitation						Water				
			Number of Toilets currently provided		HH / Toilet	Broken Toilets	Backlog *		Number of Taps currently provided	HH / Tap	Backlog **		Broken Taps
			Chemical Toilets	Waterborne Toilets			HH	Add. Toilets Required			HH	Add. Taps Required	
Stellenbosch													
1	Transit Camp (Devon Valley)	17	0	10	1.7	7	0	0	2	8.5	0	0	2
2	Longlands Farm	81	0	76	1.1	0	0	0	76	1.1	0	0	0
3	Mountain View (Jamestown)	237	100	40	1.7	40	0	0	22	10.8	0	0	0
4	Jonkershoek / Fisheries / Compound / Assegaibos	128	15	5	6.4	5	28	6	4	32.0	28	2	4
5	Ma Tops	1	0	1	1.0	1	0	0	1	1.0	0	0	0
Total Stellenbosch		464	115	132	1.9	53	28	6	105	4.4	28	2	6
Kayamandi													
6	Enkanini Kayamandi	3 172	0	160	19.8	40	2 372	475	63	50.3	1 597	64	26
7	Watergang Informal Settlement	1 420	10	41	27.8	0	1 165	233	27	52.6	745	30	0
8	Zone A	606	0	164	3.7	1	0	0	81	7.5	0	0	31
9	Zone D	107	0	4	26.8	0	87	18	3	35.7	32	2	0
10	Zone F	183	0	37	4.9	0	0	0	21	8.7	0	0	6
11	Zone I	160	0	41	3.9	1	0	0	17	9.4	0	0	1
12	Zone J	425	0	73	5.8	0	60	12	39	10.9	0	0	2
13	Zone K	196	0	11	17.8	0	141	29	6	32.7	46	2	3

Table C.2.2.6: Communal service levels in informal areas (June 2024)

No.	Informal Settlement	No. of informal dwellings	Sanitation						Water				
			Number of Toilets currently provided		HH / Toilet	Broken Toilets	Backlog *		Number of Taps currently provided	HH / Tap	Backlog **		Broken Taps
			Chemical Toilets	Waterborne Toilets			HH	Add. Toilets Required			HH	Add. Taps Required	
14	Zone L	241	0	52	4.6	2	0	0	22	11.0	0	0	18
15	Zone M	50	0	21	2.4	1	0	0	13	3.8	0	0	13
16	Zone P	59	0	5	11.8	0	34	7	5	11.8	0	0	0
17	Zone O	1 427	0	103	13.9	5	912	183	86	16.6	0	0	38
18	Siyahlala	219	0	14	15.6	10	149	30	7	31.3	44	2	3
Total Kayamandi		8 265	10	726	11.2	60	4 920	987	390	21.2	2 464	100	141
Cloetesville													
19	Slabtown (under the bridge)	26	0	10	2.6	2	0	0	8	3.3	0	0	4
Total Cloetesville		26	0	10	2.6	2	0	0	8	3.3	0	0	4
Dwars River													
20	Erf 64 Kylemore	8	6	0	1.3	0	0	0	2	4.0	0	0	0
21	Ghiff Pniel	11	0	0	0.0	0	11	3	0	0.0	11	1	0
22	Meerlust Simondium	59	0	0	0.0	0	59	12	0	0.0	59	3	0
23	Covid Camp	155	0	0	0.0	0	155	31	8	19.4	0	0	0
Total Dwars River		233	6	0	38.8	0	225	46	10	23.3	70	4	0
Klapmuts													
24	La Rochelle	33	0	40	0.8	0	0	0	14	2.4	0	0	0
25	Mandela City	536	0	50	10.7	0	286	58	19	28.2	61	3	0
Total Klapmuts		569	0	90	6.3	0	286	58	33	17.2	61	3	0
Franschhoek													
26	Mooiwater Office	24	0	2	12.0	2	14	3	2	12.0	0	0	1
27	Klein Mooiwater	64	5	16	3.0	10	0	0	8	8.0	0	0	6
28	Langrug	1 807	0	192	9.4	52	847	170	100	18.1	0	0	32
Total Franschhoek		1 895	5	210	8.8	64	861	173	110	17.2	0	0	39
Total Stellenbosch Municipality		11 452	136	1 168	8.8	179	6 320	1 270	656	17.5	2 623	109	190

Notes: No Services, Ratios above Targets, Ratios meeting Targets

* Backlog Sanitation: Households where the ratio of one toilet seat for every 5 households is exceeded.

** Backlog Water: Households where the ratio of one communal tap for every 25 households is exceeded.

It can be noted from the above table that an additional 1 270 toilets and 109 communal taps are required for the informal areas in order to comply with the ratios of one toilet for every five households and one communal tap for every twenty-five households. 179 Toilets and 190 communal taps also need to be repaired. Some of the challenges experienced by Stellenbosch Municipality with regard to the informal areas and the provision of services to these areas included the following:

- Lack of space for new facilities;
- Lack of access for maintenance and emergency vehicles (narrowed roads);
- Uncooperative community members, don't want to move to create space for services;
- Vandalism of existing infrastructure, budget for new infrastructure must be used to maintain existing infrastructure; and
- Illegal water connections that must be removed.

All the schools in the urban areas of Stellenbosch Municipality's Management Area are provided with adequate water and sanitation services.

Table C.2.2.7: Service Levels at Schools

Associated Services Facility	Number of Facilities	Water			Sanitation		
		Facilities with Adequate Services	Facilities with no Services	Facilities with inadequate Services	Facilities with Adequate Services	Facilities with no Services	Facilities with inadequate Services
Schools	42	42	0	0	42	0	0
Tertiary Education Facilities	8	8	0	0	8	0	0

Source: Number of schools from the Socio-Economic Profile of Stellenbosch Municipality, Western Cape Government Provincial Treasury, for 2023.

The existing water and sanitation service levels for all the Medical Facilities in Stellenbosch Municipality's Management Area are summarised in the table below.

Table C.2.2.8: Service Levels at Medical Facilities

Associated Services Facility	Number of Facilities	Water			Sanitation		
		Facilities with Adequate Services	Facilities with no Services	Facilities with inadequate Services	Facilities with Adequate Services	Facilities with no Services	Facilities with inadequate Services
Regional /District Hospitals	1	1	0	0	1	0	0
Community Day Centres	1	1	0	0	1	0	0
Clinics	6	6	0	0	6	0	0
Mobile / Satellite Clinics	6	6	0	0	6	0	0

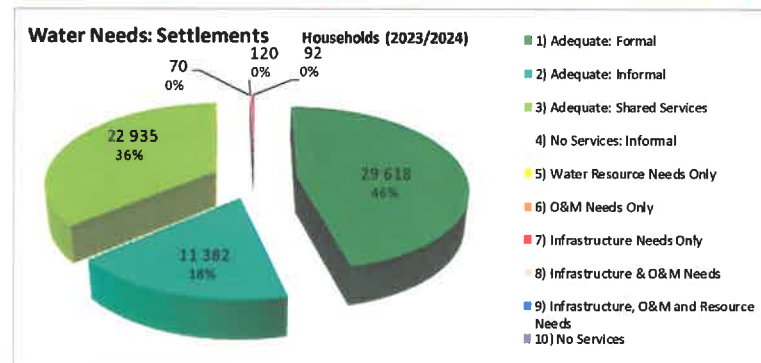
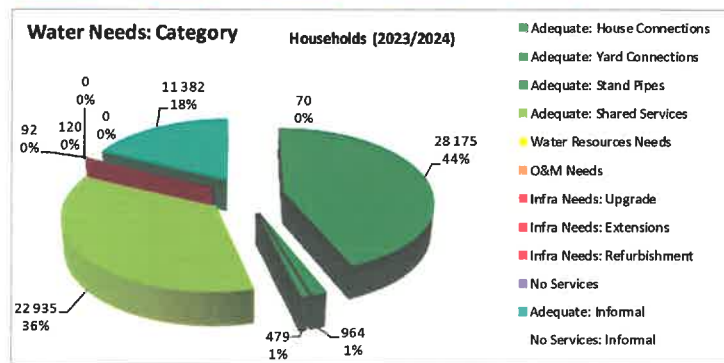
Source: Number of Medical Facilities from the Socio-Economic Profile of Stellenbosch Municipality, Western Cape Government Provincial Treasury, for 2023.

C.2.3. Residential Water Services Delivery Adequacy Profile

The existing residential water service levels in Stellenbosch Municipality's Management Area are estimated as follows.

Table C.2.3.1: Residential Water Services Delivery Adequacy Profile (Water)

Water Categorisation	Number of settlements	FORMAL																				INFORMAL				
		Adequate								Water Resource needs		O & M Needs		Infrastructure Needs						No services		Adequate		No services		
		House Connections		Yard Connections		Stand Pipes		Shared Services						Upgrades		Extensions		Refurbishment								
		HH	%	HH	%	HH	%	HH	%	HH	%	HH	%	HH	%	HH	%	HH	%	HH	%	HH	%			
1		28 175	100%	964	100%	479	100%																			
2																										
3								22 935	100%														11 382	100%		
4																										
5																										
6																										
7																										
8																120	100%									
9																										
10																				92	100%					
Total Household Interventions required		28 175		964		479		22 935		0		0		0		120		0		92		11 382		70		



1	Adequate	3	Adequate: Shared services	5	Water Resources Needs Only	7	Infrastructure Needs Only	9	Infrastructure, O&M & Resource Needs
2	Adequate: Informal	4	No Services: Informal	6	O & M Needs Only	8	Infrastructure & O&M needs	10	No Services

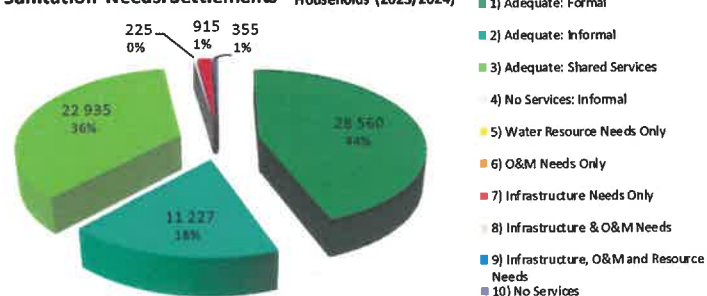


The existing residential sanitation service levels in Stellenbosch Municipality's Management Area are estimated as follows.

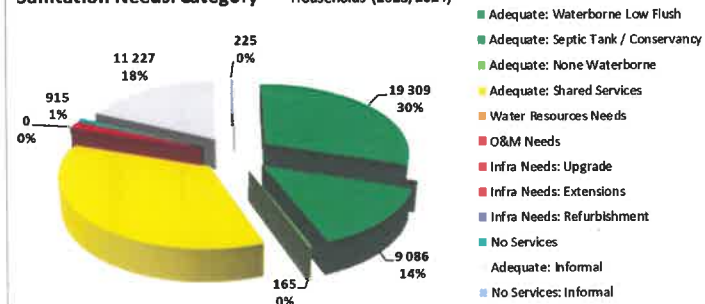
Table C.2.3.2: Residential Water Services Delivery Adequacy Profile (Sanitation)

Table C.2.3.2: Residential Water Services Delivery Adequacy Profile (Sanitation)																													
Water Categorisation	Number of settlements	FORMAL																				INFORMAL							
		Adequate										Water Resource needs	O & M Needs		Infrastructure Needs						No services		Adequate		No services				
		Waterborne		Waterborne low flush		Septic Tank/ Conservancy		None Waterborne		Shared Services					Upgrades		Extensions		Refurbishment										
		HH	%	HH	%	HH	%	HH	%	HH	%				HH	%	HH	%	HH	%							HH	%	HH
1		19 309	100%			9 086	100%	165	100%																				
2																										11 227	100%		
3										22 935	100%																		
4																												225	100%
5																													
6																													
7																		915	100%										
8																													
9																													
10																								355	100%				
Total Household Interventions required		19 309		0		9 086		165		22 935		0		0		0		0		915		0		355		11 227		225	

Sanitation Needs: Settlements



Sanitation Needs: Category



1	Adequate	3	Adequate: Shared services	5	Water Resources Needs Only	7	Infrastructure Needs Only	9	Infrastructure, O&M & Resource Needs
2	Adequate: Informal	4	No Services: Informal	6	O & M Needs Only	8	Infrastructure & O&M needs	10	No Services

C.3. Cost Recovery and Free Basic Services

C.3.1. Tariffs

The water tariff structures for Stellenbosch Municipality for the 2023/2024 financial year and the previous three financial years are summarised in the table below (Subject to 15% VAT).

Table C.3.1.1: Water tariffs for the last four financial years						
Consumer/Description		Category	23/24	22/23	21/22	20/21
Basic Charge		Domestic (per erven)	R82-95	R78-25	R73-69	R69-84
		Domestic cluster (per flat)	R10-08	R9-51	R8-96	R8-49
		All other (per erven)	R95-02	R89-64	R84-40	R80-00
Domestic: Single residential erven as well as single residential erven managed by Body Corporate.	Normal consumption periods	0 – 6 kl	R7-19	R6-79	R6-39	R6-06
		> 6 – 12 kl	R10-89	R10-27	R9-67	R9-17
		> 12 – 20 KL	R18-42	R17-37	R16-36	R15-51
		> 20 – 25 kl	R32-75	R30-90	R29-09	R27-58
		>25 – 40 kl	R45-52	R42-94	R40-43	R38-33
		> 40 – 70 kl	R72-73	R68-61	R64-61	R61-24
		> 70 kl	R113-83	R107-39	R101-12	R95-85
	10% Water Restriction Period	0 – 6 kl	R7-19	R6-79	R6-39	R6-06
		> 6 – 12 kl	R11-77	R11-11	R10-46	R9-91
		> 12 – 20 KL	R22-21	R20-95	R19-73	R18-70
		> 20 – 25 kl	R37-96	R35-81	R33-72	R31-96
		>25 – 40 kl	R50-56	R47-70	R44-91	R42-57
		> 40 – 70 kl	R89-64	R84-56	R79-63	R75-48
		> 70 kl	R178-25	R168-16	R158-34	R150-09
Domestic Cluster Refers to a cluster (block of flats) served by a single water connection	Normal consumption periods	0 – 6 kl	R7-19	R6-79	R6-39	R6-06
		> 6 – 12 kl	R10-89	R10-27	R9-67	R9-17
		> 12 – 18 kl	R18-42	R17-37	R16-36	R15-51
		> 18 – 25 kl	R32-75	R30-90	R29-09	R27-58
		> 25 kl	R45-52	R42-94	R40-43	R38-33
	10% Water Restriction Period	0 – 6 kl	R6-77	R6-39	R6-39	R6-25
		> 6 – 12 kl	R11-77	R11-11	R10-46	R9-91
		> 12 – 18 kl	R22-21	R20-95	R19-73	R18-70
		> 18 – 25 kl	R37-96	R35-81	R33-72	R31-96
		> 25 kl	R50-56	R47-70	R44-91	R42-57
Business, commercial and Industrial (include university)	Normal consumption periods	Per kl	R26-21	R24-73	R23-28	R22-07
	10% Water Restriction Period	Per kl	R34-93	R32-95	R31-03	R29-41
Miscellaneous and All Other Users (Schools, Sport Bodies, Churches and Charity Organisations)	Normal consumption periods	Per kl	R24-59	R23-20	R21-84	R20-70
	10% Water Restriction Period	Per kl	R25-87	R24-41	R22-98	R21-79
Municipal Tariff for Municipal Buildings and All Leakages	Normal consumption periods	0 – 20 kl	R11-50	R10-85	R10-22	R9-69
		> 20 – 50 kl	R12-08	R11-40	R10-73	R10-17
		> 50 kl	R13-13	R12-39	R11-66	R11-06
	10% Water Restriction Period	0 – 20 kl	R13-63	R12-86	R12-11	R11-48
		> 20 – 50 kl	R14-13	R13-33	R12-55	R11-90
		> 50 kl	R15-04	R14-19	R13-36	R12-66
Water Availability Fee	Per annum		R1 788-75	R1 687-50	R1 588-99	R1 506-15
MASO	Normal consumption periods	0 – 24 kl	R1-63	R1.54	R1-45	R1-37
		25 – 40 kl	R22-42	R21.15	R19-91	R18-88
		> 40 kl	R24-36	R22.98	R21-64	R20-51
	10% Water Restriction	0 – 24 kl	R5-08	R4.79	R4-51	R4-28

Table C.3.1.1: Water tariffs for the last four financial years						
Consumer/Description		Category	23/24	22/23	21/22	20/21
	Period	25 – 40 kl	R29-20	R27.54	R25-94	R24-58
		> 40 kl	R38-71	R36-52	R34-39	R32-59
Treated Effluent Water: Infrastructure provided by Council	Irrigation	Per kl	R0-13	R0-12	R0-11	R0-11
	Commercial / Industrial users / Domestic	Per kl	R5-36	R5-06	R4-76	R4-52
	Schools	Per kl	R6-03	R5-69	R5-36	R5-08
	Departmental	Per kl	R5-36	R5-06	R4-76	R4-52
	Golf Clubs	Per kl	R5-36	R5-06	R4-76	R4-52
Treated Effluent Water: Infrastructure provided by User	Irrigation	Per kl	R0-06	R0-06	R0-06	R0-05
	Commercial / Industrial users / Domestic	Per kl	R1-47	R1-39	R1-31	R1-24
	Schools	Per kl	R2-01	R1-90	R1-79	R1-69
	Departmental	Per kl	R1-47	R1-39	R1-31	R1-24
	Golf Clubs	Per kl	R1-47	R1-39	R1-31	R1-24
Bulk Users	No Restrictions	Up to 2 000 kl per kl	R13-93	R13-14	R12-38	R11-73
		> 2 000 kl per kl	R18-15	R17-12	R16-12	R15-28
	10% Water Restriction Period	Up to 2 000 kl per kl	R24-30	R22-92	R21-58	R20-46
		> 2 000 kl per kl	R40-18	R37-91	R35-70	R33-83

Note: 20%, 30% and 40% Water restriction period tariffs are also in place, which are not included in the above table.

The sewerage tariff structures for Stellenbosch Municipality for the 2023/2024 financial year and the previous three financial years are summarised in the table below (Subject to 15% VAT).

Table C.3.1.2: Sewerage tariffs for the last four financial years						
Consumer/Description		Category	23/24	22/23	21/22	20/21
Properties utilised for dwelling purposes only (Residential Tariff)	Size of erf in m ² (Cost per annum)	0 – 250	R1 828-28	R1 716-69	R1 611-92	R1 520-68
		251 – 500	R2 345-72	R2 202-56	R2 068-13	R1 951-06
		501 – 600	R2 642-51	R2 481-23	R2 329-80	R2 197-92
		601 – 700	R2 933-33	R2 754-30	R2 586-20	R2 439-81
		701 – 800	R3 227-09	R3 030-13	R2 845-19	R2 684-14
		801 – 900	R3 520-58	R3 305-71	R3 103-95	R2 928-26
		901 – 1 000	R3 811-80	R3 579-16	R3 360-71	R3 170-48
		Above 1 000	R3 811-80	R3 579-16	R3 360-71	R3 170-48
		For each add. 500m ² or part thereof	R367-36	R344-94	R323-88	R305-55
All vacant erven (Availability Tariff)	Size of erf in m ² (Cost per annum)	Up to 1000	R2 286-42	R2 146-87	R2 015-84	R1 901-74
		Above 1000	R2 958-20	R2 777-66	R2 608-13	R2 460-50
All other developed erven (Non-Residential Tariff)	Size of erf in m ² (Cost per annum)	0 – 500	R2 389-82	R2 243-97	R2 107-01	R1 987-75
		501 – 1 000	R2 764-79	R2 596-05	R2 437-60	R2 299-62
		1 001 – 1 500	R3 091-98	R2 903-27	R2 726-08	R2 571-77
		1 501 – 2 000	R3 792-25	R3 560-80	R3 343-47	R3 154-22
		2 001 – 3 000	R4 917-89	R4 617-74	R4 335-91	R4 090-48
		3 001 – 4 000	R5 900-85	R5 540-71	R5 202-54	R4 908-06
		4 001 – 5 000	R6 604-39	R6 201-31	R5 822-82	R5 493-23
		5 001 – 7 500	R8 081-17	R7 587-95	R7 124-84	R6 721-55
		7 501 – 10 000	R9 415-09	R8 840-46	R8 300-90	R7 831-04
		10 001 – 15 000	R11 589-32	R10 881-99	R10 217-84	R9 639-47
		15 001 – 20 000	R13 346-61	R12 532-03	R11 767-16	R11 101-09
		Above 20 000	R15 308-57	R14 374-25	R13 496-95	R12 732-97
Levies based on the usage and floor areas of the buildings	a) Offices, Consulting rooms, Power Station, Ambulance Station, Fire Station / m ²	0 – 2 500 m ²	R19-11	R17-94	R16-85	R15-89
		2 501 – 5 000 m ²	R18-93	R17-78	R16-69	R15-75
		Above 5 000 m ²	R18-76	R17-62	R16-54	R15-60
	b) Halls for the purpose of	0 – 2 500 m ²	R19-11	R17-94	R16-85	R15-89

Table C.3.1.2: Sewerage tariffs for the last four financial years

Consumer/Description		Category	23/24	22/23	21/22	20/21
	letting, cinemas, theatres, venues for meetings / m ²	2 501 – 5 000 m ²	R18-93	R17-78	R16-69	R15-75
		5 001 – 10 000 m ²	R18-76	R17-62	R16-54	R15-60
		Above 10 000 m ²	R18-59	R17-45	R16-39	R15-46
	c) Shops not included under d) / m ²		R18-93	R17-78	R16-69	R15-75
	d) Fish shops, Greengrocer shops, butcheries / m ²		R48-09	R45-16	R42-40	R40-00
	e) Cafe's, Restaurants / m ²		R18-93	R17-78	R16-69	R15-75
	f) Educational & Research Buildings / m ²		R18-93	R17-78	R16-69	R15-75
	g) Private Hostels, Boarding homes, Hostels / m ²		R31-09	R29-19	R27-41	R25-86
	h) Licensed hotels, Guest-houses / m ²		R23-98	R22-51	R21-14	R19-94
	i) Hospitals, Prisons, Clinic, Old age and other homes, Hospices, Shelters / m ²		R31-09	R29-19	R27-41	R25-86
	j) Religious institutions, Sports clubs	Per water closet or per urinal, or 0.5m of urinal wall or part thereof, whichever the greatest	R853-80	R801-69	R752-76	R710-15
	Youth organisations, Libraries, Museums, Halls not for letting, Physical fitness centres, Health centres, Messes, Under cover parking		R469-03	R440-40	R413-52	R390-11
	k) Garages, Dry cleaners, Laundries, Workshop		R1 373-01	R1 289-21	R1 210-52	R1 142-00
	l) Factories, Warehouses	Per water closet or per urinal, or 0.5m of urinal wall or part thereof, whichever the greatest	R2 740-00	R2 572-77	R2 415-75	R2 279-01
	m) Dwelling units that are part of buildings described under a) to l) / unit		R2 665-72	R2 503-03	R2 350-26	R2 217-23
n) Rooms used for dwelling purposes, forming part of buildings under a) to l) / m ²		R469-03	R440-40	R413-52	R390-11	

C.3.2. Metering, Billing and Free Basic Services

The table below gives an overview of the metering, billing and free basic services of Stellenbosch Municipality.

Table C.3.2.1: Overview of Metering, Billing and Free Basic Services

Regulation s Ref. #	Description	Unit	Year 0	Year - 1	Year - 2
			FY2023/24	FY2022/23	FY2021/22
	UNITS SUPPLIED (as per water services access profile)				
10.2 (b) (i)	Household water connections (house and yard connections)	Nr	52 074	50 384	48 271
10.2 (b) (iv)	Household sewerage connections	Nr	51 194	49 504	47 418
	METERING				
	Metered Water Connections (aligned with Table C2.1)				
	Residential	Nr	28 139	27 321	27 213
	Commercial / Business	Nr	771	771	762
	Industrial	Nr	102	102	102
	Government / Institutional	Nr	72	70	70
	etc.	Nr	258	250	233
	Sub-Total: Metered Water Connections	Nr	29 342	28 514	28 380
	Proportion of metered connections (residential) *	%	54.0%	54.2%	56.4%
	Total number of meters	Nr	29 342	28 514	28 380
10.2 (b) (vi)	Total number of new connections (aligned with Table C.2.1)	Nr	828	134	29
10.2 (e) (i)	Total number of new meters installed (New + Replaced)	Nr	550	566	276
	Proportion of new connections, metered	%	100%	100%	200%
	Number of meters tested (Investigated)	Nr	98	69	101
10.2 (e) (ii)	Proportion of meters tested to total number of meters	%	0.3%	0.2%	0.4%
	Number of meters replaced	Nr	525	527	247
10.2 (e) (ii)	Proportion of meters replaced to total number of meters	%	1.8%	1.8%	0.9%
	BILLING				
	Customer billing (water and sewerage)		Nr	Nr	Nr
	Residential	Nr	28 139	27 321	27 213
	Commercial / Business	Nr	771	771	762
	Industrial	Nr	102	102	102
	Government / Institutional	Nr	72	70	70
	etc.	Nr	258	250	233
	Sub-Total: Customers billed	Nr	29 342	28 514	28 380
	Proportion of bills to metered connections	%	100%	100%	100%
	Residential	%	100%	100%	100%
	Commercial / Business	%	100%	100%	100%
	Industrial	%	100%	100%	100%
	Government / Institutional	%	100%	100%	100%
	etc.	%	100%	100%	100%
	FREE BASIC SERVICES				
	Nr customers receiving:				
	Free Basic Water	Nr	5 584	5 744	4 681
10.2 (b) (v)	Free Basic Sanitation	Nr	5 584	5 744	4 681
	Proportion of Free Basic Services				
	Water	%	20%	21%	17%
	Sewerage	%	20%	21%	17%

Note: * All residential consumers in the urban areas of Stellenbosch Municipality's Management Area are metered. The "Water Services Access Profile" however includes the consumers on the farms and the backyard dwellers on formal erven in the urban areas. Backyard dwellers use the service of the main house, which is metered. Consumers on the farms utilise their own water sources, which is not metered by the Municipality, therefore the 54% to 56.4% compliances in the above table.

The graph below gives an overview of the operational work done on the water meters over the last six financial years in Stellenbosch Municipality's Management Area.

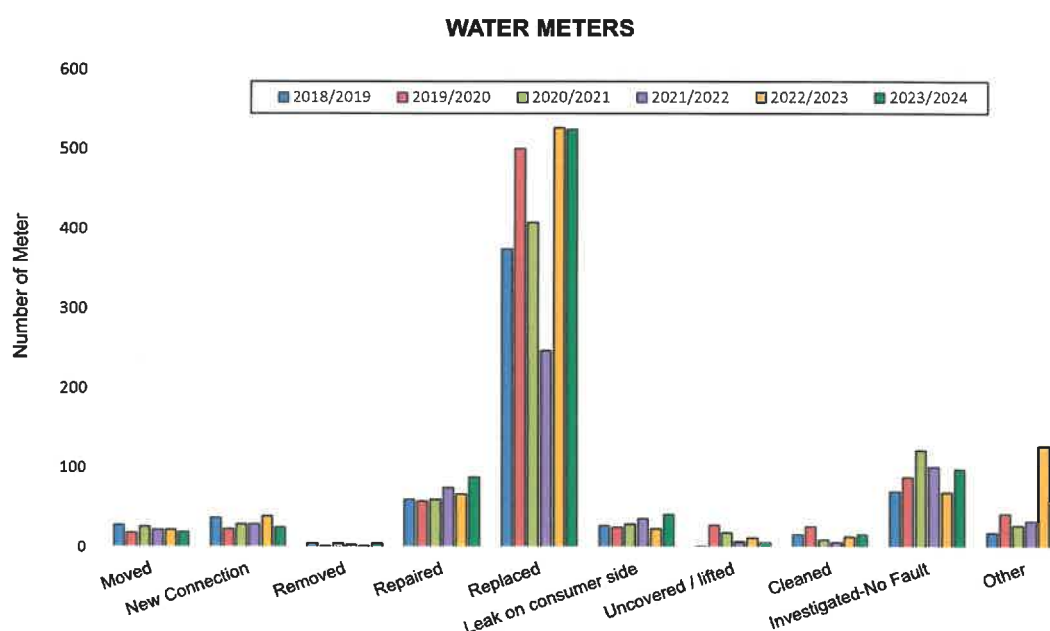


Figure C.3.2.1: Operational work done on the water meters

C.3.3. Revenue Collection and Cost Recovery

The table and figures below give an overview of Stellenbosch Municipality's water services revenue collection and cost recovery.

Table C.3.3.1: Overview of Water Services Revenue Collection and Cost Recovery				
Regulation s Ref. #	Description	Year 0	Year - 1	Year - 2
		FY2023/24	FY2022/23	FY2021/22
	INCOME	R'000	R'000	R'000
	Billed			
	Water reticulation / provision	R 211 237	R 165 892	R 158 095
	Sewerage / wastewater	R 133 804	R 119 746	R 108 724
	Sub-Total: Billed	R 345 041	R 285 638	R 266 819
	Collections			
	Water reticulation / provision	R 178 117	R 179 506	R 140 754
	Sewerage / wastewater	R 155 756	R 153 884	R 141 475
	Sub-Total: Collections	R 333 873	R 333 389	R 282 228
	Equitable share income			
	Water reticulation / provision	R 8 661	R 8 385	R 1 853
	Sewerage / wastewater	R 35 496	R 29 656	R 34 180
	Sub-Total: Equitable share income	R 44 157	R 38 041	R 36 033
	EXPENDITURE (O&M)	R'000	R'000	R'000
	Water services	R 188 693	R 139 981	R 130 660
	Sewerage / wastewater services	R 168 251	R 151 857	R 136 011
	Total: Water Services O&M	R 356 945	R 291 838	R 266 671
	COST RECOVERY ANALYSIS / RATIO'S	%	%	%
10.2 (d) (ii)	Billed as % of Cost			
	Water	117%	125%	122%
	Sewerage	101%	98%	105%
	Total	109%	111%	114%
10.2 (d) (iii)	Unrecovered as % of Cost			
	Water services	22%	-4%	15%
	Sewerage / wastewater services	8%	-3%	1%
	Total	15%	-3%	8%

The figure below gives an overview of the revenue collection and cost recovery profile for water services for Stellenbosch Municipality.

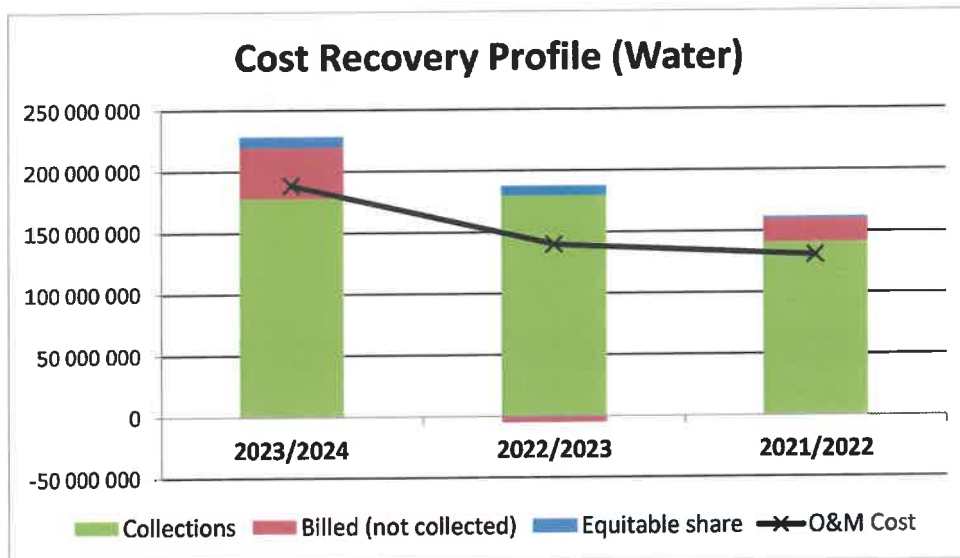


Figure C.3.3.1: Revenue collection and cost recovery profile (Water)

The figure below gives an overview of the revenue collection and cost recovery profile for wastewater services for Stellenbosch Municipality.

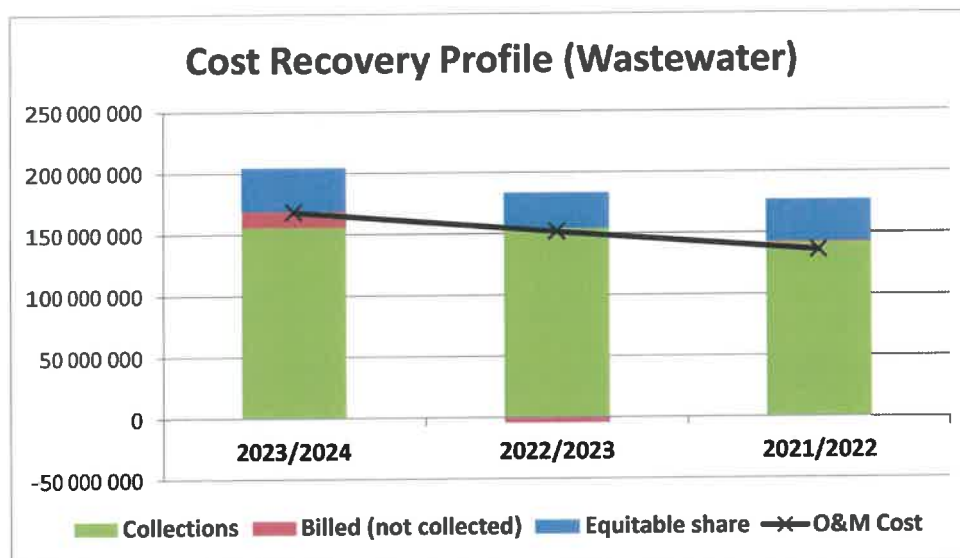


Figure C.3.3.2: Revenue collection and cost recovery profile (Wastewater)

Stellenbosch Municipality's Operational Budget for water and sanitation services for the last four financial years is included in Annexure F. The table below gives a summary of the actual operational and maintenance expenditure and income for the past four financial years.

Table C 3.3.2: Summary of operational expenditure and income for water and sanitation services					
Service	Expenditure / Income	23/24	22/23	21/22	20/21
Water	Expenditure	R188 693 168	R139 981 129	R130 660 076	R133 103 899
	Income	-R219 897 784	-R174 277 325	-R159 947 375	-R155 977 202
	Surplus / Deficit	-R31 204 616	-R34 296 196	-R29 287 299	-R22 873 303
Sanitation	Expenditure	R168 251 439	R151 856 835	R136 010 638	R141 130 178
	Income	-R169 299 629	-R149 401 570	-R142 903 845	-R143 373 736
	Surplus / Deficit	-R1 048 190	R2 455 265	-R6 893 207	-R2 243 558

The table below gives an overview of the analysis of the consumer debtors' age in days for the last five financial years as on the 30th of June.

Table C 3.3.3: Analysis of Consumer Debtors age in days as at 30 June					
Service	Current	31 – 60 Days	61 - 90 Days	91 – 120+ Days	Net June
2023/2024					
Electricity	R134 687 886	R3 441 006	R3 105 393	R52 619 233	R193 853 518
Water	R45 399 921	R3 350 002	R3 798 016	R148 648 917	R201 196 856
Sewerage	R11 184 061	R756 999	R641 734	R38 236 030	R50 818 824
Refuse Removal	R7 187 615	R943 191	R844 837	R50 755 320	R59 730 963
Housing Rentals	-	-	-	-	-
Sundry Debtors	R919 970	R65 931	R49 620	R13 298 010	R14 333 531
Total	R199 379 453	R8 557 129	R8 439 600	R303 557 510	R519 933 692
2022/2023					
Electricity	R112 898 755	R402 841	R322 645	R53 820 889	R167 445 130
Water	R33 932 918	R2 685 373	R2 899 798	R116 909 532	R156 427 621
Sewerage	R8 450 127	R634 612	R591 810	R29 490 184	R39 166 733
Refuse Removal	R6 565 621	R909 712	R829 378	R39 348 839	R47 653 550
Housing Rentals	-	-	-	-	-
Sundry Debtors	R1 117 784	R293 812	R161 997	R12 755 017	R14 328 610
Total	R162 965 205	R4 926 350	R4 805 628	R252 324 461	R425 021 644
2021/2022					
Electricity	R40 066 899	R659 891	R453 287	R14 757 236	R55 937 314
Water	R16 719 176	R3 101 439	R2 684 634	R93 464 642	R115 969 890
Sewerage	R7 397 225	R595 675	R499 522	R23 787 016	R32 279 438
Refuse Removal	R6 631 196	R806 035	R658 205	R28 844 587	R36 940 023
Housing Rentals	R602 818	R214 238	R352 170	R10 894 783	R12 064 009
Sundry Debtors	R1 091 034	R194 393	R252 774	R11 135 056	R12 673 257
Total	R72 508 348	R5 571 671	R4 900 592	R182 883 320	R265 863 931
2020/2021					
Electricity	R36 398 931	R1 541 793	R804 361	R12 504 569	R51 249 654
Water	R14 574 267	R3 251 097	R3 944 316	R71 631 433	R93 401 113
Sewerage	R7 186 588	R695 256	R442 960	R19 436 464	R27 761 268
Refuse Removal	R5 257 377	R535 613	R518 311	R23 127 687	R29 438 988
Housing Rentals	R472 726	R197 196	R854 090	R26 132 236	R27 656 248
Sundry Debtors	R1 052 913	R185 125	R194 673	R9 298 072	R10 730 783
Total	R64 942 802	R6 406 080	R6 758 711	R162 130 461	R240 238 054
2019/2020					
Electricity	R35 776 566	R1 854 127	R968 501	R8 156 172	R46 755 366
Water	R18 388 855	R4 470 012	R4 197 477	R65 017 971	R92 074 315
Sewerage	R7 739 092	R1 443 192	R1 135 486	R18 334 718	R28 652 488
Refuse Removal	R5 284 928	R754 343	R609 919	R19 665 824	R26 315 014
Housing Rentals	R504 690	R167 935	R1 016 980	R25 504 734	R27 194 339
Sundry Debtors	R497 945	R79 498	R166 344	R8 784 645	R9 528 432
Total	R68 192 076	R8 769 107	R8 094 707	R145 464 064	R230 519 954

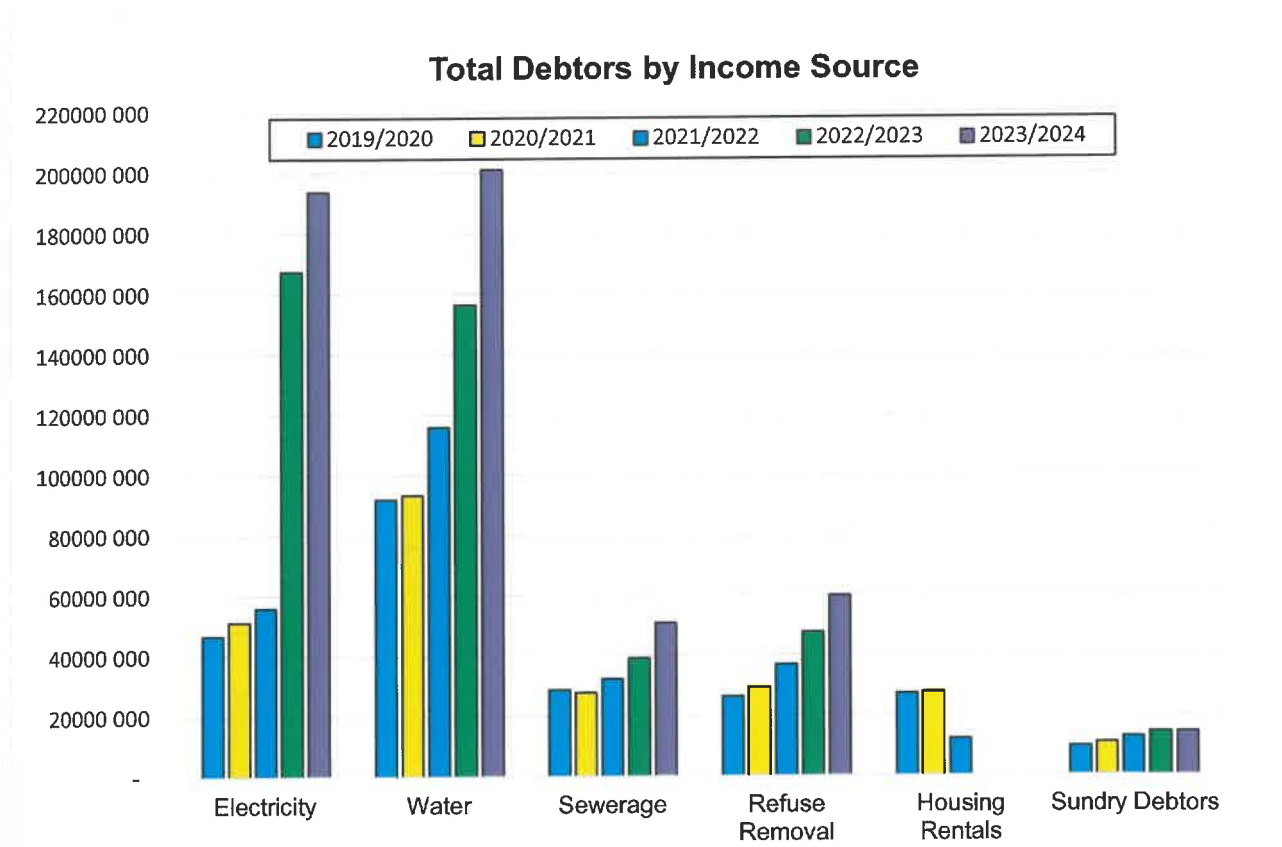


Figure C.3.3.3: Total Debtors by Income Source for the last five financial years

C.4. Water Quality

C.4.1. Sampling Programme

The table below gives an overview of Stellenbosch Municipality's compliance sampling programme for potable water quality.

Table C.4.1.1: Sampling Programme for Potable Water Quality								
Treated Water Schemes: All systems								
Registered Sites per Scheme		Active (yes/no)			Determinands per Category (Compliance SANS 241:2015)	Frequency (days)		
		Year 0	Year-1	Year-2		Year 0	Year-1	Year-2
#	Name	FY2023/24	FY2022/23	FY2021/22		FY2023/24	FY2022/23	FY2021/22
WBSMDV-007	Devon Valley	Yes	Yes	Yes	Microbiological (Health)			
WBSMEB-002	Elsenburg JJ Rhode Primary School	Yes	Yes	Yes	Escherichia Coli (Count per 100ml)	15	15	15
WBSMKL-005	Klapmuts Primary School	Yes	Yes	Yes				
WBSMWH-001	Wemmershoek Pump Station	Yes	Yes	Yes	Aesthetic			
WBSMFR-017	Groendal Primary School, Santa Rosa St	Yes	Yes	Yes	Conductivity at 25 °C (mS/m)	15	15	15
WBSMFR-013	Groendal La Petite Provence, R45 Rd	Yes	Yes	Yes	Sodium as Na (mg/l)	15	15	15
WBSMFR-007	Central Police Station	Yes	Yes	Yes	Calcium as Ca (mg/l)	15	15	15
WBSMFR-003	Franschhoek Pass, Bagatele Reservoir	Yes	Yes	Yes	Magnesium as Mg (mg/l)	15	15	15
WBSMFR-032	Franschhoek WTW, Reservoir East Str, Fhoek Estate (Final)	Yes	Yes	Yes	Iron as Fe (µg/l)	15	15	15
WBSMFR-012	Central, Pick a Pay Centre (Men Toilet)	Yes	Yes	Yes	Sulphate as SO ₄ (mg/l)	15	15	15
WBSMST-012	Idas Valley Reservoir #2, Dahlia Str	Yes	Yes	Yes	Colour (mg/l)	15	15	15
WBSMDV-006	Devon Valley, JC le Roux, Security Room	Yes	Yes	Yes				
WBSMVB-001	Vlootenburg Van Rhyn Distillery & Brandy Cellar	Yes	Yes	Yes	Operational			
WBSMRB-003	Faure Pump Station, Faure WTW	Yes	Yes	Yes	pH at 25°C	15	15	15
WBSMFG-002	Railway House #33	Yes	Yes	Yes	Heterotrophic Plate Count count per 1ml	15	15	15
WBSMRB-002	Raithby Reservoir (Hydrant), Dead End	Yes	Yes	Yes	Turbidity NTU	15	15	15
WBSMST-024	Jamestown Reservoir	Yes	Yes	Yes	Total Coliforms	15	15	15
WBSMST-018	Paradyskloof Reservoir #1	Yes	Yes	Yes	Aluminium as Al (mg/l)	15	15	15
WBSMMV-001	Welgevonden, Everlasting Dr 20	Yes	Yes	Yes				
WBSMST-032	Cloetesville, 29 Jakkaranda Str	Yes	Yes	Yes	Not in STD / Limit Set			
WBSMJD-001	Johannesdal Reservoir #1, Panorama Str	Yes	Yes	Yes	Alkalinity as CaCO ₃ (mg/l)	15	15	15
WBSMPN-002	Pniel Scheme Reservoir, Panorama Str	Yes	Yes	Yes				
WBSMKM-002	Kylemore Reservoir #2, Skool Str	Yes	Yes	Yes				
WBSMST-009	Uniepark Reservoir #1, Old Helshoogte Road	Yes	Yes	Yes				
WBSMST-011	Idas Valley Kahler Str, Church	Yes	Yes	Yes				
WBSMST-095	Rezonedal Reservoir	Yes	Yes	Yes				
WBSMST-046	Mosterdrift, 43 Van der Stel Str, Hydrant	Yes	Yes	Yes				
WBSMST-034	Central, Meriman ave, Stellenbosch Hospital	Yes	Yes	Yes				
WBSMST-017	Welgelegen Reservoir, Nootgedacht Rd	Yes	Yes	Yes				
WBSMST-045	Brandwacht, Cnr Le Seur and Mazot Str	Yes	Yes	Yes				
WBSMST-025	Technopark, Innovation Centre	Yes	Yes	Yes				
WBSMST-028	Die Boord, 26 Blenheim Str	Yes	Yes	Yes				
WBSMST-042	Onder Papegaaiberg, Piet my Vrou Str	Yes	Yes	Yes				
WBSMST-043	Plankenburg, Distell (Bergkelder)	Yes	Yes	Yes				
WBSMST-041	Kayamandi, Library, Masithandane Str	Yes	Yes	Yes				

Raw water samples are also taken once a month at the following locations:

- Franschhoek Pass (WBSMFR-001)
- Idas Valley Dam, Old Helshoogte Rd (WBSMST-003)
- Jonkershoek Weir, Jonkershoek Reserve (WBSMST-004)
- Paradyskloof WTW, Trumali Road (WBSMST-001)

The table below gives an overview of Stellenbosch Municipality's compliance sampling programme for wastewater (final effluent) quality.

Table C.4.1.2: Sampling Programme for Wastewater Effluent Quality								
Registered Sites		Active			Determinands per Category	Frequency (days)		
		Year 0	Year-1	Year-2		Year 0	Year-1	Year-2
#	Name	FY2023/24	FY2022/23	FY2021/22		FY2023/24	FY2022/23	FY2021/22
1	Stellenbosch	Yes	Yes	Yes	Microbiological			
2	Raithby	Yes	Yes	Yes	Faecal Coliforms (org/100ml)	30	30	30
3	Klapmuts	Yes	Yes	Yes	E Coli (org/100ml)	30	30	30
4	Pniel	Yes	Yes	Yes				
5	Wemmershoek	Yes	Yes	Yes	Chemical			
					Ammonia Nitrogen (mg/l as N)	30	30	30
					Nitrate and Nitrite (mg/l)	30	30	30
					COD (mg/l) Filtered	30	30	30
					Ortho Phosphate (mg/l as P)	30	30	30
					Physical			
					pH	30	30	30
					Suspended Solids	30	30	30
					Electrical Conductivity	30	30	30
					Free Chlorine	30	30	30

The table below gives an overview of the compliance with regard to the water quality and final effluent compliance sampling programmes, as taken from the DWS IRIS.

Table C.4.1.3: Compliance to the Sampling Programme (s)																				
Measurable / Enabling Factor		Unit	Year 0						Year 1						Year 1					
			FY2023/24						FY2022/23						FY2021/22					
Potable Water Quality																				
		MAH	CAH	CCH	CNA	O	D	MAH	CAH	CCH	CNA	O	D	MAH	CAH	CCH	CNA	O	D	
Supply system submissions	Nr registered	Information not available on IRIS						Information not available on IRIS						Information not available on IRIS						
	Nr submitted																			
	Annual %																			
Monitoring compliance	Average %																			
Certified Data	Average %	100%	98%	51%	100%	100%	0%	100%	98%	52%	100%	100%	0%	100%	99%	63%	100%	70%	26%	
In-Time Submission	Average %	100%	100%	100%	100%	100%	100%	100%	97%	91%	98%	99%	100%	100%	98%	92%	98%	99%	100%	
Wastewater Quality																				
		M	C	P	O			M	C	P	O			M	C	P	O			
Monitoring Compliance	Average %	82%	51%	49%	-			70%	52%	55%	-			81%	70%	66%	-			
Certified Data	Average %	56%	47%	67%	-			13%	45%	59%	-			23%	58%	69%	-			
In-Time Submission	Average %	100%	100%	100%	-			100%	100%	100%	-			94%	93%	93%	-			

Legend Water

MAH: Microbiological Acute Health; CAH: Chemical Acute Health; CCH: Chemical Chronic Health;
 CNA: Chemical Non Health Aesthetic; O: Operational; D: Disinfectant

Legend Wastewater

M: Microbiological; C: Chemical; P: Physical; O: Operational

The table below gives an overview of the water quality monitoring from the WSDP Guide Framework perspective.

Table C.4.1.4: Water Quality Monitoring Overview from WSDP Guide Framework Perspective					
WSDP Ref #	Measurable / Enabling Factor	Unit	Year 0	Year - 1	Year - 2
			FY2023/24	FY2022/23	FY2021/22
6.3	Water Supply and Quality				
6.3.2	Process Control in place	yes/total WTW in %	100%	100%	100%
6.3.3	Monitoring Programme in place	yes/total schemes in %	100%	100%	100%
6.3.4	Sample Analysis Credibility	Average %	100%	100%	100%
9.2	Monitoring				
9.2.1	% of water abstracted monitored: Surface water	Q monitored / Q abstracted in %	100%	100%	100%
9.2.2	% of water abstracted monitored: Ground water	Q monitored / Q abstracted in %	100%	100%	N/A
9.2.3	% of water abstracted monitored: External Sources (Bulk purchase)	Q monitored own / Q purchased in %	100%	100%	100%
9.2.6	Water quality for formal schemes? (1: daily, 2: weekly, 3: monthly, 4: annually, 5: never)	frequency	Bi-Weekly	Bi-Weekly	Bi-Weekly
9.2.7	Water quality for rudimentary schemes? (1: daily, 2: weekly, 3: monthly, 4: annually, 5: never)	frequency	N/A	N/A	N/A
9.2.9	Is the number sufficient in accordance to the SANS241 requirements?	yes/no	Yes	Yes	Yes
9.3	Water Quality				
	Is there a water safety plan in place?	yes/no	No	No	No
9.3.1	Reporting on quality of water taken from source: urban & rural	yes/total schemes in %	100%	100%	100%
9.3.5	Quality of water taken from source: urban - % monitored by WSA self?	monitored by WSA / total schemes in %	100%	100%	100%
9.3.6	Quality of water taken from source: rural - % monitored by WSA self?	monitored by WSA / total schemes in %	N/A	N/A	N/A
9.3.9	Are these results available in electronic format?	yes/no	Yes	Yes	Yes

The table below gives an overview of the wastewater quality monitoring from the WSDP Guide Framework perspective.

Table C.4.1.5 : Wastewater Quality Monitoring Overview from WSDP Guide Framework Perspective					
WSDP Ref #	Measurable / Enabling Factor	Unit	Year 0	Year - 1	Year - 2
			FY2023/24	FY2022/23	FY2021/22
5.3.1	Monitoring and Sample Failure				
5.3.1.1	Compliance Monitoring: % of tests performed as required by general limits /special limits/ license requirements (Average % over previous 12 months)	Annual %	61%	59%	72%
5.3.1.2	Operational Monitoring: % of tests performed as required by general limits /special limits/ license requirements (Average % over previous 12 months)	Annual %	Not captured on the IRIS and recorded by Process Controllers at each of the WWTW		
6.4	Wastewater Supply and Quality				
6.4.2	Process Control in place	yes/total WWTW in %	Yes	Yes	Yes
6.4.3	Monitoring Programme in place	yes/total WWTW in %	Yes	Yes	Yes
6.4.4	Sample Analysis Credibility	Average %	100%	100%	100%
9.2	Monitoring				
9.2.10	Is the number sufficient in accordance to licences?	yes/no	Yes	Yes	Yes
9.3	Water Quality				
	Is there a wastewater risk abatement plan in place?	yes/no	Yes	Yes	Yes
9.3.2	Quality of water returned to the resource: urban	yes/total WWTW in %	100%	100%	100%
9.3.3	Quality of water returned to the resource: rural	yes/total WWTW in %	N/A	N/A	N/A
9.3.7	Quality of water returned to resource: urban - % monitored by WSA self?	monitored by WSA / urban WWTW in %	100%	100%	100%
9.3.8	Quality of water returned to resource: rural - % monitored by WSA self?	monitored by WSA / rural WWTW in %	N/A	N/A	N/A
9.3.9	Are these results available in electronic format?	yes/no	Yes	Yes	Yes

DWS's Blue Drop Process

The DWS completed the Blue Drop process for the WSAs in 2023. Blue drop status is awarded to those towns that comply with 95% criteria on drinking water quality management. The blue drop performance of Stellenbosch Municipality was summarised as follows in the DWS's 2023 Blue Drop Report.

Table 4.1.6: Blue Drop Performance of the Municipality (DWS's 2023 Blue Drop Report)

Municipal Blue Drop Score

2011 – 95.74%, 2012 – 95.56%, 2014 – 80.12% and 2023 – 84.65%

Introductions: Stellenbosch Local Municipality supplies approximately 126 795 people with potable water through a total of 5 water supply systems and one water service provider. The municipality is responsible for operating and maintaining the water supply network, treatment systems and distribution of 2 systems: Franschhoek and Stellenbosch CBD. The Stellenbosch CBD system is supplied by 2 WTWs (Idas Valley WTW and Paradyskloof WTW), which are operated and maintained by the Stellenbosch LM. The two water supply systems withdraw water from dams and a fountain in the Berg-Olifants catchment area.

The Water Service Provider (WSP), City of Cape Town, supplies treated water to three of the municipality's systems for distribution, namely: Blackheath, Faure and Wemmershoek. In the distribution and delivery systems, Stellenbosch LM contributes a total SIV of 22 907 k/d and City of Cape Town 8 933 k/d (1 675 k/d via Blackheath WTW; 1 990 k/d via Faure WTW and 5 268 k/d via Wemmershoek WTW), accounting for 100% (31 840 k/d) distributed by Stellenbosch LM.

Regulatory Impression: The Stellenbosch Local Municipality team exhibited a positive attitude towards the Blue Drop assessment process and recognized the value of the assessments in assisting them with improving the management of their water supply systems and optimisation of their operational efficiency. Unfortunately, the position of Manager for Water was vacant at the time of the assessments and the team was not well prepared in terms of uploading documentation on IRIS in advance of the main audit. The audit team acknowledges the involvement and support of the Senior Manager for Water & Wastewater Services, as well as the Manager for Wastewater in rectifying the situation, so that a meaningful assessment can be conducted. The Blue Drop scores for the systems supplied by the City of Cape Town, namely, Blackheath, Faure and Wemmershoek, are consistent with those in 2014, with Wemmershoek showing an improvement. Regrettably, the Blue Drop scores for Franschhoek and Stellenbosch CBD have decreased since the last Blue Drop audit in 2014. The main reasons for this deterioration are the lack of implementation of a coordinated water safety planning process with the associated compliance monitoring programmes, no evidence of operational monitoring programmes and actual operational monitoring and no process audits informing the risk management process. However, despite the deterioration in these scores, the WSA should be lauded for supplying drinking water of excellent quality to its consumers. Overall, both chemical and microbiological compliance is excellent, although the audit team noted a relatively poor microbiological compliance in the Blackheath distribution system managed by the Stellenbosch LM.

Despite not attaining Blue Drop status, the Stellenbosch team should be commended for their actions in several key areas. Design capacities of the WTWs, water balances for all the supply systems and daily flow measurement data are available for the full 12 months of the assessment period. However, flow meters are not calibrated, and the team is encouraged to ensure the meters are calibrated regularly to ensure accuracy of flow measurements. Process controllers for all the WTWs are compliant with the Blue Drop requirements. The WSA employs a full contingent of engineering staff and a professional scientist.

There are, however, several areas identified for improvements. The team is encouraged to focus on enhancing their management processes and procedures to ensure compliance with relevant norms and regulations. Supervisors need to be employed, trained, and registered to ensure compliance with Blue Drop requirements. The WSA has a full multi-disciplinary maintenance team, but a coordinated maintenance programme (preferably informed by a comprehensive asset register) should be developed, implemented and the maintenance records should be formalised to ensure longevity of equipment and infrastructure, as well as reducing the risk of equipment failure. The Stellenbosch Municipality's team is encouraged to review the WaSP that was completed in 2020 and focus on the implementation of a risk-management process supported by associated compliance and operational monitoring programmes. Comprehensive process audits are essential for efficient operation and risk mitigation. The findings and recommendations of the process audits should be integrated into the Water Safety Planning process. Regular inspections and condition assessment of all water reticulation systems need to be undertaken, the findings need to be formally reported and recommendations should be implemented. For the Franschhoek and Idas Valley WTWs the WSA needs to obtain water use authorisations for raw water abstraction. The WSA should review its existing Incident Management Protocols and maintain incident registers and logbooks. The WSA should also improve its supply chain management procedures.

The audit team firmly believes that the Stellenbosch team has the necessary managerial and technical competence to strive for Blue Drop status during the next Blue Drop audit cycle. This will be achieved by focusing on the abovementioned areas of improvement.

Several capital projects are planned for the Stellenbosch CBD WSS to improve asset condition and operational efficiency:

Stellenbosch CBD:

- R1,193,075 Refurbishment - Idas Valley Water Treatment Works
- R500,000 Bulk Water Supply Pipeline and Reservoir – Jamestown
- R11,851,547 New Reservoir – Rosendal.

Blue Drop Findings:

- While process controllers for all Stellenbosch LM's WTWs comply with Blue Drop requirements, supervisors do not comply with regulatory requirements. The WTWs are not officially registered on IRIS in terms of Regulation 2834.
- Although the WSA provided proof of a full maintenance team, there is no evidence of coordinated maintenance plans and maintenance logbooks.
- The WSA employs qualified engineering staff and a professional scientist.
- Water Safety plans were compiled in 2020 but have not been implemented and have not been reviewed. There is no proof of a risk-based compliance monitoring programme.
- There is no evidence of compliant operational monitoring programmes and no proof that operational monitoring is taking place.
- The WSA uses an external laboratory which is fully accredited.

Table 4.1.6: Blue Drop Performance of the Municipality (DWS's 2023 Blue Drop Report)

- Incident Management Protocols were compiled in 2020 but have not been formally implemented and reviewed. There is no evidence of any incident registers or logbooks.
- Partial system-specific operational cost determinations are done, including costs of raw water and employee remunerations, but excluding costs for electricity, chemicals, and maintenance.
- Global water specific operational budgets and expenditure systems for water treatment and supply are in place but can be further refined to allow more accurate financial planning and control.
- Supply chain management is lacking. Approved contracts for chemicals and treatment consumables are in place, but there are no service agreements for spares, maintenance, or calibration of flow meters.
- Water use authorisations are only available for the Paradyskloof WTW.
- Design capacities for all WTWs are available and WTWs are operating within their design capacities. While daily flow measurements are taken on all WTWs, flow meters need to be calibrated. Water balances are available for all water supply systems.
- The WSA has not conducted any process audits. Condition assessments by internal staff are available for the Franschhoek and Stellenbosch CBD WTWs; however, findings and recommendations have not been implemented and incorporated in the Water Safety planning and risk management process.
- The WSA does not undertake regular inspections of the reticulation systems for any of the water supply systems.
- Although an asset register is in place, it needs to be expanded to inform maintenance plans and schedules.
- Microbiological and chemical compliance is excellent for all systems, except for the Blackheath distribution system managed by Stellenbosch LM, which has a relatively poor microbiological compliance. While chemical monitoring compliance is adequate for Franschhoek and Stellenbosch CBD, there is room for improvement.

Technical Site Assessment:

The **Paradyskloof WTW** was inspected to determine the condition and functionality of infrastructure, to assess operational performance on site and to verify the Blue Drop audit findings. The WTW received a technical site score of 71% with a VROOM estimated cost of R1 406 900 required to restore the system to full functionality. The WTW is relatively new, and the infrastructure is generally in very good condition and well maintained. A serious concern is that free chlorine is not measured in the final treated water. The WSA relies on intermittent E.coli count measurements in various reservoirs to determine microbiological quality compliance. This is a major risk and the WSA should address this urgently. Refer to the Blue Drop Watch Report 2023 for more detail.

Performance Area		Blackheath (CCT)	Faure (CCT)	Franschhoek	Stellenbosch CBD	Wemmershoek (CCT)
Bulk/WSP		City of Cape Town Metropolitan Municipality	City of Cape Town Metropolitan Municipality	-	-	City of Cape Town Metropolitan Municipality
Capacity Management	15%	94.00%	94.00%	65.00%	65.00%	94.00%
DWQ Risk Management	20%	73.00%	74.00%	43.00%	43.00%	74.00%
Financial Management	10%	70.15%	70.15%	55.75%	65.75%	73.90%
Technical Management	20%	74.00%	74.00%	35.00%	35.00%	74.00%
DWQ Compliance	35%	79.80%	97.80%	75.50%	75.50%	91.80%
Bonus	10%	90.00%	90.00%	62.50%	62.50%	90.00%
Penalties	10%	10.00%	0.00%	0.00%	0.00%	0.00%
Disqualifiers		None	None	None	None	None
Blue Drop Score (2023)	%	84.20%	89.45%	62.04%	63.04%	87.72%
Blue Drop Score (2014)	%	88.52%	81.51%	70.50%	77.63%	88.14%
Blue Drop Score (2012)	%	95.28%	95.28%	84.21%	98.25%	95.28%
Blue Drop Score (2011)	%	96.36%	96.79%	75.02%	97.11%	93.40%
System Design Capacity	kl/d	430 000	500 000	2 000	49 000	250 000
System Available Capacity	kl/d	400 000	500 000	2 000	44 000	170 000
System Input Value	kl/d	1 675	1 990	357	22 550	158 228
Capacity utilization	%	71.75%	39.00%	17.85%	51.84%	93.08%
Average Daily Consumption	l/p/d	1 288	321	63	272	5 158
Resource Abstracted From		Theewaterskloof dam via the Kleinplaas balancing dam	Riviersonderend, Theewaterskloof dam	Mount Rochelle Fountain	Riviersonderend, Theewaterskloof dam	Wemmershoek dam and Theewaterskloof dam
Microbiological Compliance	%	98.29%	99.33%	97.48%	99.22%	97.87%
Chemical Health Compliance	%	99.99%	99.99%	99.99%	99.99%	99.99%
Risk Defined Compliance	%	96.63%	98.13%	92.93%	92.87%	96.18%
VROOM	Rand	R1 505 000	R1 500 000	-	R1 405 800	R2 875 000
BDRR 2023	%	29.46%	19.66%	17.98%	23.25%	27.31%
BDRR 2022	%	23.50%	22.50%	26.30%	39.90%	35.20%

The average daily consumption (l/p/d) for the last three financial years are summarised in the table below.

Table C.4.1.7: Average residential daily consumption (l/p/d) for the last three financial years.									
Distribution System	2021/2022			2022/2023			2023/2024		
	Estimated Permanent Population	Aver. Daily Residential Billed Metered. Consumption (kl)	Aver. Daily consumption (l/p/d)	Estimated Permanent Population	Aver. Daily Residential Billed Metered. Consumption (kl)	Aver. Daily consumption (l/p/d)	Estimated Permanent Population	Aver. Daily Residential Billed Metered. Consumption (kl)	Aver. Daily consumption (l/p/d)
Stellenbosch	114 400	16 564	145	117 259	9 830	84	121 363	11 129	92
Franschhoek	25 437	2 330	92	26 709	1 657	62	28 044	1 696	60
Dwars River	15 454	1 260	82	15 917	1 141	72	16 395	1 215	74
Klapmuts	13 795	1 235	90	14 623	971	66	15 500	1 021	66

DWS's Green Drop Process

The DWS completed the new Green Drop assessment for the WSAs in 2021 and the results were received early in 2022. Green drop status is awarded to those WSAs that comply with 90% criteria on key selected indicators on wastewater quality management. The green drop performance of Stellenbosch Municipality is summarised as follows in the DWS's 2022 Green Drop Report.

Table 4.1.8: Green Drop Performance of the Stellenbosch Municipality (DWS's 2022 Green Drop Report)

Average Green Drop Score	2009 – 53%, 2011 – 71%, 2013 – 40%, 2021 – 84%
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Regulator's Comment: Stellenbosch Local municipality has delivered a sterling performance during the 2021 audit cycle, as is evident from an 84% Green Drop score. This marks a progressive upwards movement from the 2013 baseline score of 40%. The Regulator noted the change being brought about by a highly committed and qualified team, coupled by systematic improvements made over several years since the last Green Drop assessments. Four (4) of the 5 systems have scored >80%, and all 5 systems reside in medium- and low risk CRR positions.

An outstanding feature by Stellenbosch has been the persistent refurbishments and amendments to the Stellenbosch WWTW (the largest size plant). Senior management commitment and attention to their staff's needs seems to make a markable difference and is evident in terms of financial and technical support to the staff and systems. Nevertheless, further improvements can be made to move the municipality to Green Drop Certification status in 2023, if they are addressed. These include but are not limited to finalisation of pending authorisations for the works that are still outstanding, implementing plans for using the generated and classified sludge to the benefit of the municipality.

Linking process audits/conditional assessment findings of the works to the respective W₂RAPs and provide practical implementation plan of all the risks identified.

Stellenbosch is appraised for its high standard and modern equipped laboratory that is used for inhouse operational monitoring and river health monitoring. The laboratory renders a professional scientific service to all WWTWs of the municipality. Furthermore, the municipality has a fully-fledged pollution control unit department that focuses on all the industrial discharges and thereby enforcing bylaws. Stellenbosch sets an example for professionalisation of wastewater services and the Regulator is pleased to acknowledge Stellenbosch for its service and performance, notably in the office and in the field, as can be seen by the 84% Green Drop score and 80% TSA score for the Stellenbosch system. Well done.

Green Drop findings:

1. More than 90% has been achieved against KPAs A and B for all systems, except Raithby.
2. Pniel exceeds its design capacity, all other WWTWs are well below.
3. Work is required to classify and allocate Process Controllers to specific systems, or define their allocations across different systems.
4. Zero out of 5 WWTWs complied with all effluent quality categories (i.e., Microbiological, Chemical and Physical) – this was the single reason for not achieving Green Drop excellence status. The good microbiological compliance by Pniel is acknowledged.
5. Energy efficiency management is not practiced; hence, recommendations were made to tap in with existing initiatives by SALGA, DMRE, GIZ and WISA.
6. Most of the licenses/permits are outdated and engagement with DWS must be intensified to resolve this before the next audit.
7. Wemmershoek WWTW is currently undergoing planned upgrades and it is expected to resolve the effluent compliance issues.
8. No plants in the high or critical risk positions.
9. Bonusses have been maximised by offering additional evidence, only one penalty applied for the Pniel system.
10. Budget had been secured for capital projects for replacement, upgrades, and addition of new unit process at some of the WWTWs and associated infrastructure:
 - o R989,000: Stellenbosch WWTW upgrades through internal funding and capital replacement reserves.
 - o R90,000,000: Wemmershoek WWTW upgrades through internal funding and capital replacement reserves.
 - o R47,000,000: Pniel WWTW upgrades through internal funding and capital replacement reserves.
 - o R16,000,000: Klipmuts WWTW upgrades through internal funding and capital replacement reserves.
 - o R5,000,000: Raithby WWTW upgrades through internal funding and capital replacement reserves.

The Stellenbosch WWTW was inspected to verify the Green Drop Audit Findings: Technical Site Assessment Score 80%

- The plant's installed and design capacity is 35 Ml/day and consist of: 27 Ml/d MBR (submerged membrane bioreactor) plant (new plant commissioned in 2019) and 8 Ml/d conventional activated sludge plant (old plant but recently refurbished and amended configuration).
- A combined inlet works (mechanical screens, vortex degritters and flow measurement) provides preliminary treatment for both parts of the works (new and old). There is no primary settlement, but



Table 4.1.8: Green Drop Performance of the Stellenbosch Municipality (DWS's 2022 Green Drop Report)

there are fine screens for the new works to protect the submerged membranes. The final effluent streams are again blended, and disinfection is via UV.						
<ul style="list-style-type: none"> The flow to the plant is only 16 Ml/d which has decreased since the recent water restrictions and COVID (less students at Stellenbosch university). The works appear to be in very good condition and despite a few minor teething problems, appears to be well operated. The discharge requirements are 'special limits' which is currently under dispute with DWS, in particular the UV disinfection, noting that the receiving river is under general limit conditions. Good quality sludge was produced, as product of aerobic digestion and belt presses. The sludge is taken to the landfill site which will have to be reviewed in future under new legislation. The MBR plant and aerobic digestion is (inherently) power intensive and the works SPC and energy efficiency could potentially be further optimized. The works has a Dissolved Air Flotation unit that is currently not utilised. 						
GREEN DROP REPORT CARD						
Key Performance Area	Weight	Stellenbosch	Wemmershoek	Pniel	Klapmuts	Raithby
A. Capacity Management	15%	92.0%	92.0%	92.0%	94.0%	80.0%
B. Environmental Management	15%	92.5%	92.5%	92.5%	92.5%	78.5%
C. Financial Management	20%	81.0%	81.0%	81.0%	81.0%	81.0%
D. Technical Management	20%	87.0%	79.5%	87.0%	75.5%	79.5%
E. Effluent & Sludge Compliance	30%	46.0%	46.0%	66.0%	37.0%	21.0%
F. Bonus		67.5%	67.5%	67.5%	75.0%	67.5%
G. Penalties		0.0%	0.0%	-50.0%	0.0%	0.0%
H. Disqualifiers		None	None	None	None	None
Green Drop Score (2021)		84%	83%	83%	82%	73%
2013 Green Drop Score		41%	37%	40%	39%	32%
2011 Green Drop Score		72%	70%	58%	72%	62%
2009 Green Drop Score		55%	47%	52%	59%	52%
System Design Capacity (Ml/d)		35.000	5.000	1.350	2.500	0.150
Design Capacity Utilisation (%)		46%	52%	117%	44%	41%
Resource Discharged into		Veldwachters River	Berg River (Sensitive)	Dwars River	Klapmuts River	Raithby River
Microbiological Compliance (%)		9%	0%	92%	54%	58%
Chemical Compliance (%)		54%	31%	52%	80%	54%
Physical Compliance (%)		61%	54%	66%	69%	80%
Wastewater Risk Rating (CRR% of CRRmax)						
2011 CRR (%)		74.1%	58.8%	64.7%	58.8%	47.1%
2013 CRR (%)		81.8%	76.5%	82.4%	94.1%	76.5%
2021 CRR (%)		55.6%	63.3%	58.8%	41.2%	64.7%

Stellenbosch Municipality also received their 2023 Green Drop Risk Ratings, as calculated from the 2023 assessment done by the DWS.

Table 4.1.9: Green Drop Risk Rating of Stellenbosch Municipality (DWS's 2023 Green Drop Progress Report)

Municipal CRR% 2023 (%CRR/CRRmax)				84.1%			
Introduction:							
Stellenbosch Local Municipality is responsible for the management and operation of the five (5) WWTWs using various technologies and various sizes from the Activated Sludge plant at Stellenbosch (20 400 kl/day) to the 150 kl/day Rotating Biological Contactors at Raithby.							
Regulator's Comments: Stellenbosch Local Municipality failed to provide any information at all to the regulator to verify the accuracy of the information on the IRIS and to allow the review of the CRR scores. This dismal performance is of great concern to the regulator as the WWTWs are all high-risk sites due to the high CRR scores. There is a significant lack of correct design capacity information for all sites which has impacted on the successful registration of these sites on the IRIS. No information on the operational flow is available for any of the sites and this represents a critical risk as a lack of flow measurement information impacts on the CRR score significantly. The WSA must confirm the operational capacity of all works with accurate flow records. In addition, the WSA must ensure that inflow meters are installed and that daily flow readings are recorded. Annual flow meter calibration should also be performed to ensure that the operational capacity of the works does not exceed its design capacity.							
The final effluent quality at all sites is of concern. Most concerning is the effluent quality from the Stellenbosch and Wemmershoek WWTWs as the effluent from both these sites fails to meet the discharge limits for most of the required parameters including very poor microbiological quality. This presents a significant risk to downstream users. No information on sludge quality is available. The poor effluent quality is a reflection on the lack of skilled operational and maintenance staff at these sites and presents a critical risk for SLM. These positions should be prioritized as effective operation cannot take place without competent staff to operate and maintain the treatment works. The lack of registered skilled process controllers and supervisors at many of the sites is concerning. On a positive note, the availability of a qualified supervisor and sufficient process control staff at Stellenbosch WWTW is to be commended. The WSA should ensure that the other sites area also provided with competent and qualified supervisors and process control staff to ensure effective operation and management of the treatment works including Klappmuts, Pniel, Raithby and Wemmershoek. No information on the maintenance team is available, which is a critical risk to the effective management of a WWTWs. The lack of a maintenance team with required competencies presents a high risk of as this will negatively impact on functionality of the WWTWs.							
No information was provided by the WSA for Wastewater Risk Abatement Planning (W ₂ RAP) and no GDIP or Corrective Action Plan (CAP) documentation was provided. No descriptions of current projects or future capital projects are available as the WSA did not provide any evidence for the GD PAT via the municipal information spreadsheet (MIS) or on the IRIS system. The WSA is encouraged to develop or review and implement the risk-based methodology of the W ₂ RAP as this ensure minimizing the overall risk rating and improvement in effluent quality compliance. The WSA must also develop and implement a GDIP plan which identifies the shortcomings for all Green Drop criteria and allocates responsibility, budget and time frames to address the gaps. Overall, the lack of interest exhibited by the SLM during the GD PAT does not inspire confidence in the ability of the WSA to manage these treatment works effectively, and it is hoped that the WSA will engage with the Regulator in future to ensure effective wastewater management.							
Risk Assessment Areas		Weight	Klappmuts	Pniel	Raithby	Stellenbosch	Wemmershoek
Class of Works			E: Incomplete	Incomplete	D: Incomplete	A: Incomplete	C: Incomplete
Treatment Technology			None	None	None	None	None
A: Total Design Capacity	Kl/d		2 500	1 350	150	20 400	5 000
B: Operational Capacity (% inflow/design)	%		0.0%	0.0%	0.0%	0.0%	0.0%
C: Effluent Quality Non-compliance	#		4	5	4	7	6



Table 4.1.9: Green Drop Risk Rating of Stellenbosch Municipality (DWS's 2023 Green Drop Progress Report)

% Microbiological Compliance	%	60.0%	53.3%	53.3%	4.5%	23.1%
% Physical Compliance	%	79.5%	74.4%	87.2%	73.8%	69.2%
% Chemical Compliance	%	72.9%	53.8%	67.5%	38.6%	34.2%
D: Technical Skills Compliance	%	33.3%	0.0%	0.0%	66.7%	50.0%
Process Controller Compliance	%	100.0%	0.0%	0.0%	100.0%	50.0%
Supervisor Compliance	%	0.0%	0.0%	0.0%	100.0%	100.0%
Maintenance Team Compliance	%	0.0%	0.0%	0.0%	0.0%	0.0%
CRR (2023)	%	70.6%	82.4%	76.5%	86.4%	82.4%
CRR (2021)	%	41.2%	58.8%	64.7%	55.6%	63.6%
CRR (2013)	%	94.1%	82.4%	76.5%	81.8%	76.5%
CRR (2011)	%	58.8%	64.7%	47.1%	74.1%	58.8%
W ₂ RAP Status: 2022 Green Drop Report		No Proof	No Proof	No Proof	No Proof	No Proof
W ₂ RAP Status: 2023 Green Drop PAT		No Proof	No Proof	No Proof	No Proof	No Proof
Capital and Refurbishment Projects (Rand)		NI	NI	NI	NI	NI
Description of Capital and Refurbishment Projects		NI	NI	NI	NI	NI
2022 GD Score	%	82.0%	83.0%	73.0%	84.0%	83.0%
GD Improvement Plan (GDIP)	Y/N	No	No	No	No	No
Corrective Action Plan (CAP)	Y/N	No	No	No	No	No

C.4.2. Water Quality Compliance

The table below gives an overview of Stellenbosch Municipality's water quality compliance, as taken from the DWS IRIS.

Table C.4.2.1: Overview of Water Quality Compliance																				
WSDP Ref #	Measurable / Enabling Factor	Unit	Year 0 FY2023/24						Year -1 FY2022/23						Year -2 FY2021/22					
			MAH	CAH	CCH	CNA	O	D	MAH	CAH	CCH	CNA	O	D	MAH	CAH	CCH	CNA	O	D
Results from Integrated Regulatory Information System																				
n/a	Analysis compliance	Total	808	841	1946	4944	4055	799	785	857	1899	5043	4062	759	838	862	1823	5052	3940	798
n/a		Nr Failures	35	0	1	129	423	115	39	0	5	143	449	95	15	0	0	86	322	221
n/a		Compliance %	96%	100%	100%	97%	90%	86%	95%	100%	100%	97%	89%	87%	98%	100%	100%	98%	92%	72%
n/a	Samples frequency	Total	803	804	1600	804	1608	796	785	823	1576	825	1609	758	836	839	1373	840	1414	796
n/a		Nr Failures	315	317	631	317	632	314	299	314	603	316	614	282	309	314	511	315	529	293
n/a		Compliance %	61%	61%	61%	61%	61%	61%	62%	62%	62%	62%	62%	61%	63%	63%	63%	63%	63%	63%
n/a	Sites compliance	Total	381	385	395	385	395	380	379	387	391	387	391	378	385	385	386	385	386	385
n/a		Nr Failures	130	133	143	133	143	130	127	132	136	132	136	126	121	121	122	121	122	121
n/a		Compliance %	66%	65%	64%	65%	64%	66%	66%	66%	65%	66%	65%	67%	69%	69%	68%	69%	68%	69%
6.3	Water Supply and Quality																			
6.3.6	Blue Drop Status	last year certified by DWS	2023 Blue Drop PAT still to be done						2022 Blue Drop Assessment						2021 Blue Drop PAT					
9.3	Water Quality																			
9.3.10	% Time (days) within SANS 241 standards per year	Average of analysis compliance %	95%						95%						93%					

Legend

MAH: Microbiological Acute Health; CAH: Chemical Acute Health; CCH: Chemical Chronic Health; CNA: Chemical Non Health Aesthetic; O: Operational; D: Disinfectant

The water quality compliance sample results are included in Annexure D for each of the water distribution systems. The overall percentage of compliance of the water quality samples taken over the period July to June for the last three financial years is summarised in the table below per distribution system.

Table C.4.2.2: Percentage compliance of the water quality samples for the last three financial years per performance indicator						
Performance Indicator	Performance Indicator categorised as unacceptable Yes / No (Table 4 of SANS 241-2:2015)			% Sample Compliance according to SANS 241-2015 Limits		
	23/24	22/23	21/22	23/24	22/23	21/22
Stellenbosch System (Above 100 000 persons)						
Acute Health Microbiological	Yes (Unacceptable)	No (Good)	No (Excellent)	96.21%	97.24%	99.28%
Acute Health Chemical	No (Excellent)	No (Good)	No (Excellent)	100.00%	97.72%	100.00%
Chronic Health	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	99.78%	100.00%
Aesthetic	No (Excellent)	No (Excellent)	No (Excellent)	96.12%	97.61%	97.99%
Operational Efficiency	Yes (Unacceptable)	Yes (Unacceptable)	Yes (Unacceptable)	86.51%	91.69%	92.23%
Blackheath System (Above 100 000 persons)						
Acute Health Microbiological	No (Excellent)	Yes (Unacceptable)	Yes (Unacceptable)	100.00%	96.00%	92.31%
Acute Health Chemical	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	100.00%	100.00%
Chronic Health	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	100.00%	100.00%
Aesthetic	No (Excellent)	No (Excellent)	No (Excellent)	99.40%	100.00%	100.00%
Operational Efficiency	No (Good)	Yes (Unacceptable)	No (Good)	93.18%	88.10%	93.10%
Faure System (Below 100 000 persons)						
Acute Health Microbiological	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	98.57%	100.00%
Acute Health Chemical	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	100.00%	100.00%
Chronic Health	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	100.00%	100.00%
Aesthetic	No (Excellent)	No (Excellent)	No (Excellent)	99.77%	98.61%	99.77%
Operational Efficiency	No (Excellent)	No (Excellent)	No (Excellent)	96.14%	96.89%	97.93%
Franschhoek System (Below 100 000 persons)						
Acute Health Microbiological	No (Good)	No (Excellent)	No (Excellent)	96.80%	100.00%	97.67%
Acute Health Chemical	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	100.00%	100.00%
Chronic Health	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	100.00%	100.00%
Aesthetic	No (Excellent)	No (Excellent)	No (Excellent)	97.78%	100.00%	97.84%
Operational Efficiency	No (Excellent)	No (Excellent)	No (Excellent)	94.09%	95.35%	93.44%
Wemmershoek System (Below 100 000 persons)						
Acute Health Microbiological	Yes (Unacceptable)	Yes (Unacceptable)	No (Excellent)	93.13%	90.63%	97.07%
Acute Health Chemical	No (Excellent)	No (Excellent)	No (Excellent)	100.00%	100.00%	100.00%
Chronic Health	No (Excellent)	No (Excellent)	No (Excellent)	99.80%	100.00%	100.00%
Aesthetic	No (Excellent)	No (Excellent)	No (Excellent)	99.20%	98.39%	99.00%

Table C.4.2.2: Percentage compliance of the water quality samples for the last three financial years per performance indicator

Performance Indicator	Performance Indicator categorised as unacceptable Yes / No (Table 4 of SANS 241-2:2015)			% Sample Compliance according to SANS 241-2015 Limits		
	23/24	22/23	21/22	23/24	22/23	21/22
Operational Efficiency	No (Good)	Yes (Unacceptable)	No (Good)	92.40%	85.04%	90.35%

Notes: The compliance percentages for the Stellenbosch and Blackheath distribution system were calculated against Table 4 of SANS241-2:2015 with a population above 100 000 persons.

The table below gives an overview of the four categories under which the risks posed by micro-organism, physical or aesthetic property or chemical substance of potable water is normally classified.

Table C.4.2.3: Four categories under which the risks posed by micro-organism, physical or aesthetic property or chemical substance of potable water is normally classified

Category	Risk
Acute Health	Determinand that poses an immediate unacceptable health risk if present at concentration values exceeding the numerical limits specified in this part of SANS 241.
Aesthetic	Determinand that taints water with respect to taste, odour and colour and that does not pose an unacceptable health risk if present at concentration values exceeding the numerical limits specified in SANS 241.
Chronic Health	Determinand that poses an unacceptable health risk if ingested over an extended period if present at concentration values exceeding the numerical limits specified in SANS 241.
Operational	Determinand that is essential for assessing the efficient operation of treatment systems and risks from infrastructure

The table below indicates the compliance of the monthly E.Coli monitoring frequency in the water distribution systems of Stellenbosch Municipality, in terms of the minimum requirements of SANS:241-2: 2015 (Table 2). The period assessed was for samples taken from July 2023 to June 2024.

Table C.4.2.4: Stellenbosch Municipality's compliance of the monthly E.Coli monitoring frequency in the water distributions systems in terms of the minimum requirements of SANS 241-2:2015 (Table 2).

Distribution System	Population served	Required number of monthly samples (SANS 241-2:2015: Table 2)	Number of monthly E.Coli samples taken by Municipality during 2023/2024 (According to Sampling Programme)
Stellenbosch	121 363	24.3	48
Franschhoek	28 044	5.6	14
Dwars River	16 395	3.3	6
Klapmuts	15 500	3.1	2

It can be noted from the above table that the number of monthly E.Coli samples taken according to the Sampling Programme for the 2023/2024 financial year was more than the required number of samples for all the water distribution systems, except for Klapmuts, where one additional sample per month is required. The current compliances were calculated against the Sampling Programme, but the Municipality needs to measure their future compliance against the actual number of samples taken in each financial year for each of the systems.

The table below gives an overview of Stellenbosch Municipality's wastewater quality compliance, as taken from DWS IRIS.

Table C.4.2.5: Overview of Wastewater Quality Compliance														
WSDP Ref #	Measurable / Enabling Factor	Unit	Year 0				Year-1				Year-2			
			FY2023/24				FY2022/23				FY2021/22			
			M	C	P	O	M	C	P	O	M	C	P	O
Results from Integrated Regulatory Information System														
n/a	Regulatory compliance	Total	259	210	195	-	68	186	206	-	80	252	254	-
n/a		Nr Failures	203	107	47	-	50	74	53	-	49	126	63	-
n/a		Compliance %	22%	49%	76%	-	26%	60%	74%	-	39%	50%	75%	-
n/a	Operational compliance	Total	Not captured on IRIS and recorded by Process Controllers at each of the WWTW											
n/a		Nr Failures												
n/a		Compliance %												
5.3.1	Monitoring and Sample Failure													
5.3.1.3	Average % of sample failure	Failure %	78%	51%	24%	-	74%	40%	26%	-	61%	50%	25%	-
5.3.1.4														
5.3.1.5														
6.3	Water Supply and Quality													
6.4.6	Green Drop Status	last year certified by DWS	2023 Green Drop Assessment still to be done				2022 Green Drop PAT				2021 Green Drop Assessment			
Legend			M: Microbiological; C: Chemical; P: Physical; O: Operational											

The final effluent quality compliance sample results are included in Annexure D for each of the WWTWs. The overall microbiological, chemical and physical compliance percentages of the final effluent samples taken over the last three financial years at the Stellenbosch, Wemmershoek, Raithby, Pniel and Klappmuts WWTWs are summarised in the tables below. The compliance percentages were calculated against the following compliance limits for the WWTWs.

- Stellenbosch WWTW: Licence 19/G22H/EFG/3844, 18 February 2016.
- Wemmershoek WWTW: Licence 01/G10A/ECGIF/6229, 12 October 2017.
- Raithby WWTW: Used General Authorisation.
- Pniel WWTW: Licence 01/G10C/CFI/12002, 26 June 2022.
- Klappmuts WWTW: Used General Authorisation

Table C.4.2.6: Percentage microbiological compliance of the compliance samples taken at the various WWTWs for the last three financial years			
WWTW	2023/2024 (%)	2022/2023 (%)	2021/2022 (%)
Stellenbosch 1	0.0	16.7	9.1
Stellenbosch 2	0.0	0.0	16.7
Wemmershoek	33.3	16.7	15.4
Raithby	33.3	45.5	58.3
Pniel	0.0	11.1	83.3
Klappmuts	50.0	33.3	53.8
All WWTWs	22.2	21.0	39.7

Table C.4.2.7: Percentage chemical compliance of the compliance samples taken at the various WWTWs for the last three financial years.

WWTW	2023/2024 (%)					2022/2023 (%)					2021/2022 (%)				
	Ammonia	Nitrates	COD Filtered	Ortho Phosphate	Overall	Ammonia	Nitrates	COD Filtered	Ortho Phosphate	Overall	Ammonia	Nitrates	COD Filtered	Ortho Phosphate	Overall
Stellenbosch 1	0.0	100.0	0.0	0.0	25.0	0.0	83.3	16.7	0.0	25.0	54.5	72.7	45.5	45.5	54.5
Stellenbosch 2	58.3	25.0	75.0	41.7	50.0	58.3	25.0	83.3	25.0	47.9	91.7	8.3	91.7	25.0	54.2
Wemmershoek	16.7	75.0	8.3	8.3	27.1	16.7	58.3	0.0	0.0	18.8	0.0	92.3	0.0	0.0	23.1
Raithby	50.0	83.3	83.3	91.7	77.1	72.7	100.0	90.9	100.0	90.9	8.3	58.3	100.0	100.0	66.7
Pniel	91.7	8.3	75.0	16.7	47.9	33.3	33.3	11.1	11.1	22.2	0.0	91.7	0.0	16.7	27.1
Klapmuts	0.0	100.0	58.3	91.7	62.5	8.3	100.0	100.0	91.7	75.0	46.2	100.0	92.3	84.6	80.8
All WWTWs	41.3	60.3	57.1	47.6	51.6	33.9	66.1	54.8	41.9	49.2	32.9	71.2	54.8	45.2	51.0

Table C.4.2.8: Percentage physical compliance of the compliance samples taken at the various WWTWs for the last three financial years.

WWTW	2023/2024 (%)				2022/2023 (%)				2021/2022 (%)			
	pH	Electrical Conductivity	Total Suspended Solids	Overall	pH	Electrical Conductivity	Total Suspended Solids	Overall	pH	Electrical Conductivity	Total Suspended Solids	Overall
Stellenbosch 1	100.0	33.3	0.0	44.4	83.3	16.7	0.0	33.3	0.0	100.0	36.4	45.5
Stellenbosch 2	41.7	100.0	66.7	69.4	50.0	100.0	75.0	75.0	50.0	100.0	83.3	77.8
Wemmershoek	100.0	100.0	0.0	66.7	100.0	100.0	0.0	66.7	100.0	100.0	0.0	66.7
Raithby	100.0	100.0	63.6	88.6	100.0	100.0	81.8	93.9	83.3	100.0	75.0	86.1
Pniel	100.0	100.0	75.0	91.7	100.0	100.0	11.1	70.4	100.0	100.0	0.0	66.7
Klapmuts	100.0	100.0	33.3	77.8	100.0	100.0	16.7	72.2	100.0	100.0	15.4	71.8
All WWTWs	88.9	96.8	45.2	77.1	88.7	91.9	33.9	71.5	74.0	100.0	34.2	69.4

C.4.3. Incident Management

Stellenbosch Municipality's Maintenance Teams mainly performs their own repair and preventative maintenance work to the equipment and infrastructure of the Municipality, except when specialized repair work is required, in which case the work is sub-contracted to approved sub-contractors on the municipal database.

Updated Water Safety Plans need to be compiled for the water distribution systems and treatment facilities. A detailed risk assessment needs to be executed as part of the process and the existing control measures implemented by Stellenbosch Municipality also needs to be evaluated. An Improvement / Upgrade Plan needs to be put in place with relevant Water and Safety Management Procedures for any type of incident.

W₂RAPs are in place for the various WWTWs and drainage networks, which need to be updated. The W₂RAP is an all-inclusive risk analysis tool by which risks associated with the management of collection, treatment and disposal of wastewater, are identified and rated (quantified). The identified risks can then be managed according to their potential impacts on the receiving environment / community / resource.

The W₂RAP Team of Stellenbosch Municipality is committed to meet regularly to review the implementation of all the aspects of the W₂RAPs to ensure that they are still accurate and to determine whether the field assessments need updates or modifications and whether the Incident Response Management Protocol is still adequate. In addition to the regular three-year review, the W₂RAP will also be reviewed when, for example, major treatment improvements are planned and brought into use, or after a major incident.

An Incident Response Management Protocol is in place and forms part of Stellenbosch Municipality's W₂RAPs. The Incident Response Management Protocol entails that certain reactive procedures are followed when an incident occurs, such as when a malfunction of the treatment processes occurs due to power failures, faulty equipment, adverse weather conditions or human error.

Operational Alert Levels are also in place for the various WTWs and WWTWs in order to ensure that the various unit processes in the plant performs optimally. If these pre-determined Alert Levels are exceeded at any of the control points where samples are taken for operational purposes, specific actions are taken to bring the operational parameters back to within the target ranges.

Detail WTW and WWTW Process Audits need to be done for all the treatment plants.

Table C.4.3.1: Incident Management and Reporting Overview					
WSDP Ref #	Measurable / Enabling Factor	Unit	Year 0	Year - 1	Year - 2
			FY2023/24	FY2022/23	FY2021/22
6.3	Water Supply and Quality				
6.3.1	Incident Management Protocol in place	yes/total schemes in %	100%	100%	100%
6.3.5	Failure Response Management in place	yes/total schemes in %	100%	100%	100%
6.4	Waste Water Supply and Quality				
6.4.1	Incident Management Protocol in place	yes/total schemes in %	100%	100%	100%
6.4.5	Failure Response Management in place	yes/total schemes in %	100%	100%	100%

The table below summarise the results for Stellenbosch Municipality as taken from DWS IRIS for the last three financial years.

Table C.4.3.2: Water Quality Incident Reporting Compliance (Health Oriented)										
Measurable / Enabling Factor	Unit	Year 0			Year -1			Year-2		
		FY2023/24			FY2022/23			FY2021/22		
		Acute Health Microbiological	Acute Health Chemical	Chronic Health	Acute Health Microbiological	Acute Health Chemical	Chronic Health	Acute Health Microbiological	Acute Health Chemical	Chronic Health
Failures in terms of Analysis	Total nr	808	841	1946	785	857	1899	838	862	1823
	Nr of failures	35	0	1	39	0	5	15	0	0
	Failure %	4.3%	0.0%	0.1%	5.0%	0.0%	0.3%	1.8%	0.0%	0.0%
	Nr reported	35	0	1	39	0	5	15	0	0
	Reported % of failure	100%	100%	100%	100%	100%	100%	100%	100%	100%
Failures in terms of Samples	Total	803	804	1600	785	823	1576	836	839	1373
	Nr of failures	315	317	631	299	314	603	309	314	511
	Failure %	39.2%	39.4%	39.4%	38.1%	38.2%	38.3%	37.0%	37.4%	37.2%
	Nr reported	315	317	631	299	314	603	309	314	511
	Reported % of failure	100%	100%	100%	100%	100%	100%	100%	100%	100%
Failures in terms of Sites	Total	381	385	395	379	387	391	385	385	386
	Nr of failures	130	133	143	127	132	136	121	121	122
	Failure %	34.1%	34.5%	36.2%	33.5%	34.1%	34.8%	31.4%	31.4%	31.6%
	Nr reported	130	133	143	127	132	136	121	121	122
	Reported % of failure	100%	100%	100%	100%	100%	100%	100%	100%	100%

C.5. Water Conservation and Water Demand Management

The table below gives an overview of the WC/WDM activities implemented by Stellenbosch Municipality.

Table C.5.1: Overview of WC/WDM Activities														
WSDP Ref. #	Regulations Ref. #	Description	Urban Settlements						Rural Settlements					
			Year 0		Year - 1		Year - 2		Year 0		Year - 1		Year - 2	
			2023/24		2022/23		2021/22		2023/24		2022/23		2021/22	
7.1.1	10.2.g.iii	REDUCING UNACCOUNTED FOR WATER AND WATER INEFFICIENCIES												
		Number of customers where the following activities have been pursued:	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total
7.1.1.1		Night flow metering	29 342	100%	28 514	100%	28 380	100%	0	0%	0	0%	0	0%
7.1.1.2		Day flow metering	29 342	100%	28 514	100%	28 380	100%	0	0%	0	0%	0	0%
7.1.1.3		Reticulation leaks fixed	Unknown	Unknown	Unknown	Unknown	983	100%	0	0%	0	0%	0	0%
7.1.1.4		Illegal connections formalized	0	100%	0	100%	0	100%	0	0%	0	0%	0	0%
7.1.1.5		Un-metered connections, metered	0	100%	0	100%	0	100%	0	0%	0	0%	0	0%
7.1.2	10.2.g.iii	REDUCING HIGH PRESSURES FOR RESIDENTIAL CONSUMERS												
		Number of residential consumers with water supply pressure of:	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total
7.1.2.1		< 300 kPa	See Table C.5.4 for the average residual and static pressures for the various zones.		See Table C.5.4 for the average residual and static pressures for the various zones.		See Table C.5.4 for the average residual and static pressures for the various zones.		0	0%	0	0%	0	0%
7.1.2.2		300 kPa - 600 kPa							0	0%	0	0%	0	0%
7.1.2.3		600 kPa - 900 kPa							0	0%	0	0%	0	0%
7.1.2.4	10.2.b.iii	> 900 kPa							0	0%	0	0%	0	0%
7.1.3	10.2.g.iii	LEAK AND METER REPAIR PROGRAMMES												
		Number of consumer units targeted by:	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total
7.1.3.1		Leak repair assistance programme (Fix damaged water connections)	Unknown	Unknown	Unknown	Unknown	805	2.8%	0	0%	0	0%	0	0%
7.1.3.2	10.2.g.iv	Retro-fitting of water inefficient toilets	0	0.0%	0	0.0%	0	0.0%	0	0%	0	0%	0	0%
7.1.3.3		Meter repair programme	88	0.3%	67	0.2%	75	0.3%	0	0%	0	0%	0	0%
7.1.4	10.2.g.iii	CONSUMER / END-USE DEMAND MANAGEMENT: PUBLIC INFO AND EDUCATION PROGRAMMES												
			Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total	Nr	% of total
7.1.4.1		Number of schools targeted by education programmes (Visits)	0	0%	0	0%	0	0%	0	0%	0	0%	0	0%
7.1.4.2		Number of consumers (people) targeted by public information programmes	182 453	100%	175 636	100%	169 086	100%	0	0%	0	0%	0	0%

Quantity of water unaccounted for (MI/Year):

The table below gives a summary of the treatment losses, NRW, water losses and ILIs for the various distribution systems in Stellenbosch Municipality's Management Area.

Table C 5.2: Treatment Losses, NRW, Water Losses and ILIs for the various water distribution systems								
Distribution System	Component	Unit	23/24	Record: Prior (MI/a)				
				22/23	21/22	20/21	19/20	18/19
Stellenbosch	Treatment Losses	Volume	243.699	214.613	297.562	75.350	584.229	308.690
		Percentage	2.8%	2.9%	3.8%	1.1%	9.1%	5.6%
	NRW	Volume	3 012.827	1 963.333	2 395.113	2 324.201	1 460.955	1 335.677
		Percentage	30.7%	24.1%	28.4%	29.0%	22.0%	22.6%
	Water Losses	Volume	2 698.690	1 702.594	2 125.005	2 068.119	1 248.653	1 146.352
		Percentage	27.5%	20.9%	25.2%	25.8%	18.8%	19.4%
	ILI		6.59	4.15	4.40			
Two additional bulk water meters need to be installed at the Idas Valley and Paradyskloof WTWs to measure the bulk potable water supplied from these two WTWs and to accurately calculate the treatment losses. The NRW and water losses increased drastically during the last financial year. The NRW is just above DWS's NRW target of 30%. The Municipality needs to work towards a NRW target of 25% and a water losses target of 20%. The ILI of 6.59 indicates a poor management system, which requires attention and the Municipality needs to work towards an ILI of between 2 and 4.								
Franschhoek	NRW	Volume	365.275	522.748	502.650	245.181	320.059	223.419
		Percentage	28.9%	38.6%	37.1%	21.3%	30.0%	24.1%
	Water Losses	Volume	324.854	479.437	459.351	208.410	285.914	193.738
		Percentage	25.7%	35.4%	33.9%	18.1%	26.8%	20.9%
	ILI		4.71	6.85	5.21			
The NRW and Water Losses decreased by approximately 10% during the last financial year, which are excellent. The current NRW is below DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 25% and a water losses target of 20%. The ILI of 4.71 indicates a poor management system, which requires attention and the Municipality needs to work towards an ILI of between 2 and 4.								
Dwars River	NRW	Volume	345.836	317.222	242.515	213.959	259.493	452.219
		Percentage	40.8%	41.9%	34.5%	23.5%	31.0%	56.9%
	Water Losses	Volume	318.743	293.001	220.032	184.796	232.721	426.788
		Percentage	37.6%	38.7%	31.3%	20.3%	27.8%	53.7%
	ILI		7.30	7.05	5.29			
The NRW and Water Losses were extremely high for the last two financial years and are above DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 30% and a water losses target of 25%. The ILI of 7.30 indicates a poor management system, which requires attention and the Municipality needs to work towards an ILI of between 2 and 4.								
Klapmuts	NRW	Volume	207.618	144.782	160.903	123.001	164.563	84.730
		Percentage	32.6%	26.4%	26.3%	22.6%	29.4%	20.3%
	Water Losses	Volume	187.236	127.223	141.330	105.556	146.649	71.377
		Percentage	29.4%	23.2%	23.1%	19.4%	26.2%	17.1%
	ILI		3.84	2.76	3.08			
The NRW and Water Losses increased drastically during the last financial year. The NRW is above DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 25% and a water losses target of 20%. The current ILI value of 3.84 is good and no urgent action is required, but the NRW and Water Losses should however be monitored carefully.								
All Systems	NRW	Volume	3 931.556	2 948.085	3 301.181	2 906.342	2 205.070	2 096.045
		Percentage	31.3%	27.3%	29.7%	27.4%	24.2%	26.0%
	Water Losses	Volume	3 529.523	2 602.255	2 945.718	2 566.882	1 913.936	1 838.255
		Percentage	28.1%	24.1%	26.5%	24.2%	21.0%	22.8%
The NRW and Water Losses for all the systems combined increased during the last financial year and the NRW is currently above DWS's NRW target of 30%. The Municipality needs to continue with the implementation of specific WC/WDM measures to work towards a NRW target of 25% and a water losses target of 20% for all the systems combined.								

Note: Infrastructure Leakage Index (ILI) for Developed Countries = 1 – 2 Excellent (Category A), 2 – 4 Good (Category B), 4 – 8 Poor (Category C) and > 8 – Very Bad (Category D)

Category A = No specific intervention required.

Category B = No urgent action required although should be monitored carefully.

Category C = Requires attention

Category D = Requires immediate water loss reduction interventions

The Infrastructure Leakage Index (ILI) in the previous table is the most recent and preferred performance indicator for comparing leakage from one system to another. It is a non-dimensional index representing the ratio of the current real leakage and the “Unavoidable Annual Real Losses”. A high ILI value indicates a poor performance with large potential for improvement while a small ILI value indicates a well-managed system with less scope for improvement. The parameters used to calculate the ILIs for the various distribution systems are included in the Models in Annexure B. Attaining an ILI = 1 is a theoretical limit, which is the minimum water loss in an operational water reticulation system. A value of less than 1 should not occur since this implies that the actual leakage is less than the theoretical minimum level of leakage.

Stellenbosch Municipality also received their 2023 No Drop Score, as calculated through the 2023 Assessment done by the DWS. The 2023 No Drop assessments were performed using a reduced set of No Drop Criteria. These criteria were selected to assess a WSA’s understanding of their WC/WDM status, the plans, strategies, budgets, and implementation of remedial projects. Below is a brief description of the Criteria used for the 2023 assessment.

Table C.5.3: Description of No Drop Criteria

Criteria 1	WC/WDM status quo, plans and strategies, budgets, and implementation of projects (Water Resource Diagram, Water Balance, Council approved WC/WDM strategies and budgets)
Criteria 2	Asset management as it relates to meter replacement. Monitoring, analysis, and action of high loss District Metered Areas (DMAs) in metropolitan municipalities
Criteria 3	Technical skills of WC/WDM team
Criteria 5	Compliance and Performance based on the water loss and efficiency Key Performance Indicators (KPI) and year on year improvement there-of

The purpose of the 2023 No Drop Assessments was twofold:

- To complete the consultative assessment of the 144 WSAs as per the No Drop Requirements based on the 2021/22 financial year.
- To update the water balance and water loss benchmarking for the 2022/23 financial year. This is reported on in the Status of Water Loss, Water Use Efficiency and Non-Revenue Water in South African Municipalities (2012/13 to 2022/23).

The No Drop results for Stellenbosch Municipality are presented in the table below.

Table C.5.4: No Drop Performance of the Municipality (DWS's 2023 No Drop Report)

No Drop Score (2021/2022)		57%
Criteria	Weight	Score
1: WC/WDM Strategy, Planning and Implementation	45%	55% (Average)
2: Asset Management	10%	40% (Poor)
3: Technical Skills	10%	20% (Critical)
5: Compliance and Performance	35%	46% (Poor)
Weighted Sub-Total		47%
Bonus		10%
Score		57% (Average)
Penalty 1: No evidence of approved budget		0.0%
Penalty 2: Section 82 of the Water Serves Act		0.0%
Criteria 1 Sub-Items: WC/WDM Strategy, Planning and Implementation		
Item	Score (Max = 1)	
1.1: Water Resources	1.0 (Excellent)	
1.2: Water Balance	0.8 (Good)	
1.2: WC/WDM Strategy and Business Plan	0.0 (Critical)	
Penalty 1: No evidence of approved budget	0.0	
Criteria 5 Sub-Items: Compliance and Performance		
Item	Score (Max = 1)	
5.1: Reticulation Leak Repair	0.3 (Poor)	
5.2: Physical Water Losses	0.4 (Poor)	
5.3: Commercial Water Losses	0.5 (Average)	
5.4: Non-Revenue Water	0.4 (Poor)	
5.5: Water Use Efficiency	0.7 (Average)	
Water Balance Integrity	High (Excellent)	

Regulatory Impression: The score of 57% indicates an average performance for Stellenbosch Municipality.

- There is ample room for improvement. Stellenbosch Municipality has demonstrated some understanding of its water use situation and WC/WDM Strategy.
- The IWA water balance did not include all the required components and/or did not cover the supply area. The integrity of the water balance was considered to be high.
- Proof of some consumer meter maintenance and replacements was provided, but an insufficient number of interventions were implemented during the 2021/22 audit period.
- There are staff at the WSA responsible for water loss management, but there were shortcomings in the team and/or the related documentation.
- Leak repairs were proven, but an insufficient number of repairs were completed in the 48-hour response time.
- The regulator calculated the key performance indicators for physical water losses (ILI), commercial water losses, NRW, water use efficiencies based on the water balance.

The table below gives an overview of the System Input Volume, Average Billed Metered Consumption and NRW in litre per connection per day for the various water distribution systems for the 2023/2024 financial year.

Water Balance Component	Stellenbosch	Franschhoek	Dwars River	Klapmuts
System Input Volume	1 959	1 359	1 148	787
Average Billed Metered Cons.	1 358	966	679	531
Non-Revenue Water	601	393	469	257

Stellenbosch is the town with the highest system input volume per connection per day, the highest average billed metered consumption per connection per day and the highest average billed metered consumption.

DWS's scorecard for assessing the potential for WC/WDM efforts, as completed for Stellenbosch Municipality, is included in Annexure E. The aim of the scorecard was to establish areas where the municipality has made good progress in relation to WC/WDM and where there is still room for improvement. It can be seen from the Scorecard that there are 25 questions each of which carries a maximum of 4 points providing a possible maximum score of 100. If the Municipality has the specific item completely under control, it receives the maximum points and if it is neglecting the item completely it receives no points. There are various levels between the maximum and the minimum number of points assigned to the municipality for each item depending on the level of completeness or lack thereof. **The status quo score for Stellenbosch Municipality is 69 out of 100 suggesting that the Municipality is making good progress with regard to the implementation of specific WC/WDM activities.**

Number of consumers connected to a water reticulation system where pressures rise above 900 kPa at the consumer connection are as follows:

The table below gives an overview of the average residual and static pressures for the different water distribution zones.

Zone	Average Residual Pressure (m)	Average Static Pressure (m)
Stellenbosch Town		
Arbeidslus reservoir	52.3	54.5
Arbeidslus PRV 1	25.2	40.7
Brandwacht reservoir	54.7	62.3
Brandwacht PRV	56.1	73.8
Central	48.7	68.7
Cloeteville reservoir	49.6	59.1
Cloeteville tower	38.3	43.8
Idas Valley	26.1	33.8



Table C.5.6: Average residual and static pressures for the different zones

Zone	Average Residual Pressure (m)	Average Static Pressure (m)
Jamestown	34.9	39.0
Kayamandi reservoir	41.5	48.2
Kayamandi PRV 1	33.7	49.9
Kayamandi PRV 2	30.8	46.4
Kayamandi PRV 3	30.5	51.7
Kayamandi PRV 4	44.7	60.4
Kayamandi PRV 5	34.1	56.1
Kleinvallei PRV 1	38.6	39.6
Kleinvallei PRV 2	42.9	44.2
La Coline PRV	28.6	47.0
Papegaaiberg reservoir	34.6	41.5
Paradyskloof 1 reservoir	51.9	57.5
Paradyskloof 2 reservoir	39.3	42.1
Paradyskloof 2 PRV 1	38.6	37.8
Paradyskloof 2 PRV 2	42.6	31.6
Uniepark 1 reservoir	56.5	62.2
Uniepark 2 reservoir	60.4	70.7
Welgelegen reservoir	41.7	45.8
Welgelegen PRV	25.6	41.9
Faure to Jamestown supply line*	70.0	75.0
De Zalze PRV*	59.7	65.6
Stellenvista PS	37.7	46.7
Dwars River		
Johannesdal Lower	29.9	31.6
Johannesdal Upper	61.4	61.4
Kylemore Lower	30.2	35.9
Kylemore Upper	35.0	45.9
Lanquedoc	16.9	22.9
Pniel Lower	59.7	69.3
Pniel Upper	11.2	28.9
WH bulk supply PS 3	40.7	41.6
WH bulk supply PS 4	32.2	47.9
WH bulk supply gravity	50.8	86.3
Deltacrest direct supply	45.8	85.9
Franschhoek		
Bo-Dorp PRV	44.2	50.5
FH Estate Lower PRV 1	57.9	60.7
FH Estate Lower PRV 2	38.0	39.0
FH Estate Lower reservoir	57.5	60.1
FH Estate Upper reservoir	64.2	68.6
Franschhoek Reservoir	72.7	76.4
Franschhoek Reservoir PRV	42.6	44.6
Groendal reservoir	34.8	47.1
Bagatelle (La Avenue) booster	14.5	23.6
La Motte reservoir	44.9	46.7
Langrug reservoir	54.7	59.0
Onder-Dorp (Bagatelle) reservoir	13.3	15.1
Southern booster	30.6	37.7
Wemmershoek reservoir	38.9	40.2
WH bulk supply booster 1	20.2	37.0
WH bulk supply booster 2	64.3	85.9
WH bulk supply gravity	18.7	51.0
Klapmuts		

Table C.5.6: Average residual and static pressures for the different zones		
Zone	Average Residual Pressure (m)	Average Static Pressure (m)
Klapmuts Lower reservoir	36.8	57.6
Raithby		
Raithby reservoir	29.8	39.3
Raithby booster	38.4	45.4
Faure to Raithby bulk supply	33.5	42.7
Faure		
Faure reservoir*	60.1	60.3
Polkadraai		
Digteby booster	33.2	39.7
Hands booster	35.4	57.9
Longlands booster	17.7	77.0
Skoonheid PRV zone 1	30.0	59.8
Skoonheid PRV zone 2	49.5	50.4
Skoonheid PRV zone 3	61.4	61.7
Skoonheid reservoir	59.1	63.5
Koelenhof		
Devon Valley reservoir	71.4	76.2
Elsenburg reservoir A	18.2	64.1
Elsenburg reservoir B	39.9	55.7
Koelenhof reservoir	33.9	48.9
Sonop reservoir	56.1	136.4
Muldersvlei		
Muldersvlei	26.3	35.9
Meerlust		
Meerlust	64.5	83.1
Helderberg / Croydon		
Hederberg	75.0	117.7
Croydon	41.4	91.8

There are currently 22 PRV zones supplied with water from 24 PRVs. There are also 5 PRVs that are currently not in operation (and can be decommissioned), 6 PRVs that are only used under emergency conditions, 4 PRVs that augment water supply to existing reservoir zones and 1 PRV on the existing Perdekloof raw water system in Franschhoek (Bulk Water Resources: Drought Intervention Projects, June 2019). Four new PRVs were installed during the last financial year, and the Markotter and Bosmans Crossing PRVs were replaced.

The following future PRVs were proposed in the Bulk Water Resources Drought Intervention Projects study.

Table C.5.7: Proposed future PRV projects (June 2019)		
Distribution System	Proposed pressure management project	Recommendations
Stellenbosch Town	Kayamandi PRV project: Phase 1	<ul style="list-style-type: none"> Ensure discreteness of existing PRV zones in Kayamandi (Project completed)
	Kayamandi PRV project: Phase 2	<ul style="list-style-type: none"> Optimise operation of existing PRVs in Kayamandi. Include data on live telemetry system (Project in progress)
	Stellenbosch PRV refurbish project	<ul style="list-style-type: none"> Refurbish controllers and critical point loggers at the Kleinvallei PRVs, Welgelegen PRV, Paradyskloof PRV and Brandwacht PRV. Include data on live telemetry system (Project in progress).
	Arbeidslus PRV investigation project	<ul style="list-style-type: none"> Log pressure and flow, determine operation of PRV and discreteness of zone. Prepare short report on findings (Project in progress)
	Uniepark PRV project	<ul style="list-style-type: none"> Implement new PRV zone. Include data on live telemetry system (Future project)
	Brandwacht PRV2 project	<ul style="list-style-type: none"> Implement new PRV zone. Include data on live telemetry system (Future project)
	Techno Park PRV project	<ul style="list-style-type: none"> Implement new PRV zone

Table C.5.7: Proposed future PRV projects (June 2019)		
Distribution System	Proposed pressure management project	Recommendations
		<ul style="list-style-type: none"> • Include data on live telemetry system (Future project)
Dwars River	Pniel PRV project	<ul style="list-style-type: none"> • Implement new PRV zone • Include data on live telemetry system (Future project)
Franschhoek	Franschhoek PRV investigation project	<ul style="list-style-type: none"> • Log pressure and flows of Lientjiesdorp and Franschhoek PRVs, determine operation of PRVs and discreteness of zones. • Prepare short report on findings (Project in progress)
	Franschhoek new PRV1 project	<ul style="list-style-type: none"> • Implement new PRV zone • Include data on live telemetry system (Future project)
	Franschhoek new PRV2 project	<ul style="list-style-type: none"> • Implement new PRV zone • Include data on live telemetry system (Future project)
Klapmuts	Klapmuts PRV project	<ul style="list-style-type: none"> • Implement new PRV zone • Include data on live telemetry system (Future project)
Rural	Koelenhof PRV project	<ul style="list-style-type: none"> • Verify settings and operation of existing PRVs • Install bulk water meters and critical point loggers where required. • Include data on live telemetry system (Future project)
	Polkadraai PRV project	<ul style="list-style-type: none"> • Verify settings and operation of existing PRVs • Install bulk water meters and critical point loggers where required. • Include data on live telemetry system (Future project)

Demand management activities undertaken:

The current WC/WDM measures implemented by Stellenbosch Municipality are mostly through their Operation and Maintenance Budgets. Water restrictions were implemented over the last number of financial years, due to the drought situation in the Western Cape. The main water demand management interventions implemented by Stellenbosch Municipality over the last number of years, include the following:

- Meter and record all bulk water supply for the various distribution systems and improve the billed metered consumption data (Financial Department) in order to carry out more detail IWA water balances for the various distribution systems.
- Customer Services and Complaints System is implemented by the Municipality for burst pipes, leaks, etc. Standby teams are available after hours and over weekends for immediate repairs of any burst pipes or leaks.
- Strict municipal services standards for the installation of new water reticulation networks for own and private developments.
- Implementation of pressure management, continuous operation and maintenance of various PRV zones.
- Implementation of a seven-block step water tariff structure that promotes the efficient use of water and discourage wastages. Water restrictions are also implemented when required.
- Regular updating of the Water Master Plans for the various water distribution systems.
- Implementation of a Water Pipeline Replacement Programme.

A contractor was also appointed to assist the municipality with various demand management activities during the 2022/2023 financial year. The scope of works comprises of the following key components:

- The inspection and repair of plumbing defects to selected existing residential properties including the repair of leaks associated with pipes, toilets, geysers, taps and other general plumbing components;
- Removal of existing water meters and installation of new programmable domestic (Smart) water meters;
- Replacement of faulty domestic and bulk water meters;
- Installation of new pressure reducing valves and electromagnetic flow meters in the municipal water network;
- Construction of valve and bulk water meter chambers; and
- Connecting pipework to the municipal water network.

The total expenditure over the period 2018/2019 to 2023/2024 for the implementation of these WC/WDM measures over the last six financial years was R20 016 391 (Vat Excluded). The following work was done during the last financial year.

- 15mm dia. Smart Meters installed: 256
- > 40mm dia. bulk water meters installed: 26
- Conventional 15mm dia. water meters installed: 0
- 15mm dia. straight connections: 296
- Straight connections replaced with WDM: 231
- Faulty WDM devices or defective valves replaced: 146
- New WDM devices installed: 128
- Leaks repaired: 176
- Call outs: 1 802

A Water Conservation and Water Demand Management Strategy was drafted for Stellenbosch Municipality in February 2012, but is outdated and requires review and updating.

Progress made with the installation of water efficient devices:

256 Smart water meters were installed during 2023/2024 by the contractor appointed to conduct domestic leak repairs, water meter replacements and pressure management throughout the Municipal area.

C.6. Water Services Asset Management

Stellenbosch Municipality updated their current Asset Register after June 2024, in order to include the new assets constructed during the 2023/2024 financial year. The tables that follow give an overview of the current water and sewerage infrastructure included in Stellenbosch Municipality's Asset Register.

Water Infrastructure: The Opening Cost and Book Value of the water infrastructure of Stellenbosch Municipality is summarised in the table below (June 2024).

Table C.6.1: Opening Cost and Book Value of the water infrastructure			
Asset Type	Opening Cost	Book Value	Book Value / Opening Cost
Borehole	R86 227 551	R61 774 220	71.64%
Water Mains	R225 179 114	R178 123 277	79.10%
Dams and Weirs	R16 166 313	R12 038 177	74.46%
Water Reticulation Pipeline	R1 305 772 600	R919 260 997	70.40%
Water Pump Station	R2 905 428	R679 144	23.37%
Reservoirs & Tanks	R214 592 898	R188 575 179	87.88%
WTW	R107 159 498	R88 391 666	82.49%
Total	R1 958 003 402	R1 448 842 660	74.00%

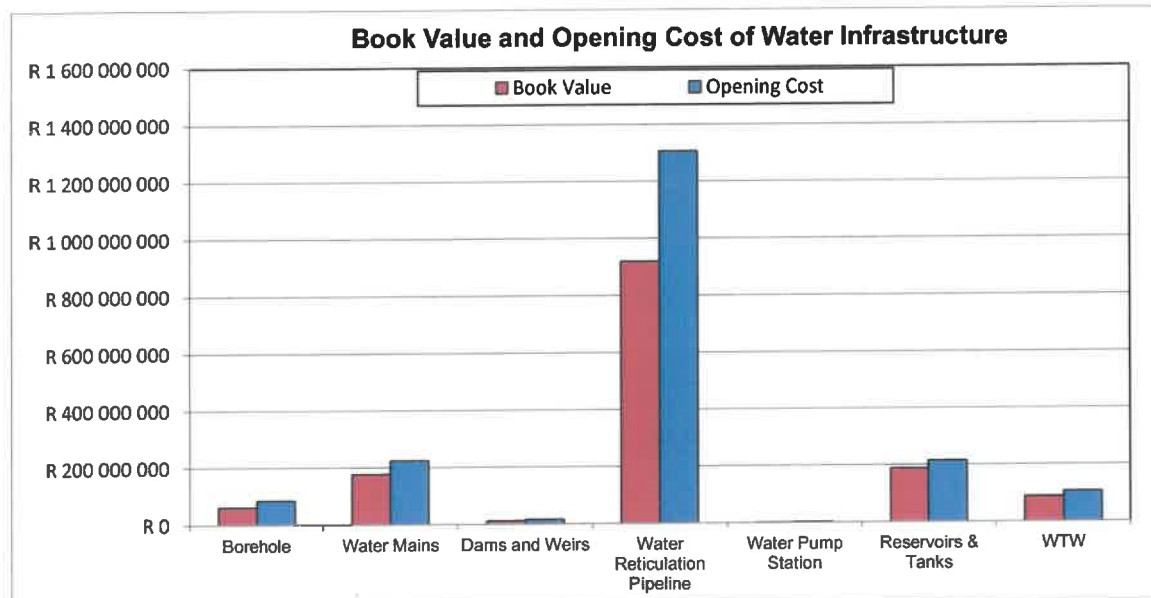


Figure C.6.1: Book Value and Opening Cost of the water infrastructure

The previous table indicates that 26.00% of the value of the water supply infrastructure has been consumed.

The following table gives an overview of the remaining useful life by facility type for the water infrastructure (Opening Cost).

Asset Type	0 – 5 yrs	6 – 10 yrs	11 – 15 yrs	16 – 20 yrs	> 20 yrs
Borehole	R433 575	R477 147	R85 196 336	R120 493	R0
Water Mains	R1 169 274	R22 027 529	R13 168 950	R39 192 240	R149 621 121
Dams and Weirs	R0	R0	R14 687 500	R1 478 813	R0
Water Reticulation Pipeline	R52 767 127	R30 269 629	R24 052 697	R81 907 639	R1 116 775 508
Water Pump Station	R202 905	R2 667 956	R0	R34 567	R0
Reservoirs & Tanks	R37 232 699	R45 221 682	R11 788 266	R10 586 802	R109 763 449
WTW	R4 649 565	R15 782 149	R27 861 781	R5 311 334	R53 554 669
Total	R96 455 145	R116 446 092	R176 755 530	R138 631 888	R1 429 714 747

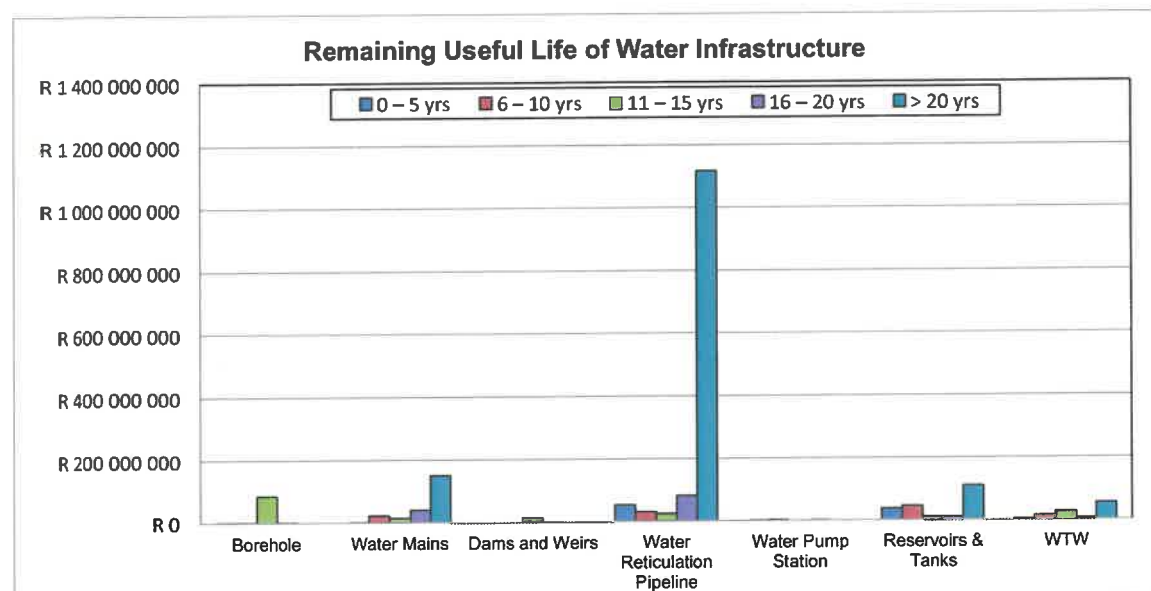


Figure C.6.2: RUL of the water infrastructure

The following table gives an overview of the age distribution by facility type for the water infrastructure (Opening Cost).

Asset Type	0 – 5 yrs	6 – 10 yrs	11 – 15 yrs	16 – 20 yrs	> 20 yrs
Borehole	R85 032 002	R867 954	R327 595	R0	R0
Water Mains	R67 305 313	R91 795 484	R66 078 317	R0	R0
Dams and Weirs	R0	R0	R16 166 313	R0	R0
Water Reticulation Pipeline	R157 356 210	R183 991 257	R964 397 481	R0	R27 652
Water Pump Station	R0	R0	R2 905 428	R0	R0
Reservoirs & Tanks	R89 026 085	R16 018 469	R109 548 344	R0	R0
WTW	R34 630 531	R71 728 967	R800 000	R0	R0
Total	R433 350 141	R364 402 131	R1 160 223 478	R0	R27 652

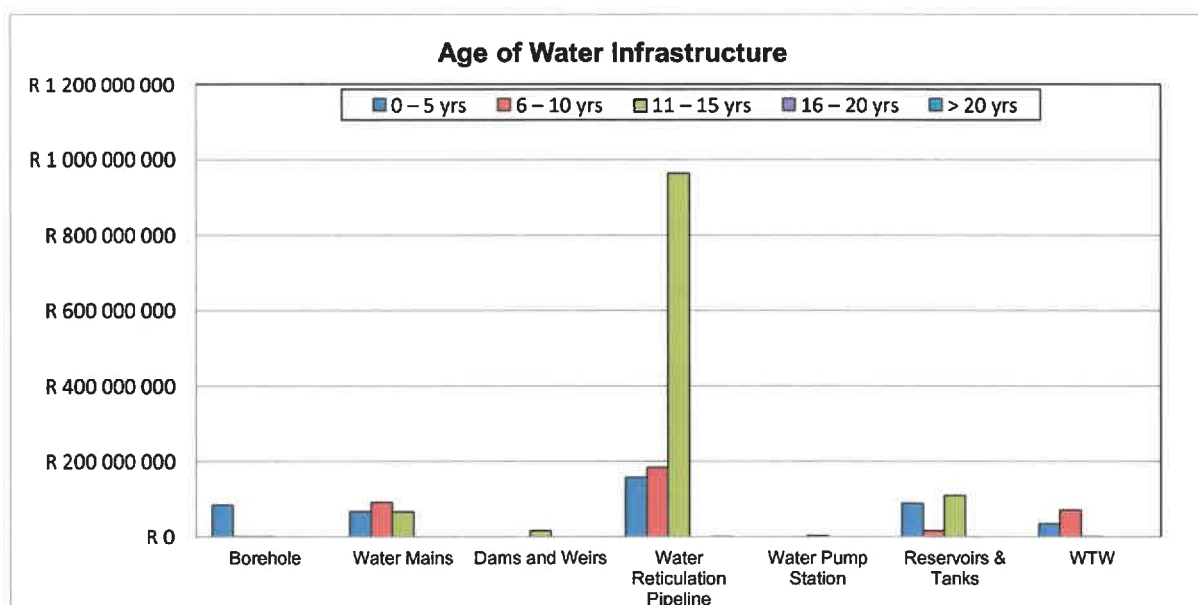


Figure C.6.3: Age distribution of the water infrastructure

Sewerage Infrastructure: The Opening Cost and Book Value of the sewerage infrastructure of Stellenbosch Municipality is summarised in the table below (June 2024).

Asset Type	Opening Cost	Book Value	Book Value / Opening Cost
Outfall sewers	R356 008 567	R293 722 404	82.50%
WWTW	R185 948 308	R289 122 875	155.49%
Sewer Reticulation Pipeline	R760 668 957	R448 129 150	58.91%
Sewer Pump Station	R11 921 015	R2 042 856	17.14%
Toilet Facilities	R2 048 200	R1 921 640	93.82%
Totals	R1 316 595 047	R1 034 938 925	78.61%

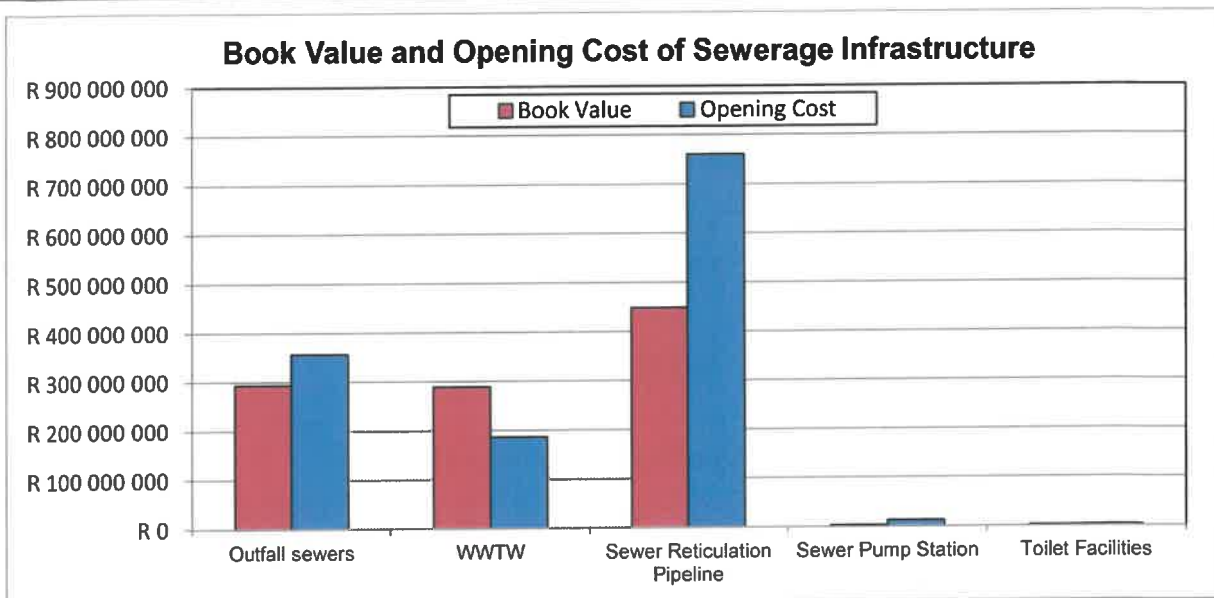


Figure C.6.4: Book Value and Opening Cost of the sewerage infrastructure

The previous table indicates that 21.39% of the value of the sewerage infrastructure has been consumed.

The following table gives an overview of the remaining useful life by facility type for the sewerage infrastructure (Opening Cost).

Table C.6.5: Overview of the remaining useful life by facility type for the sewerage infrastructure (Opening Cost)					
Asset Type	< 5 yrs	6 – 10 yrs	11 – 15 yrs	16 – 20 yrs	> 20 yrs
Outfall sewers	R0	R36 767	R13 544 782	R4 623 797	R337 803 221
WWTW	R0	R11 691 518	R37 274 403	R9 070 973	R127 911 414
Sewer Reticulation Pipeline	R13 748 631	R25 813 118	R227 224 801	R76 903 940	R416 978 467
Sewer Pump Station	R5 047 249	R295 787	R6 227 923	R58 218	R291 838
Toilet Facilities	R0	R0	R0	R0	R2 048 200
Totals	R18 795 880	R37 837 190	R284 271 909	R90 656 928	R885 033 140

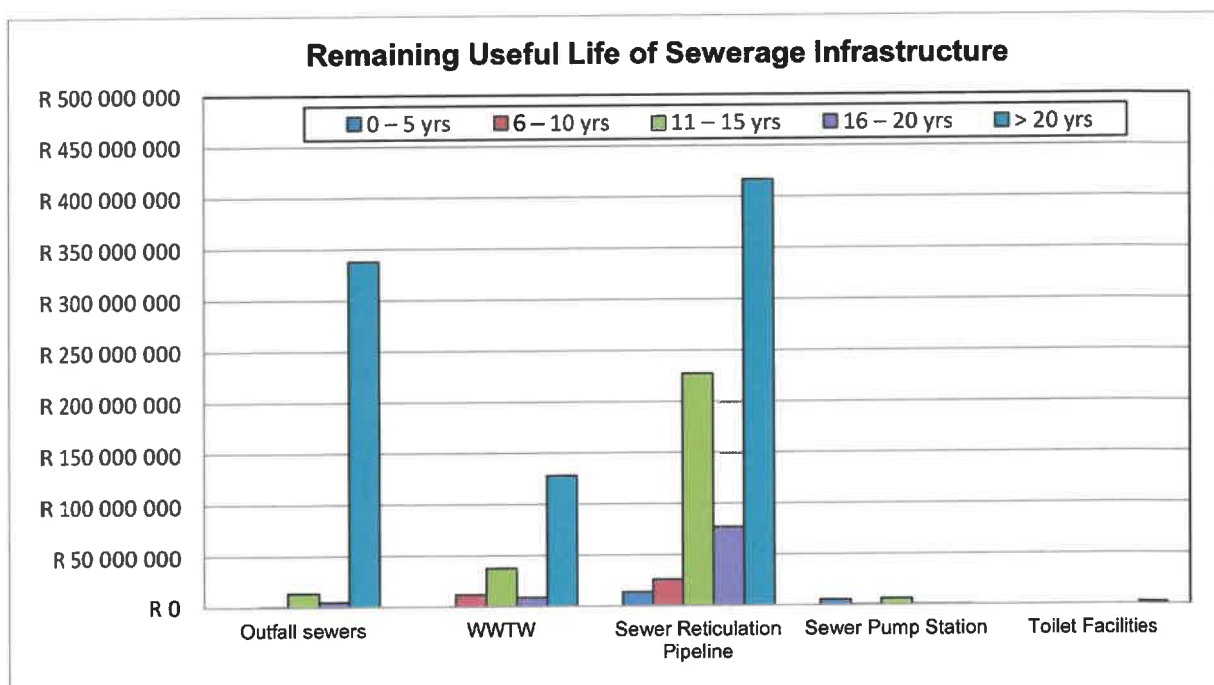


Figure C.6.5: RUL of the sewerage infrastructure

The following table gives an overview of the age distribution by facility type for the sewerage infrastructure (Opening Cost).

Asset Type	< 5 yrs	6 – 10 yrs	11 – 15 yrs	16 – 20 yrs	> 20 yrs
Outfall sewers	R204 327 475	R2 265 506	R149 415 586	R0	R0
WWTW	R98 691 377	R38 604 143	R48 652 788	R0	R0
Sewer Reticulation Pipeline	R182 572 984	R441 865 583	R136 230 390	R0	R0
Sewer Pump Station	R268 338	R0	R11 652 677	R0	R0
Toilet Facilities	R2 048 200	R0	R0	R0	R0
Totals	R487 908 374	R482 735 232	R345 951 441	R0	R0

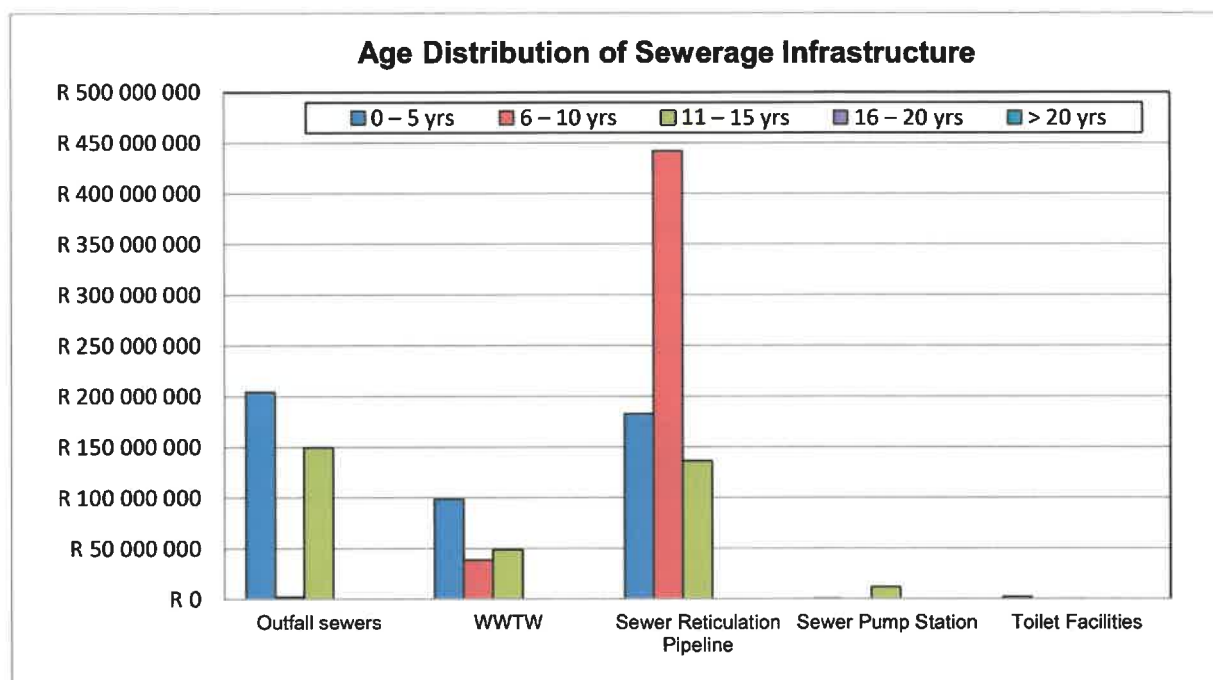


Figure C.6.6: Age distribution of sewerage infrastructure

The CRC of the water and sewerage infrastructure that will need to be replaced over the next five years (RUL < 5 yrs) is R115.251 million. The asset renewal needs for the **water infrastructure assets** over the next 10 years is R21.290 million per year. The reinvestment required is R96.455 million in the first 5 years and R116.446 million in the second 5-year period. The asset renewal needs for the **sewerage infrastructure assets** over the next 10 years is R5.663 million per year. The reinvestment required is R18.795 million in the first 5 years and R37.837 million in the second 5-year period.

Most of the maintenance work currently carried out on the water and sewerage infrastructure are re-active and it is critical for the Municipality to increase their maintenance budget for water and sewerage infrastructure in order to ensure that the required preventative maintenance work is also carried out. The Asset Management Plan needs to indicate the risks associated with the inadequate refurbishment and maintenance of the various water and sewerage infrastructure.

C.7. Water Services Operation and Maintenance

Stellenbosch Municipality practices the following planned and unplanned preventative and corrective maintenance, as summarised in the table below.

Table C.7.1: Types of planned and unplanned preventative and corrective maintenance implemented by Stellenbosch Municipality	
Design-out Maintenance: Design-out Maintenance originates on the drawing board and is aimed at improving the operation, reliability or capacity of equipment. The engineer follows a life cycle approach to infrastructure development.	
Preventative Maintenance: Preventative maintenance is based on planning. For example, breakdowns at a plant can be reduced to a minimum if it is planned that all wearing parts are to be replaced before they fail.	<p>Systematic (Periodic Maintenance): Systematic maintenance is periodic maintenance where the servicing of equipment takes place at regular intervals, either in accordance with a time schedule or on the basis of predetermined units of use, to eliminate possible causes of failure before a breakdown occurs.</p> <p>Systematic maintenance requires a servicing schedule, which is based on the manufacturer's guidelines for equipment.</p> <p>Condition-based (Predictive) Maintenance: Condition-based maintenance is predictive maintenance based on regularly inspecting equipment and infrastructure in order to assess the state of wear and tear.</p> <p>Any failures that are observed, complemented by the findings of the programmed inspections and checks, are then dealt with through corrective action, so as to avoid breakdowns or the deterioration of a condition that could pose a safety hazard.</p>
Corrective or Breakdown Maintenance: It is important to work methodically to keep repair time as short as possible. Good work preparation, use of correct (and well maintained) tools and equipment, and gathering and processing of all data relevant to the repairs helps to avoid downtime, eliminate mistakes and improve operational conditions.	<p>Planned (Scheduled Repairs)</p> <p>Unplanned repairs guided by Troubleshooting: Troubleshooting is used when poor condition causes either total or partial stoppages, or when operations take place under intolerable conditions.</p>

Stellenbosch Municipality's operation and maintenance assessments and plans for their water and sewerage infrastructure are indicated in the table below.

Table C.7.2: Stellenbosch Municipality's Operation and Maintenance Assessments and Plans		
Element	Assessment Criteria	Status Quo
Resources		
Staff	Sufficient staff numbers. Competency level of staff at all levels. Level of service provided by staff. Empowerment and training (Adequately trained for position, Safety regulation and Commitment). Responsibility allocation (organisational structure) and acceptance thereof.	Below minimum requirement: Additional Process Controllers need to be appointed to comply with the new Regulation 3630 requirements with regard to the number and Class of Process Controllers per shift per WTW and WWTWs. Work Place Skills Programme is compiled annually to ensure adequate training of staff.
External Resources	Need for external resource providers. Competency level and value for money. Management and control over these providers.	Not Applicable: All Water Service Provider functions are currently done internally by Stellenbosch Municipality.
Spare Parts	Adequate materials provisioning. Store management (Sufficient stock kept, stock control and delivery time).	Adequate: Municipality ensures adequate spare parts are available in their stores for possible failures or breakdowns. Monitored by the Engineering Services Directorate.
Tools and Equipment	Adequate tools and equipment provided. Control and maintenance.	Adequate: Municipality ensures adequate tools and equipment are available. Monitored by the Engineering Services Directorate.
Budget	Adequate budget provided. Budget control. Identification and documentation of needs. Budget preparation and motivation.	Adequate: Required Financial Strategies, Policies and Systems are in place to ensure proper budget control.
Information		
Manuals	Existence of manuals (operation / maintenance or manufacturer). Record keeping / safekeeping and control. Utilisation of manuals by staff.	Adequate: O&M Manuals are in place for the bulk water and sewerage infrastructure. These Manuals are also used by the Process Controllers at the plants.
Asset Register	Existence of an asset register. Maintenance / updating of asset register.	Adequate: An up to date Asset Register is in place, which include all the water and sewerage infrastructure. Opening

Table C.7.2: Stellenbosch Municipality's Operation and Maintenance Assessments and Plans

Element	Assessment Criteria	Status Quo
	Accessibility of information. Control over assets. Stock taking.	Cost, Book Values, RUL and Age of infrastructure are included in the Asset Register. Asset Register is updated annually.
As-built Information	Existence of as-built drawings. Existence of important reports e.g. design reports etc. Record keeping / safekeeping and control. Accessibility of information. Updating of records.	Adequate: As-built information is available for all water and sewerage infrastructure. The information is also included in the IMQS of the Municipality. The information is regularly updated when the Water and Sewer Master Plans are updated.
Tools and Equipment	Existence of information on tools and equipment. Record keeping / safekeeping and control. Accessibility of information.	Adequate: Managed by the Operational Personnel at the various Municipal stores, with the required control forms that are in place. Monitored by the Engineering Services Directorate.
Contingency and Safety Plans	Compliance to safety requirements. Safety equipment and maintenance thereof. Existence of safety plan where required. Existence of contingency plan where required.	Below minimum requirement: The current Water Safety Plans and W ₂ RAPs need to be updated. WTW and WWTW Process Audits are done when required. Incident Management Protocols, as included in the Water Safety Plans and W ₂ RAPs, are followed by the personnel.
Activity Control and Management		
Procedures	Existence of procedures for all activities. Existence of policies – standardisation, quality, operational and maintenance, etc. Correctness of procedures – if in place.	Adequate: Required Procedures and Policies are in place. Procedures and Policies are managed by the Engineering Services Directorate.
Record Keeping	Existence of record keeping system. Process of data. Actions activated.	Adequate: Record keeping is sufficient, with most of the required information for the WSDP and Water Services Audit Report kept up to date. The record keeping of certain information is also linked to specific water and sanitation KPIs in the SDBIP. Municipality to implement recommended O&M Control Sheets for groundwater, surface water, bulk water and reticulation networks and fittings, WTWs, WWTWs, water and sewer PSs, reservoirs, remote monitoring and control systems and bulk and sewer drainage networks, which will be included in the updated WSDP.
Quality Controls	Quality management plan. Quality assurance. Quality control (Inspections, Control charts, trend analysis). Process adjustment and rework. Quality improvement.	Adequate: Required quality control mechanisms are in place to ensure high quality of materials and to ensure that all work carried out on the water and sewerage infrastructure is of a high quality. The Engineering Services Directorate monitors all work carried out by Consultants and Contractors.
Risk Management	Risk management planning. Risk identification. Risk probability and impact assessment. Risk response planning. Risk monitoring and control.	Adequate: Required Risk Management Protocols are in place, which is followed by the personnel. Potential risks/incidents and control measure to reduce or manage these risks were identified as part of the Water Safety Plan and W ₂ RAP processes.
Reporting	Production and activity reporting (Completeness, evaluation and action activation). Management reporting (Completeness and evaluation and action activation). Performance monitoring.	Adequate: The Senior Manager Water and Wastewater Services report on a monthly basis to Management and the Council on all the required water and sanitation information. A SDBIP is also in place, linked to specific water and sanitation KPIs, which allows for proper performance monitoring.

Pipe bursts and other serious damage to pipes immediately interrupts services to the affected area and is rapidly addressed by Stellenbosch Municipality. O&M is a continuous process for Stellenbosch Municipality involving various activities, with the ultimate purpose of delivering good quality services to all customers at all times and keeping the percentage of water lost through pipe bursts and other serious damage to pipes as low as possible. Stellenbosch Municipality's O&M Plan depends on a range of factors such as the age and condition of the water supply system, requirements of the Municipality and DWS as the regulating authority, the availability of staff, plant, equipment, spares, money and other resources.

Stellenbosch Municipality has standby teams available after hours and over weekends, besides the planned and scheduled O&M activities, in order to allow for unscheduled responses to service breakdowns due to malfunctioning equipment, vandalism, emergency situations, etc. This allows Stellenbosch Municipality to be able to quickly assess service breakdowns and re-allocate staff and resources to do unscheduled repairs, and then quickly return to the regular and scheduled O&M activities. The Municipality ensures that sufficient repair materials, consumables and back-up equipment are also readily available for any potential breakdowns.

A budget of approximately 2% of the total asset value per annum should be allocated towards the replacement of existing infrastructure, in terms of Best Practice. In the case of the operations and maintenance of the systems, a budget of approximately 1% to 2% of the value of the system is typically required to ensure that the systems remain in good condition.

The table below gives an overview of the Opening Cost and Book Value of the water and sewerage infrastructure included in Stellenbosch Municipality's Asset Register (June 2024). The recommended budgets for the replacement of the existing infrastructure and the operation and maintenance of the existing infrastructure, based on the Opening Cost, are also indicated.

Table C.7.3: Recommended budgets for the replacement and the operation and maintenance of the existing water and sewerage infrastructure.					
Asset Type	Asset Register June 2024		Recommended Annual Replacement Budget	Recommended Annual O&M Budget	Depreciation and Amortisation: Actual Expenditure
			(Best Practice)	(Best Practice)	
	Opening Cost	Book Value	2.0%	1.5%	2023/2024
Borehole	R86 227 551	R61 774 220	R1 724 551	R1 293 413	R32 615 905
Water Mains	R225 179 114	R178 123 277	R4 503 582	R3 377 687	
Dams and Weirs	R16 166 313	R12 038 177	R323 326	R242 495	
Water Reticulation Pipeline	R1 305 772 600	R919 260 997	R26 115 452	R19 586 589	
Water Pump Station	R2 905 428	R679 144	R58 109	R43 581	
Reservoirs & Tanks	R214 592 898	R188 575 179	R4 291 858	R3 218 893	
WTW	R107 159 498	R88 391 666	R2 143 190	R1 607 392	
Sub Total Water	R1 958 003 402	R1 448 842 660	R39 160 068	R29 370 051	R32 615 905
Outfall sewers	R356 008 567	R293 722 404	R7 120 171	R5 340 129	R24 557 267
WWTW	R185 948 308	R289 122 875	R3 718 966	R2 789 225	
Sewer Reticulation Pipeline	R760 668 957	R448 129 150	R15 213 379	R11 410 034	
Sewer Pump Station	R11 921 015	R2 042 856	R238 420	R178 815	
Toilet Facilities	R2 048 200	R1 921 640	R40 964	R30 723	
Sub Total Sewerage	R1 316 595 047	R1 034 938 925	R26 331 901	R19 748 926	R24 557 267
Total Water and Sewerage	R3 274 598 449	R2 483 781 585	R65 491 969	R49 118 977	R57 173 172

Note: The recommended Replacement and O&M budgets in the above table were calculated against the Opening Cost, but should be calculated against the CRC in the future. The CRC of the existing water and sewerage infrastructure will be calculated as part of the Master Plans and the WSDP. The CRC is more than the Opening Cost and the recommended annual replacement budget and O&M budget should be calculated against the CRC.

Most of the major replacement of old water and sewerage infrastructure in Stellenbosch Municipality is done through the Municipality's annual capital budget. The capital budget however also include new infrastructure. The table below gives an overview of the total historical water and sewerage capital expenditure for the last four financial years.

Table C.7.4: Historical water and sewerage capital expenditure				
Infrastructure	23/24	22/23	21/22	20/21
Water	R72 954 522	R73 907 194	R35 797 206	R34 443 807
Sewerage	R18 960 932	R40 100 720	R64 838 150	R108 613 064
Total	R91 915 454	R114 007 914	R100 635 355	R143 056 871

A **pipe replacement study** was performed for Stellenbosch Municipality's entire water distribution system (June 2019). The project entailed the verification of system data, establishment of a computer model for the pipe replacement network, performing an analysis and reporting. The pipe replacement potential was determined for each of the pipelines in the water distribution systems by assessing the likelihood of failure (LF) and the consequence of failure (CF). The independent factors and their weight factors used are summarised in the tables below.

Table C.7.5: The independent factors and the weight factors used to determine the water pipe replacement potential					
Likelihood of Failure Property	Weight	Weight (%)	Consequence of Failure Property	Weight	Weight (%)
Nominal diameter (mm)	5.4	16.0%	High cost to consumer due to high water pressure (m)	2.2	8.0%
Reserve water pressure ratio	2.6	8.0%	High cost to consumer due to flow (l/s)	2.2	8.0%
Catalogue remaining useful life (yr)	4.6	14.0%	High repair cost *	3.5	12.0%
Master Plan Item *	0.0	0.0%	Flooding due to geography *	7.3	26.0%
Assessed condition	5.0	15.0%	Strategic location	6.0	21.0%
Failure frequency (breaks/km/yr)	8.9	26.0%	Network redundancy (l/s)	7.3	26.0%
Leakage volume (l/min/km) *	0.0	0.0%	Pavement management system *	0.0	0.0%
Undesired material	7.1	21.0%			
Geology *	0.0	0.0%			
		100.0%			100.0%

Note: * Data not available for or relevant to Stellenbosch Municipality

The total pipe replacement potential was calculated for each pipeline as an index

$$PRP = LF \times CF \text{ (In the range of 1 to 25)}$$

The replacement values for the top 100 pipes to be replaced in Stellenbosch and Franschhoek is R6 717 370 (14.615km). The location of pipe failures should be recorded with accurate GPS coordinates. It is recommended that pipe replacement in Stellenbosch is performed in accordance with the PRP values. Pipes with the highest PRP values should be considered to be replaced first. The table below gives an overview of these pipes.

Table C.7.6: Top hundred water pipes in Stellenbosch and Franschhoek water distribution system to be replaced based on PRP							
Rank	System	Length (m)	Replacement Cost	Rank	System	Length (m)	Replacement Cost
1	Uniepark 1	50	R20 200	51	Central	145	R58 580
2	Uniepark 1	55	R22 220	52	Central	105	R42 420
3	Papegaaiberg	50	R27 900	53	Central	80	R32 320
4	Cloeteville reservoir	100	R40 400	54	Uniepark 1	115	R46 460
5	Cloeteville reservoir	55	R22 220	55	Cloeteville reservoir	145	R58 580
6	Central	155	R62 620	56	Papegaaiberg	25	R10 100
7	Papegaaiberg	90	R36 360	57	Central	195	R78 780
8	Brandwacht PRV	150	R60 600	58	Central	80	R32 320
9	Central	30	R12 120	59	Welgelegen	160	R64 640
10	Central	110	R44 440	60	Uniepark 1	190	R76 760
11	Papegaaiberg	105	R58 590	61	Cloeteville reservoir	170	R68 680
12	Central	10	R5 580	62	La Coline PRV	145	R58 580
13	Cloeteville reservoir	90	R36 360	63	La Coline PRV	175	R70 700
14	Cloeteville reservoir	55	R22 220	64	Central	285	R115 140
15	Kayamandi PRV 4	85	R34 340	65	Central	140	R56 560
16	Jamestown	175	R70 700	66	Cloeteville reservoir	120	R66 960
17	Jamestown	95	R38 380	67	Papegaaiberg	275	R153 450
18	Kayamandi PRV 4	130	R52 520	68	Papegaaiberg	175	R97 650
19	Kayamandi PRV 3	160	R64 640	69	Idas Valley	295	R119 180
20	Jamestown	175	R70 700	70	Central	155	R62 620

Table C.7.6: Top hundred water pipes in Stellenbosch and Franschhoek water distribution system to be replaced based on PRP

21	Cloeteville reservoir	65	R26 260	71	Central	50	R20 200
22	Cloeteville reservoir	125	R50 500	72	Central	125	R50 500
23	Cloeteville reservoir	85	R34 340	73	Central	85	R34 340
24	Central	275	R196 900	74	Cloeteville reservoir	250	R139 500
25	Uniepark 1	80	R44 640	75	Papegaaiberg	480	R193 920
26	Cloeteville Tower	140	R56 560	76	Papegaaiberg	105	R58 590
27	Kayamandi PRV 4	15	R6 060	77	Welgelegen	120	R66 960
28	Kayamandi PRV 3	30	R12 120	78	Papegaaiberg	100	R55 800
29	Papegaaiberg	195	R78 780	79	Kleinvallei PRV 2	175	R70 700
30	Kleinvallei PRV 2	85	R34 340	80	Cloeteville reservoir	150	R146 550
31	Welgelegen PRV	135	R54 540	81	Cloeteville reservoir	160	R156 320
32	Central	215	R86 860	82	Central	60	R24 240
33	Central	55	R22 220	83	La Coline PRV	35	R19 530
34	Cloeteville Tower	165	R66 660	84	Central	160	R64 640
35	Papegaaiberg	180	R72 720	85	Kleinvallei PRV 2	215	R86 860
36	Central	140	R56 560	86	Papegaaiberg	150	R60 600
37	Uniepark 1	125	R50 500	87	Welgelegen PRV	160	R64 640
38	Uniepark 1	155	R62 620	88	Cloeteville reservoir	210	R117 180
39	Brandwacht PRV	155	R62 620	89	Jamestown	220	R88 880
40	Central	65	R36 270	90	Uniepark 1	380	R153 520
41	Kayamandi PRV 1	205	R82 820	91	Papegaaiberg	165	R66 660
42	Papegaaiberg	215	R86 860	92	Papegaaiberg	125	R69 750
43	Cloeteville Tower	95	R38 380	93	Kleinvallei PRV 1	380	R212 040
44	Kayamandi PRV 3	55	R22 220	94	Welgelegen PRV	175	R70 700
45	Kayamandi PRV 3	140	R56 560	95	Kleinvallei PRV 2	280	R113 120
46	Central	150	R83 700	96	Central	245	R98 980
47	Uniepark 1	240	R133 920	97	Cloeteville reservoir	200	R111 600
48	Welgelegen	190	R106 020	98	La Coline PRV	155	R86 490
49	La Coline PRV	100	R55 800	99	Franschhoek - Wemmershoek Res	70	R28 280
50	Brandwacht PRV	125	R50 500	100	Uniepark 1	330	R184 140
Total (First 50 Pipes)		5 925	R2 631 660	Total (Second 50 Pipes)		8 690	R4 085 710

C.8. Water Resources

The Western Cape experienced a severe drought over the period 2015 to 2017, with some relief during the winter months of the following years. The drought over the period 2015 to 2017 reduced the assurance of supply from the WCWSS to Stellenbosch Municipality and also reduced the yield of the Municipality's own existing surface water resources. The Municipality therefore continued with the implementation of specific WC/WDM measures to lower the current water requirements and the planning for the augmentation of the existing water resources.

Future water requirement projection models were developed for each of the towns within Stellenbosch Municipality's Management Area, which are included in Annexure C. IWA Water Balance models with graphs of the total water requirements (system input volumes and billed metered consumption), peak month factors, annual NRW and water losses per town are also included in Annexure A.

The future water requirement projection models include the future projections up to 2048 and were calibrated by using the historical IWA Water Balance data. The percentage of water losses was determined for each of the distribution systems and growth in future water requirement was based on agreed population and growth figures. The projected future water requirements and the yield surplus or shortfalls, based on the WSDP model, are indicated in the table below for each of the systems.

Table C.8.1: Projected future water requirements of towns						
Distribution System	Projection	PROJECTED FUTURE WATER REQUIREMENTS (Ml/a)				
		2028	2033	2038	2043	2048
Stellenbosch	3.0% Annual Growth	11 662.859	13 520.451	15 673.908	18 170.355	21 064.421
	5.0% Annual Growth	12 840.012	16 387.470	20 915.026	26 693.462	34 068.373
	WSDP Model	11 431.870	12 931.552	14 723.400	16 866.630	19 433.789
	Allocation surplus (+) / shortfall (-)	+3 033.346	+1 533.664	-258.184	-2 401.414	-4 968.573
Franschhoek	3.0% Annual Growth	1 464.347	1 697.580	1 967.961	2 281.406	2 644.774
	5.0% Annual Growth	1 612.147	2 057.553	2 626.017	3 351.537	4 277.505
	WSDP Model	1 430.378	1 694.049	2 017.789	2 416.034	2 906.795
	Allocation surplus (+) / shortfall (-)	+690.975	+427.304	+103.564	-294.681	-785.442
Dwars River	3.0% Annual Growth	981.483	1 137.808	1 319.031	1 529.119	1 772.668
	5.0% Annual Growth	1 080.546	1 379.081	1 760.095	2 246.377	2 867.010
	WSDP Model	850.013	896.870	952.160	1 016.521	1 090.784
	Allocation surplus (+) / shortfall (-)	+110.419	+63.562	+8.272	-56.089	-130.352
Klapmuts	3.0% Annual Growth	738.387	855.993	992.330	1 150.383	1 333.609
	5.0% Annual Growth	812.914	1 037.507	1 324.150	1 689.989	2 156.902
	WSDP Model	755.506	913.338	1 114.493	1 371.357	1 700.001
	Allocation surplus (+) / shortfall (-)	-118.567	-276.399	-477.554	-734.418	-1 063.062

Note: It is not known whether the Service Level Agreement between the CCT and Stellenbosch Municipality with regard to potable water supply to Franschhoek, Dwars River, Klapmuts and the Stellenbosch Rural Schemes allow for specific volumes for these areas. The "Allocation surplus (+) / shortfall (-)" for these areas in the table above were calculated against the maximum historical supply volumes to these areas from the CCT over the last eighteen financial years.

The table below gives an overview of the years in which the annual water requirements are likely to exceed the total allocations from the various resources.

Table C.8.2: Years in which the annual water demand is likely to exceed the total allocation or licence volumes for the various resources				
Distribution System	Total Allocation / Licence (Ml/a)	Annual Growth on 2023/2024 Demand (% growth)	Annual Growth on 2023/2024 Demand (% growth)	WSDP Projection Model
Stellenbosch	14 465.216	2034 (3.0%)	2030 (5.0%)	2036
Franschhoek	2 121.353	2040 (3.0%)	2033 (5.0%)	2039
Dwars River	960.432	2027 (3.0%)	2025 (5.0%)	2037
Klapmuts	636.939	2023 (3.0%)	2023 (5.0%)	2023

A Bulk Water Resources: Drought Intervention Projects Study was completed in June 2019 for Stellenbosch Municipality. The Study included the following recommended future resources for Stellenbosch Municipality.

- Groundwater;
- Wastewater reclamation;
- Increase existing allocations from the CCT (This can only be done after the CCT has increased the reliability of their existing water resources);
- Increase existing allocation from the DWS (from the Theewaterskloof tunnel); and
- Rainwater harvesting.

Groundwater: The potential future supply from groundwater resources for Stellenbosch Municipality was calculated at 10.042 Ml/d. The future groundwater contributions for each of the water distribution systems were indicated as follows.

- Stellenbosch system: 4.378 Ml/d
- Dwars River system: 1.001 Ml/d
- Franschhoek system: 2.887 Ml/d
- Klipmuts system: 1.296 Ml/d
- Meerlust system: 0.065 Ml/d
- Koelenhof system: 0.415 Ml/d

Wastewater reclamation: It was recommended that the feasibility of reclamation of wastewater as a future bulk water resource be investigated at the Klipmuts, Dwars River, Wemmershoek and the Stellenbosch WWTWs.

CCT Allocation (Short Term): The current allocation of bulk water to Stellenbosch Municipality was indicated at 6 848 Ml/a. It was recommended that the allocation should be increased in the future to supply the future water demand to Stellenbosch Municipality as calculated in the water master plan (after the groundwater and wastewater reclamation projects for Stellenbosch Municipality were implemented).

- Stellenbosch main system: In the Water Master Plan it was proposed that bulk water supply to Stellenbosch town is augmented in the future through a new bulk supply system from the CCT Blackheath WTW to the existing Papegaaiberg reservoir in the Stellenbosch system. This will give Stellenbosch town more redundancy in their bulk supply system and the Stellenbosch system will be able to be supplied with bulk water from three separate sources, i.e. the Idas Valley WTW, the Paradyskloof WTW and the CCT Blackheath WTW. This bulk system will also reinforce the Polkadraai system and enable the Stellenbosch Municipality to develop the Vlorentburg node.

The Water Master Plan proposed that this new bulk system should have the capacity to supply a peak demand of 5.0 Ml/d of water to the Stellenbosch system. The required annual allocation from the CCT to the Stellenbosch system was calculated at 1 140 Ml/a.

- Other urban and rural systems: The minimum required increase in allocation from the CCT to the other urban and rural systems (Dwars River system, Franschhoek system, Klipmuts system and rural supply areas in Stellenbosch Municipality) was calculated at an additional 502 Ml/a.

Paradyskloof Tunnel Allocation (Short Term): The minimum required increase in allocation from the DWS to the Stellenbosch system, in order to supply the future water demand, was calculated at an additional 627 Ml/a.

Proposed increase in allocation from the CCT and the WCWSS (Long Term): Over the long term it could be more cost effective for Stellenbosch Municipality to utilize the groundwater and the reclamation of wastewater resources during drought periods when surface water is under stress, and utilize the available surface water from the WCWSS on a more permanent basis (especially during times of high rainfall when there is excess water available from surface water resources).

It was therefore proposed that the allocations from the CCT and the WCWSS are increased to allow for a scenario where the available water from groundwater and wastewater reclamation are only utilized during periods when the surface water is under stress (drought conditions). The proposed increases in the allocations from the CCT and the WCWSS were calculated as follows:

CCT Allocation:

Future demand	=	11 747 Ml/a (Excluding Stellenbosch town)
Minus existing CCT allocations	=	6 848 Ml/a
Minus existing Perdekloof resource	=	901 Ml/a
Minus Pniel surface water resources	=	78 Ml/a (Proposed future project)
Plus Blackheath allocation	=	<u>1 140 Ml/a</u> (Required for Stellenbosch town)
Total	=	5 060 Ml/a

WCWSS Allocation:

Future demand	= 15 706 MI/a (For Stellenbosch town)
Minus Jonkershoek resource	= 7 224 MI/a
Minus existing WCWSS allocation	= 3 000 MI/a
Minus Blackheath CCT allocation	= 1 140 MI/a (Proposed at CCT Blackheath WTW)
Total	= 4 342 MI/a

It was proposed that the existing WCWSS allocation of 3 000 MI/a is increased in two phases (First phase of 2 000 MI/a and second phase of 2 350 MI/a) to a total allocation of 7 350 MI/a.

The DWS is currently busy with the updating of the All Towns Reconciliation Strategies for the Western Cape, but updated Strategies are not yet available for Stellenbosch Municipality. The table below gives an overview of the recommended potential future water resources, as included in the May 2015 All Towns Reconciliation Strategies, for the towns in Stellenbosch Municipality.

Table C.8.3: Potential future water resources for the various towns (Summary of DWS's All Towns Reconciliation Strategies)	
Distribution System	Recommended Summary Options
Stellenbosch	<p>There is not adequate supply for the current water sources to cater for future medium and longer-term water requirements. The following sources have been identified as potential sources to augment the current water supply:</p> <ul style="list-style-type: none"> • Full implementation of the WC/WDM measures to reduce non-revenue water and water losses. • Water re-use. • Reallocation of "lei"- water. • Allocation of water from the Berg River Dam. • A share in future schemes for the WCWSS. • Rainwater harvesting. • Groundwater development.
Franschhoek	<p>The current water sources have adequate water to cater for future water requirements in the medium and longer-term. The following sources have been identified as potential sources to augment the current water supply:</p> <ul style="list-style-type: none"> • Full implementation of the Water Conservation and Water Demand Management Strategy. • Re-use of water. • A further allocation from the Western Cape Water Supply System. • Groundwater development. • Rainwater harvesting.
Dwars River (Pniel, Kylemore & Groot-Drakenstein)	<p>The following sources are identified as potential sources to augment the water supply (In order of priority and implementation sequence):</p> <ul style="list-style-type: none"> • Full implementation of the Water Conservation and Water Demand Management Strategy. • Groundwater development. • Re-use water. • A further allocation from the Wemmershoek Dam (WCWSS). • A water allocation from the Berg River Dam (WCWSS). • Integration of the existing local sources into the bulk water supply. • A water allocation from the Tunnel System (WCWSS). • Rainwater harvesting.
Klapmuts	<p>Supply from the current water sources is not adequate to cater for the current water requirements and is currently hampering development in the town. The following sources have been identified as potential sources to augment the current water supply:</p> <ul style="list-style-type: none"> • Full implementation of the WC/WDM measures to reduce non-revenue water and water losses. • Groundwater development for the new anticipated developments. • Water re-use. • A further allocation from the Wemmershoek Dam.

C.9. Water Services Institutional Arrangements and Customer Services

The provision of potable water to by the CCT to Stellenbosch Municipality requires that a formal Water Service Provider contract (Service Level Agreement) be in place. Monitoring Committees also need to be in place with specific powers and functions around the provision of bulk water services to the various areas. The obligations of the Bulk Water Services Provider are to deliver the services to particular standards of supply and service and to report on the extent of its compliance with those standards.

Stellenbosch Municipality's previous WSDP was drafted in November 2018. The Municipality is currently busy with the updating of their WSDP for the new 2022-2027 WSDP Cycle according to DWS's new WSDP website requirements. The new requirements were rolled out to all the Local Municipalities in the Cape Winelands District on the 8th of November 2017.

W₂RAPs are in place for all the WWTWs and sewer drainage networks (August 2021). Detail WWTW Process Audits were also compiled during June 2021. A Water Safety Plan was also previously drafted (February 2013), which requires updating.

Stellenbosch Municipality continues to undertake basic public awareness programmes, over and above the focussed Water Week and Sanitation Week initiatives. The education of users where sanitation facilities are upgraded to waterborne systems is on-going. This is primarily focussed at informing users of the appropriate use of and routine maintenance of such facilities.

A Workplace Skills Plan is compiled every year and the specific training needs of the personnel are determined annually. The table below gives an overview of the training provided during the 2023/2024 financial year for the Water and Waste Water Services personnel.

Table C.9.1: Training provided during the 2023/2024 financial year for Water and Waste Water Services

Course Name	Departments	Number of Employees that Attended
Handle, Transport, Store and Utilize Hazardous Material	WWTW	7
SHE Representative	WWTW, WTW, Water Network	13
Handle Dangerous Goods during Warehousing and Storage (Chlorine Handling)	WWTW	14
Handle Dangerous Good during Warehousing and Storage (Chlorine Handling: Refresher)	WWTW	7
Digger Loader	WTW	4
Supervision: Management Functions	Water Services	7
Municipal Minimum Competency Levels	Water & Wastewater, WTW	2
Total		54

The table below gives an overview of the number of water and sanitation services personnel and the vacancy rates for the last three financial years.

Table C.9.2: Number of employees in the Department: Water and Wastewater Services

Job Level	Number of Funded Posts			Number of Employees			Number of Vacancies against Posts			Percentage Vacancy Rate		
	21/22	22/23	23/24	21/22	22/23	23/24	21/22	22/23	23/24	21/22	22/23	23/24
18 – 22	1	1	1	0	1	1	1	0	0	100.0%	0.0%	0.0%
14 – 17	4	7	9	3	3	4	1	4	5	25.0%	57.1%	55.6%
9 – 13	37	44	45	35	32	33	2	12	12	5.4%	27.3%	26.7%
4 – 8	59	62	78	55	59	74	4	3	4	6.8%	4.8%	5.1%
3 – 0	115	111	84	111	102	81	4	9	3	3.5%	8.1%	3.6%
Total	213	225	217	204	197	193	12	28	24	5.6%	12.4%	11.1%

The number of Water and Wastewater Services posts on the approved Organogram is 414. The current number of Water and Wastewater Services employees is 193, which indicates a vacancy rate of 53.4% against the approved posts. The vacancy rates against the posts on the Organogram for Job Level T18-T22 is 0%, T14 – T17 it is 69%, T9 – T13 it is 42%, T4 – T8 it is 58% and for T3 – T0 it is 51%.

Municipal Strategic Self-Assessment (MuSSA): Overseen by the DWS the MuSSA conveys an overall business health of municipal water business and serves as a key source of information around municipal performance. The MuSSA also identifies key municipal vulnerabilities that are strategically important to DWS, the Department of Cooperative Government (DCoG), National Treasury, the planning Commission/Office of the Presidency, the South African Local Government Association (SALGA) and the municipalities themselves. The MuSSA team continues to engage (1) DWS directorates and their associated programmes (e.g. Water Services Development Plan, Water Services Regulation), and (2) other sector departments and their associated programmes (e.g. LGTAS, MISA) to minimize duplication and ensure alignment. Through the tracking of current and likely future performance, the key areas of vulnerability identified, allow municipalities to effectively plan and direct appropriate resources that will also enable DWS and the sector to provide support that is more effective.

The Spider Diagram below effectively indicates the vulnerability levels of Stellenbosch Municipality across the eighteen key service areas, as identified through the Municipal Strategic Self-Assessment of Water Services process.

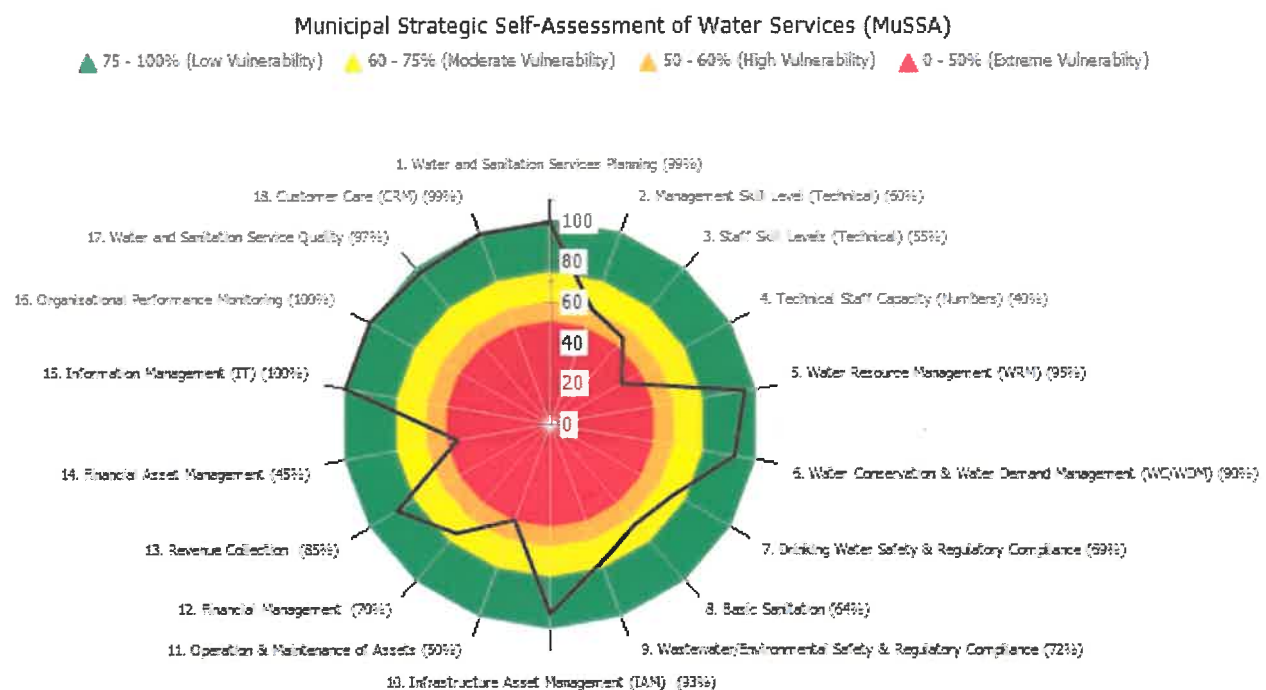


Figure C.9.1: Spider Diagram of the vulnerability levels of Stellenbosch Municipality for 2023

Stellenbosch Municipality's Vulnerability Index for 2023 was indicated as 0.44 "Moderate Vulnerability". The areas of concern evident from the 2023 assessment are Operation and Maintenance of Assets (50.0%), Financial Asset Management (45.0%), Staff Skill Levels (Technical) (55.0%) and Technical Staff Capacity (Numbers) (40.0%).

Table C.9.3: Municipal Strategic Self-Assessment (MuSSA) of Water Services for Stellenbosch Municipality

Section	Vulnerability
Water and Sanitation Service Quality <ul style="list-style-type: none"> Critical business databases and documents (e.g. as-built drawings, records, manuals, agreements, billing/revenue collection, project and scheme management data, etc.) are current, maintained and stored in secure locations (on-site and off-site, both paper and electronic). Customers have a functional, reliable and safe water supply system with sufficient quantity and flow, good quality and minimal interruptions. All consumers served experience interruptions of less than 48 hours (at any given time) and a cumulative interruption time during the year of less than 15 days. Households in your WSA experience water pressure problems (no flow/partial flow less than 10 litres / minute) (not to be confused with interruption to supply). Customers have a functional, reliable, dignified and safe sanitation system with no blockages resulting in 	Low (97%)

Table C.9.3: Municipal Strategic Self-Assessment (MuSSA) of Water Services for Stellenbosch Municipality	
Section	Vulnerability
overflows that impact on the environment, including effective collection and treatment of faecal sludge.	
Customer Care <ul style="list-style-type: none"> A functional customer service system manned by appropriate customer services representatives and using a complaints register, is in place to address complaints and appropriately inform customers of service interruptions, contamination of water, boil water alert, etc. Regular municipal wide customer satisfaction surveys are conducted to determine customer satisfaction levels and inform the Customer Care Management Plan. Please indicate what percentage of the reported water related complaints/callouts are acknowledged, including consumer response, within 24 hours. Please indicate what percentage of the reported wastewater/sanitation related complaints/callouts are acknowledged, including consumer response, within 24 hours. A comprehensive customer awareness programme (informing customers of water and wastewater system O&M activities, water quality, resource protection / pollution, reporting incidents / security concerns, etc.) is in place and implemented. 	Low (99%)
Water and Sanitation Services Planning <ul style="list-style-type: none"> Your appropriate water and sanitation services planning (e.g. WSDP) and associated master planning processes include and are aligned with appropriate Water and Sewage Master Plans, Spatial Development Framework, Water Safety Plans and Wastewater Risk Abatement Plans (W₂RAPs) and are aligned to your IDP and associated SDBIP targets. You are implementing an up-to-date and adopted municipal water and sanitation services plan (e.g. WSDP). Your current project list addresses existing needs / shortcomings identified through the WSDP and associated master planning process. Project progress is monitored, tracked and reported to municipal top management / council and the Regulator (through the annual water and sanitation services report). Projects identified through your various planning processes have been implemented in the last 3 years. 	Low (99%)
Water Resource Management (WRM) <ul style="list-style-type: none"> The recommendations and actions from the Reconciliation Strategies (Large Systems / All Towns) have been incorporated into your WSDP, master planning and IDP processes. The metered quantity of water available from the resources is sufficient for your future WSA needs (at the stipulated level of abstraction and assurance of supply and considering possible climate change impacts) (i.e. no shortage in 10 years). The quantity of water available from the resources is sufficient for your future WSA needs (at the stipulated level of assurance of supply) (i.e. no shortage in 10 years). The source water quality is currently acceptable for its purpose. The trend indicates a deteriorating source water quality. 	Low (95%)
WC/WDM <ul style="list-style-type: none"> Your WSA has developed a council approved WC/WDM Strategy, which includes a standard water balance (e.g. modified IWA). Please indicate your percentage Non-Revenue Water (NRW) as per the modified IWA water balance. System input volumes (bulk) to the WSA are accurately monitored using calibrated bulk meters (e.g. check metering). Please indicate what percentage of all connections are metered and billed (residential and non-residential (commercial, industrial, etc.)) on a monthly basis. Your WSA is implementing appropriate intervention programmes to reduce NRW (e.g. minimisation of night flows through pressure management, removal of unlawful connections, leak detection and repairs, consumer education / awareness). 	Low (90%)
Drinking Water Safety and Regulatory Compliance <ul style="list-style-type: none"> Please indicate your microbiological drinking- water quality compliance for E.Coli (or faecal coliforms) for the communities you are monitoring for the last 12 months. ALL your supply schemes, WTWs, process controllers, monitoring programmes, sample points, laboratories, results, procedures, protocols, etc. are managed with a suitable Water Safety Planning framework. Council have been made aware of high risk / critical water safety plan related issues (including those identified via the Blue Drop Certification programme) that require budget and auctioning, and these issues have been actioned (where applicable). Sufficient funds have been made available to address all these identified water safety related issues. Required corrective actions/remedial measures to address all these identified water safety related issues have 	Moderate (69%)

Table C.9.3: Municipal Strategic Self-Assessment (MuSSA) of Water Services for Stellenbosch Municipality

Section	Vulnerability
been successfully implemented.	
Basic Sanitation <ul style="list-style-type: none"> You have formal housing areas that are not fully serviced with sanitation infrastructure. You have informal housing or rural areas that are not fully serviced with sanitation infrastructure. You have a detailed plan and programme to provide safe sanitation to all households (including health and hygiene education and user awareness including Water, Sanitation and Health (WASH) aspects). Your sanitation budget is appropriate for required sanitation programmes (implementation and O&M). You are servicing your basic sanitation facilities (e.g. pit latrines) as per safe sanitation requirements (healthy, environmentally safe, structurally sound, regularly maintained, following faecal sludge management best practices). 	Moderate (64%)
Wastewater / Environmental Safety and Regulatory Compliance <ul style="list-style-type: none"> Please indicate your treated wastewater effluent compliance for COD for your (or your service provider's) WWTWs for the last 12 months. ALL your WWTWs, process controllers, monitoring programmes, sample points, laboratories, results, procedures, protocols, etc. are managed with a suitable wastewater risk abatement framework. Council have been made aware of all W₂RAP related issues (e.g. pollution incidents, Green Drop deficiencies) that require budget and auctioning, and these issues have been actioned (where applicable). Sufficient funds have been made available to address all identified wastewater and environmental safety related issues. Required corrective actions/remedial measures to address all identified wastewater and environmental safety related issues have been successfully implemented. 	Moderate (72%)
Infrastructure Asset Management <ul style="list-style-type: none"> You have an appropriate and up-to-date water and sanitation services technical Asset Register (includes asset name, location, condition, extent, remaining useful life, performance and risk). NOTE: This does only not refer to GRAP17 asset register requirements. You have developed an appropriate Infrastructure Asset Management (IAM) Plan for your WSA. You are implementing the IAM outcomes. Budget allocated to implement IAM outcomes is sufficient and is being effectively spent. You conduct annual technical assessments of your water and wastewater related systems (including sources, WTWs, WWTWs, pump stations, network, etc.) and implement required follow-up actions. 	Low (93%)
Operation and Maintenance of Assets <ul style="list-style-type: none"> Appropriate maintenance facility(ies) that is (are) secure and stocked with essential equipment (e.g. spare parts), plant and tools is (are) available. Appropriate water and sanitation services infrastructure / equipment planned / preventative maintenance schedules are developed. Appropriate planned / preventative maintenance is performed at all WTWs and associated reservoirs, pump stations and distribution networks. Appropriate planned / preventative maintenance is performed at all WWTWs and associated collection systems and pump stations. Please indicate your infrastructure repairs and maintenance costs as a function of total operating expenditure (%). 	High (50%)
Information Management <ul style="list-style-type: none"> You have a developed, approved and implemented IT Master Systems Plan (e.g. covering 3-5 years) that addresses your IT business requirements. You have a developed, approved and implemented ICT Technology Master Plan that addresses your current and future IT infrastructure requirements. You have IT systems that support your full range of water and sanitation services business requirements (e.g. billing, GIS, customer care, O&M, asset management). ICT service continuity – Adequate IT security exists with off-site back-ups / archiving of operation critical applications, databases, data, etc. routinely performed in terms of an IT disaster Recovery Plan. You have sufficient budget and staff to keep key IT systems table and up-to-date as per IT policies and procedures. 	Low (100%)
Organisational Performance Monitoring <ul style="list-style-type: none"> Appropriate plans, policies and procedures to address Disaster Management / emergencies and other issues (safety, public participation, communication, etc.) are developed and implemented. NOTE: Although Disaster Management is a district function, LMs need to ensure they are aware of their associated roles and 	Low (100%)

Table C.9.3: Municipal Strategic Self-Assessment (MuSSA) of Water Services for Stellenbosch Municipality

Section	Vulnerability
<p>responsibilities and have developed a Disaster Management Framework.</p> <ul style="list-style-type: none"> An organisational performance management system is developed and implemented (i.e. effectively measure, monitor and track water and sanitation services performance indicators). A municipal risk management framework is developed and implemented and includes monitoring and tracking of water and sanitation related risks. Effective administration support is available to technical staff to assist with processing work orders, providing order numbers, handling correspondence, etc. "Access to Basic Water and Sanitation Services" progress reports are frequently produced and presented to council for discussion, action and follow-up. 	
Financial Management <ul style="list-style-type: none"> Financial controls - Please state the audit opinion with regard to your last audit report on the financial statements. Cash flow status – Please state your Cash / Cost Coverage Ratio (excluding Unspent Conditional Grants) Your actual operating expenditure closely reflects your budgeted operating expenditure (i.e. Operating Expenditure Budget Implementation Indicator). Your actual revenue closely reflects your budgeted operating revenue (i.e. Operating Revenue Budget Implementation Indicator). Liabilities (Creditors) - Money is owed by your municipality to major / critical service providers (e.g. ESKOM, Water Board, largest contractors, etc.) for more than 30 days from receipt of invoice (NOTE: Ignore disputed invoices). 	Moderate (70%)
Revenue Collection <ul style="list-style-type: none"> Please indicate the frequency of actual consumer meter readings. Net Surplus / Deficit – Please state your net surplus / deficit from water services activities for the last 12 months (NOTE: This question tests whether your WSA currently has fully cost reflective Water and Sanitation Tariffs, which take into account cost of maintenance and renewal of purification plants and networks and the cost of new infrastructure). Revenue collections - Please state the revenue collection rate in respect to Water and Sanitation Services (%). Revenue Growth – Please state your Water and Sanitation Services revenue growth for the last 12 months (%). Grant dependency – Actual-operating revenue less operational grants / subsidies (e.g. equitable share) sufficiently covers actual operating expenditure. 	Low (85%)
Financial Asset Management <ul style="list-style-type: none"> Capital Expenditure (Municipal). Please state your municipal Capital Expenditure as a percentage of Total Expenditure (i.e. Total Operating Expenditure + Capital Expenditure). Capital Expenditure (Water Services). Please state your Capital Expenditure on Water and Sanitation Services as a percentage of Total Capital Expenditure (Capital Expenditure (Municipal)). Asset Renewal. Please state your Asset Renewal investment as percentage of Depreciation Costs. Repairs and Maintenance. Please state your Repairs and Maintenance expenditure as a percentage of Property, Plant and Equipment, Investment Property (Carrying Value). Grant funding of capital expenditure – Please state your reliance on grant funding. 	Extreme (45%)
Management Skill Level (Technical) <ul style="list-style-type: none"> Your council approved technical management organisational organogram meets your business requirements, and key posts are filled (e.g. Technical Director, Water Services Manager, and Sanitation Services Manager). You have sufficient technical management and technical support staff. Technical management and technical support staff have the correct skills / qualifications and experience as per Job Description requirements (e.g. if Job Description requires Pr Eng, Pr Tech or CPM, the staff have these qualifications). Managers and technical support staff regularly attend appropriate water and sanitation services skills development / training to support professionalisation. Key technical managers (e.g. Section 56 and other Senior Management) have signed and monitored Performance Agreements. 	Moderate (60%)
Staff Skill Levels (Technical) <ul style="list-style-type: none"> WTWs are operated by staff with the correct skills / qualifications and experience (as per Regulation 2834). WWTWs are operated by staff with the correct skills / qualifications and experience (as per Regulation 2834). Water system plumbers, mechanics and electricians have the correct skills / qualifications and experience. Sewage system plumbers, millwrights, mechanics and electricians have the correct skills/qualifications and 	High (55%)

Table C.9.3: Municipal Strategic Self-Assessment (MuSSA) of Water Services for Stellenbosch Municipality	
Section	Vulnerability
experience (including contractors / outsourced resources). • Staff regularly attend appropriate water services skills development / training (including safety) (e.g. ESETA courses).	
Technical Staff Capacity (Numbers) • Your council approved technical staff organisational organogram meets your business requirements, and posts are filled (i.e. Superintendent of WTWs / WWTWs and below). • WTWs are operated by the appropriate number of staff (as per Regulation 2834). • WWTWs are operated by the appropriate number of staff (as per Regulation 2834). • You have sufficient water and sewerage/sanitation network operations and repair staff/plumbers including contractors / outsourced resources (i.e. you have the appropriate number of staff). • An active mentoring/shadowing programme is in place where experienced staff train younger, inexperienced municipal staff.	Extreme (40%)

Stellenbosch Municipality is currently effectively managing its water and sanitation services. Special focus is however required to ensure adequate rehabilitation and maintenance of the existing water and sewerage infrastructure.

A comprehensive Customer Services and Complaints system is in place at Stellenbosch Municipality and the Municipality has maintained a high and a very consistent level of service to its urban water consumers. A Customer Care Service Charter is also in place, with the following mission and values.

Our Mission is:

To deliver services in an enabling environment through sustainable, cost-effective and accountable services for our community, which further enshrines the values and spirit of Batho Pele.

Our Values are:

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 will tirelessly work at transforming our municipality, communities and broader society as custodians of hope through unlocking the endless possibilities our valley holds treasure. 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 more responsive to customer needs. In partnership with our stakeholders we will seek innovative solutions to complex problems. We will encourage and reward initiatives which show creativity and ingenuity.

Stellenbosch Municipality and its staff endeavour to meet and adhere to the following service standards for water and sanitation services as far as practically possible.

Table C.9.4: Water and Sanitation Service standards (Customer Care Service Charter)		
Section	Query	Reaction Time
Water Network	Burst water mains	1 Day
	No water	1 Day
	Water leak	1 Day
	Fire hydrant	1 Day
	Water network – valve	1 Day
	Water network – stopcock	1 Day
	Water network – leak	1 Day
	Hydrant cover missing	1 Day
	Water connection	1 Day



Table C.9.4: Water and Sanitation Service standards (Customer Care Service Charter)		
Section	Query	Reaction Time
	Illegal water connection	1 Day
	Water meter faulty	1 Day
	Smart meter faulty	1 Day
	Rehabilitate area after repairs	1 Day
	Low water pressure	1 Day
	Maintain reservoir sites	1 Day
	High consumption	1 Day
Sewer Network	Blockage	1 Day
	Sewer manhole cover missing	1 Day
	Sewer spillage	1 Day
	Sewer connection	1 Day
	Ablution maintenance	1 Day
	Illegal sewer connection	1 Day
	Vector control	1 Day
Wastewater	Spillage	1 Day
	Quality	1 Day
	Pump stations not operational	1 Day
	Empty septic tanks	1 Day
	River pollution	1 Day
Pollution	Pollution control – river pollution	1 Day
	Industrial effluent not compliant	1 Day
	Illegal dumping of effluent	1 Day
Water Treatment	Water quality	1 Day
	Turbidity / Colour	8 Hours
	Taste / Odour	8 Hours
	Augmentation (Boreholes)	1 Day

The quality of the industrial effluent discharged into the Municipality's sewer system is monitored monthly by Stellenbosch Municipality. The industrial effluent quality results (Average pH, EC and COD values) for the consumers monitored for the last financial year are included in Annexure D.

The following limits of concentration of substances that may be discharged to the Municipality's sewer system are included in the Water Services By-law of Stellenbosch Municipality.

- pH within range 6.0 – 10.0
- Electrical Conductivity, not greater than 500 mS/m at 20°C
- Chemical Oxygen Demand (COD) 5 000 mg/l

Access to safe drinking water is essential to health and is a human right. Safe drinking water that complies with the SANS:241:2015 Drinking Water specifications do not pose a significant risk to health over a lifetime of consumption, including different sensitivities that may occur between life stages. Stellenbosch Municipality is therefore committed to ensure that their water quality always complies with national safety standards.

D. APPROVAL AND PUBLICATION RECORD

This Annual WSDP Performance- and Water Services Audit Report is for the 2023/2024 Financial Year and is hereby approved for submission to the Minister of the Department of Water and Sanitation, the Minister for the Department of Cooperative Governance, the Western Cape Province and to SALGA, as required by the Water Services Act, 1997.

The Municipality will endeavour to publicise a summary of the report.

This report will be available for inspection at the offices of the municipality and is available on the Municipality's website. A Copy of the report is obtainable at a fee as determined by the Municipality.

RECOMMENDED:

 Signature
Name: Paul Joubert
Title: Senior Manager: Water and Waste Water Services

 Date

 Signature
Name: Preshane Chandaka
Title: Director: Infrastructure Services

 Date

APPROVED:

 Signature
Name: Geraldine Mettler
Title: Municipal Manager

 Date

REFERENCES

- STATSSA Census Data (2011), Community Profiles.
- STATSSA Community Survey 2016.
- Water Services Act, Act 108 of 1997. Regulations under Section 9 of the Water Services Act, which include the water services audit as Section 10 of the Guidelines for Compulsory National Standards.
- DWS's Annual Water Services Development Plan Performance- and Water Services Audit Report Template, August 2014.
- DWS's 2023 Blue Drop Report.
- DWS's 2022 Green Drop Report and 2023 Green Drop Progress Report.
- Stellenbosch Municipality's Municipal Services Strategic Assessment (MuSSA) Assessment, 2023, DWS.
- DWS's All Towns Reconciliation Strategy Documents for each of the towns in Stellenbosch Municipality's Management Area, May 2015.
- Stellenbosch Municipality's Operational Budgets and Tariffs.
- SDBIP of Stellenbosch Municipality for 2023/2024.
- Socio-Economic Profile for Stellenbosch Municipality, Provincial Treasury, 2023.
- 2022/2023 Annual WSDP Performance- and Water Services Audit Report, 30 October 2023, iX engineers.
- Bulk Water Resources: Drought Intervention Projects, Final, June 2019, GLS.

ATTENDANCE REGISTER (DISCUSSION OF DRAFT DOCUMENT)

ATTENDANCE REGISTER

Meeting Subject	Stellenbosch Water Services Audit 2023/2024		
Location Of Meeting	Stellenbosch Municipality – Engineering Department	Document No	
Chaired By	J Human	Date of Meeting	22 October 2024
Recorded By	iX engineers	Time Start	08:30
		Time Finish	10:00

Attended by:

Representative	Name of Firm	Postal Address	Contact Details				Signature
1. Nico-Jan Joubert	Stell Man		Tel No	021 808 8965	E-mail	nico.jansevanrensburg@stellenbosch.wv.wa	
			Cell No		Fax No		
2. Paul Joubert	Stellenbosch Municipality		Tel No	021 808 8240	E-mail	paul.joubert@stellenbosch.gov.za	
			Cell No	012 995 9258	Fax No		
3. James Benkes	Stellenbosch Municipality		Tel No	021 808 8283	E-mail	jamesbenkes@stellenbosch.gov.za	
			Cell No	082 589 3068	Fax No		
4. LEANDRO HENDERICKS	Stellenbosch Municipality		Tel No	021 808 8725	E-mail	leandro.hendricks@stellenbosch.gov.za	
			Cell No		Fax No		

Representative	Name of Firm	Postal Address	Contact Details				Signature
5. S HUMAN	iXengineers	PO Box 398 BELLVILLE	Tel No	021-9123000	E-mail	jaco.h@ixengineers.co.za	
			Cell No	0844318725	Fax No		
6.			Tel No		E-mail		
			Cell No		Fax No		
7.			Tel No		E-mail		
			Cell No		Fax No		
8.			Tel No		E-mail		
			Cell No		Fax No		
9.			Tel No		E-mail		
			Cell No		Fax No		
10.			Tel No		E-mail		
			Cell No		Fax No		
11.			Tel No		E-mail		
			Cell No		Fax No		

D. APPROVAL AND PUBLICATION RECORD

This Annual WSDP Performance- and Water Services Audit Report is for the 2023/2024 Financial Year and is hereby approved for submission to the Minister of the Department of Water and Sanitation, the Minister for the Department of Cooperative Governance, the Western Cape Province and to SALGA, as required by the Water Services Act, 1997.

The Municipality will endeavour to publicise a summary of the report.

This report will be available for inspection at the offices of the municipality and is available on the Municipality's website. A Copy of the report is obtainable at a fee as determined by the Municipality.

RECOMMENDED:



Signature

Name: Paul Joubert

Title: Senior Manager: Water and Waste Water Services

28/10/2024
Date



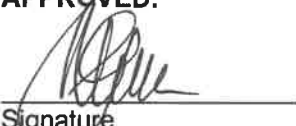
Signature

Name: Preshane Chandaka

Title: Director: Infrastructure Services

28/10/2024
Date

APPROVED:



Signature

Name: Geraldine Mettler

Title: Municipal Manager

28/10/2024
Date



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Reference 16/1/9 x 5/9/5/1 x 8/1/4/2/6

30 October 2024

Department of Water and Sanitation
Private Bag X16
SANLAMHOF
7532

Attention: Mr S Magaqana

Dear Sir

**ANNUAL WATER SERVICES DEVELOPMENT PLAN PERFORMANCE- AND WATER SERVICES AUDIT REPORT
FOR 2023/24: STELLENBOSCH MUNICIPALITY**

Attached hereto please find the electronic copy of the final Water Services Development Plan Performance- and Water Services Audit Report for the 2023/2024 financial year for Stellenbosch Municipality.

The following information is included in the report:

- The Municipality's performance with regard to their KPI's for water and sewerage services for the 2023/2024 financial year, as also included in the Service Delivery Budget Implementation Plan of the Municipality.
- The Municipality's performance with regard to DWS's Blue, Green and No Drop assessments.
- DWS's scorecard for assessing the potential for WC/WDM efforts in the Municipality.
- Information to be included in a WSDP Performance- and Water Services Audit as stipulated in regulations under section 9 of the Water Services Act, "Guidelines for Compulsory National Standards" and also required by DWS's 2014 WSDP Performance and Water Services Audit Report guidelines.
- Information on the implementation of the various WSDP activities, as included under the WSDP Business Elements in DWS's WSDP guidelines.

T: +27 21 808 8240 • F: +27 21 883 9874 • paul.joubert@ Stellenbosch.gov.za

71 Plein Street, Ecclesia Building, 1st Floor, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599

www.stellenbosch.gov.za



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- IWA Water Balance Models for each of the towns.

The draft 2023/2024 WSDP Performance- and Water Services Audit Report was discussed with the Municipality on the 22nd of October 2024.

We hope you find the final 2023/2024 Water Services Development Plan Performance- and Water Services Audit Report in order.

Yours faithfully

Geraldine Mettler
Municipal Manager

Date: 28/10/24.

Received by:

DWS Representative

Signature:

Received Date:

CC: iX Engineers, Attention Mr JT Human

T: +27 21 808 8240 • F: +27 21 883 9874 • paul.joubert@stellenbosch.gov.za

71 Plein Street, Ecclesia Building, 1st Floor, Stellenbosch, 7600 • PO Box 17, Stellenbosch, 7599

www.stellenbosch.gov.za

10.7	PARKS AND OPEN SPACES: [PC: CLLR N OLAYI]
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NONE

10.8	PLANNING, LOCAL ECONOMIC DEVELOPMENT AND TOURISM: [PC: CLLR M SLABBERT]
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10.8.1	APPROVAL TO ADVERTISE THE DRAFT STELLENBOSCH MUNICIPALITY OUTDOOR ADVERTISING & SIGNAGE BY-LAW, 2024 FOR PUBLIC PARTICIPATION
--------	--

Collaborator No: 776709

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 21 November 2024 & 29 January 2025

1. SUBJECT: APPROVAL TO ADVERTISE THE DRAFT STELLENBOSCH MUNICIPALITY OUTDOOR ADVERTISING & SIGNAGE BY-LAW, 2024 FOR PUBLIC PARTICIPATION

2. PURPOSE

To request approval from the Council to advertise the Draft Stellenbosch Municipality Outdoor Advertising and Signage By-law 2024 for public participation.

3. DELEGATED AUTHORITY

MAYCO & Council.

4. EXECUTIVE SUMMARY

Council adopted the Outdoor Advertising and Signage Bylaw on 24 May 2023, promulgated in Provincial Gazette No. 8785 dated 30 June 2023. A high court application was launched against the bylaw by Out of Home Media South Africa NPC based on the previous public participation process in 2018 and 2021. Although the process was correctly followed the advertisement referred to the bylaw as the Draft Poster Bylaw. Although the subject line was rectified during the final decision-making process, which is reflected in the Council decision of 2023 regarding the intention of the by-law, the applicants state that due to the incorrect reference in the advertisement they did not comment on the bylaw.

The legal advice received was that the bylaw must be re-advertised through a new public participation process and Council approved this decision. The draft Outdoor Advertising and Signage Bylaw 2023 (**APPENDIX 1**). was advertised on 2 November 2023 in the Paarl Post and the Eikestadnuus. The closing date was the 4th of December 2023 (**APPENDIX 2**). Six comments were received and were summarized (**APPENDIX 3**) and discussed with the Municipal Legal Department who appointed a legal firm to assist the Municipality with the responses to the comments received. After much email discussion, and a request that the revised Outdoor and Advertising By-law be read in accordance with the latest Zoning Scheme. The Outdoor Advertising By-law 2024 (**APPENDIX 4**) was finalized.

Due to several changes to this document, the Municipal Legal Department advised that it be re-advertised for public participation before it can be approved by the Council and promulgated.

5. RECOMMENDATION

that Council **approves** the request to re-advertise the Draft Stellenbosch Municipality Outdoor Advertising By-law, 2024.

6. DISCUSSION / CONTENTS

6.1 BACKGROUND

At the 17th Council Meeting dated, 25 October 2023, Council resolved that the Final By-law Relating to Outdoor Advertising and Signage By-law be advertised for public comment. The draft by-law was advertised in the local newspapers on 2 November 2023.

Six Comments were received, of these, 5 were received in time and the 6th comment was received late and therefore can't be considered.

Name	From	Date Received	In-time	Appendix
Jinja Outdoor	2 Martin Raubenheimer	04/12/2023	Yes	Appendix 5
Urban IQ	Kestell Serontein	04/12/2023	Yes	Appendix 5
Corpman Media	Piet van der Merwe	01/12/2023	Yes	Appendix 5
Ad-Outpost	Farzana Adam	04/12/2023	Yes	Appendix 5
Gotcha Media	Mark Thomas	04/12/2023	Yes	Appendix 5
Stellenbosch Interest Group	Patricia Botha	08/12/2023	No	Appendix 5

These comments were summarized and discussed with the legal department who appointed a legal firm to assist the Municipality. After much email discussion, and a request that the revised Outdoor and Advertising By-law be read in accordance with the latest Zoning Scheme. The Outdoor Advertising By-law 2024 (**APPENDIX 4**) was finalized.

Due to several changes to this document, the Municipal Legal Department advised that it be re-advertised for public participation before it can be approved by the Council and promulgated.

6.2 DISCUSSION

After the promulgation of the said by-law, the decision of Council to approve and promulgate the above by-law was taken on review based on the arguments that the advertisement, and specifically the subject of the by-law, as advertised in the local newspapers did not reflect the intent of the by-law or content of the by-law that comment was required. Therefore, the applicant in the review application has indicated that if the subject line was clear, comments would have been provided, but as the subject line was not in line with the Council's decision, it resulted in the applicant not being granted the opportunity to provide comments.

The Municipal Legal Department's advice received was that the bylaw be re-advertised for public comment and that the council re-adopt the new bylaw after consideration of the public comments. The new bylaw will repeal and replace the current promulgated

by-law of 30 June 2023. The by-law was re-advertised in November 2023 to allow a new public participation process that permits all interested and affected parties an opportunity to provide comments. These comments were then to be summarised, and departmental comments added. (**APPENDIX 3**).

Arrangements in respect of Managing and Regulating Signage

Before the commencement of the subject by-law, which came into effect on 30 June 2023, outdoor advertising and signage were dealt with in terms of the Zoning Scheme. Therefore, measures are in place to deal with the function until the by-law can be reconsidered and is promulgated.

6.3 FINANCIAL IMPLICATIONS

There are financial implications with the high court matter that cannot be quantified now and the costs to re-advertise and promulgate.

6.4 LEGAL IMPLICATIONS

The recommendation in this report complies with the legal advice received and with the requirements of the legislation on public participation.

6.5 STAFF IMPLICATIONS

No additional staff implications. Enforcement of Bylaws are dealt with within the approved budgeted posts.

6.6 RISK IMPLICATIONS

The risks are addressed in the content of the item.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.8.1

that Council **approves** the request to re-advertise the Draft Stellenbosch Municipality Outdoor Advertising By-law, 2024.

APPENDIX

- Appendix 1: Draft Stellenbosch Municipality Outdoor Advertising and Signage By-law, 2023
- Appendix 2: Notices placed in the Eikestadnuus dated 02 November 2023
- Appendix 3: Comments received, and the Summary of the responses received
- Appendix 4: Draft The Outdoor Advertising By-law 2024

FOR FURTHER DETAILS CONTACT:

NAME	Katherine Robinson
POSITION	Senior Heritage Planner
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8608
E-MAIL ADDRESS	Katherine.Robinson@stellenbosch.gov.za
REPORT DATE	30 October 2024

APPENDIX 1

STELLENBOSCH MUNICIPALITY

OUTDOOR ADVERTISING AND SIGNAGE BYLAW

To control, manage and regulate outdoor advertising and signage and to provide mechanisms and guidelines and policies for the control, regulating and management thereof and for matters connected therewith.

PREAMBLE

WHEREAS section 156(2) and (5) of the Constitution provides that a Municipality may make and administer By-laws for the effective administration of the matters which it has the right to administer, and to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

AND WHEREAS Part B of Schedule 5 to the Constitution lists Billboards and the display of advertisements in public places as local government matters to the extent set out in section 155(6) (a) and (7);

AND WHEREAS the Stellenbosch Municipality seeks to manage, control and regulate outdoor advertising and signage and any matters connected therewith;

BE IT ENACTED by the Council of the Stellenbosch Municipality, as follows:—

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1. Definitions

In this Bylaw, unless inconsistent with the context-

“advertisement” means any representation of a word, name, letter, figure or object or an abbreviation of a word or name, or any symbol, or any light which is not intended solely for illumination or as a warning against any dangers and **“advertising”** has a similar meaning;

“advertisement ownership” mean that person or body that has authorised the advertising of information or a product. The authority who contracts a service provider for such an advertisement, the service provider who physically mounts or displays such an advertisement and the owner or body who's information or product is being advertised, will jointly and severally be responsible for such advertisement and may jointly or severally be charged for any misconduct of this By-Law

“advertising structure” means any physical structure designed for an advertising sign, any detached screen or board that is greater than 4.5 m² in overall size; supported by or made from a structure that is used to be affixed, displayed or shown as a sign.

“aerial sign” means a sign that is displayed or performed in the air, including but not limited to balloons and blimps that can be viewed from within the Municipality's area of jurisdiction;

“approval” means approval by the Municipality and “approve” has a corresponding meaning;

“areas of control” means those areas set out in Schedule 1 of this By-Law; and which may be modified or amended from time to time, which amendments and modifications will be graphically depicted by way of maps as prepared by the Municipality;

“authorized official” an employee of the Municipality or any other person who is appointed or authorized thereto to perform any act, function or duty related to the provisions of this By-Law, or exercise any power in terms of this By-Law; and **“official”** has a corresponding meaning;

“banner” means any material upon which a sign is displayed in such a manner as to be fully legible in windless conditions, attached to one or more ropes, poles or flagstuffs projecting vertically, horizontally or at an angle, or attached to buildings or special structures, but excludes banners carried as part of a procession. A flag which

is not displayed on an approved flagpole shall for the purposes of this By-Law be deemed to be a banner;

“billboard” means any screen or board which stands free and is larger than 4.5m² in total area; which is supported by, or consists of, a structure used, for the purpose of posting, displaying or exhibiting a sign;

“Central Business District (CBD)” means an area in the build environment demarcated as such on the Spatial Development Framework for a town;

“class 2 roads” means the roads which form the primary network for the urban areas as a whole and which are characterized by high volumes, restricted access and fairly high speeds;

“class 3 roads” means roads that distribute traffic between the principal residential, industrial and business districts of the town and which form the link between the primary network (class 2 roads) and the roads within residential areas;

“clear height”, in relation to a sign, means the vertical distance between the lowest edge of the sign and the natural level of the surrounding ground, footway or roadway immediately below the sign;

“commercial advertising” means any words, letters, logos, figures, symbols, pictures relating to the name of a business, trade, partnership, individual, or any information, recommendation or exhortation in respect of any particular goods manufactured or sold, or any particular services rendered or offered, or any event for commerce or entertainment, including sporting events;

“commercially sponsored sign” means a sign which advertises goods or services, but the erection of which has a secondary purpose, which is to promote or contribute to some recognized public or community goal or function;

“common boundary facade” means any façade of a building which is built abutting a rear or side boundary of an erf and which façade is blank, that is, having no architectural features, which includes windows;

“composite sign” means a single freestanding advertising structure for the display of more than one sign;

“consultant” means a suitably qualified independent person or company that acts on behalf of, or as an agent of, an applicant for approval of a sign in terms of this By-Law;

“continuing offence” means an offence in terms of this By-Law, which offence continues to exist after the expiry of the notice period referred to in a notice served in terms of this By-Law;

“custom made design” means the design of any sign, which features special effects such as specialist character cut outs or shapes or three-dimensional presentations or moving parts or a combination thereof, and which is uniquely designed or constructed for erection in a particular location;

“development board” means a sign displayed at premises upon which building operations are currently in progress and relating to any services being provided, work being done or goods being supplied in connection with such building operations, but excludes contract boards for building and civil engineering projects as required in terms of the National Building Regulations and Control Act, 1977 (Act 103 of 1977);

“display” means the display of a sign and includes the erection of any billboard, sign or structure intended solely or primarily for the support of a sign or billboard, and includes the display of a sign of a business, trade partnership or individual connected with the contents of the sign or sign, and “displayed” has a corresponding meaning;

“electronic sign” means a sign which has an electronically controlled, illuminated display surface which allows all, or a portion, of the sign to be changed or illuminated in different ways;

“Environmental Impact Assessment” (EIA) means an assessment carried out in accordance with the Municipality’s guidelines for outdoor advertising;

“estate agency” means a person who markets, sells or leases properties with or without buildings erected thereon and **“estate agent”** has a corresponding meaning;

“existing sign” means any sign previously approved by the Municipality;

“flat sign” means a sign which is affixed to, or painted directly onto a wall of a building but not onto or over windows or doors or architectural articulations and which at no point projects more than 250mm in front of the surface of such wall;

“freestanding sign” means any sign or group of signs contained or displayed on one freestanding structure which is not attached to a building or to any structure or object not intended to be used for the primary purpose of advertising;

“gateway route” means a prominent route with an entrance to or exit from a specific part of the Municipality’s jurisdiction, consisting of man-made or natural features and creating a strong sense of arrival or departure and which is consistent with town planning or development framework plans or By-Law, and which may be geographically depicted by way of maps or listed by the Municipality;

“graphic” includes but is not limited to any component which contributes to the visual appearance or aesthetics of a sign, including its background;

“headline poster” means a temporary poster advertising the contents of a daily or weekly newspaper;

“height of a sign” is calculated by measuring the vertical distance between the uppermost and lowest parts of the advertising panel;

“Heritage Impact Assessment” (HIA) means a visual and contextual assessment of the impact that any proposed sign may have on the cultural heritage, whether built or recognized at the locality where the proposed sign will be displayed;

“internally illuminated sign” means an advertisement or structure used to display an advertisement which has been installed with electrical or other power and an artificial light source which is fully or partially enclosed within the structure or sign and which light is intended to illuminate the advertisement or a portion thereof;

“law” means any law, proclamation, ordinance, Act of Parliament or Provincial Legislature, or any other enactment having the force of law;

“locality bound advertising” means any sign displayed on a specific erf, premises or building and may include such a sign on municipal owned land, adjacent to, abutting on or within 5 meters of the aforementioned erf, premises or building, which sign refers to an activity, product, service or attraction, located, rendered or provided on or from that erf or those premises;

“loose portable sign” means a freestanding locality bound notice or advertising board placed or erected in the road reserve or in a public place;

“movable sign” means a sign not permanently fixed and not intended to remain fixed in one position, but does not include any moving part on a fixed permanent sign;

“Municipality” means the Municipality of Stellenbosch established in terms of section 12 of the Municipal Structures Act, 117 of 1998, and includes duly authorized agent, service provider or any employee thereof acting in connection with this By-

Law by virtue of a power vested in the Municipality and delegated or sub-delegated to such agent service provider or employee;

“new sign” means any sign first displayed after the promulgation of this By-Law;

“non-profit body” means a body established primarily to promote a community goal or benefit without direct or personal financial gain, and may include educational, sporting, medical, municipal departments, bodies as well as charities or community organizations;

“organ of state” means—

- (a) any department of state or administration in the national, provincial or local sphere of government;
- (b) any other functionary or institution—
 - (i) exercising a power or performing a function in terms of the Constitution or a provincial constitution; or
 - (ii) exercising a public power or performing a public function in terms of any other Legislation;

“overall height”, in relation to a sign, means the vertical distance between the uppermost edge of the sign and the finished level of the ground, footway or roadway immediately below the centre point of the sign;

“perimeter of an intersection” means the perimeter of the area embraced within the prolongation of the road reserve lines of two or more public roads that join one another at any angle, whether or not one such public road crosses the other;

“person” includes—

- (a) any organ of state;
- (b) any company incorporated or registered as such under any law; and
- (c) any body of persons, whether incorporated or not, functioning as a single entity for whatever purpose;

“poster” means temporary signs capable of being attached to the Municipal electrical light standards or pasted to fixed structures to advertise events or campaigns, including elections or referenda of limited duration and excluding signs advertising markets, exhibitions or events which are held on a regular basis;

“projected sign” means any sign projected by a laser projector, video projector, or other apparatus;

“projecting sign” means a sign which is affixed to a wall of a building and which at some point projects more than 250mm in front of the surface of such wall;

“public façade” means any façade of a building that has architectural articulations and which is visible to the public;

“public place” means any public road, public street, thoroughfare, bridge, subway, footway, foot pavement, footpath, sidewalk, (or similar pedestrian portion of a road reserve), lane, square, open space, garden, park or enclosed place vested in the Municipality, or other state authority or indicated as such on the Surveyor General's records, or utilized by the public or zoned as such in terms of the applicable zoning scheme;

“public road” means public road as defined in the National Road Traffic Act, 1996 (Act 93 of 1996);

“road reserve” means the area contained within the statutory width of a road, and includes roadways, shoulders and sidewalks and the airspace above such roadways, shoulders and sidewalks and all other areas within the road reserve boundary;

“roadway” means that portion of a road, street or thoroughfare improved, constructed or intended for vehicular traffic as defined in the National Road Traffic Act, 1989 (Act 29 of 1989);

“roof sign” means a sign affixed to a roof of a building where the top edge of any point of that sign does not exceed the height of the roof plane to which it is affixed;

“Rural Area” means an area outside the urban edge excluding natural areas as described in schedule 1;

“scenic route” means a road designated as such on an approved zoning scheme or from which landscapes or features of aesthetic or cultural significance can be seen or viewed as designated by the Municipality;

“security sign” means an outdoor sign for neighbourhood watch and similar schemes, and a sign containing the name, logo, address and telephone number of a security company contracted to protect, or security system installed to protect, the premises on which the sign is displayed;

“service station facility sign” means freestanding signs at petrol filling stations, roadside rest and service areas and includes service station pylon signs;

“shop” means a building used for retail trade or services;

“sign” means any object, product, replica, advertising structure, device or board which is used to publicly display a sign, or which is in itself a sign and includes a poster, billboard and an advertisement which is included in the architectural design of a building or structure and which is visible from any public place;

“signalized traffic intersection” means an intersection controlled by traffic signals;

“sky sign” means a sign where the top edge of any point of that sign exceeds the height of the roof plane to which it is affixed;

“sponsored sign” means a sign, the primary purpose of which is not to advertise goods or services, but which displays a graphic or content which promotes community or public awareness of a recognized public or community goal;

“street name signs” means pole-mounted, double-sided, internally illuminated or un-illuminated signs displayed in combination with names of streets, not exceeding one (1) m²;

“street furniture” means public facilities and structures which are not intended primarily for advertising and includes but is not limited to seating benches, planters, bins, pole mounted bins, bus shelters, sidewalk clocks, drinking fountains, Telkom boxes, traffic signal controllers, electricity boxes, post boxes and telephone booths, but excludes road traffic signs, traffic signals, street lights or any other road-related structures;

“teardrop banner” means any material in a teardrop shape with or without a printed sign which is fully legible in windless conditions and held taught by a spring tension and supported by a single flexible pole;

“temporary signs” means signs which are displayed for a maximum period of 14 days, or such other period as may be approved by the Municipality;

“thickness”, in relation to a projecting sign, means the width of such sign measured parallel to the plane of the main wall to which such sign is affixed;

“third-party advertising” means the advertising of goods or services that are not made, procured, sold or delivered from the property on which the sign or sign advertising those goods or services is fixed or placed, and includes advertising which is not locality bound;

“three dimensional sign” means a sign containing more than 2 dimensions, including product replicas;

“Traffic Impact Assessment” (TIA) means a study carried out by a registered professional engineer with demonstrable experience in the field of traffic engineering that investigates the impact a proposed sign may have on vehicle, pedestrian, or cyclist safety and traffic operation, which study should recommend any mitigating measures that may be required as a result of that impact;

“traffic sign” means a road traffic sign as prescribed in the National Road Traffic Act, 1996 (Act 93 of 1996);

“traffic signal” means a road traffic signal as prescribed in the National Road Traffic Act, 1996 (Act 93 of 1996);

“transit advertising” means advertising by means of a movable sign which is capable of being transported by road either on or in conjunction with a motorized vehicle, including trailers primarily used for advertising;

“transportation terminals” means any area designated by the Municipality as such, where the formal interchange of modes of public transport takes place by the public, including, but not limited to designated railway stations, official taxi terminals and bus terminals;

“Urban conservation area” means an area in the build environment demarcated as such on the Spatial Development Framework for a town;

“Urban Edge” means an area in the build environment demarcated as such on the Spatial Development Framework for a town;

“urban edge line” means a predetermined point to point boundary line as determined by the Municipality, which has as its purpose, the containment of urban development;

“Urban Areas” means an area within the urban edge of a town;

“veranda” includes a cantilever canopy and sunblind;

“Visual Impact Assessment (or VIA)” means the analysis of the potential visual impacts to boundary walls and fences. The document that contains a visual impact analysis is also often referred to as a visual impact assessment or VIA.

“window signs” means signs which are temporarily or permanently painted on, or attached to the window-glass of a building;

“zone” means a land use zone as set out in the relevant zoning schemes or Town Planning Regulations as amended from time to time and applicable to any erf on which a sign is displayed or intended to be displayed and **“zoning”** has a corresponding meaning.

2. Principles

- 2.1 To maintain the sensitive environmental quality of each area.
- 2.2 To promote the aesthetic sensitivity of the environment.
- 2.3 To find a balance between outdoor advertising opportunities and economic development on the one hand, and the conservation of visual, tourist, environmental and heritage characteristics and traffic safety on the other side.

- 2.4 Outdoor advertising must respect the integrity of any site where it is displayed supplement the character of the area.
- 2.5 To give recognition to the substantial number of technical details that apply to specific types of signs and their effect on specific places.
- 2.6 To give recognition to the Stellenbosch Municipality's Heritage Guidelines & Policies.
- 2.7 To ensure that the cultural landscapes, heritage and scenic route overlay zones, and the rural areas and nodes aesthetics and scenic landscapes be protected and conserved, and that only signage and advertising as contained in this bylaw be permitted.

CHAPTER 1

3. Submission of applications

- (1) Other than those signs referred to in section 13(3) to 13(10) of this Bylaw, no person may display any advertisement or erect or use any sign for advertising purposes without the Municipality's approval in terms of this Bylaw and any other applicable legislation.
- (2) Every person intending to display a new sign or to alter or to add to an existing approved sign or submit a signage plan in terms of a Site Development Plan proposal, must apply in writing to the Municipality which application must be accompanied by the following information in duplicate:
 - (a) a site plan, drawn to a scale of not less than 1:200, showing the following—
 - (i) the site on which it is proposed that the sign is to be erected or displayed;
 - (ii) the position of the sign and the building, if any, to which it is to be attached;
 - (iii) every building and the existing signs on the site;
 - (iv) existing and proposed landscaping, traffic signals and road traffic signs; and
 - (v) the positions, with dimensions, of the sign in relation to the boundaries of the site and the location of the streets abutting the site, together with its existing approved zoning conditions;
 - (b) a drawing, which complies with the requirements of the National Building and Regulations Standards Act, 1977 (Act 103 of 1977), and is in sufficient detail to enable the Municipality to consider the appearance of the sign and all relevant construction detail, including a description of the materials of which the sign is to be constructed, the colours to be used, and whether or not the sign is to be illuminated; In the latter event, the plan must indicate whether or not the sign is an electronic sign and, if so, full details must be furnished;
- (3) The drawing referred to in sub-section (2)(b) must have detailed drawings of such sign to a scale of not less than 1:20 and a site plan indicating the position of the sign on the site to a scale of not less than 1:50;
- (4) If a sign is to be attached to or displayed on the wall or façade of a building, the Municipality may require the submission of an additional drawing, drawn to a scale of not less than 1:100, showing—
 - (i) an elevation of the building in colour;
 - (ii) the details and position of the proposed sign; and
 - (iii) the details and the position of every existing sign on the building

Alternatively, the Municipality may require a coloured print of or an artist's photographic- or computer-generated impression of the building with the details of the proposed sign superimposed on such graphic and drawn as nearly as is practicable to the same scale as that of the graphic;

- (5) If the applicant is not the registered owner of the property on which the sign will be erected, he or she must obtain the consent of the registered owner of the land or building on which the sign is erected, indicating that person's knowledge of the application.
- (6) The Municipality may require the submission of any or all of the following studies or assessments—
 - (a) an Environmental Impact Assessment (either the 1st stage thereof; being the completion of an Environmental Checklist or in its entirety);
 - (b) a Heritage Impact Assessment; and
 - (c) a Traffic Impact Assessment.
- (7) If a community or portion thereof or a person will be affected by the proposed sign, it may require a public participation process prior to considering the approval.
- (8) The Municipality may require a signage master plan in respect of any development where the erection of numerous signs is proposed, or the rationalization of previously approved signs is required so as to allow it to consider a consistent design master plan prior to assessment of any individual sign.
- (9) The Municipality must notify the applicant of any additional requirements it has within twenty-one (21) working days of the date of submission of the original application and payment of the application fee.
- (10) The Municipality must retain a copy of each document that formed part of an application.
- (11) The Municipality may require a written notice from the applicant or person to confirm that an approved sign was erected.

4. Fees and general factors in considering approval of applications, amendments and conditions

- (1) Every person who applies to the Municipality for approval in terms of this Bylaw must, on making application, pay to the Municipality an application fee as determined by the Municipality and no sign may be erected until such time as the application fees have been paid in full, or the required approval has been granted.
- (2) In considering an application for the display of an advertisement or the erection of a sign in terms of this Bylaw, or an amendment or condition attaching or to be attached to an approval, the Municipality may have regard to the following factors:
 - (a) The area of control in which the proposed sign is to be erected or displayed as set out in Schedule 1 of this Bylaw; provided that if a sign falls into more than one area of control or if a proposed site in one area of control may

- impact on an adjacent area of control, the Municipality shall be entitled to determine the area of control pertaining to that application;
- (b) the locality or landscape and the advertising opportunities pertaining to that area of control; the number of signs already displayed or proposed to be displayed on the erf and in the area surrounding the erf concerned;
 - (c) the findings of any Traffic-, Environmental- or Heritage Impact Assessment
 - (d) Impact Assessment and public participation processes where applicable
 - (e) locality bound signs must relate to the lawful use of a property provided that no such sign must be affixed to or placed on residential premises or portions thereof other than is permitted by or for home industries and legal temporary uses; and
 - (f) that no sign or advertisement may be designed or displayed that—
 - (i) will constitute a danger to any person or property;
 - (ii) will display any material or graphic which does not comply with the requirements of the Advertising Standards Authority of South Africa.
 - (iii) will be detrimental to the environment or amenity of the neighbourhood by reason of either its size, intensity, frequency, illumination, quality of design, material, proposed graphic or locality.
 - (iv) will obscure any other signs approved in terms of this Bylaw or its predecessor; and
 - (v) will be detrimental or otherwise negatively impact on the environment, whether artificial or natural.
- (3) Subject to any conditions in Schedule 16, all new signs or advertising structures approved under this Bylaw and any successive Bylaw, may remain on display uninterrupted until such time as they do not comply with the provisions of this Bylaw or any other applicable legislation.

5. Factors relating to specific signs, areas of control, and commercial sponsored signs

- (1) The Municipality may, in addition to the factors set out in section 4 of this Bylaw, apply certain minimum standards to certain specific sign types and proposed localities when an application for approval is made in respect thereof and will apply certain specific criteria to applications for the erection of signs by non-profit bodies.
- (2) The specific standards and criteria are set out in schedules 1 to 18 of this Bylaw. The Schedules are part of the Bylaw and are not any less important than the content of the Bylaw itself.
- (3) Schedule 1 of this Bylaw indicates the areas of control in which certain specific sign types may be permitted, subject always to approval in terms of this Bylaw and furthermore subject to any additional requirement pertaining to a specific sign type as set out in the remaining schedules.

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- (4) The description of areas or routes in Schedule 1 should be read with the definitions as contained in the Municipality's Zoning Scheme Bylaw.
- (5) The Municipality may grant an exemption from the terms of this Bylaw in respect of sign types or areas of control set out in Schedules 10, 11 and 12 of this Bylaw having regard to—
- (a) the area of control where it is proposed to display the signs;
 - (b) nature of the event;
 - (c) duration of the erection or display of the sign;
 - (d) size of the proposed sign;
 - (e) any traffic, safety, environmental or heritage impact assessment; and
 - (f) the outcome of any public participation process.

CHAPTER 2

6. Standard conditions for approval

- (1) All signs and advertising structures must be properly erected and constructed of the requisite strength and must be secure and must comply with the requirements pertaining thereto of the National Building Regulations and Standards Act, 1977 (Act 103 of 1977).
- (2) The applicant to whom approval has been granted and the owner of the property or building to which it is attached shall be jointly and severally liable for the maintenance thereof and must undertake at least one inspection per year thereof with a view to satisfying themselves as to the safety thereof.
- (3) Where any sign or advertising structure is vandalised or becomes torn or damaged or otherwise falls into a state of disrepair, and/or dilapidation the applicant to whom the approval has been granted and the owner of the fixture or property which or to which a sign is attached must within seven (7) working days of a notice in writing to do so, repair it.
- (4) All signs and their support structures must be constructed of incombustible, durable materials suited to the function, nature and permanence of the sign.
- (5) All glass used in a sign, other than glass used in illumination, must be safety glass of at least 3mm thick.
- (6) Glass panels used in a sign must not exceed 0.9m² in area, each panel being securely fixed in the body of the sign, structure or device independently of all other panels.
- (7) Every sign and its support structure must be kept in a state of good repair.
- (8) No sign may obstruct the opening and closing of any window or opening provided for ventilation of a building or obstruct any stairway or doorway or other means of exit from the building or prevent movement of people from one part of a roof to another.
- (9) No advertising structure may be closer to overhead electrical equipment than the minimum distance as prescribed in the Occupational Health and Safety Act, Act 85 of 1993.

7. Electrical requirements

- (1) All signs needing an electrical connection must preferably be supplied from the existing electrical supply on the erf where it is to be erected. If this is not possible, application for a metered electricity supply must be made to the relevant authority.
- (2) Every sign in connection with which electricity is used, must be provided with suitable capacitors to prevent interference with radio and television reception.

- (3) Each power cable and conduit containing electrical conductors in respect of a sign must be so positioned and fixed so that it is safe, unseen, inaccessible and child tamper proof and animal proof.
- (4) Each interior high-voltage installation that runs unattended (such as a window display) and each exterior high-voltage installation must have an acceptable type of fireman's switch in accordance with the requirements as stipulated in sections 6.7.2 and 7.5 of SANS 0142 1993 promulgated in terms of the Occupational Health and Safety Act.

8. Illumination requirements

- (1) The Municipality may approve an illuminated sign, provided that the provisions of this Bylaw are complied with and that such illumination does not constitute a road safety hazard or cause undue light spillage.
- (2) Signs may not be illuminated if no sign content is displayed.
- (3) Requirement for internal illumination or electronic signs—
 - (a) internally illuminated and electronic signs may only be displayed in areas of partial and minimum control and must be less than 2.1m².
 - (b) electronic signs may not have subliminal flashes; and
 - (c) prior to erection, the Municipality may require a Traffic Impact Assessment, Environmental and Heritage Impact Assessment to be conducted, the results of which must indicate that no detrimental impact on traffic is envisaged. In addition, the Municipality may require subsequent traffic monitoring of any internally illuminated or electronic sign.
- (4) Requirements for external illumination:
 - (a) the light source emanating from external illumination must not be visible to traffic traveling in either direction;
 - (b) external illumination must not be positioned so as to create any undue light spillage beyond the surface area of the sign; and
 - (c) approved wayleaves must be obtained from the Director: Infrastructure Services or his/her nominee prior to any excavations for the installation of signs. This also applies for signs to be erected in the vicinity of overhead powerlines.
- (5) Electricity Power sources may be applied for as per the conditions of the Electricity Services Bylaw.

9. Road traffic safety requirements

- (1) Signs may not be erected in an area where they are an unacceptable distraction for drivers, which acceptability may be determined in terms of the guidelines laid down in the S.A. Road Traffic Signs Manual.

- (2) Electronic signs may not be permitted if they are visible from class 2 or 3 roads, gateway route or a scenic route unless expressly approved in writing by the Municipality.
- (3) Advertising on bridges, towers, telecommunication masts, pylons or street poles shall not be permitted.
- (4) The graphic content of signs must not have the potential to be visually interpreted as a road traffic sign, due to any factor, including but not limited to the following:
 - (a) any stylised or pictorial presentation of a road traffic sign or traffic signal;
 - (b) any word, symbol, logo or other device used on a road traffic sign;
 - (c) use of combinations of colours specified for road traffic signs, in a manner likely to lead to confusion; and
 - (d) any reflector paint or material.
- (5) Signs may not be erected in an area where the traffic volume, the average following headway, or accident history requires a higher degree of awareness from drivers.
- (6) Signs may not be attached to or obscure a road traffic sign or traffic signal specifically provided for in the South African Road Traffic Signs Manual or the South African Development Community Road Traffic Signs Manual.
- (7) Signs may not be erected within the road reserve of any public road unless expressly approved by the Municipality.
- (8) When located at signalized traffic intersections, signs may not have the colours red or yellow or green as main colours and may not obscure or interfere with any road traffic sign or traffic signal.
- (9) Electronic signs shall not be permitted within 80 meters of the perimeter of a signalised traffic intersection.
- (10) Flashing or running messages or variable transition messages that have a message change interval of greater than 0,3 seconds or have transition effects between message changes shall not be permitted if viewable from a public road. Such signs will not be permitted within Historical Areas or upon roads with high traffic flow at night.
- (11) Static display, simple transition signs must display a complete frame for an information cycle length of not less than 60 seconds when visible from a signalised traffic intersection and 30 seconds at other locations.
- (12) All signs larger than 4.5m² erected adjacent to a public road or in a railway reserve intended to advertise to persons using class 2 and 3 roads must be spaced a minimum specified distance from any other sign or road traffic sign, such distance measured parallel to the centre line of the roadway, in accordance with the measurements set out in Table 1 below:

TABLE 1: LINEAR SPACING BETWEEN SIGNS

Instance	Spacing required when visible for traffic on road with a speed of:		
	≤ 60 km/h (In the Rural Areas and the Scenic Routes)	61 – 80km/h	≥80km/h
Where a sign follows a road sign	120m	200m	300m
Where a sign follows another sign	250m	250m	300m
Where a sign precedes a road sign	40m	70m	100m

- (13) The abovementioned minimum distances specified in Table 1 above may be decreased by the Municipality if the sign falls within an area of minimum control, or in other areas of control on submission of a Traffic Impact Assessment motivating a reduction of this spacing to the satisfaction of the Municipality. The Municipality may prepare a list or map of designated areas in which the abovementioned spacing requirements shall not be applicable.

10. Legal requirements

All signs to be erected or displayed within the area of jurisdiction of the Municipality must, in addition to complying with this Bylaw, comply with all other applicable legislation, including any applicable Zoning Scheme Bylaw or condition of approval or any departure from the applicable Zoning Scheme Bylaw.

11. Approval

- (1) The Municipality may refuse any application or grant its approval subject to conditions relating to the erection or use of the sign and including a condition that the owner of any sign or billboard on the land or building on which it is erected or displayed, or both such owners or the person whose product or services are advertised, indemnify the Municipality against any consequences flowing from the erection, display or mere presence of such sign.
- (2) The Municipality may, at any time, withdraw an approval granted in terms of this Bylaw or its predecessor or amend any condition or impose a further condition in respect of such approval, if a sign or advertising structure:
 - (a) is in a state of disrepair and/or dilapidation;
 - (b) remains unused for more than 90 consecutive days;
 - (c) becomes redundant or obsolete;

- (d) no longer complies with any provision of this Bylaw; or
 - (e) is substantially altered from the original approved application by way of either structure or graphic content.
- (3) Should an approved sign not be erected within 12 months from the date of approval or within such other time as is specified in the approval, such approval shall lapse, unless that period is extended in writing by the Municipality prior to such lapse.
- (4) In the event that the structure supporting such sign is intentionally demolished before the expiry of the approval period, the approval shall lapse and no further sign or supporting structure may be erected or re-erected without the Municipality's approval.
- (5) All decisions made by the Municipality in terms of this bylaw with regard applications must be in writing and within sixty (60) calendar days after a completed application was received, or within sixty (60) calendar days after receipt of additional information as required by the Municipality.
- (6) In notifying an applicant of the outcome of the application the Municipality must inform such applicant or an objector of his right to appeal in terms of section 12.

CHAPTER 3: GENERAL PROVISIONS

12. Appeal

A person whose rights are affected by a decision in terms of a delegated power may appeal against that decision by giving written notice of the appeal and the reasons therefore in terms of section 62 of the Local Government: Municipal Systems Act, Act 32 of 2000 to the Municipal Manager within twenty-one (21) days of the date of the notification of the decision.

13. Signs for which Municipality's approval not required

- (1) Should any sign not comply with the conditions relative to each sign type listed below an application in terms of section 3 will be required.
- (2) Subject to compliance with the conditions relative to each sign provided for in sub-sections (3) to (10), and any other applicable legislation, or condition imposed by the Municipality, no application for approval is required in terms of this Bylaw in respect of the signs provided for in sub-sections (3) to (10).
- (3) Development Boards
 - (a) Development boards shall be removed forthwith when the building operations are complete or if the building operations are discontinued, or when the provisions of the services, the doing of the work, or the supply of the goods to which the sign relates has ceased.
 - (b) The Municipality may order the removal of any such sign if the building operations have been substantially completed or discontinued or an Occupancy Certificate has been issued by the Municipality, or the provision of the services, the doing of the work or the supply of the goods to which it relates, has for all practical purposes ceased, and such signs may thereupon be forthwith removed but no later than five (5) days after the date of the order for removal thereof.
 - (c) If the premises on which building operations are in progress, are to be used wholly for residential purposes, only one development board may be displayed, and such development board may not exceed 3m² in total area.
 - (d) If the premises are not to be used wholly for residential purposes, no more than two development boards may be displayed, and the aggregate area of both development boards may not exceed 5m² in total area;
 - (e) If the signage, whether on freestanding boards, or flexible building covering material, include any other form of third-party advertising, such sign must then comply with the provisions of Schedule 8 hereto and approval for the display thereof must first be obtained in terms of this Bylaw.
- (4) To Let/For Sale Signs
 - (a) These include any sign not exceeding (400mm x 500mm) (0.2m²) in total area displayed at existing premises or at properties upon which a new building is

being erected and relating to accommodation being offered to rent or purchase in the building; and

- (b) on condition that any such sign must be removed within 2 weeks from date of issue of the occupation certificate or conclusion of a contract.

(5) On Premises Business Signs

These include any sign not illuminated, not projecting over a public road and not exceeding 0.2m² in total area notifying only the types of trade, business, industry or profession lawfully conducted by any occupant or permanent resident of the premises to which it is attached, the name of such occupant, the type of activity, the address and telephone number of such premises and the hours of attendance (if any); provided that only one such sign per occupant may be displayed.

(6) Window Signs

These include any locality bound signs which are temporarily or permanently painted on or attached to the window glass of a building used for commercial, office, industrial or entertainment purposes, or any other temporary or permanent sign which is displayed within 2 meters of any window or external opening through which it can be seen from the outside such a building, on condition that no window sign may exceed 4m² in an area of maximum control. (Not more than 50% of window and not more than total area or 4m²)

(7) Signs incorporated in the face of a building

Any sign forming an integral part of the fabric of a building (but excluding a painted sign or a sign affixed in any manner onto the building), on condition that no such sign may exceed 0.2m² in total area.

(8) Security Signs

Any security sign not projecting over a public road and not exceeding 0.2m² in total area indicating either that a security watch scheme is in operation or that a security company has been contracted to protect the premises on which the sign is displayed, on condition that—

- (a) only one such sign is displayed on any public road or each street frontage of such premises; and
- (b) the said sign displays only the name, logo, address and telephone number of a security company contracted to protect the premises on which the sign is displayed.

(9) Sponsored, Commercially sponsored and Non-Profit Body Signs: less than 4.5m².

- (a) Any such sign whether erected by or in connection with a non-profit body or not; not exceeding 4.5m² in total area on condition that no more than 5% of the total surface area of the sign is used for third party advertising; and the sign is not illuminated, and furthermore provided that only one such sign may be permitted per erf.
- (b) Signs which comply with provisions of sub-section (a) may, when erected on Municipal land, only be erected once agreement has been concluded with the

Municipality, wherein the extent of the community or public benefit and the terms of the erection of the sign has been agreed.

- (c) All other sponsored signs are dealt with in Schedule 16 and 17.

(10) Advertising on Vehicles

Signs painted or affixed directly onto the body of a motorised vehicle unless transit advertising.

14. Disfigurement

No person may destroy, harm, damage or disfigure or deface the front or frontage of any street, road traffic sign, wall, fence, land, rock, tree or other natural feature, or the front or frontage or roof of any building or structure in any manner whatsoever during construction or through the display or use of a sign or the writing or painting of any sign, symbol, letters or numerals. Furthermore, no person may disfigure any sign legally displayed in terms of this Bylaw.

15. Damage to Municipal property

No person may, in the course of erecting or removing any sign, or banner, cause damage to any tree, electric standard or service or other Municipal installation or property and street furniture.

16. Entry and inspections

The Municipality shall be entitled, through its authorized officers, to enter into and upon any premises, at a reasonable time for the purpose of carrying out any inspection necessary for the proper administration and enforcement of the provisions of this By-Law.

17. Presumptions

Any person charged with an offence in terms of this Bylaw who is—

- (a) alone or jointly with any other person responsible for organising, or in control of any meeting, function or event, to which a sign or poster relates, shall be deemed, until the contrary is proved, to have knowingly displayed every unlawful sign or poster displayed in connection with such meeting, function or event or to have caused or allowed it to be so displayed;
- (b) the person whose name appears on an unlawful sign or whose product or services are advertised on such sign, shall be deemed, until the contrary is proved, to have displayed such sign, or to have caused or allowed it to be displayed;

- (c) the owner of any land or building on which any unlawful sign was or is displayed, shall be deemed, until the contrary is proved, to have knowingly displayed such sign, or caused or allowed it to be displayed.

18. Enforcement and removal of signs

- (1) If any sign displayed is in contravention of this Bylaw, the Municipality may without prejudice to or in addition to the right to take legal steps or prosecute, serve a notice on the owner or lessee of the sign, or the land owner or occupant on whose land the sign is erected or displayed, or person whose product or services are advertised, calling upon such person to remove such sign or carry out such alteration thereto or do such work as may be specified in such request or notice, within a time frame specified therein.
- (2) A notice served in terms of sub-section (1) may be withdrawn or varied by the Municipality, by agreement with the person so served, or failing such agreement, by the service of a further notice.
- (3) Should the Municipality's directives, as set out in the notice, not be carried out within the time period specified therein, the Municipality may, without further notice to the person upon whom the notice was served, remove or alter the sign or do such work as may be specified in such notice.
- (4) Any costs incurred by the Municipality in removing signs, or in doing alterations or other works required in terms of a notice, may be recovered from the person on whom the notice was served.
- (5) Notwithstanding any other clause in this Bylaw, if a sign is, or is reasonably considered to be an imminent danger to life or property, the Municipality itself may, after a minimum of six (6) hours prior notice carry out or arrange for the removal of such sign in event of the noncompliance with such notice.
- (6) Any costs incurred by the Municipality in carrying out or arranging for the removal of any sign may be recovered from the owner or lessee of the sign, or the landowner on whose land the sign was erected, or the person whose product or services were advertised, jointly and severally.
- (7) Unlawful or dangerous signs removed by the Municipality may be reclaimed from the Municipality on payment in full to it of any costs incurred by the Municipality in the removal of the said sign, as well as payment of the costs incurred in the storage of such sign.
- (8) Any unlawful signs removed by the Municipality and not reclaimed within two (2) months of the date of removal may be disposed of or be sold by the Municipality to defray its removal or storage costs.

19. Serving of notices

- (1) A notice, order or any other document issued by the Municipality in terms of this Bylaw is deemed to be duly issued if an official of the Municipality, formally delegated, signed it.
- (2) Any notice or other document that is served on a person in terms of this Bylaw is regarded as having been duly served—
 - (a) when it has been delivered to that person personally;
 - (b) when it has been left at that person's place of residence or business in the Republic with a person apparently over the age of 16 years;
 - (c) when it has been posted by registered or certified mail to that person's known residential or business address in the Republic, and an acknowledgment of the posting thereof from the postal service is obtained;
 - (d) if that person's address in the Republic is unknown, when it has been served on that person's agent or representative in the Republic in the manner provided by paragraphs (a), (b) or (c); or
 - (e) if that person's address and agent or representative in the Republic is unknown, when it has been posted in a conspicuous place on the land or business premises to which it relates;
 - (f) in the event of a body corporate, when it has been delivered at the registered office of the premises of the body corporate; or
 - (g) when it has been delivered, at the request of that person, to his or her e-mail address.
- (3) Serving of a copy is deemed to be service of the original.
- (4) When any notice or other document is served on the owner, occupier, or holder of any property, or right in any property, it is sufficient if that person is described in the notice or other document as the owner, occupier, holder of the property or right in question, and it is not necessary to name that person.

20. Liaison forums in community

- (1) The Municipality may establish liaison forums in the community for the purposes to—
 - (a) ensure the local community participation in the implementation and execution of this Bylaw; and
 - (b) promoting local economic development and the conservation of visual, tourist, environmental and heritage characteristics of the Stellenbosch Municipal area;
- (2) A forum as contemplated in sub-section (1) may consist of-
 - (a) a person or persons of an interested party or an affected person or community;
 - (b) designated official or officials of the Municipality and

- (c) a council member of the relevant council committee
- (3) The Municipality may request-
 - (a) a forum to give their input or
 - (b) make use of a forum's special knowledge or capacity
- (4) A forum of persons or a person as defined in sub-clause (2) may give input on their own accord to the Municipality for its consideration but will have no decision-making powers.

21. Offences and Penalties

- (1) A person who contravenes any provision or fails to comply with any provision of this By-law, or fails to comply with a notice issued in terms of this Bylaw, commits an offence and shall upon conviction be liable to—
 - (a) a fine or imprisonment, or either such fine or imprisonment or to both such fine and such imprisonment; and
 - (b) in the case of a continuing offence, to an additional fine or an additional period of imprisonment or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which such offence is continued; and
 - (c) a further amount equal to any costs and expenses found by the court to have been incurred by the Municipality as result of such contravention or failure.
- (2) A person commits an offence if he or she—
 - (a) threatens, resists, hinders, obstructs or otherwise interferes with, or who uses foul or abusive language towards or at an employee or contractor of the Municipality in the exercise of any powers or performance of any duty or function in terms of this Bylaw; or
 - (b) impersonates an employee or contractor of the Municipality.

22. Conflict with other legislation

- (1) In the event of any conflict between any provision of this By-law and National and Provincial legislation, standards, policies or guidelines, the National and Provincial legislation, standards, policies or guidelines shall prevail subject to section 151(3) and 156(4) of the Constitution.
- (2) In the event of an inconsistency between the different texts the English text shall prevail.

23. Exemptions

Notwithstanding the provisions of this Bylaw, the Municipality may, in written application, exempt any person or class of persons from any or all of the requirements of this Bylaw in considering such exemption it may impose any conditions or requirements it deems appropriate.

24. Repeal of Bylaw

The stipulations of any Bylaw previously passed by the municipality, or any abolished Municipality now incorporated in the present Municipality are herewith repealed as far as they relate to matters provided for in this Bylaw and insofar as it has been made applicable to the Municipality by the authorization for the execution of powers and functions covered in Section 84(3) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

25. Transitional arrangements

- (1) Anything done before the promulgation of this Bylaw, which was not done in terms of a provision repealed in this Bylaw and was unlawful, shall in the event of such act or sign still not complying with the provisions of this Bylaw, be unlawful and the Municipality in such case may take the necessary action in terms of section 19 hereof.
- (2) All legal signs that exist at the date of publication of this Bylaw, must in all respects comply with the stipulations in this bylaw within a period of six (6) months from the date of publication. Any sign that fails to comply after the initial six (6) months will be removed.
- (3) The municipality could instruct an owner of a sign to remove it should the sign fail to comply to the regulations of this Bylaw. Should the owner neglect to remove the sign and/or within the period of 6 months, after publication of this bylaw, then the Municipality reserves the right to remove such sign at the expense of the owner.
- (4) When a sign as a result of the change of ownership or occupation or a change in the nature of a business, industry, trade or profession performed on the premises or due to the installation of new traffic signs or a change in the level or location of any road, foot path or kerbstone or due to any other factor what so ever, no longer comply with the regulations of this Bylaw then the person responsible for the sign must immediately remove, erase or change the sign to comply to this Bylaw.

26. Short title and commencement

This Bylaw shall be known as the Stellenbosch Municipality Outdoor Advertising and Signage Bylaw.

SCHEDULE 1: AREAS OF CONTROL

Area Type	Natural Area	Rural Area	Urban Area	Urban Area	Urban Area
Control Strength	Maximum	Maximum	Maximum	Partial	Minimum
Area Description	<ul style="list-style-type: none"> • Proclaimed, declared or zoned nature reserve and conservation areas. • Protected natural environment. • Forestry areas. • River corridors. • 1:100 Year flood plains. • Wetlands. • Game reserves 	<ul style="list-style-type: none"> • Agricultural areas/zones • Horticultural areas • Rural small holdings • Large private open spaces (e.g. golf courses) • Scenic routes • Scenic landscapes • Scenic features • Municipal parks • Urban edge zones as defined in the Urban Edge Policy • Agricultural and horticultural areas/zones and adjacent road and rail reserves • Specific areas or sites designated as maximum control by way of a map as contained in the zoning scheme bylaw prepared by the Municipality 	<ul style="list-style-type: none"> • Urban conservation overlay areas • Declared Heritage sites • Graded buildings and places • Residential zones and adjacent road and rail reserves • Pedestrian malls and pedestrian squares • Private Open Spaces e.g. Golf courses • River corridors • Specific areas or sites designated as maximum control by way of a map as contained in the zoning scheme bylaw prepared by the Municipality 	<ul style="list-style-type: none"> • Central business districts, unless within an urban conservation area • Mixed use commercial and residential areas, unless within a conservation area • Commercial ribbon development and activity corridors, unless within a conservation area • Commercial and business districts and adjacent streets and rail reserves, unless within a conservation area • Entertainment district or complexes with commercial zones, unless within a conservation area • Educational institutions, Sports fields and stadiums, unless within a conservation area • Limited zones (including railway reserves, transport use zones) • Specific areas or sites designated as partial control by way of a map as contained in the zoning scheme bylaw prepared by the Municipality 	<ul style="list-style-type: none"> • In Heritage insensitive areas • Designated transportation terminals unless historical conservation area or graded building or site • Designated areas within limited use zones unless within a conservation area • Specific areas or sites designated as minimum control by way of a map as contained in the zoning scheme bylaw prepared by the Municipality • Industrial zones

SCHEDULE 2: BILLBOARDS

- (1) Subject to approval in terms of this By-Law, the erection or display of Billboards, whether custom made or of standard design, is permitted only in areas of minimum control and subject to a traffic safety audit and visual impact assessment. In addition:
- (a) If the proposed erf where the billboards are to be erected borders on class 2 and 3 roads the billboard may not be placed less than 5 meters from the property's boundary line. If the proposed site of erection of a billboard has been designated as a gateway then no billboards will be permitted within such gateway;
 - (b) Billboards must comply with the standard conditions of approval set out in this By-Law;
 - (c) Billboards must not encroach over the boundary line of the property on which it is erected, whether such encroachment is aerial or on ground level;
 - (d) Billboards must have a minimum clear height of 2.4m and a sign structure which does not exceed a maximum height of 7.5m above natural ground level;
 - (e) Billboards must not exceed a maximum total size of 6 x 3m (18m²) provided that on any V-shaped structure, two such panels may be permitted;
 - (f) Billboards must be displayed between the angles of 90° and 60° to the direction of oncoming traffic;
 - (g) Billboards must be spaced a minimum distance apart as specified in section 9 of this By-Law;
 - (h) If located at signalized traffic intersections, Billboards may not be erected or displayed within 50 meters of the perimeter of the intersection if un-illuminated; and within 80 meters of the perimeter of the intersection if illuminated;
 - (i) If erected along the right hand side of a section of road, such that its graphics are visible to a driver traveling on the left hand side of the road, shall be deemed to have replaced the advertising opportunity that existed on the left hand side of the road;
 - (j) Billboards must have a minimum letter or number height of 285mm.

SCHEDULE 3: LOCALITY BOUND FREESTANDING AND COMPOSITE SIGNS

- (1) Subject to approval in terms of this By-Law and subsection 5, the erection or display of locality Bound freestanding and composite signs are permitted only in urban areas of maximum, partial and minimum control and subject to a traffic safety audit and visual impact assessment. In addition:
 - (a) Locality bound freestanding signs may only be permitted in the following instances:
 - (i) where business premises are set back 15 meters or more from the boundary of the road reserve; or
 - (ii) where it is not reasonably possible to affix appropriate signs to a building; or
 - (iii) where such a sign is necessary to allow the public to locate the entrance to business premises; or
 - (iv) where the existence of a freestanding composite sign may prevent the proliferation of signs.
- (2) Locality bound freestanding composite signs may not exceed 4,5 meters in height and in addition may not exceed 4.5m² in total area. This provision may be waived, after having regard to the following factors:
 - (a) if such increase reduces the number of individual signs facing any one street boundary of the site, thereby minimising the visual impact on the surrounding environment;
 - (b) if more than two significant roads approach the site in question;
 - (c) the number of businesses which will be advertising on such sign;
 - (d) the number of approach or exit routes to the site in question;
 - (e) the applicable zoning of the area surrounding the site in question.
- (3) Service Station freestanding pylon signs must be locality bound and may only be erected or displayed at service stations adjacent to and directly accessible from the public road at which such a sign is directed and only one Service Station freestanding facility sign per street boundary may be permitted.
- (4) Service station freestanding pylon signs may not exceed 7,5 meters in height and may not consist of more than eight advertising panels of 4.5m² each in total area. In areas of maximum control the maximum height is 4,5 meters and an area of 7.0m² on each side.
- (5) In conservation areas and single residential zones only standard locality bound, free standing and composite signs shall be allowed as prescribed in Schedule 18.

SCHEDULE 4: SIGNS ATTACHED TO WALLS OF BUILDINGS: FLAT AND PROJECTING SIGNS

Subject to approval in terms of this By-Law, the erection or display of flat and projecting signs are permitted in all areas of maximum, partial or minimum control. In addition, flat and projecting signs may:

- (1) not be allowed within 1.0 meters of the edge of a roadway nor may it extend to within 1.0 meters of the edge of a roadway;
- (2) not project in front of a wall more than 1,5 meters in the case of a sign which has a clear height of more than 7,5 meters or more than 1 meter in the case of any lesser clear height;
- (3) not project more than 250mm over a footway unless such sign has more than 2.4 meters clear height;
- (4) not obstruct the view from any window or any other external opening of any building and no portion of any such sign may obstruct the opening or closing of any window, door or any other openings
- (5) not exceed 5m² in total area and may not exceed 20% (in areas of maximum control), 30% (in areas of minimum and partial control) or one-quarter of the overall area of the surface to which they are affixed or painted whichever is the lesser. This size restriction may be waived on condition that:
 - (a) an Environmental Visual Impact Assessment be submitted to the Municipality indicating no detrimental environmental impact is envisaged;
 - (b) or in a conservation area, a Heritage Impact Assessment be submitted to the Municipality indicating no detrimental heritage impact is envisaged; and
 - (c) only graphics designed and created by a suitably qualified consultant be displayed on such sign;
- (6) may be considered for approval on blank common boundary facades of non-residential buildings.
- (7) if the sign appears on public facades of any building—
 - (a) be so designed as to become an integral part of the building design; and
 - (b) when a third-party sign, only be permitted if custom-made and subject to the requirements of 5(a) to (c) above.
- (8) No signs may be attached to walls or fences of residential buildings.

SCHEDULE 5: SKY SIGNS

- (1) Subject to approval in terms of this By-Law, the erection or display of sky signs whether custom made or of standard design, is permitted in areas of minimum control only. In addition, sky signs must:
 - (a) be limited to a maximum total size of 4.5m² and subject to Traffic Safety Assessment and Visual Impact Assessment indicating no detrimental environmental impact is envisaged; and
 - (b) not obstruct the view from any other building.
- (2) Sky signs along the top edge of the roof of cultural, historic or architecturally significant buildings will not be allowed.

SCHEDULE 6: ROOF SIGNS

- (1) Subject to approval in terms of this By-Law, the erection or display of roof signs is permitted only in areas of minimum control.

In addition:

- (a) The total area of any roof sign affixed flush onto or painted onto a roof of a building may not exceed one-quarter of the overall area of the roof to which it is affixed or painted.
 - (b) When attached to the bottom edge of a roof or vertically midway on the roof of a building, such sign may not exceed 500mm in height and its total area may not exceed 25% of the roof area to which it is affixed.
- (2) It shall be permissible to affix a roof sign along the edge of a roof of a building, if such sign is composed of a single line of individual, cut-out letters, without visible bracing or support but may not be erected along more than two edges of such roof and may not exceed 3.6m² in total area; with a maximum height of 500mm.

SCHEDULE 7: SIGNS ON A VERANDAH, BALCONY, CANOPY, SUPPORTING COLUMNS, PILLARS AND POSTS

Subject to approval in terms of this By-Law and subsection 11 below, the erection or display of signs on a veranda, balcony, canopy, supporting columns, pillars and posts may only be permitted in areas of medium and minimum control on the condition that they also comply with the following:

- (1) No signs may be attached to Historical Buildings
- (2) No such signs will be allowed on or over architectural features of buildings.
- (3) Such signs may be affixed flat onto or painted on a parapet wall, balustrade or railing of a veranda or balcony, and beam or fascia of a veranda or balcony.
- (4) The sign may not exceed 1m in height or project above or below or beyond either end of the surface to which it is affixed, or project more than 250mm in front of the surface to which it is affixed or project over a roadway or within 0,6 meters of the edge of the roadway.
- (5) Such signs may be affixed flat onto or painted on supporting columns, pillars and posts. In this regard, no sign may project more than 50mm in front of the surface to which it is affixed and may not extend beyond any of the extremities of such column, pillar or post. Signs affixed flat onto non-rectangular supporting structures must be curved to fit the form of such structure.
- (6) Only one sign per column, pillar or post will be allowed.
- (7) Such signs suspended below the roof of a veranda, canopy or the floor of a balcony may not exceed 1,8 meters in length or 600mm in height.
- (8) Every such sign must be at right angles to the building line.
- (9) No signs suspended under a canopy may extend beyond the external edge of the canopy or veranda to which it is attached.
- (10) All suspended signs must have a clear height of at least 2,4 meters.
- (11) Such signs on the roof of a veranda, canopy or balcony, excluding the main roof of a building, must be composed of a single line of freestanding individual, cut- out silhouette letters without visible bracing or other visible means of support and may not be erected along more than two edges of such roof of a veranda or balcony.
- (12) No such sign shall be allowed in a conservation area within a single residential zone unless a Heritage Impact Assessment was submitted which found that no negative impact would be made on the heritage resources.

SCHEDULE 8: SIGNS ON BOUNDARY WALLS AND FENCES AND ON CONSTRUCTION SITE HOARDINGS

Subject to approval in terms of this By-Law, the erection or display of signs on boundary walls and fences is permitted only for locality bound signs in urban areas of maximum, minimum or partial control and in addition:

- (1) In urban areas of maximum and partial control, the Municipality may approve an application to affix a locality bound sign against a boundary wall only if the sign is indented into the wall or composed of individual, un-illuminated cut-out letters or symbols fixed flat on such wall not projecting more than 50mm from the face of such wall.
- (2) In areas of minimum control, the Municipality may approve, subject to Visual Impact Assessment—
 - (a) an application to affix a locality bound sign flat onto a boundary wall only if it does not project more than 50mm from the face of such wall; and
 - (b) an application to affix a locality bound flat sign with a maximum size of 0.5m² onto the permanent fence of an erf.
- (3) Third party and locality bound advertising on construction site hoardings and fences must comply with the following conditions:
 - (a) any one sign may not exceed a vertical dimension of 3 meters and total area of 18m² and in the case of construction site cladding, the graphic must comply with the requirements of the Advertising standards Association of South Africa.
 - (b) any such sign may not project more than 100mm in front of the hoarding or fence to which it is affixed;
 - (c) it may not be illuminated in areas of maximum and partial control; and
 - (d) advertising will not be allowed on construction site hoardings and fences within the cone of vision of motorists at signalised traffic intersections.

SCHEDULE 9: HEADLINE POSTERS

Subject to approval in terms of this By-Law, the erection or display of headline posters is permitted in all areas except natural and rural areas of maximum control. In addition:

- (1) Headline posters may not exceed 0.9m x 0.6m in area.
- (2) The commercial content of the poster may not exceed 20% of the area of the poster nor may such commercial lettering be larger than the main lettering in the remainder of the poster.
- (3) The posters may be attached to Municipal electrical light poles only where approved by the Municipality for the express purposes of these posters.
- (4) Posters may not be affixed to traffic signal poles, or other poles which carry road traffic signs, or poles erected for any other purpose except as provided for in item 5 below, or any other street furniture, walls, fences, trees, rocks or other natural features.
- (5) Headline posters may not be pasted on municipal electric light poles but are to be mounted on board and affixed securely with stout string or plastic ties unless a permanent frame has been approved for this purpose.
- (6) Only one headline poster per pole, regardless of which newspaper group it is, will be permitted, and must be at a uniform height of approximately 2 meters.
- (7) The number of posters as well as the designated areas for the display of headline posters as approved by the Municipality must be strictly adhered to.
- (8) All "special events" posters are to comply with the following:
 - (a) the name of the newspaper group, the "special event" and the date of the "special event" must appear on the posters in letters not less than 50mm in height;
 - (b) the special event posters may not be displayed more than 14 days before the date of the event and they must be removed within 48 hours after the date of the event shown on the poster.
- (9) Headline posters and fastenings are to be removed on a daily basis failing which the posters will be removed, at the newspaper group's expense, in accordance with the standard charges for removal of posters.
- (10) The Municipality may recover the costs of the removal of unauthorised posters, and the reinstatement of the surface from which such posters were removed, from the person responsible for the display of such posters or the newspaper group concerned.
- (11) The Municipality may remove any poster displayed in contravention of the abovementioned conditions.
- (12) Any poster not removed on a daily basis or a poster relating to a "special event" by due date referred to in item 8(b) may be removed by the Municipality.

- (13) The display of unauthorised posters is illegal, and the Municipality may also remove such posters.
- (14) The Municipality may determine the costs involved for the removal of unauthorised posters.
- (15) Application must be made on an annual basis by each newspaper group for permission to display such posters subject to an annual fee per newspaper group.
- (16) A deposit per newspaper group who wishes to display posters must be paid annually against which a charge for the removal of any poster which contravenes the By-Law will be levied. In the event of the above deposit being exhausted, permission to display such poster may be withdrawn until a further deposit is submitted to the Municipality.

SCHEDULE 10: POSTERS, BANNERS, TEAR-DROP BANNERS, FLAGS AND BALLOONS

Subject to approval in terms of this By-Law, the erection or display of posters, banners, tear-drop banners and flags other than those referred to in Schedule 11, or balloons, is permitted in all areas, except areas of maximum control. Only to be displayed within or adjacent to property associated with advertisement. In addition:

- (1) The display of posters, banners, tear-drop banners, flags and balloons is prohibited on any bridge or across any public road, and along any road designated by the Municipality, unless consent has been obtained from the Municipality.
- (2) Posters, banners, tear-drop banners, flags and balloons may not be attached so as to interfere with or constitute a danger to passing pedestrians or vehicular traffic.
- (3) No banner, or flag-type banner may be larger than 5m², and no flag may be larger than 2m²; provided further that no flagpole may exceed a relevant height restriction of the zoning of the premises, up to a maximum of 8m above natural ground level, measured directly below the pole;
- (4) No poster, banner, tear-drop banner, flag, or balloon may be displayed within 30 meters of any road traffic sign or traffic signal. - special permission required for display within 30m
- (5) Posters, banners, flags, or balloons may not be affixed to trees, traffic signal poles, electrical or service authority distribution boxes, or other poles which carry road traffic signs, rock, other natural features, street furniture or other Municipal property.
- (6) Posters, banners, tear-drop banners, flags, or balloons may not be affixed in such a way that they unfairly prejudice other businesses or organisations or obscure any approved existing signs.
- (7) Only one banner per premises will be permitted unless the Municipality's written permission is obtained for more than one.
- (8)
 - (i) A maximum of five flagpoles bearing national flags may be erected on the premises of an accommodation facility on a single residential erf
 - (ii) Subject to the conditions laid down in paragraph 4, a maximum of two tear-drop banners or flags displaying the name, corporate symbol or nature of the business on the premises on which it is displayed, may be allowed.
- (9) Posters, banners, tear-drop banners, flags and balloons not kept in a good condition may not be displayed and must be removed after notification by the Municipality.

SCHEDULE 11: TEMPORARY POSTERS, TEAR-DROP BANNERS, BANNERS AND FLAGS ON PUBLIC ROADS AND PUBLIC PLACES

Subject to approval in terms of this By-Law, the erection or display of posters, banners, tear-drop banners and flags in public roads or public places, for the purpose of advertising specific events, is permitted in all areas of control except natural and rural areas of maximum control. In addition—

- (1) Approval for third party advertising on posters, banners, tear-drop banners, flags and balloons may only be granted for a function or event conducted for religious, educational, social welfare, animal welfare, sporting, civic or cultural purposes or for a function or event relating to a Municipal, Provincial or Parliamentary election or referendum.
- (2) The name of the host organisation, the date and venue must appear on the material in letters not less than 50mm in height.
- (3) Posters, banners tear-drop banners and flags may only be erected to advertise the event and the name or emblem of a sponsor may not cover more than 20% of the surface of the material.
- (4) The Municipality may levy a tariff to cover the cost for the removal of material which has been erected without the approval of the Municipality given under the hand of an authorized official.
- (5) Posters, banners, tear-drop banners and flags may be displayed for a maximum period of fourteen days prior to the event and must be removed within 2 days from the date of the event or the last day thereof as applicable.
- (6) Posters with a maximum measurement of 80 cm x 50 cm must be mounted on a board and affixed securely with stout string or plastic fastening without damage caused to the poles. No securing material with a metal content is permitted.
- (7) Posters, banners, tear-drop banners and flags, excluding election posters and flags, may only be erected in the roads, or places as indicated by the Municipality and may not be erected in residential areas or on bridges. No political banners will be allowed.
- (8) Only one poster or flag per organisation may be erected on every second streetlight pole.
- (9) Posters and flags must be erected at a uniform height of approximately 2 meters.
- (10) No posters, banners, tear-drop banners or flags may be affixed to trees, traffic signs, traffic signals, central ridges, existing advertising signs or any municipal buildings or over hydrant identification signs.
- (11) No posters, banners, tear-drop banners and flags may be displayed within 30 meters of any road traffic sign or traffic signal.
- (12) All materials used to affix the posters must be removed together with the posters.

- (13) The Municipality may remove any indecent or torn posters, banners, tear-drop banners or flags, or any posters, banners or flags which create a traffic hazard in the opinion of the Municipality
- (14) The Municipality is exempted from claims that may be instituted against the Municipality as a result of the display of posters, banners, tear-drop banners and flags.
- (15) The display of posters, banners, tear-drop banners and flags purely for commercial advertising is not permitted, provided that any poster, banner or flag which relates to a sport, the arts, or a cultural event may be permitted, despite such posters, banners, tear-drop banners or flags containing commercial elements. The commercial element may not exceed 20% of the extent of the poster, banner, tear-drop banner or flag.
- (16) Organisations or persons who obtained approval to display posters or flags must pay a deposit as determined by the Municipality, which shall entitle that person to display the said poster or flag for a maximum period of 14 days, or such time as stipulated by the Municipality. No poster or flag may be displayed without such deposit having been paid.
- (17) The Municipality may remove or request the applicant to remove all posters, banners, tear-drop banners or flags should any of the above conditions not be complied with.
- (18) Posters, banners, tear-drop banners or flags that are not removed by the due date may be removed by the Municipality in which case the deposit paid in terms of item 15 will be forfeited to the Municipality.
- (19) Banners will be erected or removed by the Municipality at a rate as approved from time to time and the banner must comply with the specifications as laid down by the Municipality.

SCHEDULE 12: ESTATE AGENT SIGNS

Subject to approval in terms of this By-Law, the erection or display of estate agent signs is permitted in all areas except natural areas of maximum control. Only estate agents registered with the Estate Agents Board will be allowed to erect show houses signs. Proof of registration must accompany the application. In addition:

- (1) Estate Agencies must apply annually for permission to display signs and approval may be subject to payment of an annual fee in accordance with the Municipality's by-law and policy on tariffs.
- (2) A deposit may be required by the Municipality against which a charge for the removal of any sign which contravenes this By-law will be levied. In the event of the above deposit being exhausted, permission to display such signage may be withdrawn until a further deposit is paid to the Municipality.
- (3) Any Estate Agent sign unlawfully erected, or in contravention of the provisions of this Schedule, will be subject to a charge by the Municipality; in the event of the said sign not being removed, photographic evidence of the unlawful sign may be obtained by the Municipality prior to levying the said charge.
- (4) "For sale", "Sold" and "To let" signs shall be fixed flat to the surface of the boundary fence or wall of the property.
- (5) "Sold" signs may be displayed, fixed flat to the surface of the boundary fence or wall of the property, for a maximum period of two weeks.
- (6) No sign may be erected in such a way that any part of it is closer than 1.5m from a road verge.
- (7) No sign may be erected on centre islands.
- (8) No sign may obscure a road traffic sign.
- (9) No signs may be erected on any tarred area of pavements.
- (10) Estate agent signs may not exceed 0.3m² in total area.
- (11) "Show House" signs may be displayed only from 12h00 on Fridays to 20h00 on Sundays.
- (12) Show house signs may not be affixed to trees, traffic signals, street poles or other poles which carry road traffic signs, walls, fences, rocks, other natural features or landscaped areas, street furniture, or other Municipal property, unless such other display is authorised by the Municipality in writing.
- (13) On each sign, the wording "On Show", "Show House", "Show Flat" or "Show Plot" with the Agency's name and directional arrow must be displayed as well as the date.
- (14) Show house signs may be displayed on stakes making use of a design approved by the Municipality. Estate Agent signs may not be displayed on concrete, tarred or paved surfaces. It is not permissible for stakes to penetrate the ground deeper than 15cm.

- (15) Not more than six estate agent directional signs will be permitted in total per show house, show plot or block of flats in which a show flat is on display. The definition of one sign will include the display of two signboards only when such boards are sandwiched back to back around an electric light pole.
- (16) Show houses signs may not be displayed along Scenic Routes or on any bridge, public park or public open space.
- (17) Directional signs may be displayed along main routes only, being the shortest route from a main road to the property.
- (18) Only one directional sign per show house/flat/plot may be displayed along class 2 or 3 roads, excluding roads referred to in item 7 above.

SCHEDULE 13: LOOSE PORTABLE SIGNS

Subject to approval in terms of this By-Law, the erection or display of loose portable signs is permitted in areas of minimum and partial control as well as designated areas within urban areas of maximum control. In addition:

- (1) Loose portable signs may not be placed in a road reserve or in public open spaces without the written permission of the Municipality.
- (2) The Municipality may remove and impound loose portable signs placed without permission in a road reserve or on Municipal property. Owners can recover their signs on payment of the prescribed fee as determined the Municipality which will be used to defray the cost of removal, storage and transportation.
- (3) The following criteria will apply in respect of an application in terms of item 1:
 - (a) that it does not pose a hazard in terms of safety to the public;
 - (b) that it does not obstruct or cause inconvenience to the public either by its physical size or location;
 - (c) that it does not unfairly prejudice other traders;
 - (d) that the loose portable sign or proposed number thereof does not detract from the amenity of the local streetscape or local environment;
 - (e) that it is intended solely to advertise the name of the business, goods or services for sale from the advertiser's premises;
 - (f) that the maximum dimensions of the proposed loose portable sign must be 1.2m (height) x 0.6m (width).
 - (g) that it may be placed directly in front of the advertiser's premises, provided that the above criteria are met; and
 - (h) that a minimum clear footway width of 1,8 meters must remain clear and 2,5 meters in the central business district and sidewalks with high pedestrian volumes.
- (4) The Municipality may demarcate areas within the road reserve or on municipal property where, during normal trading hours, applicants may then place the approved loose portable signs. The said signs must be removed outside normal trading hours and stored away from public view.
- (5) The Municipality may levy tariffs for displaying the loose portable signs, which tariffs shall be payable in advance for a maximum period of six months.
- (6) Applicants will be required to indemnify the Municipality against any claims from third parties that may arise, due to the placement of loose portable signs within the road reserve or on municipal property.
- (7) Notwithstanding the above, the Municipality may cause the removal or impoundment of the sign or signs should the applicant contravene any of the above conditions.

SCHEDULE 14: AERIAL SIGNS

Subject to approval in terms of this By-Law, the erection display of aerial signs is permitted only in urban areas of minimum control. In addition:

- (1) No aerial signs affixed to any building or structure may be flown at a height of more than 45 meters from the surface measured from ground level.
- (2) Aerial signs may not be flown above a public road.

SCHEDULE 15: TRANSIT ADVERTISING

Subject to approval in terms of this By-Law, the erection or display of transit signs is permitted only in urban areas of minimum control.

In addition:

- (1) The parking of a transit sign which is visible from a public road or a public place for the purpose of third-party advertising is prohibited, except if it is displayed on a designated display site approved in terms of this By-Law as well as the Streets By-Law.
- (2) Transit signs parked on private property for the purpose of storage must be positioned in such a manner as not to be visible from a street or public place.
- (3) The advertising panel or portion of the vehicle used for transit advertising may not exceed a cumulative total of 18m².
- (4) The Municipality may designate sites in areas of minimum control for transit advertising and may publish notices indicating such sites.
- (5) Notwithstanding any provisions of this By-Law, the Municipality may, without prior notice, remove any unauthorised transit signs from municipal property, and, in the case of unauthorised transit advertising on private property, the Municipality may serve a notice ordering the removal thereof in terms of this By-Law.
- (6) Transit signs must be properly fixed to the ground at the parking location.

SCHEDULE 16: SIGNS ON MUNICIPAL LAND OR BUILDINGS

- (1) No sign may be displayed or erected on municipal land or buildings without the written permission of the Municipality.
- (2) The following specific conditions and criteria will apply to the signs mentioned in items (a) to (c) below:
 - (a) Commercially sponsored signs other than those in section 13 (10).
Notwithstanding the area of control within which it is proposed to erect a commercially sponsored sign on Municipal land or buildings, and subject to compliance with all other provisions of this By-Law, the Municipality may consider a commercially sponsored sign for approval, subject to the following:
 - (i) Public or community needs or goals must be identified or adopted by the Municipality and if such needs can be addressed either entirely or in part by the granting of concessions to particular persons for the erection of commercially sponsored signs, the Municipality may call for public input on such public or community needs or goals and the related advertising opportunity.
 - (ii) In order to identify such public or community needs or goals, the Municipality and other interested authorities must consult prior to proposals being invited, so as to establish conditions, criteria and constraints in respect of such advertising.
 - (iii) The Municipality's Supply Chain Management Policy will apply.
 - (iv) that any proposal be evaluated on the following factors:
 - (aa) the adherence to the principles of this By-law;
 - (bb) the design contribution;
 - (cc) the best community benefit offered;
 - (dd) the creativity and public safety;
 - (ee) the permanence of the contribution to the community goals or needs; and
 - (ff) the recovery cost over the period of the erection of the sign as opposed to the largest advertising opportunity or financial gain.
 - (v) When contributions in kind are to be recovered by the Municipality, a conversion thereof to a monetary contribution to the Municipality's income base will be assessed.
 - (vi) the Municipality, as landowner, reserves the right not to proceed with any proposal prior to final approval thereof and the call for invitations for proposals in any respect shall not be regarded decision by the Municipality to proceed with the erection of a sign in respect of a specific site.
 - (vii) Once accepted, any sign to be erected in terms of this schedule must be the subject matter of a written agreement between the Municipality as landowner and the person responsible for the erection of the sign.

(b) Sponsored signs

Notwithstanding the area of control within which it is proposed to erect such a sign on Municipal owned land or buildings and subject to compliance with all other provisions of this By-Law, the Municipality may consider a sponsored sign for approval on condition that:

- (i) written detail will be provided which clearly indicates the recognised community goals which will be promoted by the erection or display of the proposed sign;
- (ii) signs with a political content will not be permitted;
- (iii) no more than 5% of the total surface of the sign is used for third party advertising.
- (iv) the maximum size of any such sign will be 6m x 3m; provided in the event of a V-shaped sign where the size may not exceed two panels of 6m x 3m each. Not allowed in areas of maximum control
- (iv) applications for billboards to be erected in terms of this section must comply with the requirements as set out in Schedule 2.
- (vi) no sign erected in terms of this clause be located within 5 meters of a property's boundary line.

(c) Non-profit body signs

Notwithstanding the area of control within which it is proposed to erect a sign, and subject to compliance with all other provisions of this By-Law, the Municipality may consider the erection of a sign by or for the benefit of a non-profit body subject to compliance to a VIA and with the requirements set out in Schedule 17.

SCHEDULE 17: SIGNS ERECTED BY OR FOR THE BENEFIT OF NON-PROFIT ORGANISATIONS

- (1) Notwithstanding the area of control within which it is proposed to erect a sign by or for the benefit of a non-profit organisation, and subject to compliance with all other provisions of this By-Law, the Municipality may consider such a sign for approval subject to the following:
- (a) written details from the host non-profit organisation regarding the nature and extent of the support to be received from the erection or display of the sign must be delivered to the Municipality together with the other information set out in Section 3 of this By-Law;
 - (b) the extent of involvement of previously disadvantaged communities, small businesses, job creation and empowerment will be considered in any proposal;
 - (c) any proposal will be evaluated on the following factors;
 - (i) the adherence to the principles or provisions of this By-Law;
 - (ii) the design contribution;
 - (iii) the best community benefit offered;
 - (v) the creativity and public safety; and
 - (vi) the permanence of the contribution to the community goals or needs as opposed to the largest advertising opportunity or financial gain.
 - (d) in the event of it being proposed that the said sign will be erected on municipal property:
 - (i) the Municipality must evaluate the proposal;
 - (ii) the Municipality as landowner reserves the right not to proceed with any proposal prior to final approval thereof; and
 - (iii) if accepted, a written agreement between the Municipality, the person responsible for the erection of the sign and the non-profit body must be entered into.
 - (e) In addition the following conditions will apply:
 - (i) signs with a political content will not be permitted;
 - (ii) the maximum size of any such sign is 6m x 3m; provided in the event of a V-shaped sign being proposed, its maximum size will not exceed two panels of 6m x 3m each;
 - (iii) applications for billboards to be erected in terms of this section must comply with the requirements as set out in Schedule 2;
 - (iv) no sign erected in terms of this clause may be located within 5 meters of a property's boundary line;

- (v) the name of the non-profit body must be displayed on the sign with a maximum 300mm lettering height;
- (vi) all parties that may be affected by the erection or display of such sign must be given opportunity for their input;
- (vii) the Municipality may require submission of impact assessment studies; and
- (viii) no more than two individual signs of 6m x 3m each may be permitted, or alternatively one V-shaped sign with a maximum of two panels of 6m x 3m each on any one property. In addition, only one sign per street frontage will be permitted.

SCHEDULE 18: STANDARD FREE STANDING AND COMPOSITE SIGNS FOR THE CONSERVATION AREA

- (1) Subject to approval and in accordance to this By-Law, the erection and display of standard free standing and composite signs will be the primary way of advertising in conservation areas and in areas of single residential zoning. In addition:
 - (a) Only one standard advertising structure, designed according to Municipal requirements, will be allowed on a property.
 - (b) A composite sign of maximum two advertising signs and size not exceeding an area of 1.8 m² per advertising structure showing only the name of the business and its main product will be allowed.
 - (c) In the case of a business centre, more than one advertising sign per advertising structure will be allowed in which case the centre's name and the names of the businesses in the centre may be displayed.
- (2) The signs and advertising structures shall:
 - (a) Comply to the design standards and requirements of the Municipality.
 - (b) Not be displayed in the road reserve.

APPENDIX 2



PUBLIEKE KENNISGEWING: 144/2023

**OPROEP OM OPENBARE KOMMENTAAR OP KONSEP STELLENBOSCH MUNISIPALITEIT
BUITELUGREKLAME EN NAAMBORDVERORDENING, 2023**

Kennis word hiermee gegee dat die Raad van voorneme is om die Konsep Stellenbosch Munisipaliteit Buitelugreklame en Naambordverordening, 2023 aan te neem. Belanghebbende 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 Munisipaliteit Buitelugreklame en Naambordverordening, 2023 per e-pos aan die Departement: Ontwikkelingsbeplanning by Viola.Anthony@stellenbosch.gov.za voor of op 4 Desember 2023 te stuur. Die konsep Buitelugreklame en Naambordverordening, 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
Cloeteville	Cloeteville Wyk Kantoor (Wyk 16 en 17) Biblioteek, Vredelust Straat, Cloeteville, 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 Veeldoeninge 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 Afdeling Erfenis Hulpbronnebestuur, te Katherine Robinson Tel: (021) 808-8608 of per Epos: Katherine.Robinson@stellenbosch.gov.za tydens normale kantoor ure.

Ms Geraldine Mettler
Munisipale Bestuurder
Stellenbosch Munisipaliteit

Kennisgewing nr. 144/2023



PUBLIC NOTICE: 144/2023

**CALL FOR PUBLIC COMMENT ON DRAFT STELLENBOSCH MUNICIPALITY OUTDOOR ADVERTISING
AND SIGNAGE BY-LAW, 2023**

Notice is hereby given that Council intends to adopt the Draft Stellenbosch Municipality Outdoor Advertising and Signage By-Law, 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 Outdoor Advertising and Signage By-Law, 2023, by electronic mail to the Department Development Planning at Viola.Anthony@stellenbosch.gov.za on or before 4 December 2023. The Draft Stellenbosch Municipality Outdoor Advertising and Signage By-Law, 2023 is 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
Cloeteville	Cloeteville Ward Offices (Ward 16 and 17) Library, Vredelust Street, Cloeteville, 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 Section: Heritage Resource Management, Katherine Robinson Tel: (021) 808-8608 or E-mail: Katherine.Robinson@stellenbosch.gov.za during normal office hours.

Ms Geraldine Mettler
Municipal Manager
Stellenbosch Municipality

Notice no: 144/2023

APPENDIX 3

Outdoor Advertising and Signage By-law Comments Received.

Name	Summary of Comments Received	Department Responses
Jinja 2 Outdoor - Martin Raubenheimer Appendix 3	The Municipality should not rely on the Building Act, which is constitutionally invalid, but should instead promulgate its own building regulations.	The Municipality rely on the Building Act as the Billboards are structures.
	In terms of Section 2(2) SPLUMA Act, the Municipality is not allowed to prescribe in terms of its New By-law an alternative or parallel mechanism, land use, and land use development in a manner inconsistent with the provisions of the SPLUMA Act.	
	The New By-law contains many provisions which are inconsistent with those of the Constitution, and if promulgated containing these deficiencies will be deemed Constitutionally invalid.	
	Blanket ban on Billboards in Minimum Controlled Areas by limiting areas available for development of billboards to almost a on-event.	Stellenbosch is a Historic Area and the municipality is responsible for this area in terms of the NHRA 1999
	Failing to create Economic Opportunities	
	Discrepancies between the New By-law and the Stellenbosch Spatial Development Framework is a significant cause for concern.	
	If the Municipality imposes an obligation after promulgation of the New By-law under its 'authority' such obligation will be invalid as it is inconsistent with the provisions of section 12(3)(b) of the Systems Act and the Constitution.	
	There are a number of Definitions, such as 'advertising ownership' that do not appear in the New By-law and should be deleted.	Noted
	Section 3(2)(b) and 6(1) - Invalidity of Building Act, the Municipality must develop its own building regulations.	
	Section 3(6), (7) and (9) - Impact Assessments, Public Participation processes and Additional Requirements are vague.	Noted
	Section 4(2) provides the Municipality with too wide of a discretion and is consequently overbroad.	Noted
	Section 4(2)(a) - Areas of Control definition as set out in Schedule 1, means that these areas are effectively determined by the Municipality from time to time, in other words that an area is determined by a Municipality by merely taking a decision without it being prescribed by the New Bylaw.	
	Section 5(4) - Certain definitions conflict with these provisions	Noted
	Section 6(2) - Joint Liability of Municipality, means that the Municipality must make sure the necessary internal processes to provide for and cover this liability as the Municipality will be jointly liable for maintenance and annual inspections of all signs erected on municipal property.	The size of the electric signs is as per the By-law
	Section 8(3)(a) and 9(2) and (3) - Electronic signs must be less than 2,1m ²	Noted
	Section 9(5) This provision for Traffic Volumes is too wide, vague, and overboard.	Noted
	Section 9(12) - The spacing of Billboards at a distance of 300m apart is excessive and should be spaced at 250m.	

	Section 10 - Legal Requirements, the Municipality must provide for what happens if there is a conflict between the New By-law and other legislation.	
	Section 11(5) request for additional information is a type of protocol that encourages officials to request additional information to gain more time instead of attending to the application.	The municipal officials can request additional information in order to better apply their minds.
	Section 12 - Appeal (Conflicted position of Appeal Authority)	
	Section 17, 18, 21 and 23 of New By-law conflict with Constitution	
	Section 24 - You cannot repeal something that has not taken effect or has no legal bearing, these provisions are therefore confusing and should be deleted.	Noted
	Section 25 - Transitional Provisions must provide that advertising signs that were lawfully erected prior to the promulgation date in the New By-law are deemed approved in terms of the New By-law.	If the application was lawfully made and approved then there is no conflict
	Schedule 2 - Billboards are being overregulated	
	Schedule 4 Clause 5 of Flat Signs provides that the size restriction may be waived on condition that only graphics designed and created by a suitable qualified consultant be displayed on such sign. This provision is unclear as to what the municipality wishes to achieve with this provision.	Graphics have to be in conjunction to the context
	Restrictive Horizontal Practice - The Municipality must ensure that it complies with the Competition Act	
	Development of Outdoor Advertising Industry in Stellenbosch and Loss of Advertising Revenue	Noted
	OOH vs On-line Advertising All these companies are foreign companies and therefore all the profits are being moved out of the country, this could be slowed down should the New By-law be less restrictive.	
	The 60-day mandatory finalization period for the completion of applications is commendable.	Noted
Urban IQ - Kestell Serfontein Appendix 4	There is a need for a balanced and integrated evaluation	
	Flawed basis to base Area of Control Status on the zoning of properties	
	The spacing standards are over-restrictive.	Noted
	The limitation of size for electronic signs is unrealistic.	Noted
	The danger of arbitrary traffic impact reservations leaves room for arbitrary determinations and unnecessarily limits advertising opportunities without clear and objective criteria.	
	Potential Constitutional invalidity, the By-law seemingly encroaches on the commercial rights of property owners, potentially infringing on their Constitutional rights.	
	substantial constraints on billboard opportunities and appears incongruent to the guidelines outlined by SAMOAC.	
	Schedule 2: The regulatory stance in the By-law concerning billboards are over restrictive.	Noted
	Schedule 4: The By-law imposition of general restriction limiting flat signs to 5sqm is unrealistic and unduly restrictive.	Noted

	Schedule 17: The provision of the By-law for signs to be erected by or for the Benefit of Non-Profit Organisations is commendable however the restrictive size limitations will hinder the financial prospects of these organisations.	Noted
Corpman Media - Piet van der Merwe Appendix 5	Definition of Advertisement	
	The definition of "Gateway Rotes" and their proximity to urban industrial development zones is unclear	
	No provision has been made for reparations on business existing commercial and constitutional rights	
	EIA unnecessary financial burden	
	HIA applied incorrectly and creating financial burden on businesses	If signage is located in the Heritage Overlay Zone then an HIA and Visual Impact Assessment is required.
	Proposed by-law on LED contradicts existing LED screen recently erected in Stellenbosch	Noted
	No provision made for period of transition regularized situation	
	No meaningful public engagement or public participation to give input and assistance in formulating by-law	The By-law was advertised to allow for public participation
	Where is the professional independent oversight committee to application process and outcomes vs opinions by council representative	SMCAC is in place and the members are appointed to provide comments to the applications received.
	The proposed by-law is of poor quality presenting a litany of constitutional issues that hinder development or offer support to SA business	Noted
Ad Outpost - Farzana Adam Appendix 6	Fails to advise which Acts will be used to assess and administer applications.	Noted
	By-law does not state if it conforms to SAMOAC	Noted
	Chapter 3 Page 26 - 18: Enforcement and removal of signs (5)(6)(7) and (8). The municipality may be allowed to enter a property for inspection but for removal they would be required to serve a notice of contravention followed by a Court Order for removal.	Noted
	Chapter 3 Pages 29 - 25: Transitional Arrangements. Signs erected prior to the promulgation of the By-law should be allowed to exist and form part of the Integrated Development plan of Stellenbosch.	If the application was lawfully made and approved then there is no conflict
	Page 31 - Schedule 2: Billboards 1(e) conflicts with NEMA as signs larger than 18sqm are allowed in terms of NEMA.	Noted
Gotcha Media - Mark Thomas Appendix 7	Definition of Advertising in the By-law goes far beyond the ordinary meaning of the word itself and exceeds the Municipality's constitutional mandate.	
	The definition of Advertisement Ownership should be amended to reflect only the owner of the advertising sign.	Noted
	The definition of "Area of Control" means the areas set out in Schedule 1 of the By-law and does not contain maps that indicate the common areas of control.	Noted and maps could be added
	The definition of Central Business District (CBD) means the area in the built environment demarcated as such on the Spatial Development Framework. There is no physical or written demarcation of the area known as the CBD or any of the major urban centres. This needs clarification at the risk of being vague and unsupported by the contents of the definition.	The Stellenbosch CBD is a Historical Area

In terms of the definition of Environmental Impact Assessment (EIA) of this By-law, it is understood that the normal submission of an application in terms of the requirements as specified in the by-law and associated and relevant schedule about the signage type. A further study without parameters is an overreach of the municipality and an unnecessary cost.	
The definition of Heritage Impact Assessment (HIA) means a visual and contextual assessment of the impact that any proposed sign may have on the cultural heritage is even more vague than that of the EIA.	Noted
In terms of the definition of Traffic Assessment (TIA), a professional engineer investigates the impact a proposed sign may have on traffic operation and the safety of vehicles and pedestrians, given the council's overreaching controls and the restrictive size of advertising boards it begs to question how such an extensive study can be required.	Noted
The current definition of Urban Conservation Area in the by-law is misleading and incorrect. There is no mention of an urban conservation area in the MSDF.	
The definition of Visual Impact Assessment (VIA) means the analysis of the potential visual impacts to boundary walls and fences is another vague study.	When a signage application occurs in the Historic Overlay area and along the scenic route a VIA is required.
The 7 points set out in Section 2 Principals of the By-Law do not portray advertising in a positive light. The municipality is setting the bar so high that an advertising sign does not qualify and rather ignores its responsibility to create job opportunities and economic development. The pillars of SPLUMA have been ignored which can be construed as being in opposition to the National Act.	Noted
On submission of applications, the municipality may require a VIA, HIA, and a TIA. Given the Municipality's overreaching controls as well as restrictions on the size of advertising signs, the impact of these signs can hardly be seen as impactful.	Contradiction is noted
Fees and general factors considering approval of applications, amendments, and conditions particularly section (6)(a) places discretion in the hands of the Municipality, the authors of the draft By-law could be regarded as extremely subjective, and following the mentioned of several reports and impact assessments required, the council makes no reference of these studies and sets out to determine an overriding factor in the application based on adjudication of an official, this process can be seen as riddled with predetermined outcomes.	Noted
Factors relating to specific signs, areas of control, and commercially sponsored signs allow the municipality to continue to change the "playing field" this clause (Clause 5(1) should be deleted and clause 5(2) should be relayed on.	Noted
Concerning 8(3)(c) Illumination requirements are considered more detrimental to the environment, consideration should be that the opposite is true. External illumination can often be misdirected, which results spot lighting can result in spillage.	Noted

Clause 9(5) regarding Road Traffic Safety Requirements is another example of the over-regulation by the municipality.	Noted
Legal Requirements that all signs must comply with this By-law and other applicable legislation and the SPLUMA Act, should the By-law not be in line with these acts then the by-law is found to be compromised.	
Section 11(2)(b) allows the municipality to withdraw approval for instance if an advertising structure stands empty or is not in operation for more than 90 days. Billboards are expensive and it makes no sense that the municipality may unilaterally withdraw an approval that the applicant has paid for, this clause must be deleted.	
The new by-law allows for a single employee (Municipal Manager) who is in a close relationship with the municipality to handle internal appeals. In the circumstances, the adjudicatory function of the municipality should be divested to an impartial decision-making body and Appeals should be handled as provided for in SPLUMA.	All appeals go to the Tribunal
The rule of Law is violated by clause 17(b) as it violates the presumption of innocence as protected by section 35(3)(h) of the Constitution.	
Clause 23 requires removal from the draft By-law as it provides the municipality with overbroad powers in terms of adjudicating over its own property and as a potential competitor can create an environment that does not allow for a fair and equitable business arena.	
Contrary to the provisions of 25(2) we contend that the transitional provisions must provide for billboards lawfully erected before the promulgation date of the new By-law to be approved in terms of the new By-law.	
Schedule 1: Areas of Control are extremely restrictive.	Noted
Consideration should be given to the inclusion of various grades of billboard based on the size and in line with the SAMOAC document whereby the categories can be defined and from these categories the area of control can be considered.	
Draft Outdoor Advertising and Signage By-Law conflict with Published Outdoor Advertising and Signage Policy	The Outdoor Signage Bylaw does conflict with the Signage policy.
When dealing with the permissible size of billboards and electronic signs an appeal needs to be made to the Municipality that due cognisance needs to be given the restrictive sizes.	



4th of December 2023

To: Planning and Economic Development Directorate

Stellenbosch Municipality

Attention: Craig Alexander and Viola Anthony

Delivery by Email: Viola.Anthony@ Stellenbosch.gov.za and Craig.alexander@ Stellenbosch.gov.za

In re: Comments to proposed new Stellenbosch Municipality Outdoor Advertising and Signage Bylaw, 2023 ("the New Bylaw")

Introduction

As a point of departure and prior to setting out our comments and recommendations with regard to the proposed New Bylaw, we wish to express our appreciation for being granted an opportunity to do so.

We endeavour by these comments to positively contribute to the public participation process to ensure better quality legislation. A portion of our comments deals with the constitutional validity of clauses contained in the proposed New Bylaw and, in this regard, it is not our intention to nit-pick but rather point out in a constructive manner the short comings of these clauses in an attempt to assist the Municipality to promulgate a New Bylaw, which is constitutionally compliant and which allows an outdoor advertising industry to create economic opportunities in a well-balanced manner, acknowledging the Municipality's unique environment and heritage.

Before however dealing with the provisions of the New Bylaw, it is important to set out the constitutional competencies as determined by the Constitution in respect of *"Billboards and the display of Advertisements in Public Places"*.

A Municipality has the legislative and executive competence to may make and administer a Bylaw for the effective administration of billboards and the display of advertisements in public places. It may exercise any

jinja 2 outdoor advertising (pty) ltd
summit place • building 4 • 2nd floor • 221 garsfontein • menlyn • pretoria • po box 35266 • menlo park • 0102
fax 086 672 9423 • cell 082 785 8925 • martin@jinjaoutdoor.co.za • reg no. 2014/041495/07
directors: wm raubenheimer (martin) • wjg landman (wilhelm) • ep vorster (edward) • wfc arndt (bubu)



power reasonably necessary for, or incidental to, the effective performance of its function to regulate over billboards and the display of advertisements in public places, provided that such Bylaw must not conflict with national or provincial legislation, and if it is in conflict, it will be invalid.¹

The competency bestowed onto a Municipality in respect of billboards and the display of advertisements in public places relates to the display, regulation and control of billboards and the display of advertisements in public places, which includes signs erected on private property but visible from public places.

Other municipal functional areas applicable and relevant to billboards and the display of advertisements in public spaces, as provided for in Parts B of Schedules 4 and 5 of the Constitution, are:

- **Building Regulations**, because billboards qualify to be 'buildings' as defined in the National Building Regulations and Building Standards Act, No. 103 of 1977 (*"Buildings Act"*) and also fall under this functional area;
- **Municipal Planning**, because the New Bylaws impose regulations and require approvals relating to spatial planning and land use management matters applicable to the development of billboards, causing the New Bylaw to fall within the ambit of the Land Use Management Act, No. 16 of 2013 (*"the SPLUMA Act"*) and the Bylaw on Municipal Land Use Planning, 2023 (*"Stellenbosch Planning Bylaw"*); and
- **Public Places**, because the billboards and advertisements displayed must be situated in or visible from public places. We are not aware of specific legislation regulating public places itself within the jurisdictional area of the Municipality.

The following events have taken place within the outdoor advertising landscape in South Africa, which must be addressed and provided for in the New Bylaw, namely:

- the Overbeek Judgement was handed down by the Constitutional Court (*"the CC"*) on the 23rd of June 2023 (*"the Overbeek Judgement"*). A copy of the said judgement will be forwarded to the Municipality together with these comments (if the Municipality is not already in possession thereof). The CC found that section 29(8) of the Buildings Act was applicable to the Municipality of Cape Town's 2001 Outdoor Advertising Bylaws and confirmed the said section to be constitutionally invalid retrospectively from the 4th of February 1997, being the date when the Constitution came into operation, relying on the doctrine of objective constitutional invalidity to justify the retrospectivity. The doctrine of objective constitutional invalidity determines that if a provision is unconstitutional, it is automatically invalid from the date of

¹ Sections 156(1), (2), (3) and (5) of the Constitution of the Republic of South Africa, 1996, read in conjunction with Part B of Schedule 5 thereof

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inception of the particular legislation of which it is part or the 4th of February 1997 (if the applicable legislation was promulgated prior to the Constitution). If one considers that the Buildings Act is riddled with unconstitutional provisions mostly as a result of its old order legislative nature, the Overbeek Judgement causes these unconstitutional provisions to be all invalid in consequence of the doctrine of objective constitutional invalidity with effect as from the 4th of February 1997; and

- the provisions of the promulgated SPLUMA Act.

As you will note below, we believe we are raising meaningful and valid issues in respect of the New Bylaw. As a result, we call upon the Municipality to submit to us an updated and amended draft once the Municipality has taken our comments into consideration and before submitting the new version to the Council for approval. By you providing us with your updated and amended New Bylaw, after considering all the comments you have received from the public and the industry (including our own), you will put us in a position to determine and evaluate to what extent you have taken our comments into consideration. Should you proceed to promulgate the New Bylaw, without providing us first with your amended version and an opportunity to finally comment thereto, you will effectively prevent the public participation process from being concluded properly, rendering it to be flawed.

Engagement is a two-way process and cannot be arbitrarily terminated by the Municipality by proceeding to get it approved by Council, without first informing us what amendments you have made, and granting us an opportunity to consider same and to respond thereto by raising concerns and final comments, should any exist. This level of transparency is especially required, considering that the Municipality is involved in the outdoor advertising industry itself, as a landlord, which places the Municipality in a conflicting and competing position, with the outdoor industry, where the Municipality is acting both as player and referee. In addition, various constitutional issues are raised under this comment, which need to be resolved before the Municipality proceeds to approve and promulgate the New Bylaw. In these circumstances, we believe it is only fair and just that the Municipality provides us with an updated version and allow us an opportunity to provide final comments to the updated version. We have no doubt that the Municipality is desirous to promulgate a New Bylaw which is constitutionally compliant.

The Buildings Act

As pointed out above, the Municipality has original and independent legislative power in respect of 'building regulations'. South African municipalities are therefore directly empowered by the Constitution to make Bylaws



concerning 'building regulations', which powers they may exercise 'fully and effectively'.² The Buildings Act entirely relates to the regulation of buildings situated within the jurisdictional areas of municipalities in South Africa, and falls squarely within the ambit of the functional area of building regulations, hence the reason for the name of the said Act incorporating the words like 'national building regulations and building standards'

The CC has pointed out in the Overbeek Judgement:

"[12] The High Court reasoned that, although Parliament may legislate on "building regulations" because it is a Schedule 4 functional area,³ these powers are limited in nature and cannot be interpreted as concurrent with municipal legislative powers. The national government may only regulate a municipality's executive authority, not its legislative authority. It held that the national government's powers are limited, in relation to municipalities, to a "monitoring, supervising and support function".

The court a quo in the Overbeek matter made the following fundamental constitutional findings in its judgment:

"[16] Similarly, a municipality has the "right to administer" any local-government matter listed in Schedules 4B and 5B. **One of the functional areas in Schedule 4B in respect of which a municipality has original and independent legislative power is in respect of the building regulations.** [our underlining]

[23] This is precisely why constitutionally, national or a provincial government may not compromise or impede a municipality's ability or right to exercise its powers or perform its functions (like building regulations) [our insertion]

[24] This autonomy must inform any and all interpretation of municipal powers. **To stipulate that municipalities are obliged to obtain ministerial approval for Bylaws relating to the erection of buildings which they are empowered to make independently, most certainly compromises and impedes a municipality's ability and right to exercise its powers and perform its functions.**" [Emphasis added]

² Johannesburg Metropolitan Municipality v Gauteng Development Tribunal and Others 2010 (6) SA 182 (CC) ('Gauteng Development Tribunal') para 49. Schedules 4 and 5 of the Constitution must be interpreted purposively and 'in a manner that will allow the spheres of government to exercise their powers "fully and effectively"'

³ Section 44(1)(a)(ii) of the Constitution reads: "The national legislative authority as vested in Parliament confers on the National Assembly the power to pass legislation with regard to any matter, including a matter within a functional area listed in Schedule 4, but excluding, subject to subsection (2), a matter within a functional area listed in Schedule 5".





There is one significant consequence of the finding by the court *a quo* in the Overbeek matter: it is not just that the impugned section of the Buildings Act (section 29(8)) was found to be invalid, but based on the rationale of the finding of the court *a quo*, it must follow that the entire Buildings Act is in fact constitutionally invalid as the Buildings Act, in its entirety, constitutes building regulations which regulates buildings in municipal areas. Based upon the legal rationale confirmed by the CC in the Overbeek matter the entire Buildings Act is constitutionally invalid.

The Buildings Act was assented to on the 22nd of June 1977 and became effective on the 1st of September 1985. It is old order legislation and consequently, it is not surprising that the Minister of Trade, Industry, and Competition has conceded in the Overbeek matter that the Buildings Act is to be replaced soon due to its constitutional insufficiencies. These admissions were made by the Minister's legal representatives during the hearing of the Overbeek matter at the CC on the 3rd of November 2022 which writer has attended in person.

The Buildings Act is national legislation regarding the erection of buildings in municipal areas and is in violation of Part B of Schedule 4 which provides for "FUNCTIONAL AREAS OF CONCURRENT NATIONAL AND PROVINCIAL LEGISLATIVE COMPETENCE" but only to the extent set out in section 155(6)(a) and (7) of the Constitution. "*Building regulations*" fall under Schedule 4 Part B. We submit this because section 155(7) of the Constitution only allows national legislation to legislate the executive authority of municipalities and not its legislative powers.⁴

The structure of the Buildings Act is such that it confers the executive function of the Buildings Act to municipalities, but it has various provisions that are clearly legislative in nature that usurp the legislative power conferred on municipalities in terms of Schedule 4 Part B. As its objective is to set standards, those standards are made in the form of building regulations by the Minister, equally usurping the legislative power of municipalities. The Buildings Act is unconstitutional because it infringes on the legislative autonomy of municipalities, as it impedes a municipality's ability and right to exercise the legislative powers assigned to it in Schedule 4 Part B relating to building regulations.

In summary, Parliament has no authority to make a law about building regulations that concerns anything beyond creating norms and guidelines for the supervision, monitoring, and support of municipalities' executive powers. The Buildings Act unfortunately far exceeds this competence of Parliament and is thus constitutionally invalid. A

⁴ Municipality of Johannesburg Metropolitan Municipality v Chairman of the National Building Regulations Review Board and Others 2018 (5) SA 1 (CC) par 34



regime similarly to that provided by the SPLUMA Act is required to be put in place in respect of building regulations.

A municipality is duty bound to have its own bylaws regulating building regulations and Parliament is only entitled to promulgate framework legislation in respect of building regulations, like the SPLUMA Act is for municipal planning.

It is clear, the entire Buildings Act is riddled with unconstitutional provisions, which is largely caused by its old order legislative nature. This reality though causes the entire Buildings Act to be constitutionally invalid in terms of the doctrine of objective constitutional invalidity with effect as from the date the Constitution came into operation on the 4th of February 1997. The doctrine of objective constitutional invalidity was confirmed in the Overbeek Judgement.

In the circumstances, the Municipality should not rely on the Buildings Act, which is constitutionally invalid, but instead it must promulgate its own building regulations because it has the legislative authority to do so in terms of the Constitution. The Municipality cannot rely on an invalid Act, like the Buildings Act, to govern its affairs. It is against the principle of legality.

The SPLUMA Act

The provisions of the SPLUMA Act must be taken into consideration in relation to the New Bylaw because the activity of '*land development*', which is defined and regulated under the SPLUMA Act, involves the erection of a structure, like a billboard, on land.

The scope and application of the SPLUMA Act are set out under section 2 of the SPLUMA Act, which determines:

"Application of Act

2. (1) *This Act applies to the entire area of the Republic and is legislation enacted in terms of—*

- (a) *section 155(7) of the Constitution insofar as it regulates municipal planning; and*
- (b) *section 44(2) of the Constitution insofar as it regulates provincial planning.*

(2) *Except as provided for in this Act, no legislation not repealed by this Act may prescribe an alternative or parallel mechanism, measure, institution or system on spatial planning, land use,*





land use management and land development in a manner inconsistent with the provisions of this Act."

"Land development" is defined in the SPLUMA Act to mean the erection of buildings or structures on land, or the change of use of land, including township establishment, the subdivision or consolidation of land or any deviation from the land use or uses permitted in terms of an applicable land use scheme.

In addition, "land use" is defined in the SPLUMA Act to mean the purpose for which land is or may be used lawfully in terms of a land use scheme, existing scheme or in terms of any other authorisation, permit or consent issued by a competent authority, and includes any conditions related to such land use purposes. The permit which the Municipality issues to a landowner to erect a billboard on his, her or its private land fall squarely within the ambit of the definition of "land use". Furthermore, "land use management system" is defined to mean the system of regulating and managing land use and conferring land use rights through the use of schemes and land development procedures.

In terms of section 2(2) of the SPLUMA Act, the Municipality is not allowed to prescribe in terms of its New Bylaw an alternative or a parallel mechanism, measure, institution or systems on spatial planning, land use, land use management and land development in a manner inconsistent with the provisions of the SPLUMA Act. Any such inconsistencies will be invalid, not only in terms of the provisions of the SPLUMA Act, but also in terms sections 156 and 151(3) of the Constitution. Consequently, the New Bylaw must comply with the provisions of the SPLUMA Act and must not set an alternative or a parallel system which is inconsistent with the provisions of the SPLUMA Act.

The objects of the SPLUMA Act are set out in section 3 thereof, which determines:

"Objects of the Act

3. The objects of this Act are to—

- (a) provide for a uniform, effective and comprehensive system of spatial planning and land use management for the Republic;
- (b) ensure that the system of spatial planning and land use management promotes social and economic inclusion;
- (c) provide for development principles and norms and standards;



- (d) provide for the sustainable and efficient use of land;
- (e) provide for cooperative government and intergovernmental relations amongst the national, provincial and local spheres of government; and
- (f) redress the imbalances of the past and to ensure that there is equity in the application of spatial development planning and land use management systems."

The purpose of the SPLUMA Act is as follows:

"To provide a framework for spatial planning and land use management in the Republic: to provide for the inclusive, developmental, equitable and efficient spatial planning at the different spheres of government; to promote greater consistency and uniformity in the application procedures and decision-making by authorities responsible for land use decisions and development applications; to provide for the establishment, functions and operations of Municipal Planning Tribunals; to provide for the facilitation and enforcement of land use and development measures; and to provide for matters connected therewith."

Section 6 of the SPLUMA Act sets out the scope of application of the development principles provided for in the SPLUMA Act:

"Application of development principles

6. (1) The general principles set out in this Chapter apply to all organs of state and other authorities responsible for the implementation of legislation regulating the use and development of land, and guide -
 - (a) the preparation, adoption and implementation of any spatial development framework, policy or Bylaw concerning spatial planning and the development or use of land;
 - (b) the compilation, implementation and administration of any land use scheme or other regulatory mechanism for the management of the use of land;
 - (c) the sustainable use and development of land;
 - (d) the consideration by a competent authority of any application that impacts or may impact upon the use and development of land; and





(e) the performance of any function in terms of this Act or any other law regulating spatial planning and land use management.

(2) Notwithstanding the categorisation of principles in this section, all principles contained in this Act apply to all aspects of spatial development planning, land development and land use management."

Pursuant to the provisions of section 6 of the SPLUMA Act, and because the New Bylaw deal with land development and land use, the Municipality must comply with the development principles, set out in section 7 of the SPLUMA Act, read in conjunction with section 6 thereof, in respect of the development of billboards and advertising signs within the jurisdictional area of the Municipality. Section 7 sets out *inter alia* the following development principles to which the Municipality must adhere to:

- > the principle of efficiency, whereby (a) land development optimises the use of existing resources and infrastructure, (b) decision making procedures must be designed to minimise negative financial, social, economic or environmental impacts; and (c) the development application procedures are efficient and streamlined and timeframes are adhered to by all parties;
- > the principle of good administration, whereby (a) all spheres of government ensure an integrated approach to land use and land development that is guided by the spatial planning and land use management systems as embodied in the SPLUMA Act, (b) the requirements of any law relating to land development and land use are met timeously, (c) the preparation and amendment of spatial plans, policies, land use schemes, as well as procedures for development applications, include transparent processes of public participation that afford all parties the opportunity to provide inputs on matters affecting them; and (d) policies, legislation and procedures must be clearly set in order to inform and empower members of the public.

In terms of section 12 of the SPLUMA Act, the Municipality must have a Spatial Development Framework, which *inter alia* interpret and represent the spatial development vision of the Municipality in respect of land development and land use. In addition, the Framework must provide clear and accessible information to the public and private sector and provide direction for investment purposes. This Framework must deal with the spatial development vision of the Municipality in respect of advertising signs situated within its jurisdictional area. The New Bylaw must refer, provide for and deal with this Framework, because the New Bylaw and the Municipality's Spatial Development Framework are integrated with each other and cannot co-exist independently and separately from each other, if they are in fact dependent on each other.



It is important that the Municipality's Spatial Development Framework provides a clear and indicative context with regards to the principles and guidelines applicable to the development, erection and operation of advertising signs situated within its jurisdictional area, because the Municipal Planning Tribunal may not make a decision which is inconsistent with the Municipality's Spatial Development Framework (see section 22 of the SPLUMA Act).

Considering:

- > that no legislation may prescribe an alternative or parallel mechanism, measure, institution or system on spatial planning, land use, land use management and land development in a manner inconsistent with the provisions of the SPLUMA Act (section 2(2)); and
- > the national importance of the SPLUMA Act; and
- > the fact that the New Bylaw falls squarely within the ambit of the provisions of the SPLUMA Act; and
- > considering that the SPLUMA Act has at its core the purpose "*to promote greater consistency and uniformity in the application procedures and decision-making by authorities responsible for land use decisions and development applications*"; and
- > the Municipality must have a Spatial Development Framework, which must deal with issues raised by the Municipality in its New Bylaw and vice versa, the New Bylaw must give effect to the Spatial Development Framework by outlining a supplementary framework of the scope, scale, frequency, impact management and local economic development support in respect of the development of advertising signs within its jurisdictional area it wishes to achieve;
- > the fact that the Municipality is obliged to adhere to the development principles of good administration, as prescribed by the SPLUMA Act, which require *inter alia* from the Municipality to develop and set clear policies, legislation, and procedures in order to inform and empower members of the public,

then it is of paramount importance that the New Bylaw clearly states that the provisions of the SPLUMA Act apply to the New Bylaw and that in the event of a conflict, the provisions of the SPLUMA Act will prevail considering the provisions of section 2(2) of the SPLUMA Act, and sections 156(3) and 151(3) of the Constitution.





The New Bylaw must explain, inform, and alert any member of the public of the application, objects, development principles and other legislative requirements prescribed by the SPLUMA Act, which directly have a material influence on the provisions of the proposed New Bylaw. In addition, the New Bylaw must refer to and be aligned with the Municipality's Spatial Development Framework.

It is important that the New Bylaw provides for and complies with the provisions of the SPLUMA Act, otherwise the New Bylaw will conflict with it, rendering the New Bylaw to be invalid in terms of the provisions of section 156(3) of the Constitution.

Unconstitutional Provisions of the New Bylaw

The New Bylaw contains many provisions which are inconsistent with those of the Constitution. If the New Bylaw is going to be promulgated containing these constitutional deficiencies, those applicable provisions of the New Bylaw or even the entire New Bylaw will be deemed constitutionally invalid in terms of the provisions of the doctrine of objective constitutional invalidity. This latter reality has recently been confirmed by the CC in the Overbeek Judgement.

It is therefore of critical importance that the Municipality makes sure that its New Bylaw does not contain provisions which are unconstitutional.

A Notice in terms of Rule 16A was filed at the High Court of South Africa (Western Cape Division, Cape Town) during about July 2023 in a matter between Out of Home Media South Africa NPC (OHMSA) vs. Stellenbosch Municipality and Others, under case number 11080/2023. The said Notice sets out constitutional issues which OHMSA has raised in respect of the Municipality's Bylaws which was promulgated in the Provincial Gazette dated 30 June 2023. These Bylaws (promulgated) are exactly the same as the New Bylaw which has now been published for public comment. No changes have been made to the latest version of the New Bylaw. A copy of the Rule 16A Notice is attached hereto marked **Annexure "A"**.

We note that the constitutional issues raised by OHMSA, as set out in the Rule 16A notice, has simply been ignored by the Municipality in the New Bylaw. This approach is irresponsible, with all due respect, considering that the Municipality has a duty, especially as the authority bestowed with the duty to regulate over billboards and the display of advertisements in the public places, to make sure that its New Bylaw is not in breach of the Constitution.



In the circumstances, we raise as comments herewith, all the constitutional issues as set out in the Rule 16A Notice, which must be deemed incorporated herein, except for the first issue regarding public participation as raised under paragraphs 4 to 26. It appears as if this issue has been addressed by the Municipality, but please confirm that the Municipality has published its bylaw notification in the Provincial Gazette and at least one national newspaper, as envisaged in paragraph 10 of the Rule 16A Notice. For the sake of the record, we have not managed to find the Municipality's notifications in these publications. The only publication of which we are aware is the one in the Eikestad on the 2nd of November 2023, which targets only the local audience.

Another issue relating to the publication of the New Bylaw for comment, is the fact that we do not find a notification by the Municipality to its residents on its official website that a draft Outdoor Advertising & Signage Bylaw is proposed, which lies available for public comment. The Municipality's failure in this regard, constitutes a breach of the provisions of section 21A(1)(b) of the Local Government: Municipal Systems Act 32 Of 2000 (*"the Systems Act"*), which determines that all documents that must be made public by a municipality, must be conveyed to the local community by displaying the documents on the municipality's official website. This failure on the part of the Municipality places the legitimacy of public participation process in doubt.

Further constitutional issues are raised herein below under various other paragraph headings.

We specifically call upon the Municipality to make sure that it has a full understanding of the constitutional issues, without trying to suggest that it is not the case. We request an opportunity, as part of the public participation process, to facilitate a workshop with the Municipality, including its legal and planning departments, regarding the legal framework, planning and constitutional issues regulating billboards. If the Municipality is amenable to such workshop, we will ensure that legal, constitutional and industry experts make representations to the Municipality, at our cost and expense, as an endeavour from our side to ensure that the Municipality is briefed on the relevant topics in the best possible way. We are of the opinion that such an opportunity will grant the Municipality, and its officials, a chance to positively engage with professional experts, because the legal and constitutional framework governing billboards is vast and complex, and requires a comprehensive understanding, which is a pre-requisite to preparing proper bylaws that are fully compliant. We trust that the Municipality will consider our invitation positively.

Blanket ban on Billboards - Minimum Controlled Areas

The areas allocated for the development of billboards under Schedule 1 (minimum controlled), are almost non-existent, especially if one looks at the underlying legal restrictions pertaining to the areas which are considered to





be minimum controlled. The following areas are deemed to be minimum controlled and available for the development of billboards:

- a) **In Heritage insensitive areas.** This term is not defined and very subjective and vague. It is impossible for the reasonable man to determine which areas situated within the Municipality's jurisdictional area fall under this classification. This area classification needs clarification, definition, guardrails, and detail.
- b) **Designated transportation terminals unless historical conservation area or graded building or site.** These types of terminals are normally owned by an Organ of State and there are only a few transportation terminals within the jurisdictional area of the Municipality. The word 'designated' also implies that the Municipality is going to determine where these terminals are. As a billboard media owner, we have no idea where these designated terminals are, and it appears that it is only going to be determined in the future. With the State as being the landlord, a person will only be able to obtain a billboard lease agreement from the State to operate a billboard via a formal tender process. Consequently, for all practical purposes this type of area is only available when the State decides to issue a tender and if you are successful in the tender. It may never materialise.
- c) **Designated areas within limited use zones unless within a conservation area.** The Stellenbosch Municipality Zoning Scheme Bylaw, 2019, makes provision for Limited Use Zones, but specifically prescribes under section 230(1) thereof as follows:

"The purpose of this zone (limited use) is to make provision for the following:

- (a) *a transitional mechanism to provide an appropriate zone for properties previously zoned 'undetermined' or other abolished zones in previous schemes.*
- (b) *to allow existing nonconforming landuses which do not fit into a zone in this Scheme to continue within the approved parameters, without granting significant other rights which may be inappropriate in the particular area.*
- (c) *for existing lawful land uses to continue, provided that no new land uses (other than the right to build a dwelling house) shall be permitted and properties shall be rezoned to the appropriate use zone in order to permit new land uses."* [our insertion, emphasis and underlining]

This means that a person is not entitled to develop a billboard on land situated within a Limited Use Zone. You are only entitled to build a dwelling house within a Limited Use Zone. Listing areas within



Limited Use Zones as being minimum controlled areas available for the development of a billboard is in contradiction to the Zoning Scheme Bylaw, 2019. For all practical purposes a person is not allowed to erect a billboard in areas within limited use zones. To aggravate matters, limited use zones are also falling under partially controlled areas, which areas do not allow for the development of billboards.

- d) **Specific areas or sites designated as minimum control by way of a map as contained in the zoning scheme bylaw prepared by the Municipality.** No control map was circulated together with the New Bylaws for public comment. Consequently, this provision holds no real legal force and is vague.
- e) **Industrial zones.** Industrial zones are areas allocated for industries, warehouses, abattoir, brickworks, builders' yards, and scrap yards in accordance with the provisions of the Stellenbosch Municipality Zoning Scheme Bylaw.

If one considers the severe extent of the restrictions imposed under the aforesaid area classification, then the following additional restrictions imposed by the Municipality in terms of the New Bylaw, makes it impossible to develop a billboard within the jurisdictional area of the Municipality, namely:

1. Under clause (a) of Schedule 1, the Municipality may unilaterally designate a site where a billboard is to be erected, as a gateway in which case no billboards will be permitted within such gateway. A "gateway route" is defined to mean "a prominent route with an entrance to or exit from a specific part of the Municipality's jurisdiction, consisting of man-made or natural features and creating a strong sense of arrival or departure and which is consistent with town planning or development framework plans or By-Law, and which may be geographically depicted by way of maps or listed by the Municipality." The Municipality can arbitrarily designate a prominent route to be a gateway route in which case that road is not available for the development of a billboard.
2. A scenic route is classified to be maximum controlled in terms of Schedule 1, which means that no billboards are permitted to be developed on scenic routes. A "scenic route" is defined to mean "a road designated as such on an approved zoning scheme or from which landscapes or features of aesthetic or cultural significance can be seen or viewed as designated by the Municipality." The Municipality can once more unilaterally and arbitrarily designate a route to be a scenic route and by doing so, it sterilizes such route for the development of billboards. This amounts to over regulation and implementing a blanket ban on billboards.
3. The Municipality's central business district ("CBD") is classified to be partially controlled, which means that no billboards are allowed within the CBD area; and





4. In terms of section 4(2)(a), the Municipality is entitled to determine in which area a site falls if a sign falls into more than one area of control or if a proposed site in one area of control may impact on an adjacent area of control. If a billboard situated on a minimum controlled area is visible from a partially controlled area, an official of the Municipality can unilaterally determine which area of control is applicable.
5. Those areas which may be available under the minimum control classification, which is just about nothing (if anything), is lastly further reduced if such areas fall under an urban or rural conservation overlay area.

It is apparent from the aforesaid evaluation, that there are effectively no minimum control areas available in terms of the provisions of the New Bylaw, within the jurisdictional area of the Municipality, for the development of billboards. Schedule 1 introduces a blanket ban against billboards by limiting the areas available for the development of billboards to almost a non-event. The New Bylaw sterilizes the development of billboards. The Municipality will be acting inconsistent with the provisions of the Constitution if it does not amend its areas of control to allow a person to develop a billboard within its jurisdictional area.

Failing to Create Economic Opportunities

One of the main objectives of the Municipality set out in the New Bylaw is to find a balance between outdoor advertising opportunities and economic development on the one hand, and the conservation of visual, tourist, environmental and heritage characteristics, and traffic safety on the other side⁵.

The Municipality has extensive portions of land under its direct control which can be used to unlock significant economic opportunities within the outdoor advertising industry. The Municipality can be a substantial contributor as a landlord towards efforts to create jobs and can earn in the process much required revenue (landlord rental), which the Municipality can use to create suitable infrastructure for a fast-growing urban precinct.

These developments can be done in a manner where outdoor advertising can co-exist in a harmonious manner with traffic safety and the unique tourist, environmental and heritage characteristics of the Municipality.

There is no evidence in the New Bylaw that the Municipality is making any attempt to create economic opportunities within the outdoor advertising environment, although many such opportunities exist. The contrary is unfortunately applicable.

⁵ Section 2(3) of the New Bylaw



The restrictions introduced regarding the areas within which billboards may be erected, for instance, are so severe that it constitutes a blanket ban and effectively sterilises the development of billboards within the jurisdictional area of the Municipality of Cape Town. This type of restrictive municipal legislation is in conflict of with provisions of the SPLUMA Act, SAMOAC, the National Development Plan (NDP 2011), the National Spatial Development Framework (NSDF 2023), the Stellenbosch Integrated Development Plan (IDP) and the Stellenbosch Amended Spatial Development Framework (MSDF) approved on the 27th of June 2023.

Stellenbosch Spatial Development Framework

Upon examining the New Bylaw from a spatial perspective, several concerning disparities have emerged in its alignment with Stellenbosch's own spatial policies. This discrepancy between the Bylaw and the approved spatial framework is a significant cause for concern.

Spatial Framework and Decision-making Logic:

The SPLUMA Act outlines a logical framework for spatial policies, emphasising the hierarchy of plans to uphold spatial development principles. In essence, any land-use decision, including billboard development or property rezoning, should harmonise with the Municipality's broader spatial policy.

Discrepancies in Alignment:

The new Stellenbosch Municipal Spatial Development Framework (MSDF) adopted in 2023 operates on Spatial Targeting Directives, prioritising development in specific areas, acknowledging the varying nature of different parts of the Municipality. Notably, the Inner Core Area and its nodes and corridors form the spatial backbone for restructuring towards a more inclusive urban environment.

The primary concern with the New Bylaw lies in its failure to align with this spatial logic. Instead, it clings to the control logic of an arbitrary Area Control Table without consideration for or alignment with the Spatial Targeting Directives.

Contravention of Municipal Planning Bylaw Objectives:

The objectives outlined in the Stellenbosch Municipal Planning Bylaw stress the longer-term spatial depiction and guidelines for land use management, which are:

- (a) provide detailed spatial planning guidelines;





- (b) provide more detail in respect of a proposal provided for in the municipal spatial development framework;
- (c) meet specific land use planning needs;
- (d) provide detailed policy and recommended development parameters for land use planning;
- (e) provide detailed priorities in relation to land use planning and, in so far as they are linked to land use planning, biodiversity and environmental issues; and
- (f) guide decision-making on land use applications.

However, the New Bylaw's disconnect from the MSDF disregards these objectives, hindering spatial coordination and investment planning.

Proposed Considerations:

Decision-making on billboard applications should adhere to spatial targeting directives, allowing for private-sector developments that align with these directives. Refusals or disregard of applications should necessitate concrete reasons based on objective justifications rather than historical discomfort with billboard formats.

Conclusion:

As the New Bylaw currently stands, it fails to implement the Municipality's own spatial policy effectively. A fair and just regulatory framework should begin with spatially identified locations conducive to economic development, in alignment with the Municipality's spatial targeting areas.

Wide Discretionary Powers

The New Bylaw contains various provisions where matters or fees are left to the Municipality to determine within its sole discretion, which have or may have a material effect on the rights of owners of properties or advertising signs. Examples are found in the following definitions and provisions:

- "Areas of control" are defined in the New Bylaw to mean *"those areas set out in Schedule 1 of this By-Law; and which may be modified or amended from time to time, which amendments and modifications will be graphically depicted by way of maps as prepared by the Municipality."*

The different areas as set out under Schedule 1 may be modified and amended by the Municipality from time to time in a manner which the Municipality deems appropriate within its sole discretion. No prior consultation with the public or outdoor industry is required. This effectively means that the Municipality



can decide arbitrarily after the promulgation of the New Bylaw, which areas constitute minimum controlled areas, being the only areas of land on which for instance a billboard may be developed.

- "Environmental Impact Assessment" (EIA) is defined to mean *"an assessment carried out in accordance with the Municipality's guidelines for outdoor advertising"*. These guidelines are created and amended as the Municipality may wish from time to time within its sole discretion. The public and outdoor industry can be excluded from participating in these public processes.
- The Municipality determines the application fee within its sole discretion as provided for in section 4(1) of the New Bylaw.

The Municipality must be mindful of the statutory provisions of section 12 of the Local Government: Municipal Systems Act, No. 32 of 2000 (*"the Systems Act"*) and the spirit of consultation and engagement embodied in the Constitution. In terms of the aforesaid provisions, the Municipality cannot introduce provisions to the Bylaw as determined by the Municipality from time to time, without presenting same to the public for comment as a legislative change. Should the Municipality fail to present such changes to the public for comment, the Municipality will be acting in conflict with the provisions of section 12(3)(b) of the Systems Act and the Constitution.

Section 12(3)(b) of the Systems Act dictates:

"12(3) No Bylaw may be passed by a municipal council unless –

- (b) *the proposed Bylaw has been published for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed Bylaw."*

A member of the public simply cannot comment regarding a matter, if such matter was not published for public comment. If the Municipality imposes an obligation after promulgation of the New Bylaw under its 'authority' vested in the words for instance as an example *'as may be determined by the Municipality from time to time'*, such obligation will be invalid, because it will be inconsistent with the provisions of section 12(3)(b) of the Systems Act and the Constitution.

Definitions

Although the New Bylaw provides for the defined term *"advertisement ownership"*, this term does not appear in the New Bylaw. It should in the circumstances be deleted.





It is suggested that the reference to “in total area” under the definition of “billboard” is amended to read “in total face area”.

The definition of ‘Central Business District (CBD)’ refers to an area in the built environment demarcated as such on the Spatial Development Framework for a town. These CBD demarcations cannot be found in the Stellenbosch Amended Spatial Development Framework (MSDF) approved on the 27th of June 2023. This definition appears under Schedule 1 and conflicts with the provisions of section 5(4) of the New Bylaw. The definition of ‘Central Business District (CBD)’ is linked to the Spatial Development Framework instead of the Zoning Scheme Bylaw. It needs to be rectified.

The Municipality, as defined, is the authority to consider an application submitted in terms of the provisions of the New Bylaw. The term “municipality” is defined to mean “the Municipality of Stellenbosch established in terms of section 12 of the Municipal Structures Act, 117 of 1998, and includes duly authorized agent, service provider or any employee thereof acting in connection with this By-Law by virtue of a power vested in the Municipality and delegated or sub-delegated to such agent service provider or employee.”

The aforesaid definition includes various permutations. For the sake of clarity, we are of view that the New Bylaw must clearly explain who will consider and adjudicate applications in terms of the New Bylaw. This clarity is especially necessary considering that the Municipality is a player in the outdoor industry as landlord and also the referee, as regulator. The Municipality is in a conflicted position and consequently, the decision-making authority must be independent, impartial, and a fair decision-making process is of paramount importance. The New Bylaw must impose the required guardrails to prevent a compromise of these basis requirements of natural justice. Matters in terms of the New Bylaw, should in the circumstances, be adjudicated by the Municipal Planning Tribunal, operating under the provisions of the SPLUMA Act.

An “urban conservation area” is defined to mean “an area in the built environment demarcated as such on the Spatial Development Framework for a town”. No reference to an ‘urban conservation area’ can be found for Stellenbosch, Franschhoek or Klapmuts in the Stellenbosch Amended Spatial Development Framework (MSDF) approved on the 27th of June 2023. This definition needs to be rectified because it is also in conflict with section 5(4) of the New Bylaw.

Sections 3(2)(b) and 6(1) – Invalidity of the Buildings Act

Due to the constitutional invalidity of the Buildings Act, references to the said Act should be deleted in these sections. Expecting a person to comply with invalid legislation (the Buildings Act) is contrary to the principles of



legality. The Municipality must as a local authority develop its own building regulations because it is a function falling under Part B of Schedule 4 of the Constitution (building regulations). Only the Municipality has the legislative power to make building regulations. Parliament is only entitled to promulgate framework legislation.

Section 3(6), (7) and (9) – Impact Assessments, Public Participation processes and Additional Requirements

The submission of these impact studies vests with the exclusive discretion of an official of the Municipality. An application for a small billboard the size of 4.6 square meters, for instance, may require that the applicant must incur the costs of obtaining an Environmental Impact Assessment, a Heritage Impact Assessment, and a Traffic Impact Assessment. This is significant for a simple structure, which a private property owner is entitled to erect on his, her or its property. The fact that it contains third-party advertising makes a huge difference in the regulatory path the applicant must take.

There is no indication of what these impact assessments entail, and there are no guardrails to these requirements set in the Bylaw. It is very vague and amounts to over-regulation. An official is free to interpret an impact assessment as he or she wishes within his or her sole discretion.

Section 3(7) is very vague in as much as the provision does not indicate who is entitled to activate a public participation process. Is it the community, the Municipality or the applicant? A lot of red tape is introduced by the New Bylaw if public participation is required for a simple advertising sign application. These requirements are excessive considering that a private property owner or a billboard media company has the right to conduct a billboard business and have a right to freedom of expression in terms of the Constitution.

Section 3(9) is also vague. The Municipality can effectively impose any additional requirement it wishes to do. This provision has no guardrails and is overbroad.

Section 4(2) – Too wide of a discretion

In terms of section 4(2) of the New Bylaw, is the Municipality not obliged to take into consideration the area of control, for instance, because this provision states that the Municipality “*may have regard to the following factors*”. This provision, once again, provides the Municipality with too wide of a discretion and is consequently overbroad.

Section 4(2)(a) – Areas of Control





In terms of this provision, areas of control may be considered by the Municipality when adjudicating an application. The description of the areas are directly linked to the definitions contained in the Municipality's Zoning Scheme Bylaw (see section 5(4)). This reality confirms that the New Bylaw must provide for and comply with the provisions of the SPLUMA Act.

As per the definition of 'areas of control', it is those areas set out under Schedule 1, which may be modified or amended from time to time, which amendments and modifications will be graphically depicted by way of maps as prepared by the Municipality. Schedule 1 also refers to those areas as designated by the Municipality by way of a map, contained in the Zoning Scheme Bylaw, as prepared by the Municipality. It means that these areas are effectively determined by the Municipality from time to time. It means that an area is determined by the Municipality by merely taking a decision, without it been prescribed by the New Bylaw, which realities must be taken into consideration. Although some guidance is provided regarding the nature of a specific area, no obligation is imposed upon the Municipality to take such circumstances in consideration when classifying an area. The Municipality can arbitrarily determine which land falls under which classified area and the public has no part to play in this process. This type of regulation is contrary to the provisions of the Systems Act and the Constitution, and consequently, constitutionally invalid.

The notion "area" is generally defined as any particular extent/part of space or surface of a district, precinct, neighborhood, town or Municipality. It is not linked to a specific site or cadastral delineation typically used in the zoning of properties. An "area" from a town planning perspective usually has certain identifiable characteristics and qualities to be recognisable as an "area". "Area" is therefore an interpretative quality that extends across several features. It would therefore be incorrect to unilaterally assume that the character of an "area" is simply based on the decision of the Municipality or zoning of a property.

In order to determine an area of control, various input factors must be considered, for instance the actual land-use patterns, changing land-use trends, as well as future land-use plans should all be used to determine more accurate determinations of the appropriate area of control. Such input factors should be clearly set out in the Municipality's New Bylaw. If the Municipality bases such determination only on the zoning, the Municipality ignores the actual land-uses or changing land-use patterns or eminent land-use patterns. These factors are important, and material as outdoor advertising typically responds to land-use and movement patterns of the Municipality and not to the actual zoning of properties. The 'areas of control' must be determined by the circumstances surrounding the location of an advertising site. It must be a factual issue determined by all the surrounding circumstances, and not a single measurement for instances, the zoning status of a property. The current list of uses outlined under each area of control category is clearly biased on current land use typologies and does not appropriately respond to the intended spatial patterns and planned land uses as outlined in the

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directors: wm raubenheimer (martin) • wjg landman (wilhelm) • ep vorster (edward) • wfc arndt (bubu)



Municipal Spatial Development Framework and Regional Spatial Development Frameworks. The New Bylaw Area of Control determinations therefore clearly lack alignment with spatial planning and the fundamental prescript of the SPLUMA Act.

There are also several additional determinants for land-use characteristics that go beyond actual zoning of properties. There are several examples such as quarries that operate under an "undetermined" zoning, where the rights have been granted by means of other legislation for example the mining licences as per the "*Mineral and Petroleum Resources Development Amendment Act 49 of 2008*". The actual land-use and noxious nature of these activities would therefore be much closer to a minimum control classification as opposed to your general assumption that all "undefined zoned properties" are the same as agricultural land.

In cases where rights have also been granted by means of a "Consent Use" or "Special Use" application, a significantly different land-use could result that blurs the narrow definition of the zoning of properties. It is also irregular and legally questionable to consider the "Consent Use" or "Special Use" rights as a "lesser" right that does not override the original zoning of the property. The site development and uses that typically result from "Consent Use" applications should therefore be taken into consideration when determining the appropriate area of control.

The following realities, which are normally associated with busy roads, must be taken into consideration when classifying an area, which are not intended to be exhaustive, namely:

- very high intensity of activities and usage by members of the public;
- excessive and constant noise and gas pollution;
- a lot of vehicle light activities.

Section 5(4) – Certain definitions are in conflict with these provisions

As pointed out above, the definitions of 'central business district' and 'urban conservation area' are in conflict with this provision.

Section 6(2) – Joint Liability of Municipality

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This section makes both the applicant to whom approval has been granted and the owner of the property or building to which it is attached, jointly and severally liable for the maintenance thereof and must undertake at least one inspection per year thereof with a view to satisfying themselves as to the safety thereof.

The Municipality must make sure that it puts in place the necessary internal processes and insurance to provide for and cover this liability because the Municipality will be jointly liable for the maintenance and annual inspections of all signs erected on municipal property.

Sections 8(3)(a) and 9(2) and (3) – Electronic Signs must be less than 2.1 m2

Section 8(3)(a) does not allow electronic signs to be developed which are larger than 2.1 m2. It is a very restrictive provision and is out of touch of national and international tendencies. A sign less than 2.1 m2 will hardly be visible from any road and will increase road safety risks rather than to reduce same. May we request the Municipality to share with us the scientific studies conducted by the Municipality to justify this strict regulation?

With all due respect, it is totally overbroad and effectively imposes a blanket ban on electronic signs. The New Bylaws does also not provide for a waiver of the size of an electronic sign.

The Municipality is the most significant landlord within its jurisdictional area. It can be a major contributor to the outdoor advertising industry as landlord, allowing the industry to compete with international social media companies, who hardly pay any taxes to the South African Government. By not granting outdoor advertising opportunities to local outdoor advertising companies, the Municipality forces local advertisers to spend their advertising budgets on social media belonging to international companies, because of a lack of availability of outdoor advertising signs within the jurisdictional area of the Municipality.

The Municipality is effectively suffocating and undermining the local outdoor advertising industry to benefit international companies, which do not make any real contributions to the local economy of Stellenbosch.

Section 9(2) determines:

"Electronic signs may not be permitted if they are visible from class 2 or 3 roads, gateway route or a scenic route unless expressly approved in writing by the Municipality."

Developing an electronic sign which is less than 2.1 m2, as prescribed by section 8(3)(a), alongside a class 2 or 3 roads, or a gateway or scenic routes, will be a waste of money and will rather contribute adversely to road traffic



safety. There can be no scientific justification for imposing these restrictions. It is with all due respect rather obvious that the Municipality has no experience in the outdoor advertising industry.

In terms of national and provincial legislation the Municipality is duty bound to create job opportunities. Larger electronic signs can easily be developed which operate in harmony with the Municipality's special environment and heritage. By imposing a blanket ban, the Municipality shuts its doors to the outdoor advertising industry. This regulatory result places the Municipality in breach of its constitutional duties.

Section 9(3) disallow advertising on bridges, towers, telecommunication masts, pylons, or street poles. Street poles for instance are structures which can be used by the Municipality to generate substantial additional revenue which can be used to develop much needed infrastructure.

Section 9(5) – Traffic Volume

Section 9(5) determines:

"Signs may not be erected in an area where the traffic volume, the average following headway, or accident history requires a higher degree of awareness from drivers."

This provision is too wide, vague and overbroad. The central business district of the Municipality accommodates by far the majority of signs, while it is the area where *"traffic volume, the average following headway, or accident history requires a higher degree of awareness from drivers."* These risks are adequately addressed by speed limits and other traffic control mechanisms, hence the reason why there are many more signs within the CBD than otherwise.

Section 9(12) – Spacing of Billboards

Section 9(12) dictates:

"All signs larger than 4.5m2 erected adjacent to a public road or in a railway reserve intended to advertise to persons using class 2 and 3 roads must be spaced a minimum specified distance from any other sign or road traffic sign, such distance measured parallel to the centre line of the roadway, in accordance with the measurements set out in Table 1 below."

By setting the size of the sign to be larger than 4.5m2 means that it refers to a billboard. A billboard may only be developed within a minimum controlled area. Reference to *"a railway reserve"* under this provision is out of line.





because a billboard is not allowed to be developed in a railway reserve because these areas are classified to be partially controlled.

The Municipality must not impose long distances between signs, because such action will be contrary to the norms, standards and principles set out under the SPLUMA Act. Healthy competition within the outdoor industry is good and should be encouraged by the Municipality. Overregulating outdoor is not in the interest of an open and competitive free market. A distance of 300 meters away from each other is too far and excessive in our view. The Municipality must limit its intervention into the market to the maximum. A distance of 250m is more appropriate.

Section 10 – Legal Requirements

This provision must clearly state what other legislation is applicable for the sake of legal certainty.

The New Bylaw must explain, inform, and alert any member of the public of the application, objects, development principles and other legislative requirements prescribed by the SPLUMA Act, which directly have a material influence on the provisions of the proposed New Bylaw. In addition, the New Bylaw must refer to and be aligned with the Municipality's Spatial Development Framework.

The New Bylaw must also provide for what happens if there is a conflict between the provisions of the New Bylaw and the Municipality's Zoning Scheme Bylaw and Spatial Development Framework.

Section 11(2)(b) – remains unused for more than 90 consecutive days

Considering that a billboard is a building which cost a lot of money to erect, it is nonsensical that the Municipality would be entitled to arbitrary and unilaterally withdraw an approval. This provision is very harsh, vague and require clear guardrails and amounts to over regulation.

Section 11(5) – Additional Information

In terms of section 11(5) the Municipality is duty bound to decide within certain periods of time, commencing on a date when a completed application was received or after receipt of additional information as required by the Municipality. This type of protocol is inclined to encourage officials to request additional information to gain additional time instead of attending to the application.



Section 12 – Appeal (Conflicted position of Appeal Authority)

A person whose rights are affected by a decision in terms of the New Bylaw is granted the right to appeal the decision to the Municipal Manager in terms of section 62 of the Systems Act.

Considering that the administrative decision under appeal was taken by a staff member of the Municipality, other than the municipal manager, the municipal manager is the appeal authority, pursuant to the provisions of section 62(4)(a) of the Systems Act.

The Municipality is compromised, because it is not only a regulator of billboards, but also a landlord upon which billboards are erected and operated, from which the Municipality benefits financially. Consequently, the Municipality finds itself in a conflicted position, where it is the referee and player.

Granting a person, the right to appeal to the Municipality Manager, in these circumstances, where the Municipality Manager is a player and a referee, will mean that the Municipality considers an appeal of an administrative decision taken by the Municipality itself. Such a situation is unfair, bias and will be prejudicial to an appellant. If one considers the issues raised below, it becomes clear that an independent, impartial, and fair appeal-process is of paramount importance.

Our concerns are confirmed by a dictum made by the Constitutional Court in the matter of the Municipality of Johannesburg Metropolitan Municipality v Chairman of the National Building Regulations Review Board and Others (CCT186/17) [2018] ZACC 15; 2018 (8) BCLR 881 (CC); 2018 (5) SA 1 (CC) (7 June 2018). In the latter matter, section 9 of the Buildings Act was declared unconstitutional, which provided that a person may appeal to the Review Board (which was an authority outside of a municipality), against a decision of a municipality to refuse a building plan application. The appeal-process to the Review Board collapsed because section 9 was declared constitutionally invalid. In the circumstances, the Constitutional Court was considering alternative appeal-processes. The following dictum by the honourable Constitutional Court Judge in the aforesaid matter is on point (paragraph 41):

"However, I do not think that these appeals must be processed in terms of section 62 of the Systems Act. This section is simply not suitable. Decisions to which section 9 of the Act applied are those which were taken by a municipality. Under section 62(4) of the Systems Act, a municipal council is the highest appeal authority. Therefore, if section 62 were to apply, a municipality would sit on appeal against its own decision. This would be an untenable situation."





We fully concur with the concerns expressed by the Constitutional Court above. The Municipality will sit on an appeal against its own decision.

The activity of erecting a structure, like a billboard, on land is defined to mean 'land development' in the SPLUMA Act. The SPLUMA Act governs 'land development', which means that the SPLUMA Act is applicable to the activity of erecting a billboard on land. Many municipalities in South Africa implement this reality. Consequently, the New Bylaw, which regulates the activity of erecting a billboard, must comply with the provisions of the SPLUMA Act. In these circumstances, the appeal authority should not be the Municipal Manager, with all respect, but a Tribunal duly constituted in terms of the SPLUMA Act.

Sections 17, 18, 21 and 23 of the New Bylaw

These provisions are in conflict with those of the Constitution, rendering them to be unconstitutional. See the Rule 16A notice attached hereto in this regard.

Section 24 – Repeal of Bylaw

"The stipulations of any Bylaw previously passed by the Municipality" have no legal consequence. A Bylaw only takes effect, in terms of section 13(b) of the Systems Act, when it is promulgated and published in the Provincial Gazette. You cannot repeal something which has not taken effect, or has no legal bearing or has not come into operation. These provisions are therefore confusing and should be deleted.

Section 25 - Transitional Provisions

The transitional provisions must provide that the advertising signs which were lawfully erected prior to the promulgation date of the New Bylaw are deemed approved in terms of the New Bylaw. The Municipality never had an Outdoor Advertising Bylaw. The New Bylaw will be the first piece of legislation regulating advertising signs within the jurisdictional area of the Municipality. Any attempt by the Municipality to regulate retrospectively by means of the New Bylaw is going to create many unreasonable, unjust and unfair results and consequences.

The Bylaw promulgated by the Municipality on the 30th of June 2023 is invalid and unconstitutional, hence the reason that the High Court of South Africa (Western Cape Division, Cape Town) under case number 11080/23 has ordered the Municipality not to implement same.



If the Municipality wishes to deprive a person from any proprietary rights a person holds in an advertising sign prior to the promulgation of the New Bylaw, in terms of the New Bylaw, then and in such event the Municipality is duty bound to compensate such person because the New Bylaw will amount to expropriation. If the Municipality refuses to pay compensation, it will be in conflict of the provisions of section 25 of the Constitution.

Section 25(1) determines:

"Anything done before the promulgation of this Bylaw, which was not done in terms of a provision repealed in this Bylaw and was unlawful, shall in the event of such act or sign still not complying with the provisions of this Bylaw, be unlawful and the Municipality in such case may take the necessary action in terms of section 19 hereof."

As pointed out the Municipality never had an Outdoor Advertising Bylaw before. Reference to "which was not done in terms of a provision repealed in this Bylaw" is misleading, confusing, and misplaced. In terms of section 24 the Municipality is repealing "(t)he stipulations of any Bylaw previously passed by the Municipality", which have never come into effect, has no legal bearing, or has not come into operation. You cannot repeal something legally which has not legally come into operation. The Municipality must rectify this provision to reflect to true situation.

Section 25(2) states:

"All legal signs that exist at the date of publication of this Bylaw, must in all respects comply with the stipulations in this bylaw within a period of six (6) months from the date of publication. Any sign that fails to comply after the initial six (6) months will be removed."

The reference to "(a)ll legal signs" is confusing and misleading. The Municipality endeavors to create the impression that there was previously a valid Bylaw, which is not the case. If existing signs must be removed because it is not complying with the provisions of the New Bylaw, the Municipality will have to compensate the applicable owner as provided for in section 25 of the Constitution.

This may be a substantial amount of compensation the Municipality will have to pay, hence the reason for suggestion that it may be more appropriate that the New Bylaw determines that all existing signs (old order signs) as on date of promulgation of the New Bylaw must be deemed approved under the New Bylaw, even if they may not be fully compliant under the provisions of the New Bylaw. The New Bylaw should provide for these old order signs which are fully legal.

Section 25(3) dictates:





"The municipality could instruct an owner of a sign to remove it should the sign fail to comply to the regulations of this Bylaw. Should the owner neglect to remove the sign and/or within the period of 6 months, after publication of this bylaw, then the Municipality reserves the right to remove such sign at the expense of the owner."

This entire clause is riddled with provisions which is in direct conflict with the provisions of sections 25 and 34 of the Constitution, rendering same to be invalid. The Municipality allows itself to take the law in its own hands, without following due legal process, which conduct amounts to self-help. These provisions are very alarming considering that there was no prior Bylaw in place and the Municipality acts as a competitor to the industry and as its regulator.

Schedule 2 – Billboards

Clause (d) of Schedule 2 requires that billboards must have a minimum clear height of 2.4m and a sign structure must not exceed a maximum height of 7.5m above natural ground level. These types of requirements amount to over regulation. Each billboard has a unique position in respect of the site and space where it is to be developed. By setting certain predetermined measurements, will cause signs to be developed which is not appropriately positioned in the space it occupies, which can have a detrimental effect on the visual environment. It is proposed that this clause is deleted or otherwise it must provide that it may be waived under consent of the Municipality.

In terms of clause (e) billboards must not exceed a maximum total size of 6 x 3m (18m²) provided that on any V-shaped structure, two such panels may be permitted. A billboard of this size is hardly visible from class 2 or 3 roads. If a billboard is too small, it increases traffic risks, because a person needs to take extra action and time to see the billboard. An 18 square meter sign is acceptable on roads where the speed limit is 60 km/h. However, on roads with higher speed limits larger sizes must be allowed to become visible, like for instance 81 square meter billboards.

Clause (f) dictates that billboards must be displayed between the angles of 90° and 60° to the direction of oncoming traffic. This provision amounts to over regulation and each site has its unique angle to be visible to oncoming traffic.

Clause (j) prescribes that billboards must have a minimum letter or number height of 285mm. This provision is vague, amounts to over regulation and no scientific study has been conducted to justify this requirement. It is arbitrarily imposed by the Municipality and should be deleted.

Schedule 4 – Flat Signs



Clause 5 provides that the size restriction on a flat sign may be waived on condition that only graphics designed and created by a suitably qualified consultant be displayed on such sign. This provision requires more explanation as it is unclear what the Municipality wishes to achieve with this provision.

Restrictive Horizontal Practice - Competition Act

The arrangement imposed by the Municipality, as a firm as envisaged in the Competition Act, No. 89 of 1998 (*"the Competition Act"*), in terms of the provisions of its New By-Laws, upon the outdoor advertising industry operating within the jurisdictional area of the Municipality, constitutes a prohibited restrictive horizontal practice in terms of section 4 of the Competition Act.

By means of the New By-Laws, the Municipality is imposing the following arrangement upon the outdoor advertising industry, namely:

1. the Municipality exclusively regulates outdoor advertising and signage within the Municipality's jurisdictional area;
2. nobody is entitled to erect or develop an advertising sign without the Municipality's approval, except for the Municipality itself;
3. the Municipality itself is not obliged to obtain approval if it elects to erect or develop an advertising sign on its own land. The Municipality is free to develop advertising signs as it wishes;
4. the Municipality is by far the largest owner of land upon which advertising signs can be developed within the jurisdictional area of the Municipality. The Municipality holds a dominant position, as a landlord, when it competes with private landlords within its jurisdictional area;
5. once the Municipality erects or develops an advertising sign on its land, it absorbs a portion of the advertising spend available within the jurisdictional area of the Municipality. The more advertising signs are erected on the Municipality's land, the more revenue the Municipality generates as landlord, the less advertising spend is available to the outdoor advertising industry itself, and the less landlord rental private owners earns, with whom the Municipality competes;
6. the Municipality does not impose any guardrails within which its officials, who works for the Municipality, must exercise their wide discretion;
7. the enforcement of the New By-Laws is also left to the Municipality, who police itself, as well private landlords;
8. should a private landowner wishes to appeal the decision taken by an official of the Municipality, the appeal is considered by another official i.e. the Municipal Manager.





The aforesaid complaints are not necessarily exhaustive, but it is clear that the aforesaid arrangement, which the Municipality intends to put in place by means of its New By-Laws, in respect of outdoor advertising within its jurisdictional area, will have the effect of substantially preventing or lessening competition in the outdoor advertising market. Such conduct on the part of the Municipality constitutes a restrictive horizontal practice, which is prohibited in terms of the Competition Act. The Municipality must ensure that it complies with the Competition Act.

Development of the Outdoor Advertising Industry in Stellenbosch and Loss of Advertising Revenue

An Outdoor Advertising By-Law can only be successfully implemented and enforced by a local authority if it partners with the outdoor industry. A Bylaw must not become an instrument to implement an almost total ban on outdoor advertising. If the Municipality is going to enforce an outdoor advertising bylaw which is not aligned with the realities on the ground, as experienced by all South Africans, such bylaw will not be sustainable. Outdoor advertising is an essential medium to create jobs, generate economic growth, activate business activities, and to facilitate economic empowerment. These goals can be achieved without compromising heritage or the environment. These components can co-exist harmoniously.

The Stellenbosch Municipality is not utilizing their available infrastructure to generate additional revenue for its residents, as it is obliged to do. The Municipality's restrictive approach towards outdoor advertising means that the Municipality is not acting in the interest of its residents.

This approach by the Stellenbosch Municipality affects media owners, persons that want to advertise, landlords, production houses, creative agencies, lighting crews, electricians, engineers, steel contractors, banking institutions, insurers, and many more. A whole industry, acknowledged by the Constitution, will be undermined unnecessarily if the New Bylaw is approved and promulgated.

OOH vs On-line Advertising

A PWC study showed that online advertising revenues rose from R 452 m to R 566 m and search internet advertising revenues hit R 865 m in 2014, according to the Interactive Advertising Bureau (IAB) South Africa Internet Advertising Revenue Report. Since 2014 it has grown exponentially. As an example, Google billed R 1 bn in advertising sales generated in South Africa in 2019.

Internet companies are more and more threatened with their income as impacts (the actual number of times an advertisement is seen) becomes the currency in which audience numbers are measured. Impacts converts into



revenue. As a result of the aforesaid, large international companies have embarked on a spree of buying OOH media companies.

The simple truth is that all these big on-line companies are foreign companies. All profits made by them in South Africa are moved out of South Africa. Within the Stellenbosch scenario this outflow of currency could be slowed should the Stellenbosch's New Bylaw be less restrictive. This is the type of conduct expected from South African local authorities, standing up to protect local companies and communities.

Conclusion

It is apparent from the comments set out above, which is not intended to be exhaustive (and we reserve our rights to amplify or extend these comments, if necessary), that the New Bylaw, if promulgated, will fail in many instances to comply with the principals of legality and other legal requirements.

We trust that you will consider our comments favourably to ensure that the Municipality provides a clear regulatory framework which is constitutionally compliant, indicating with reasonable certainty to those who are bound by it what is required of them so that they may regulate their conduct accordingly.⁶

As requested above, please provide us with the updated version of the New Bylaw after considering all public comments in order to put us in a position to provide final comments to the Municipality's updated version.

We are keen to make further investments within the jurisdictional area of the Municipality in order to develop outdoor advertising in co-operation with the Municipality in a manner where outdoor advertising can co-exist within a balanced environment.

In the circumstances, we await to hear from you and let us know, should there be any queries or uncertainties.

Yours faithfully

⁶ This constitutional principle was entrenched into our Law in the matter of *Affordable Medicines Trust and Others v Minister of Health and Another* (CCT27/04) [2005] ZACC 3; 2006 (3) SA 247 (CC); 2005 (6) BCLR 529 (CC) (11 March 2005)





Martin Raubenheimer
Per: Managing Director



Annexure "A"

Rule 16A Notice

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IN THE HIGH COURT OF SOUTH AFRICA
WESTERN CAPE DIVISION, CAPE TOWN

CASE NO: 11080/23

In the matter between:

OUT OF HOME MEDIA SOUTH AFRICA NPC ("OHMSA") Applicant

and

STELLENBOSCH MUNICIPALITY First Respondent

THE MUNICIPAL MANAGER OF THE
STELLENBOSCH MUNICIPALITY Second Respondent

THE MINISTER OF CO-OPERATIVE GOVERNANCE
AND TRADITIONAL AFFAIRS Third Respondent

THE MEC FOR THE DEPARTMENT
OF LOCAL GOVERNMENT, WESTERN CAPE Fourth Respondent

APPLICANT'S NOTICE IN TERMS OF RULE 16A

1. TAKE NOTICE that the abovenamed Applicant intends raising constitutional issues in the application under the above case number and herewith gives notice thereof to the Registrar.
2. For the sake of convenience, the Applicants adopts the same nomenclature as set out in the founding affidavit.





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3. This matter pertains to the Stellenbosch Municipality: Outdoor Advertising and Signage By-law 2023 adopted on 24 May 2023 by the First Respondent ("the Municipality") and published in the Provincial Gazette Extraordinary 8785 on 30 June 2023 ("the Outdoor Advertising By-law").

VIOLATION OF THE RULE OF LAW (SECTION 1(c) OF THE CONSTITUTION) AND SECTIONS 152(1)(a) AND (e) AND 160(4)(b) OF THE CONSTITUTION

4. Section 152(1) of the Constitution of the Republic of South Africa, 1996 ("the Constitution") provides, inter alia, that the objects of local government are to provide democratic and accountable government for local communities. Subsection (e) specifically provides that the object of local government is 'to encourage the involvement of communities and community organisations in the matters of local government'.
5. These provisions inform the nature of public participation and provide the context and purpose for the provisions of the Local Government: Municipal Structures Act 117 of 1998 ("the Structures Act") and Local Government: Municipal Systems Act 32 of 2000 ("the Systems Act").
6. Section 156(2) of the Constitution affords a Municipality the power to make and administer By-Laws for the effective administration of the matters which it has the right to administer.
7. In terms of Section 156(1), a Municipality has a right to administer the local government matters listed in Part B of Schedule 5. Billboards and the display of advertisements in public places are matter so listed in Part B.



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8. In terms of section 160(4) of the Constitution, no By-Law may be passed by a municipal council unless the proposed By-Law has been published for public comment.
9. In terms of section 12(3) of the Systems Act no By-Law may be passed by a municipal council unless the proposed By-Law has been published for public comment in a manner that allows the public an opportunity to make representations with regard to the proposed By-Law.
10. Although section 12 does not set out a specific regime nor time periods that must be followed, it is respectfully submitted that at the very least, having regard to section 13 of the Systems Act, notice should be published in the Provincial Gazette affecting companies and entities doing business, to the knowledge of the Municipality, not just in Stellenbosch, but throughout the country, also in at least one national newspaper in addition to a local newspaper.
11. The publication should also correctly and accurately describe the nature of the By-Law in respect of which public comment is required.
12. In accordance with section 5 of the Systems Act, members of the local community are afforded certain rights and duties including to –
 - 12.1. contribute to the decision-making processes of the Municipality;
 - 12.2. make written and oral recommendations, representations and complaints to the municipal council or to another political structure or a political office bearer or the administration of the Municipality;



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- 12.3. receive prompt responses to their written or oral communications, including complaints, to the municipal council or to another political structure or a political office bearer or the administration of the Municipality;
- 12.4. be informed of decisions of the municipal council, or another political structure or any political office bearer of the Municipality, affecting their rights, property and reasonable expectations;
- 12.5. to demand that the proceedings of the municipal council and those of its committees must be *"open to the public", "conducted impartially and without prejudice" and "untainted by personal self-interest"*.
13. To give effect to these rights, it is imperative that the Municipality adheres to the procedures for the implementation of By-Laws as stipulated in section 12 to 21B of the Systems Act.
14. Chapter 4 of the Systems Act provides in detail for community participation. The obligations set out in sections 16 and 17 thereof are extensive.
15. The Municipal Council is also, in terms of section 18 of the Systems Act, obliged to communicate information concerning the available mechanisms, processes and procedures to encourage and facilitate community participation.
16. As is indicated by section 17 of the Systems Act, participation of the local community must occur through the political structures.
17. Section 17(2)(b) for instance provides that a Municipality must establish appropriate mechanisms, processes and procedures to enable the local community to participate in the affairs of the Municipality, and must for this



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- purpose provide for notification and public comment procedures, when appropriate.
18. In terms of section 21(1) of the Systems Act, when anything must be notified by a Municipality through the media to the local community in terms of the Systems Act, or any other applicable legislation, it must be done
 - 18.1. in the local newspaper or newspapers of the area;
 - 18.2. in a newspaper or newspapers circulating in its area and determined by the Council as a newspaper of record; or
 - 18.3. by means of radio broadcasts covering the area of the Municipality.
19. In terms of section 21(3) of the Systems Act, a copy of every notice that must be published in the Provincial Gazette or the media in terms of the Structures Act or any other applicable legislation, must be displayed at the municipal offices.
20. In terms of section 21A(1) of the Systems Act, all documents that must be made public by a Municipality in terms of a requirement of the Systems Act, the Municipal Finance Management Act or other applicable legislation, must be conveyed to the local community-
 - 20.1. by displaying the documents at the Municipality's head and satellite offices and libraries;
 - 20.2. by displaying the documents on the Municipality's official website, if the Municipality has a website as envisaged by section 21B; and



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- 20.3. by notifying the local community, in accordance with section 21, of the place, including the website address, where detailed particulars concerning the documents can be obtained.
21. In terms of section 21A(2) of the Systems Act, if appropriate, any notification in terms of subsection (1)(c) must invite the local community to submit written comments or representations to the Municipality in respect of the relevant documents.
22. In terms of section 21B of the Systems Act:
 - 22.1. The Municipality is obliged to establish its own official website (since it is affordable);
 - 22.2. place on that official website information required to be made public in terms of the Systems Act and the Municipal Finance Management Act;
 - 22.3. the Municipal Manager must maintain and regularly update the Municipality's official website.
23. Public participation in the case of promulgating outdoor advertising by-laws for the first time must involve a duty to consult in circumstances where it would be irrational to take a decision without such consultation, because of the special knowledge of the person or organisation to be consulted. OHMSA is such an entity.
24. Persons or entities that are likely to be directly affected by a new By-Law, especially where breach of that By-Law may result in offences or penalties, and when such persons have a legitimate expectation that the rights that they have



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- exercised over many years will not be unlawfully infringed, form part of the same group of people who should be consulted.
25. In this particular case we are dealing with a situation where outdoor advertising has never previously been regulated and advertisers, outdoor advertising companies who erect structures and the persons on whose property such structures are erected and advertising performed all have legitimate expectations of their activities being able to continue lawfully. They should be consulted at the very least in regard to transitional provisions and the manner in which the new bylaws will affect them and their interests that have been vested over many years.
 26. The Municipal Council in adopting the Outdoor Advertising By-law on 24 May 2023 and publishing it in the Provincial Gazette Extraordinary 8785 on 30 June 2023 did not give effect to such fair public participation process and the Municipality is accordingly a breach of the aforesaid provisions and the rule of law.
 27. The Outdoor Advertising Bylaw falls to be reviewed and set aside alternatively declared unconstitutional.
 28. The Applicant seeks relief in terms of Part A and Part B of its Notice of Motion accordingly.

VIOLATION OF THE RULE OF LAW – RETROSPECTIVITY

29. There was, prior to 30 June 2023, never any outdoor advertising by law in existence within the jurisdiction of the First Respondent.



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30. The Outdoor Advertising By-law operates retrospectively to impose burdens and punitive consequences on all advertisers, owners of advertising structures and property owners where such advertisements are displayed or advertising structures erected for conduct that occurred prior to the commencement of the Outdoor Advertising By-law, which was not unlawful at the time that the conduct was committed.
31. The retroactive effect can be described as 'strong retrospectivity' since it changes the law from what it was at a date in the past. It is a generally accepted principle of the rule of law that people should be able to regularize their affairs secure in the knowledge that they are at liberty to perform any action that has not been proscribed by law. Retrospective legislation is inconsistent with the rule of law because it makes it impossible for citizens to regularise their affairs in this manner.
32. The penalties for a contravention of any provision of the Outdoor Advertising By-law is potentially severe as indicated by section 21. These punitive aspects are inconsistent with s 35(3)(l) of the Constitution, which provides that an "accused person is not to be convicted for an act or omission that was not an offence under either national or international law at the time it was committed or omitted".
33. In opening the door to retrospective application, the Outdoor Advertising By-law falls foul of the rule of law because:
 - 33.1. of the severe penal consequences provided for in section 21 of the Outdoor Advertising By-law;



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- 33.2. no provision is made to allow advertisers, outdoor advertising companies or entities and private property owners sufficient time to regularise their affairs before they are criminalized.
34. The following provisions of the Outdoor Advertising By-law are implicated by the foregoing considerations making them unlawful and invalid:
 - 34.1. section 3(1);
 - 34.2. section 11(2);
 - 34.3. section 17;
 - 34.4. section 18;
 - 34.5. section 19;
 - 34.6. section 21; and
 - 34.7. section 25.

PROMULGATION OF BY-LAW WITHOUT MAP IS PREMATURE

35. The Bylaw purports to regulate advertising in accordance with different "areas of control". Indeed, the "areas of control" forms the backbone of the entire regulatory regime – and such are to be determined with reference to a "map prepared by the Municipality".
36. These maps have not yet been compiled, or if they have been compiled, they have not yet been published – and certainly did not form part of the public participation process.



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37. The absence of a map prepared by the municipality under the Bylaw impacts significantly on the constitutionality of the new by-laws, for the following reasons.
- 37.1. One of the peremptory factors which the Municipality must take into account when considering an application for an approval is the area of control and accompanying schedule of conditions. If one considers the other factors to be taken into account in the absence of the map, they are vague and meaningless.
- 37.2. This is largely because the map are an important factor on the list in section 9(13) of the Bylaw which pertains to the *spacing* of the sign. The other factors relate to the type of sign, the effect of the sign and other consents required etc. The Municipality would be unable lawfully to consider an application under the Bylaw without considering the *areas of control and the spacing* of the signage in question, which is determined to a large extent with reference to the maps.
- 37.3. In addition, in the absence of the map, the official who is charged with the approval or rejection of an application for an approval is left without any guidance as to how to exercise his wide discretion and what factors should be taken into account when evaluating the application.
38. The premature promulgation of the Bylaw without properly adopted map was accordingly contrary to the rule of law and unconstitutional.



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VIOLATION OF S 16(1) OF THE CONSTITUTION

39. Section 3(1) of the Outdoor Advertising By-law outlaws display any advertisement or erect or use any sign for advertising purposes without the Municipality's approval in terms of the Outdoor Advertising By-law.
40. An "advertisement" is defined extremely broadly as including "any representation of a word, name, letter, figure or object or an abbreviation of a word or name, or any symbol, or any light which is not intended solely for illumination or as a warning against any dangers".
41. This means that each individual advertisement is subject to the prior approval of the Municipality. This amounts to censorship.
42. Section 3(2) of the Outdoor Advertising By-law prohibits not only new signs but also the alterations or additions to existing approved signs.
43. The following sections have similar prohibitions but in more specific terms relating is to specific circumstances:
- 43.1. section 4(1);
- 43.2. section 9(2);
- 43.3. section 9(7);
- 43.4. section 11(2);
- 43.5. section 11(4).
44. The prohibitions in general but the one in section 3(1) of the Outdoor Advertising By-law in particular, acts as a form of prior restraint and is an infringement of



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the right to freedom of expression, more particularly commercial free speech. Billboard advertising is part of the right to free speech and is accordingly protected by s 16(1) of the Constitution.

45. The approach of the Outdoor Advertising By-law, as set out in section 3(1) and its related provisions is to place a near total and blanket prohibition on commercial free speech, unless authorised in the discretion of the Municipality's officials.
46. Not only is the right taken away, but the exercising of it is criminalised.
47. The blanket prohibition in s 3(1) of the Outdoor Advertising By-law on advertising signage without the prior written approval of the Municipality is overbroad in the light of the definitions of "advertisement", "display" and "sign".
48. The exceptions in respect of signs falling under sections 13(3) to 13(10) of the Outdoor Advertising By-law only cover very limited circumstances and serve to specifically exclude the bulk of third-party advertising from the exceptions.
49. It is plain to see that the general prohibition on advertising is overbroad since it reaches well beyond the intended competence of advertising regulation as provided for in Schedule 5 of the Constitution.
50. The Municipality in formulating the Outdoor Advertising By-law has singularly failed or refused to consider whether the all-embracing restrictions are actually necessary or no greater than needed.



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51. In acting disproportionately, the Outdoor Advertising By-law fails to strike an appropriate balance between respecting free speech and promoting legitimate governmental objectives, such as traffic and environmental considerations.
52. The ban is overbroad since it makes few, if any, exceptions for third party advertisements that would not otherwise implicate any legitimate public concern. The Bylaw chills third party advertising because it outlaws all such advertising, even where such advertisements do not remotely implicate any of the legislative concerns of the Municipality.
53. Advertisers face considerable sanction unless they go to the substantial time and expense of preparing applications and paying high application fees to have their applications considered. Many small businesses cannot afford the expense and fees.
54. The Outdoor Advertising By-law in compelling virtually all third-party advertisers to apply for permission to advertise and pay high fees, even where it is clear that the adverts in question do not implicate a legitimate public concern, discloses an attempt on the part of the Municipality to limit third party advertising and to generate considerable fees from the applications, which constitute a form of unjustified (and in fact illegal) enrichment. I make this assertion because in such circumstances the unnecessary application and payment of fees is immoral and I would argue contrary to public policy or interest.
55. The overbroad prohibition on commercial free speech renders the Outdoor Advertising By-law unconstitutional because it regulates substantially more

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speech than is permissible under s 16(1) and it is submitted that such invalidity is not saved by section 36 of the Constitution. In particular:

- 55.1. the nature of the right to freedom of is of fundamental importance in an open and democratic society based on human dignity, equality and freedom;
- 55.2. no legitimate purpose can be served in such extreme limitation, certainly it is not apparent that any other fundamental right is being protected insofar as the purpose of the limitation appears to be primarily aesthetics;
- 55.3. the nature and extent of the limitation is an absolute one, subject solely to the discretion of the Municipality and its officials;
- 55.4. the relationship between the extent of the limitation and its purpose is completely disproportionate; and
- 55.5. there are clearly less restrictive means to achieve the same purpose.
- 56. In the circumstances the following provisions of the Outdoor Advertising By-law are unconstitutional and invalid:
- 57. The following provisions of the Outdoor Advertising By-law are implicated by the foregoing considerations making them unlawful and invalid:
 - 57.1. section 3(1);
 - 57.2. section 3(2);
 - 57.3. section 4(1);
 - 57.4. section 9(2);

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- 57.5. section 9(7);
- 57.6. section 11(2);
- 57.7. section 11(4).

PRESUMPTIONS IN SECTION 17 OF THE OUTDOOR ADVERTISING BY-LAW ARE A VIOLATION OF S 35(3) OF THE CONSTITUTION AND THE RULE OF LAW

58. Section 17 of the Outdoor Advertising By-law provides as follows:

"Any person charged with an offence in terms of this Bylaw who is—

- (a) alone or jointly with any other person responsible for organising, or in control of any meeting, function or event, to which a sign or poster relates, shall be deemed, until the contrary is proved, to have knowingly displayed every unlawful sign or poster displayed in connection with such meeting, function or event or to have caused or allowed it to be so displayed;*
- (b) the person whose name appears on an unlawful sign or whose product or services are advertised on such sign, shall be deemed, until the contrary is proved, to have displayed such sign, or to have caused or allowed it to be displayed;*
- (c) the owner of any land or building on which any unlawful sign was or is displayed, shall be deemed, until the contrary is proved, to have knowingly displayed such sign, or caused or allowed it to be displayed."*

59. The rule of law is violated by these presumptions as they all violate the presumption of innocence as protected by s35(3)(h) of the Constitution. The



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presumption of innocence is an established principle of South African law which places the burden of proof squarely on the prosecution.

60. Section 17(a) holds organisers of events to be liable for the unlawful display of signs even if they had nothing to do with the legality and unless they are able to demonstrate their innocence.
61. Section 17(b) holds advertisers liable for alleged illegalities of the advertising sign owners and vice versa.
62. Section 17(c) provides that whatever contravention is committed by the advertising sign owner or presumably advertiser is similarly or automatically committed by the private property owner, thereby holding the latter liable for the offences of the former.
63. This is even in circumstances where the property owner may be entirely oblivious of the transgression and has no connection with the offence, aside from the fact that it may have taken place on his or her property.
64. Similarly, an advertiser may be entirely oblivious to the fact that the sign on which its advertisement is displayed contravenes the Outdoor Advertising By-law.
65. Further even though the advertisement may be contrary to the provisions of the Outdoor Advertising By-law, this does not mean that the advertising sign owner should be held responsible.
66. These presumptions are offensive to the rule of law.
67. A property owner who rents space to the owner of an advertising sign is in a position analogous to a landlord and tenant. Similarly, an advertising sign owner



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who rents out space on his signed to an advertiser is in the position akin to that of a landlord. A landlord may not be held liable for criminal offences committed by tenants on his or her property, merely because the offence was committed on his or her property. Unless the landlord is directly implicated in the offence, or is a co-conspirator or an accessory after the fact, he or she has no connection or relationship to the offence.

68. Similarly an advertiser which concludes a contract in respect of the advertising of his advertisements on signs will not have any ability to control the legality of the signs on which its adverts are displayed. It cannot be held liable unless it is directly implicated in the offence, or is a co-conspirator or an accessory after the fact, he or she has no connection or relationship to the offence.
69. All exercise of public power must comply with the Constitution and the principle of legality, which is part of the rule of law. Accordingly, the conduct of the Municipality, in creating presumptions that hold innocent parties responsible for the transgressions of others, must be rationally related to the purpose sought to be achieved by the exercise of it. If there is no rational basis then such conduct is arbitrary and falls to be set aside as a violation of the principle of legality.
70. The presumptions are not rationally related to the purpose of the Outdoor Advertising By-law, namely the administration of outdoor advertising in public places. The practice of penalising one party for the errancy of another is a most extraordinary step to take in a constitutional democracy. Such a practice is entirely inconsistent with the normative standards of our Constitution.
71. The presumptions will again have a chilling effect on commerce and freedom of expression, including commercial free speech.



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72. The rule of law does not countenance such irrationality, nor does it permit the imposing of a penalty or punishment on such a basis. In short, penalizing or burdening the a person for the wrongs committed by others cannot be rationally related to the objective of the Outdoor Advertising By-law.
73. The Bylaw is accordingly a violation of the rule of law and is unconstitutional.
74. It follows that any action taken against any person on the basis of these presumptions will also be in violation of the rule of law.

ULTRA VIRES PART B OF SCHEDULE 5 OF THE CONSTITUTION

75. In terms of s 156(1)(a), read with Part B of Schedule 5 of the Constitution, the Municipality may only regulate billboards and advertisements in "public places".
76. The definitions of "advertisement", "public place" and "sign" in section 1 of the Outdoor Advertising By-law, is so wide that it even includes any and all privately-owned spaces, both outdoors and indoors, to which the public has access, or simply is able to view.
77. Virtually all commercial properties, such as shopping centres, big and small, are implicated since the public generally has access to such properties. This would cover any walkway, corridor and space, both indoors and outdoors on private property to which the public has access and in respect of which any advertising is displayed.
78. As mentioned above in my challenge under s 16(1) of the Constitution the Outdoor Advertising By-law engages in overreach on a grand scale to prohibit virtually all third-party advertising. This forces such advertisers, including small



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businesses, to engage in the lengthy and expensive process of securing prior approvals; even where the signs do not implicate any legitimate governmental concern. Such overbreadth is likely to encourage mass defiance of the Outdoor Advertising By-law.

79. The overbroad prohibition on commercial free speech renders the Outdoor Advertising By-law unconstitutional because it regulates substantially more speech than is authorised by Part B of Schedule 5 of the Constitution. It is submitted that it could never have been within the contemplation of the framers of the said Schedule to introduce '*nanny state*' type control over every private property to which the public has sight or access; and which does not impact on traffic and the environment.
80. In so doing, the Municipality has stepped well outside the bounds of Part B of Schedule 5 of the Constitution and acted *ultra vires* its powers as granted by the Constitution.

UNDULY WIDE COERCIVE POWERS AND SELF-HELP WHICH INFRINGE *INTER ALIA* SS 25, 33 AND 34 OF THE CONSTITUTION

81. Section 18 of the Outdoor Advertising By-law affords the Municipality wide coercive powers to:
- 81.1. in terms of section 18 (1), if any sign displayed as alleged by the municipality to be in contravention of the Outdoor Advertising By-law, serve a notice on the owner or lessee of the sign, or the land owner or occupant on whose land the sign is erected or displayed, or person whose product or services are advertised, calling upon such person to remove such sign or carry out



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such alteration thereto or do such work as may be specified in such request or notice, within a time frame specified therein - and if the party receiving such notice does not act accordingly such party will be guilty of an offence in terms of section 21(1) of the Outdoor Advertising By-law;

- 81.2. in terms of section 18(3) if such notice is not adhere to, enter into an private property and remove or alter the sign or do such work as may be specified in such notice without a court order;
- 81.3. in terms of section 18(5) remove a sign without notice or court order If in the opinion of an official the sign is unsafe;
- 81.4. in terms of section 18(7) purports to create a lien in favour of the Municipality for costs incurred by it in removing any sign and for payment of the costs incurred in respect of the storage of any sign;
- 81.5. in terms of section 18(8) purports to provide for *parate executie*.
- 82. The powers set out above amount to the taking of intrusive and coercive steps, even on private property, which constitute self-help. Such powers violate:
 - 82.1. section 34 of the Constitution which guarantees the right to have a dispute decided in a fair public hearing before a court or independent and impartial tribunal or forum; and
 - 82.2. section 33 of the Constitution which guarantees the right to administrative action that is lawful, reasonable and procedurally fair; and
 - 82.3. section 25 of the Constitution in that the exercise of such powers will interfere with the use and enjoyment of property, which in the



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abovementioned circumstances will constitute an arbitrary deprivation of property.

- 83. It is a fundamental principle of our law that a person may not take the law into his own hands and a statute should be so interpreted that it interferes as little as possible with this principle.
- 84. Persons are not entitled to take the law into their own hands to enforce their rights. There is a legal process by which the enforcement of rights is carried out. Normally speaking, it is carried out as a result of an order of Court being put into effect through the proper officers of the law such as the Sheriff, deputy sheriff, messenger of the magistrate's Court or his deputies, reinforced if necessary, by the aid of the police or some such authority; in most civilised countries there exists the same principle that no person enforces his legal rights himself. If any person, including a Municipality wants to enforce a right it must get the officers of the law to assist it in the attainment of its rights.
- 85. This principle is consistent with the rule of law and the doctrine of separation of powers.
- 86. In effect, the impugned provisions of the Outdoor Advertising By-laws purport to allow the Municipality' officials to make determinations with far reaching impact, without the input of the affected parties and then execute the chosen penalty.
- 87. The broad reach of these powers is further exacerbated by the definition of "public place" which includes:



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- 87.1. national and provincial roads, which means that City officials can execute the Outdoor Advertising By-law to public places over which they have no jurisdiction; and
- 87.2. enclosed spaces where the public has a right of access, even if it is private property.
88. Such authority deprives the public of the necessary checks and balances to restrain the abuse of coercive public power.
89. Section 18 of the Outdoor Advertising By-law is accordingly unconstitutional and unlawful and falls to be set aside.

RIGHT TO FREEDOM OF TRADE, OCCUPATION & PROFESSION UNDER S 22 OF THE CONSTITUTION

90. The cumulative effect of the violations mentioned above, together with failure to adhere to constitutional standards, has very serious implications for the OHMSA's members, their employees and those they represent as well as for advertisers and private property owners.
91. The Outdoor Advertising By-law will have a deleterious impact on the businesses of owners of signs located on private property, as well as on the private property owners themselves.
92. The Municipality, as the State at local government level, has an obligation to refrain from interfering with both the civil and political rights, as well as the social and economic rights of citizens.



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93. The right to freedom of trade enshrined in s 22 of the Constitution protects the right to choose a trade, occupation or profession freely. The Outdoor Advertising By-law infringes upon those rights and such infringement is not saved in terms of section 36 of the Constitution for all the reasons already addressed.
94. S 22 of our Constitution applies to both natural and juristic persons. This is the case when read with s 8(4) which entitles juristic persons to the rights in the Bill of Rights to the extent required.
95. In the circumstances, the Outdoor Advertising By-law violates the rights of OHMSA's members, private property owners as well those of working people in the advertising industry in respect of freedom of trade, occupation and profession.

VIOLATION OF THE RIGHT TO PROPERTY UNDER SECTION 25 OF THE CONSTITUTION

96. The cumulative effect referred to above also impacts on the rights of the public to private property.
97. The overbroad reach of the Outdoor Advertising By-law which in effect unduly prohibits, without Municipal approval, all third-party advertising signs on private property to which the public have access or which can be seen by the public, regardless of their impact on any legitimate governmental considerations. This forces such advertisers to spend significant time and money to seek approvals. In some cases such costs are prohibitive.



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98. Additional factors include the intrusive and wide discretionary and punitive powers the Outdoor Advertising By-law affords the Municipality's officials, as described above.
99. The Bylaw accordingly interferes with the use and enjoyment of property or private property owners. Such interferences constitute deprivations of property.
100. I submit that such deprivations are egregious since they impact directly on the personal autonomy and livelihoods of private property owners. There is no rational basis for the Municipality's scheme. The means employed are not rationally connected to any legitimate government purpose, which contributes to the arbitrariness of the deprivation.
101. A lawful deprivation is one that is properly authorised and fairly imposed on the use, enjoyment, exploitation or disposal of property. In this matter, since Part B of Schedule 5 of the Constitution does not contemplate such regulatory overreach, as described above, the deprivations are not authorised by law nor are they fairly imposed.
102. The approach of the Outdoor Advertising By-law impairs livelihoods and the full enjoyment of property of private property owners who wish to flight third party advertising on their property. Private property owners are accordingly expected to bear an undue burden for the benefit of the Municipality. Such a policy or approach is disproportionate because it imposes an unequal and unfair burden on such property owners.
103. In the circumstances such deprivations are arbitrary for purpose of s 25(1) of the Constitution.



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EXEMPTION – REFEREE AND PLAYER

104. Section 23 of the by-laws provides for an exemption from the provisions of the by-laws to be granted by the municipality. The concept that members of the public can be exempted from law by executive decision is contrary to the principle fo the rule of law.
105. The Municipality's intention to compete in the outdoor advertising space and profit from the outdoor advertising industry is evident from the provisions of Section 9(7) which authorizes the Municipality the approve advertising signs on their own property.
106. The fact that the Municipality has commercial interests in the outdoor advertising industry while retaining an adjudicatory role to approve or reject applications creates a conflict of interest and the risk of bias and abuse: it is both judge and jury in its own cause.
107. The Bylaw is also marred by a problematic employee-employer relationship and lacks adequate mechanisms to combat the influence that the Municipalityas employer would have on its employees tasked with assessing and approving applications. The power dynamics of the employee-employer relationship, coupled with the failure to diffuse the power over a larger group of decision-makers creates a clear vulnerability to bias and fails to adequately address the Municipality's conflict of interest in acting both as regulator and as market participant.
108. The by-laws therefore cannot eb regarded an constitutional.



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DATED at Cape Town on this the 7 day of July 2023.

SMIT SEWGOOLAM INCORPORATED

Applicant's Attorneys
12 Avonwold Road
Saxonwold, Johannesburg
Tel: 011 646 0006

E-mail: tiaan@smitsew.co.za

danelle@smitsew.co.za

Ref: OCJ/DR/MAT45825

c/o MACGREGOR STANFORD KRUGER INC

12th Floor
One Thibault
17 Hans Strijdom Avenue
Cape Town
Ref: Ms Karien Peens

TO:
THE REGISTRAR OF THE ABOVE
HONOURABLE COURT, CAPE TOWN

AND TO:
THE STELLENBOSCH MUNICIPALITY
First Respondent
Ground and First Floor, Townhouse Complex,
17 Plein Street
Stellenbosch

BY EMAIL AND SERVICE BY SHERIFF

AND TO:
THE MUNICIPAL MANAGER OF THE STELLENBOSCH MUNICIPALITY
Second Respondent
Ground and First Floor, Townhouse Complex,
17 Plein Street
Stellenbosch

BY EMAIL AND SERVICE BY SHERIFF

AND TO:



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THE MINISTER OF CO-OPERATIVE GOVERNANCE
AND TRADITIONAL AFFAIRS

Third Respondent
87 Hamilton Street
Arcadia
Pretoria

AND

Care of the State Attorney
4th Floor
22 Long Street
Cape Town
8001

BY EMAIL AND SERVICE BY SHERIFF

AND TO:

THE MEC FOR THE DEPARTMENT OF LOCAL GOVERNMENT, WESTERN
CAPE

Fourth Respondent
8th Floor, Waldorf Building
80 St Georges Mall
Cape Town

AND

Care of the State Attorney
4th Floor
22 Long Street
Cape Town
8001

BY EMAIL AND SERVICE BY SHERIFF

4 December 2023

**STELLENBOSCH MUNICIPALITY
DEVELOPMENT PLANNING**

Attention: Viola Anthony

PER EMAIL: viola.anthony@ Stellenbosch.gov.za

**RE: SUBMISSION OF COMMENTS – DRAFT OUTDOOR ADVERTISING BYLAW-
STELLENBOSCH MUNICIPALITY – Public Notice 144 - 2023**

We refer to the request for comments to the draft outdoor advertising bylaw for Stellenbosch closing on 4 December 2023.

The draft makes mention of all spheres of Government in terms of the Constitution and its Right to administer and approve as a Municipality (Section 156(2)(5), Section 155(6)(a)(7), but it fails to advise which necessary Acts will be used to assess and administer applications (eg. National Buildings Regulations and Building Standards Act, National Environmental Management Act, National Road Traffic Act, Municipals Systems Act), National Heritage Resources Act .

Also, the bylaw does not state if it conforms with SAMOAC in which a guideline referring to size in terms of the Environmental Management Requirements is mentioned. Does the bylaw conform with the Department of forestry, fisheries and environment for the Republic of South Africa?

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We wish to further submit the following comments:

Chapter 3 - Page 26 – 18 - Enforcement and removal of signs (5) (6) (7) and (8)

- (5) Notwithstanding any other clause in the Bylaw, if a sign is, or is reasonable considered to be an imminent danger noncompliance of such notice"
- (6) Any costs incurred by the Municipality in carrying out or arranging for the removal of any sign.....or the person whose product or services were advertised, jointly and severally"
- (7) Unlawful or dangerous signs removed by the Municipality may be reclaimed from the Municipality....."
- (8) Any unlawful signs removed by the Municipality and not reclaimed within two (2) months.....

Our Comments:

Municipality may be allowed to enter the premises of private property for inspection where reasonably necessary, but for removal Municipality would be required to serve a notice of contravention later followed by a Court Order for the removal.

Chapter 3 – Page 29 – 25 – Transitional arrangements (3) – The Municipality could instruct an owner of a sign to remove it should the sign fail to comply to the regulations of the bylaw. Should the owner neglect to remove the sign and/or within the period of 6 months, after publication of this bylaw, then the Municipality reserves the right to remove such sign at the expense of the owner.

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Our Comments:

We are of the impression that any sign erected prior to the promulgation of a Bylaw should be allowed to exist and form part of the Integrated Development Plan for Stellenbosch. It must also be noted that the Municipality may be allowed to enter the premises of private property for inspection where reasonably necessary, but a Notice of contravention needs to be served for the sign, later followed with a Court Order for the removal.

Page 31 - Schedule 2: Billboards 1(e) – Billboards must not exceed a maximum total size of 6x3m (18sqm) provided that on any V-shaped structure, two such panels may be permitted.

Our Comments: **(larger than 18sqm is allowed in terms of Nema)**

In terms of the National Environmental Management Act:

For an application for environmental authorization submitted for an activity(ies) listed under a previous listing notice(s) (either the ECA or NEMA) but not yet finalized, of which a component of the same activity was not listed under the previous NEMA Notices, but is now listed, the competent authority may authorize a new listed activity (GNRs 544, 545 and / or 546) on condition that all impacts of the newly listed activity and the requirements of the new regulations have been considered and adequately assessed by the applicant.

*1(v) The construction of facilities or infrastructure, including associated structures or infrastructure, for **advertisements** as defined in **classes 1(a), 1(b), 1(c), 3(a), 3(b), 3(l) of the South African Manual for Outdoor Advertising Control. Activity 1 of GNR 546** (specified geographical areas only) The construction of billboards exceeding 18 square meters in size outside urban or mining areas or outside industrial complexes. –*

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An application may be submitted for Environmental Authorization should the size of sign exceed 18 square meters. Part of the Defined classes above are: 1(a) Super billboards 1(b) Custom-made billboards 1(c) Large billboards.

We reserve our right to further comment.

Yours sincerely,



Farzana Adam

Procurement and Development Manager

0794935192

4 November 2023

The Municipal Manager
Stellenbosch Local Municipality
PO Box 17
Stellenbosch
7599

FOR ATTENTION: City Manager: Ms. Geraldine Mettler

**RE: COMMENTS ON THE DRAFT STELLENBOSCH
MUNICIPALITY OUTDOOR ADVERTISING AND SIGNAGE BY-
LAW, 2023**



➤ 1. Introduction

The newly introduced Stellenbosch Municipality Outdoor Advertising and Signage By-law 2023 appears, on the surface, to be a mere replication of its predecessor without any substantive amendments. This lack of revision implies a missed opportunity by the administration to update and enhance the regulatory framework, leading to the same set of rules being republished without due consideration for potential advancements or changes needed in the outdoor advertising landscape.

One of the primary shortcomings of this By-law lies in its creation devoid of industry consultation. The Out of Home Media (OOH) industry in South Africa serves a critical role in responding directly to settlement and transportation patterns, acting as an integral part of the local economy. Moreover, this sector has evolved significantly with the integration of digital technologies, fostering more innovative and sustainable advertising practices.

Internationally, the OOH sector has demonstrated its capacity for creative advertising that, with thoughtful design, minimises visual impact while engaging diverse localities. This more progressive capability to allow for innovative and thoughtful design to mitigate impacts seems to be doubted by the evident regulatory approach visible in the By-law that by default opts to restrict outdoor media options to the absolute minimum or smallest size possible.

Surprisingly, the progression of this By-law seems to have occurred without meaningful consideration of the industry's needs, requirements, and interests. The absence of real industry consultation raises concerns about whether the regulations adequately reflect the dynamic nature of outdoor advertising and its technological advancements.

Assessing this new By-law is approached from the perspective of offering constructive commentary, drawing from 33 years of experience in metropolitan planning and as an industry Planning professional with a broad understanding of the Out of Home regulations across various municipal jurisdictions in South Africa. It's imperative that regulatory frameworks acknowledge the dynamic aspects of media formats, designs, and technologies to ensure that legislation remains relevant, adaptable, and supportive.

In the subsequent sections, this evaluation will delve deeper into specific elements of the By-law, offering recommendations aimed at fostering a more inclusive, responsive, and effective regulatory framework for outdoor advertising in Stellenbosch.

2. General Comments

Mandatory Finalisation - The inclusion of a 60-day mandatory finalisation period of complete applications is commendable and would greatly assist the general efficiency and predictability of investment decisions around Outdoor Advertising in Stellenbosch. The provision for the establishment of liaison forums (par 20 of the new By-law) is a positive mechanism to deepen representation and allow for a variety of interests to be considered. However, it is unclear how wide the representation of affected and interested parties would extend and if the interests of Out-of-Home Media sector would indeed be included in the constitution of such a liaison forum.

Need for more balanced and integrated evaluation - Furthermore, the By-law's emphasis on control and regulation leans heavily towards preserving character and visual aspects, potentially overshadowing the necessity for advertising in sustaining local economies. Even in areas like Stellenbosch, with a distinct local identity and natural surroundings, a balanced consideration remains crucial. The Spatial Development Principles articulated in the Spatial Planning Land Use Management Act (SPLUMA) underscore the need for comprehensive consideration of all aspects, including economic imperatives, in the regulatory process.

Moreover, the by-law seems detached from broader spatial policy directives, portraying itself as a standalone legislation rather than an integral component of the city's policy framework. This disconnection raises concerns about its alignment with the city's economic growth objectives and the realisation of inclusive and transformative goals.

Flawed basis to base Area Control Status on the zoning of properties - The By-law's simplification, as outlined in Paragraph 5.(4), regarding the interpretation of "areas" or routes referenced in Schedules 1, as per the definitions in the Municipality's Zoning Scheme Bylaw, overlooks the nuanced nature of what constitutes an "area" in town planning contexts.

An "area," from a town planning perspective, encompasses a more extensive expanse, characterised by identifiable qualities and distinct characteristics that collectively define its essence. It's an interpretative quality that transcends a single property's zoning, extending across various spatial delineations within a broader context.

Arbitrarily reducing the characterisation of an "area" solely to the zoning of individual properties would be inaccurate. To accurately determine an area of control, a comprehensive assessment must consider multiple factors. This includes for example the purposeful consideration of the existing land-use patterns, evolving land-use trends, and future land-use plans. Such concerns are crucial in arriving at more precise and fitting determinations of the appropriate area of control.

A more comprehensive evaluation considering these multifaceted aspects of an "area" would facilitate a more accurate and contextually appropriate definition for the purposes of the By-law. This would ensure that the regulatory framework aligns more cohesively with the dynamic and multifaceted nature of areas and development.

Over-restrictive spacing standards - The general spacing requirements outlined in Table 1 under Road Traffic Safety requirements present a challenge as they are at least 200-300% more restrictive compared to those found in other cities in South Africa. While these seems to follow the very restrictive Cape Town By-law standards, the lack of clear and objective justification raises concerns about the potential hindrance to economic objectives. The substantial increase in spacing requirements, although potentially waivable, prompts consideration of adopting a more universally accepted logic, aligning rather with standards observed in other Advertising By-laws in South Africa. Striking a balance between ensuring orderly urban aesthetics and fostering economic vibrancy is crucial.

Unwarranted standards that exceed what is deemed reasonable in other comparable cities risk imposing excessive restraints to the local economy.

Considering a more aligned approach with industry norms not only streamlines the regulatory framework but also mitigates the need for additional traffic impact assessments triggered solely by unusually stringent standards. This adjustment would contribute to a more efficient and cost-effective application process, encouraging economic activities while maintaining responsible urban aesthetics and traffic safety protocols.

Unrealistic size limitation for electronic signs - The By-law's restriction of electronic signs to a maximum size of 2.1sqm appears out of sync with the evolving landscape of the out-of-home media sector, especially within a city that champions technological progress, entrepreneurial endeavours, and innovation, epitomised by the presence of a vibrant Technopark. In today's context, digital media represents not just a modern advertising medium but a catalyst for economic growth and development.

The limitations imposed by the By-law fail to acknowledge the transformative potential of digital media in bolstering sustainability principles and accommodating dynamic advertising modalities. The growing trend in the out-of-home media industry leans heavily towards digitalisation, allowing for more interactive, engaging, and adaptable advertising practices that resonate effectively with modern audiences.



Moreover, these restrictions may inadvertently hinder the city's ambition to foster economic growth through innovative mediums. Digital media offers unparalleled flexibility, allowing for real-time content updates, targeted messaging, and enhanced engagement with consumers, contributing significantly to the local economy.

Danger of arbitrary traffic impact reservations - The By-law's general stipulation that signs cannot be erected in areas with potentially higher traffic volumes, shorter average following headway, or significant accident history ostensibly aims to ensure driver safety and awareness. However, the current formulation of this restriction, as detailed in Paragraph 9(5), appears overly broad and speculative. It leaves room for arbitrary determinations and unnecessarily limits advertising opportunities without clear and objective criteria.

A more effective approach would be to refine these provisions, allowing for a more objective assessment through professional traffic impact studies. These should preferably be extended to allow for a possible waiver of the blanket 80-meter spacing limitation of electronic signs to signalised intersections as outlined in Par 9(9). Objective measurements and impact assessments should be the cornerstone for determining advertising restrictions in specific traffic-prone zones. Where speculative reservations fail to translate into tangible risks or demonstrable safety hazards, they should not unjustly curtail advertising prospects.

The need for a more measured and evidence-based approach to traffic reservations is paramount. A balanced assessment, considering both safety concerns and the need for effective advertising opportunities, will ensure a more equitable and pragmatic application of restrictions in the interest of both road safety and advertising opportunities.

Potential Constitutional invalidity - Further complicating matters, the by-law seemingly encroaches on the commercial rights of property owners, potentially infringing on constitutional rights such as freedom of expression and media. This raises legitimate questions about the constitutional validity of the by-law, particularly in the context of the progressive role outlined for the city in the Stellenbosch Integrated Development Plan as well as the particular role and function evident in the broader Spatial Frameworks such as the Provincial Spatial Development Framework and the National Spatial Development Framework. Local legislation should rather harmonise with national and provincial economic-spatial policies to avoid disharmony and protect broader interests.

3. Detail Comments (Schedules)

The following detail comments can be made on various Schedules that has a particular bearing on third-party advertising.

Schedule 1: Area of Control

The Area Control matrix, reminiscent of the approach adopted in Cape Town, imposes substantial constraints on billboard opportunities. While the regulatory intent behind these limitations may be comprehensible to some extent, the designation of concentrated economic zones such as central business districts, commercial development nodes, and activity corridors as partial control areas raises notable concerns.

This categorisation appears incongruent with the guidance initially outlined in the South African Manual for Outdoor Advertising Control (SAMOAC) that indicates these rather as Minimum Control Areas. By restricting advertising opportunities within zones identified as commercial, mixed-use, or business areas—clearly visible in the Spatial Development Framework—the By-law seems to contradict the city's broader spatial policy framework. This mismatch may inadvertently stifle economic prospects in areas strategically identified for robust development initiatives.

Harmonising the By-law with the city's overarching spatial policy framework is crucial to avoid inadvertently impeding economic growth in zones earmarked for comprehensive development. A more inclusive and adaptive approach to the Area of Control matrix would ensure alignment with the city's strategic vision for spatial development while fostering an environment conducive to economic vitality and growth.



Schedule 2: Billboards

The regulatory stance in the By-law concerning freestanding signs reflects an overly restrictive approach, seemingly prioritising visual aesthetics over necessary and suitable regulation. Notably, it confines billboard development primarily to transportation and industrial zones, categorically prohibiting such development in crucial commercial hubs like shopping centres or mixed-use areas. While curtailing the proliferation of billboards might have merit in a city like Stellenbosch, the complete restriction on small billboards, up to 18 sqm, within these concentrated retail zones seems unnecessarily prohibitive.

Commercial areas, especially shopping centres, serve as pivotal localities where prominent brands require representation. However, the By-law's stringent regulations make this economic necessity impractical. A more balanced approach could permit smaller billboards, up to 18 sqm, in Partial Control areas within these commercial hubs, ensuring the city's economic vitality without compromising visual integrity.

Furthermore, the imposition of a maximum size limitation of 18 sqm across the board appears excessively stringent for a medium-sized city like Stellenbosch. In designated industrial or transportation zones, larger sizes, up to 36 sqm, might be viable without adversely impacting the city's visual landscape. A more nuanced strategy is warranted, allowing for smaller billboards in Partial Control areas and larger formats in Minimum Control Areas, contingent upon rigorous assessments for visual, heritage, and traffic impacts.

Moreover, Stellenbosch presents an opportunity to incentivise innovation and thoughtful design in billboards. These structures can serve multiple purposes or aesthetically integrate with and enhance their surroundings. It would be prudent for the regulatory framework to accommodate such design innovations by potentially waiving size, height, and spacing requirements if such considerate design approaches are adopted.

In conclusion, a more flexible and contextually sensitive approach to billboard regulations would not only support the city's economic vibrancy but also encourage innovative and visually harmonious advertising structures in line with Stellenbosch's distinctive identity.

Schedule 4: Flat Signs

The By-law's imposition of a general restriction limiting Flat signs to 5 sqm appears unrealistic and unduly restrictive. While there's provision for waivers to surpass this size constraint, this limitation significantly impedes the activation of economically viable advertising opportunities within the parameters set. In contrast to many other municipal By-laws in South Africa that do not impose such strict size limitations, the Stellenbosch By-law appears to restrict creative expression and customisation on façade areas.

Consideration for larger sizes, subject to customisation and integration with building facades, could better serve thoughtful and sensitive design objectives. Well-designed and larger Flat signs possess the potential to transform visually dull and uninspiring blank facades into engaging and aesthetically pleasing elements within the urban landscape. Such opportunities should not be stifled by unreasonably stringent standards.

By facilitating larger Flat sign sizes while ensuring adherence to design guidelines and integration with building aesthetics, the regulatory framework can encourage innovative and visually enhancing advertising structures. This approach aligns with the city's identity and fosters a more vibrant and visually appealing urban environment.

Schedule 17: Signs erected by or for the Benefit of Non-Profit Organisations

The provision within the By-law that permits Billboards for the benefit of non-profit entities like schools, sports clubs, or community organisations is a commendable initiative aimed at extending financial assistance to these groups. Drawing from a similar schedule in Cape Town, the inclusion of this provision in Stellenbosch's By-law offers a starting point for implementation in this region. However, the application of fixed size limitations of 18sqm, akin to those found in the Cape Town schedule, might inadvertently hinder the financial prospects of these organisations.

Past experiences have shown that rigid size limitations can unduly restrict the capacity of these organisations to derive financial benefits from advertising efforts. In certain low-risk environments, larger sign sizes could be considered desirable, especially when surrounded by vast open spaces where the visual impact can be effectively mitigated.



It's advisable for the By-law to demonstrate flexibility and compassion by offering maximum support to organisations that often struggle with financial resources. Maximising advertising income through potentially larger sign sizes could have a catalytic impact on these organisations' programs, enabling them to fulfil their community-oriented objectives more effectively.

4. Conclusion

The Stellenbosch Municipality's Outdoor Advertising and Signage By-law 2023 introduces various provisions aimed at regulating outdoor advertising within the region. However, a critical analysis of this By-law reveals a series of limitations and areas for improvement.

The By-law, while attempting to balance visual aesthetics with advertising regulations, demonstrates a degree of inflexibility in its size limitations for various sign types. It imposes overly restrictive constraints that hinder economic opportunities and creative expression, particularly in commercial hubs and areas designated for non-profit organisation advertisements. While acknowledging the By-law's efforts to support non-profits, the fixed size limitations may inadvertently impede their financial viability.

Furthermore, the By-law's zoning regulations and area control matrix, drawn largely from existing frameworks, exhibit a lack of alignment with the city's broader spatial policies. This disconnect may inhibit economic growth and development in strategic zones earmarked for commercial activity and spatial transformation.

Moving forward, it's imperative for the Municipality to re-evaluate and amend certain aspects of the By-law. Embracing a more nuanced and flexible approach that aligns with the city's spatial policies while fostering innovation and economic vitality in outdoor advertising will be crucial. Engaging industry stakeholders, considering technological advancements, and enabling creative expression within reasonable guidelines can ensure a harmonious balance between visual aesthetics and economic opportunity in the region's outdoor advertising landscape.

By revisiting and amending specific provisions, fostering collaboration between stakeholders, and embracing a forward-thinking approach, the Municipality can create a regulatory framework that not only regulates outdoor advertising but also catalyses economic growth and reflects the unique identity of Stellenbosch.

YOURS SINCERELY

KESTELL SERFONTEIN Pr. PIn A/1095/1999
MANAGING HEAD: URBAN IQ

✓



92A Fourth Road
Brentwood Park Agricultural Holdings
Kempton Park
1619
Registration No: 2013/170738/07
VAT No: 4490285113

4 December 2023

Stellenbosch Municipality
Department of Development Planning
Attention: Viola Anthony
By email: Viola.Anthony@ Stellenbosch.gov.za

To Whom It May Concern:

THE DRAFT STELLENBOSCH MUNICIPALITY OUTDOOR ADVERTISING & SIGNAGE BY-LAW, 2023 FOR PUBLIC COMMENT

Please find attached my comments with regard to the Stellenbosch Municipality Draft Outdoor Advertising and Signage Bylaw, 2023 published for comment in the Eikestad Newspaper under public notice 144/2023.

I trust that due consideration will be given to the comments contained herein and that the Municipality will give the industry the necessary opportunity to engage with the Council in a meaningful and open manner that will result in a workable bylaw that will still live up to the objectives of the SPLUMA Act, adopt a more nationally accepted outdoor advertising standard, with particular reference to advertising sign sizes and responsible and justifiable placement and also, promote the Municipality's own goals of ensuring a set of regulations that protect the Heritage and natural environment of Stellenbosch.

Section 1: Definitions:

"**Advertisement**" means any representation of a word, name, letter, figure or object or an abbreviation of a word or name, or any symbol, or any light which is not intended solely for illumination or as a warning against any dangers and "**advertising**" has a similar meaning;

An "Advertisement" is defined in most dictionaries as well as per a search on the internet as: "An advertisement, otherwise known as an advert or ad, is generally considered a public communication that promotes a product, service, brand or event. To some the definition can be even broader than that, extending to any paid communication designed to inform or influence."

The definition of the word "*advertisement*" in the New By-Laws goes far beyond the ordinary meaning of the word itself.

As per the definition of an "*advertisement*" in the New By-Laws, the following will *inter alia* be considered as 'advertising', if promulgated (this list is not intended to be exhaustive):

1. a post box containing the word 'Post', or the mere red post box can be considered an object to qualify as an advertisement;
2. a sign identifying a property's street number (this type of 'advertising' is specifically exempted from the New By-Laws in terms of section 3(8)). A street number is acknowledged to be an advertisement, but is exempted. With all respect, a street number has nothing to do with advertising. It does not intend to persuade someone to purchase a product or service;
3. a street lamp displaying a pole number;
4. plastic dustbins displaying a name and/or numbers;
5. street names (this type of 'advertising' is specifically exempted from the New By-Laws in terms of section 3(8))
6. registration numbers of vehicles, etc.

The aforesaid words, numbers, objects, messages, with due respect, are simply not advertising.

In as much as 'advertising' is the specific activity, which the City wishes to regulate in terms of the New By-Laws, is it important that the definition of advertising is in fact correct, relevant and reasonable. It is one of the cornerstones of the New By-Laws. The present definition of 'advertising' is completely too wide, vague and totally exceeds the City's constitutional mandate.

The definition of 'advertising' is totally overbroad in a constitutional context. To determine whether a law is overbroad, a court must consider the means used, (that is, the law itself, properly interpreted), in relation to its constitutionally legitimate underlying objectives. If the impact of the law is not proportionate with such objectives, that law must be deemed overbroad¹¹.

The City's constitutional function is to administer billboards and the display of advertisements in public places. The definition of 'advertising', which constitutes the crux of the New By-Laws, extends the City's power to regulate over many other structures, like post boxes, dust bins, etc., which goes beyond its functional area. Many things which do not constitute an

advertisement are included under the definition of 'advertisement'. The City does not have the authority to regulate over all these things in terms of its Outdoor Advertising By-laws. The scope of the New By-Laws stretches far beyond the activity of outdoor advertising, and its impact is not proportionate to its objectives. Similarly, it infringes and unduly curtails the implied rights in respect of the deprivation test/clause under Section 25(1) of the constitution as well as the rights to *"freedom of press and other media"*; *"the rights to freedom of artistic creativity"* as protected under Section 16 of the Constitution. It is clearly overbroad and an overreach in law.

A person would also expect that the definition of the word 'advertising' to be limited to public places, which is not the case.

"advertisement ownership" mean that person or body that has authorised the advertising of information or a product. The authority who contracts a service provider for such an advertisement, the service provider who physically mounts or displays such an advertisement and the owner or body whose information or product is being advertised, will jointly and severally be responsible for such advertisement and may jointly or severally be charged for any misconduct of this By-Law.

It is our submission that this definition be amended to reflect only the owner of the advertising sign. It is an overreach of the Municipality to include the advertiser as an owner of the advertising sign.

"areas of control" means those areas set out in Schedule 1 of this By-Law; and which may be modified or amended from time to time, which amendments and modifications will be graphically depicted by way of maps as prepared by the Municipality;

This comment does not attempt to deal with all the discrepancies that have been identified with regard to the "areas of control", but more so to highlight within the definition the specific reference to "maps as prepared by the Municipality" from "time to time". It should be noted that any map prepared by the Municipality in this regard needs to be compliant with sections 12 and 13 of the Municipal Systems Act which requirements include the publication of any overlay or control map for public comment and the publication of such overlay or control map in the Provincial Government Gazette to give it effect. It is also our belief that any maps depicting the areas of control, with specific reference to the defined common areas of "minimum", "partial", and "maximum" control should be included in this document for public comment given that it is these maps that form the very basis of the bylaw.

We note with concern that there are no maps attached to this document.

"Central Business District (CBD)" means an area in the build environment demarcated as such on the Spatial Development Framework for a town;

After extensive searches, and with particular attention to the most recently published Municipal Spatial Development Framework, published in the Western Cape Provincial Gazette on the 14th July 2023, there is no physical or written demarcation of the area known as the CBD of any of the major urban centres of the municipality being Stellenbosch, Franshoek or Klapmuts. This needs clarification at the risk of being vague and unsupported by the contents of the definition.

"Environmental Impact Assessment" (EIA) means an assessment carried out in accordance with the Municipality's guidelines for outdoor advertising;

In terms of the above definition of an EIA, it is our understanding that this is the normal submission of an application in terms of the requirements as specified in the bylaw and associated and relevant schedule pertaining to the signage type. A further study, without applicable parameters is an overreach of these regulations by the Municipality and an unnecessary cost in making an application to erect an advertising sign within the borders of the Stellenbosch Municipality. If an EIA is required, specific or more defined guidelines need to be set out.

"Heritage Impact Assessment" (HIA) means a visual and contextual assessment of the impact that any proposed sign may have on the cultural heritage, whether built or recognized at the locality where the proposed sign will be displayed;

As per the comment made with regard to an EIA, an HIA seems to be even more vague in the description of what is required to be contained in an HIA, thus there is a need to include a list of requirements or set procedure in conducting an HIA, and a clear indication of when an HIA is required.

It should also be noted that we have been unsuccessful in our attempts to extract a Heritage overlay zoning from the zoning scheme bylaw, thus once again it is at the Municipality's discretion as to when such a study should be conducted.

"Traffic Impact Assessment" (TIA) means a study carried out by a registered professional engineer with demonstrable experience in the field of traffic engineering that investigates the impact a proposed sign may have

on vehicle, pedestrian, or cyclist safety and traffic operation, which study should recommend any mitigating measures that may be required as a result of that impact;

The following comment relates to the studies listed above, namely:

- Environmental Impacts Assessment
- Heritage Impacts Assessment
- Traffic Impact Assessment

Given the Council's extremely overreaching controls, as well as restrictions on the sizes of advertising signs- a billboard with a maximum size of 3mx6m, or a digital screen measuring 2.1sqm, which is not much bigger than a television screen found in most homes in the Stellenbosch area, it begs the question as to how the need for such expensive studies can be required. The impact from signs of this restrictive size could hardly be called "impactful" or be seen as having a detrimental impact on the environment in which they are located. In terms of schedule 1 of the Draft bylaw on Outdoor Advertising, which in itself is extremely restrictive almost to the point of ensuring a blanket ban on billboards throughout the Municipality, an area of "minimum" control would not feel the impact of the proposed sizes of sign as contained in the Draft Bylaw, thus the need for these studies is questionable and extremely restrictive if one considers the Broad Based Empowerment initiatives and the entry into a Constitutionally recognised industry by individuals with limited resources.

"Urban conservation area" means an area in the built environment demarcated as such on the Spatial Development Framework for a town;

This definition is misleading and incorrect. There is no mention of an "urban conservation area" within the MSDP of the Municipality. Corrections need to be affected to this definition in order for it to be regarded as being accurate.

"Visual Impact Assessment (or VIA)" means the analysis of the potential visual impacts to boundary walls and fences. The document that contains a visual impact analysis is also often referred to as a visual impact assessment or VIA.

Another vague study. The impact of an advertising sign on a boundary wall and fence. This is an extreme example of overreach on behalf of the Municipality.

Section 2: Principles:

In the 7 points that make up Section 2, Principles of the bylaw, there is not a single positive comment made about outdoor advertising, and it is presented

in a manner as if outdoor advertising wishes to intrude upon every sensitive, protected or unique area. It is as if the City exaggerates the aspects of outdoor advertising in order to create the atmosphere that although outdoor advertising is bad, the City will accommodate same at very limited places, provided it is most compatible with the surrounding locality and does not impact at all on visual corridors or scenic drives. This makes it impossible to qualify, because the purpose of advertising is to have an impact. It is as if the City is deliberately setting the bar so high, to ensure that an advertising sign does not qualify; with all respect, the true objectives of the City is clear - to impose a new bylaw, which rather than focus on limiting and declining applications, instead of encouraging and approving same, earn good fees and revenue from the application process, operate as competitor of the industry by acting as referee and player, and ignore your responsibility as local authority to create job opportunities and economic development. The pillars of SPLUMA have been totally ignored, and which can be construed as being in opposition to a National Act and the intentions of this act to bring about the efficient and different lawful uses of land.

Chapter 1

3. Submission of Applications:

- (6) The Municipality may require the submission of any or all of the following studies or assessments-
 - (a) an Environmental Impact Assessment (either the 1st stage thereof; being the completion of an Environmental Checklist or in its entirety);
 - (b) a Heritage Impact Assessment; and
 - (c) a Traffic Impact Assessment.

We refer back to our previous comments relating to these impact assessments.

Given the Council's extremely overreaching controls, as well as restrictions on the sizes of advertising signs- a billboard with a maximum size of 3mx6m, or a digital screen measuring 2.1sqm, which is not much bigger than a television screen found in most homes in the Stellenbosch area, it begs the question as to how the need for such expensive studies can be required. The impact from signs of this restrictive size could hardly be called "impactful" or be seen as having a detrimental impact on the environment in which they are located. In terms of schedule 1 of the Draft bylaw on Outdoor Advertising, which in itself is extremely restrictive almost to the point of ensuring a blanket ban on billboards throughout the Municipality, an area of "minimum" control would not

feel the impact of the proposed sizes of sign as contained in the Draft Bylaw, thus the need for these studies is questionable and extremely restrictive if one considers the Broad Based Empowerment initiatives and the entry into a Constitutionally recognised industry by individuals with limited resources.

4. Fees and General factors in considering approval of applications, amendments and conditions

- (6) In considering an application for the display of an advertisement or the erection of a sign in terms of this Bylaw, or an amendment or condition attaching or to be attached to an approval, the Municipality may have regard to the following factors
 - (a) The area of control in which the proposed sign is to be erected or displayed as set out in Schedule 1 of this Bylaw; provided that if a sign falls into more than one area of control or if a proposed site in one area of control may impact on an adjacent area of control, the Municipality shall be entitled to determine the area of control pertaining to that application;

The above clause places the discretion in the hands of the Municipality, the authors of the Draft Bylaw, which intention is to prevent the erection of any advertising signs within its jurisdiction. This could be regarded as an extremely subjective matter and following the mention of numerous reports and Impact assessment and their requirement, the Council now makes no reference to these studies and sets out to determine an overriding factor in the application based on the adjudication of an official. This process can be seen as riddled with predetermined outcomes.

- (6) (f) that no sign or advertisement may be designed or displayed that-
 - (iii) will be detrimental to the environment or amenity of the neighbourhood by reason of either its size, intensity, frequency, illumination, quality of design, material, proposed graphic or locality.
 - (iv) will be detrimental or otherwise negatively impact on the environment, whether artificial or natural.

The municipality seems to be repeating the same point in (iii) and (v) and driving home the message that outdoor advertising is an unacceptable practice. This repetition is worrisome in that the ideas of the Municipality are exposed prior to the submission of an application.

5. Factors relating to specific signs, areas of control, and commercial sponsored signs

- (1) The Municipality may, in addition to the factors set out in section 4 of this Bylaw, apply certain minimum standards to certain specific sign types and proposed localities when an application for approval is made in respect thereof and will apply certain specific criteria to applications for the erection of signs by non-profit bodies.

This clause allows the Municipality to continue to change the "playing fields", it is open ended and requires parameters or guardrails to ensure that it does not become a further overreach by the officials. Delete this clause and rely on 5 (2), being:

- (2) The specific standards and criteria are set out in schedules 1 to 18 of this Bylaw. The Schedules are part of the Bylaw and are not any less important than the content of the Bylaw itself.

8. Illumination Requirements

- (3) Requirement for internal illumination or electronic signs-
 - (a) internally illuminated and electronic signs may only be displayed in areas of partial and minimum control and must be less than 2.1m².
 - (c) prior to erection, the Municipality may require a Traffic Impact Assessment, Environmental and Heritage Impact Assessment to be conducted, the results of which must indicate that no detrimental impact on traffic is envisaged. In addition, the Municipality may require subsequent traffic monitoring of any internally illuminated or electronic sign.

The restrictive condition relating to the size of an electronic sign is excessive to say the least. A digital screen measuring 2.1sqm is, for clarity and as an example, 2mx1m- there are television screens of a far greater size located in the majority of the homesteads within the Stellenbosch Municipality. This screen size equates to the size of the digital screens on display in most forecourts at Filling stations and can hardly be relevant to shopfront windows, let alone for location next to public roads.

It is suggested that the Municipality perhaps explore in more detail the size variants that exist in order to familiarise themselves with the various sizes in an open environment and establish what would be of a better fit alongside roads and in public places. It would be suggested that a starting point be in

the region of the 3mx6m sign referenced by the Municipality in Schedule 2 of the draft bylaw.

With regard to 8 (3)(c), as opposed to the idea that internal and electronic illumination is more detrimental to the environment, consideration should be given to the opposite being true. Both internal and electronic illumination are more controlled and result in less light spillage and the ability to control the strength of the illuminating elements. External illumination can often be misdirected, with the result that spot lighting can result in spillage.

4. Requirements for external illumination:

- (c) approved wayleaves must be obtained from the Director: Infrastructure Services or his/her nominee prior to any excavations for the installation of signs. This also applies for signs to be erected in the vicinity of overhead powerlines.

This must be applicable to work conducted on land vested in the Municipality and is not applicable to private property. Please amend accordingly.

9. Road Traffic Safety Requirements

- (1) Signs may not be erected in an area where they are an unacceptable distraction for drivers, which acceptability may be determined in terms of the guidelines laid down in the S.A. Road Traffic Signs Manual.

Reference has been made to the SA Road Traffic Signs Manual. These guidelines need to be elaborated on within the draft bylaw, given that 1.9.1. of the said manual opens by stating that Outdoor Advertising does not fall within the scope of this manual and cannot offer in depth guidance on the management of Outdoor Advertising. Reliance on this manual is then questionable. It also tends to suggest that the determination of the criteria for the decision of what amounts to a position as described in (1) rests with the Municipality given the non-existence of guardrails.

We should also mention that the bylaw has referenced on numerous occasion the implementation of a Traffic Impact Assessment. This option does not exist with specific reference to (1) and therefore, contradictory to other sections of this bylaw dealing with the implementation of a TIA.

- (3) Advertising on bridges, towers, telecommunication masts, pylons or street poles shall not be permitted.

It has become an acceptable norm for advertising panels to be attached to road and rail bridges in various large metro's across the country and due

consideration should be given to this form of advertising as it allows a number of State Owned Enterprises to exploit their assets and generate much needed revenue.

- (5) Signs may not be erected in an area where the traffic volume, the average following headway, or accident history requires a higher degree of awareness from drivers.

By the very nature of outdoor advertising, signage requires traffic in order to make the sign viable and saleable to advertisers and the majority of major freeways and busy arterials throughout the developed world have signs placed alongside these routes. It can also be expected that atleast two times daily a road may be perceived as having high traffic volumes. This clause is another example of over regulation by the Municipality and the reliance on traffic safety issues, which may not be as a result of the existence of signage, to create a general ban within the jurisdiction of Stellenbosch.

10. Legal requirements

All signs to be erected or displayed within the area of jurisdiction of the Municipality must, in addition to complying with this Bylaw, comply with all other applicable legislation, including any applicable Zoning Scheme Bylaw or condition of approval or any departure from the applicable Zoning Scheme Bylaw.

This is an acceptable clause and the compliance with the SPLUMA Act (16 of 2013) needs to be considered in depth. Should the bylaw not be inline with the contents and objectives of these acts, the bylaw could be found to be compromised.

11. Approval

- (2) The Municipality may, at any time, withdraw an approval granted in terms of this Bylaw or its predecessor or amend any condition or impose a further condition in respect of such approval, if a sign or advertising structure:
 - (b) remains unused for more than 90 consecutive days:

Section 11(2)(b) allows for the City to withdraw an approval for instance if an advertising structure stands empty or is not in operation for more than 90 consecutive days. A billboard is expensive to erect and it makes no sense that

the City may unilaterally withdraw an approval which the applicant has paid for. Many factors may be applicable why the billboard stands empty. This clause must be deleted.

Chapter 3: General Provisions

12. Appeal

A person whose rights are affected by a decision in terms of a delegated power may appeal against that decision by giving written notice of the appeal and the reasons therefore in terms of section 62 of the Local Government: Municipal Systems Act, Act 32 of 2000 to the Municipal Manager within twenty-one (21) days of the date of the notification of the decision.

Internal appeals process lacks impartiality

The New By-Laws allows for a single employee (the City Manager), who is in a close relationship with the City (and who wants to protect the interests of the City), to handle internal appeals.

In the SAPOA matter the High Court has found that *"the COJ generates advertising income from its own property, and property under its control. To be a regulator in one's own business interest is a clear conflict of interest and has the potential of causing a conflict of interest which will inevitably create potential for bias. It is vital that the 2018 by-laws acknowledge and address this risk. In the case of Glencore Operations South Africa Proprietary Limited Coal Division v Minister of Mineral Resources and Others [2016] JOL 35181 (LC) the learned Venter AJ at paragraph [85] stated that:*

"The requirement that administrative action must be free from bias is part of the common-law rule against bias, namely, nemo iudex in sua causa." ("no one may be a judge of his or her own cause"). Impartiality is an essential requirement of an officer tasked with exercising a power entrusted to them to make decisions which would affect the rights of others".

In the circumstances, the adjudicatory function of the City in terms of the New By-Laws in respect of applications and appeals should be divested to an impartial decision-making body and not to any particular City official. Appeals must be handled as provided for in SPLUMA.

17. Presumptions

Any person charged with an offence in terms of this Bylaw who is-

- (b) the person whose name appears on an unlawful sign or whose product or services are advertised on such sign, shall be deemed, until the contrary is proved, to have displayed such sign, or to have caused or allowed it to be displayed;

The rule of Law is violated by these presumptions as they all violate the presumption of innocence as protected by section 35(3)(h) of the Constitution. The presumption of innocence is an established principle of South African law which places the burden of proof squarely on the prosecution.

An advertiser which concludes a contract in respect of the advertising of his or her advertisements on signs will not have any ability to control the legality of the signs on which its adverts are displayed. It cannot be held liable unless it is directly implicated in the offence, or is a co-conspirator or an accessory after the fact, he or she has no connection or relationship to the offence.

All exercise of public power must comply with the Constitution and the principle of legality, which is part of the rule of Law. Accordingly, the conduct of the City, in creating presumptions that hold innocent parties responsible for the transgressions of others, must be rationally related to the purpose sought to be achieved by the exercise of it. If there is no rational basis, then such conduct is arbitrary and falls to be set aside as a violation of the principle of legality.

23. Exemptions

Notwithstanding the provisions of this Bylaw, the Municipality may, in written application, exempt any person or class of persons from any or all of the requirements of this Bylaw in considering such exemption it may impose any conditions or requirements it deems appropriate.

This clause requires removal from the draft bylaw given that the clause provides the Municipality with overbroad powers in terms of adjudicating over its own property and as a potential competitor within the outdoor arena, can create an environment that does not allow for the creation of a fair and equitable business arena. The draft bylaw looks to create an extreme platform in which to conduct business and it would be highly questionable for any party to be exempt from the provision of these regulations for whatever reason.

25. Transitional Arrangements

- (1) Anything done before the promulgation of this Bylaw, which was not done in terms of a provision repealed in this Bylaw and was unlawful, shall in the event of such act or sign still not complying with the provisions of this Bylaw, be unlawful and the Municipality in such case may take the necessary action in terms of section 19 hereof.

The Bylaw's transitional provisions are not aligned with the reality that the City did. Not have bylaws before. These provisions must be amended to reflect to the correct status quo.

Contrary to the provisions of 25 (2), "All legal signs that exist at the date of publication of this Bylaw, must in all respects comply with the stipulations in this bylaw within a period of six (6) months from the date of publication. Any sign that fails to comply after the initial six (6) months will be removed." We contend that the transitional provisions must provide for billboards lawfully erected prior to the promulgation date of the New By-Laws, but not in terms of the existing bylaws, to be approved in terms of the New By-Laws.

Schedule 1: Areas of Control

To begin with a general statement on the schedule as being extremely restrictive, especially in light of the fact that the maximum size of a billboard in terms of this draft bylaw is 3mx6m, the smallest example of a "commercial" billboard available on the market in South Africa at the moment, which may only be considered for approval in an area of minimum control, the opportunities for which are almost non-existent.

Given a more detailed perspective of the schedule and the following comments can be made:

1. Almost every defined area has the words "unless in a conservation area" attached, creating an even further limitation on opportunities for advertising signs within the Stellenbosch Municipality.
2. A review of the "Urban Conservation areas" as depicted on a map in the zoning scheme bylaw has resulted in, what could be determined, as a blanket ban on advertising within the CBD areas of the Greater Stellenbosch Municipality.
3. The definitions as contained of the specific opportunities are too broadly defined- the "Urban Conservation area" has been designated in a way that does not reflect the actual conditions that may exist on the ground and within the "Urban Conservation Area". For example, Bird street is included within the "Urban Conservation area" and it is a fact that not the entire Bird street has historical or heritage components that require over protection. Each case should be studied with specific reference to the immediate environment in which it is positioned and not rely on a general overview of an area. The urban environment is dynamic and should be treated as such, without rendering a blanket ban on opportunities for advertising.

4. There is specific reference made to the determination of an area of "minimum", "partial" and "maximum" control as designated on a map contained within the zoning scheme bylaw prepared by the Municipality- this map does not appear to exist in the current zoning scheme bylaw that is available for perusal on the Stellenbosch Municipal website. It is misleading and procedurally flawed to omit these maps, they are the basis upon which the industry is able to function within the Municipal boundaries and should be an important inclusion in this bylaw, and at the very least, should exist. It should be noted that the drafting of any map prepared by the Municipality in this regard needs to be compliant with sections 12 and 13 of the Municipal Systems Act which requirements include the publication of any overlay or control map for public comment and the publication of such overlay or control map in the Provincial Government Gazette to give it effect.

Schedule 2: Billboards

Given the contents of schedule 1 in the draft bylaw, it is evident that the Municipality are making every effort to restrict the erection of billboards completely within the Stellenbosch Municipality.

The fact that a billboard may not exceed a maximum size of 3mx6m and still have extremely restrictive designated areas of control within which to attempt to operate supports the notion that the Stellenbosch Municipality are not prepared to permit advertising signs within their borders.

Consideration needs to be made, in line with further study of the industry by the Municipality, in establishing a more uniform set of bylaws that take into account the general standards of the outdoor industry in Municipalities across the country. It was the intention of the SPLUMA Act to standardise land use management procedures and as such, given the reliance of this draft bylaw on the MSDF and other zoning mechanisms, it is clearly within the ambit of the SPLUMA Act that the Municipality should function.

Consideration should be given to the inclusion of various grades of billboard based on size and inline with the SAMOAC document, whereby the categories can be defined as:

- Super billboards, area greater than 40sqm;
- Large billboards, area greater than 18sqm;
- Small billboards, area less than 18sqm.

And from these categories the area of control can be considered, whereby:

- Super billboards and large billboards are restricted to areas of minimum control;

- Small billboards are restricted to areas of partial and minimum control.

In order to put the size limitations in perspective and with particular reference to electronic signs, in terms of the SAMOAC document, which can now be considered as outdated, an electronic sign measuring just 2.1sqm falls within the category of a "poster and general sign" which is negligible and permissible in all areas of control.

It is strongly recommended that the Municipality give due consideration of the sizes of billboards and breakdown the categories as suggested above.

Specific comments:

- (f) Billboards must be displayed between the angles of 90° and 60° to the direction of oncoming traffic;

A billboard face may only be displayed between the angles of 90° and 60° to the direction of oncoming traffic. These regulatory requirements constitutes an overreach by the City of its authority, because this requirement exceeds established limits. The angles of the billboard vis-à-vis the road next to which it stands are matters which will be unique to every billboard location. These are technical matters which must be addressed in the building plans, prepared by qualified professionals. This provision is overbroad;

- (i) If erected along the right hand side of a section of road, such that its graphics are visible to a driver traveling on the left hand side of the road, shall be deemed to have replaced the advertising opportunity that existed on the left hand side of the road;

This non-sensical requirement means that visible signs on the opposite side of a route essentially replaces opportunities on the same side of the route, which in combination with the spacing standards in Table 1 of the By-laws greatly reduces the realisable options for billboards along routes. In other Cities (E.g. In Johannesburg billboards on the opposite side of a road is not taken into consideration in spacing compliance measurements). This is viewed as logical as B-side advertising spaces are considered less visible and hence distractive to traffic.

DRAFT OUTDOOR ADVERTISING AND SIGNAGE BYLAW IN CONFLICT WITH PUBLISHED OUTDOOR ADVERTISING AND SIGNAGE POLICY

Without creating an exhaustive list of glaring discrepancies and differences that exist between the Outdoor Advertising and Signage Policy and the draft bylaw, the following should be noted.

The policy as it stands and although outdated already seems to be far more proactive and inline with a more modern thinking concept of the built environment, as opposed to the proposed draft bylaw which intention appears to create a complete ban on any form of advertising, in particular billboards within the jurisdiction of the Municipality.

With particular reference, and as mentioned above, within the policy, billboards are dealt with:

2. BILLBOARDS

- Every person who wishes to erect or cause to erect a billboard advertisement shall submit to the Council a written application on the prescribed form and pay the prescribed fee. Such application shall, at Council's discretion, be accompanied by an Environmental Impact Assessment in the case of billboards in excess of 36m² and/or for smaller billboards at the Council's discretion.
- Billboards may be permitted only in urban areas of minimum control and in urban areas of partial control at Council's discretion, subject to specific consent and assessment of their environmental impact as required which shall include the visual, social and traffic safety aspects.

The difference between the policy and draft bylaw are very clear and set out below:

The policy makes reference to a billboard in excess of 36sqm requiring an EIA for consideration, and that a billboard may be erected in an area of minimum control, and with the discretion of the Council, in an area of partial control.

However, in a complete "u-turn", the draft bylaw allows for a billboard of a maximum size of 18sqm and only in an area of minimum control and this needs to be accompanied by an EIA, HIA and TIA!

Given the "areas of control" as proposed in the draft bylaw, read in conjunction with the Urban Conservation Overlay, as well as the "scenic drive"

overlay, there are very few, if any, commercially viable positions for a billboard measuring 3mx6m.

SIZE OF STRUCTURES

En light of the above, dealing with a "billboard", and also taking into account the permissible size of an "electronic sign" as proposed in the draft bylaw, an appeal needs to be made to the Municipality and the responsible officials in that due cognisance needs to be given to the restrictive specified sizes being: a maximum of a 3mx6m billboard and 2.1sqm electronic sign.

These sizes are massively understated for the urban environment, with the global norm being that signs along side major arterial routes, measure anything between 3mx12m (36sqm) and 4.5mx18m (81sqm) and a common size for a freestanding sign in an area of partial control, be it static or electronic, measure a standardised 3mx6m (18sqm). These sizes, are in themselves the very least that one would expect in the designated areas, bearing in mind that urban areas represent the built environment with existing structures/ buildings generally many times larger than the billboards we are referencing.

This concludes our response and comments to the Draft Outdoor Advertising and Signage Bylaw, 2023.

It is hoped that the Municipality will give due consideration to the above comments, which will allow for the formulation of a Bylaw that will not be seen as overly restrictive and which will accommodate responsible and compliant outdoor advertising practices.

Yours sincerely,

Mark Thomas

082 497 5750

From: Piet van der Merwe <piet@corpman.co.za>
Sent on: Friday, December 1, 2023 1:11:51 PM
To: Viola Anthony <Viola.Anthony@stellenbosch.gov.za>
Subject: [EX] STELLENBOSCH NEWLY PROPOSED BY-LAWS OUTDOOR ADVERTISING 2023

To City Manager
 Department of Development Planning
 Stellenbosch Municipality

1 December 2023

Dear Sir/Madam

RE: CALL FOR PUBLIC COMMENT ON STELLENBOSCH OUTDOOR ADVERTISING DRAFT BYLAW 2023

We hereby submit our comment and observations to date as requested by your notice posted electronically.

1. The definition of advertisement together with the sleuth of draconian list of inappropriate by-laws is broad, perverse and counter productive to apply in a modern day democracy and business environment.
2. The classification of class 2 and 3 roads the definition of " gateway routes" and their proximity to urban & industrial development zones is unclear. They are written in such a manner which obfuscates the clear and concise understanding, demarcations, definitions & interpretation when applying various criteria resulting in a incomplete unsatisfactory bylaw.
3. No provision has been made for reparations for impinging on business existing commercial & constitutional rights.
- 4.E.I.A is a unnecessary financial burden placed on business.
- 5.H.I.A is a extraneous process being applied incorrectly and unnecessarily to business in this context repeatedly creating an exceptional, unrelated financial burden on business.
- 6.The proposed by-law on LED screens contradicts the existing LED screen recently erected and approved through council currently in Stellenbosch CBD.
- 7.No provision is made for a period of transition to regularize situation.
- 8.There has been no meaningful public engagement and participation by industry,landlords and effected role players to give valuable input and assistance in formulating a better quality bylaw.
9. Where? is the professional independant oversight committe to render valid application processes and outcomes vs parochial ,subjective opinions by a council representative.
- 10.The proposed bylaw presented is of poor quality presenting a litany of constitutional issues that hinders economic development.Nor do they offer support and practicality to business South Africa.

It is suggested that the municipality approach OHMSA & SAPOA both recognized and respected organizations who's members have vested interests and take heed in formulating a world class set of bylaws.

Kind regards
 Piet Van der Merwe

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Piet van der Merwe

C: +27 (0)82 339 0204
E: piet@corpman.co.za
W: www.corpman.co.za

Cape Town | Johannesburg



Belangegroep Stellenbosch Interest Group

HM/CB/0815/32

interestgroup Stellenbosch@gmail.com

08.12.2023

The Stellenbosch Municipality
Viola.Anthony@Stellenbosch.gov.za

Commentary on Draft Outdoor Advertising and Signage By-law.

The Stellenbosch Interest Group wishes to point out a serious omission in the Draft Outdoor Advertising and Signage By-law

SCHEDULE 4: SIGNS ATTACHED TO WALLS OF BUILDINGS: FLAT AND PROJECTING SIGNS: requires as a first condition the addition of the following:

(1) No signs may be attached to Historical Buildings.

This condition appears in SCHEDULE 7 but must also be applied to schedule 4

Schedule 8 also requires the addition of the following condition.

No signs may be attached to historical boundary walls and fences.

Kind regards,

Patricia Botha
Chairperson

APPENDIX 4

STELLENBOSCH MUNICIPALITY

OUTDOOR ADVERTISING AND SIGNAGE BYLAW

To provide for the control, management and regulation of outdoor advertising and signage on Municipal and private property, to provide measures to ensure the health and safety of the public and to protect the environment, to create offences and penalties, to provide for the repeal of laws and savings and to provide mechanisms, guidelines and policies for the control, regulation and management thereof and for all matters connected therewith.

PREAMBLE

WHEREAS Section 156(1)(a) of the Constitution of the Republic of South Africa, 1996 ('The Constitution') provides that Municipalities have the executive authority in respect of and the right to administer local government matters listed in Part B of Schedule 5 of the Constitution;

AND WHEREAS Section 156(2) and 156(5) of the Constitution provides that Municipalities may make and administer By-laws for the effective administration of the matters which it has the right to administer and the right to exercise any power concerning a matter reasonably necessary for, or incidental to, the effective performance of its functions;

AND WHEREAS Part B of Schedule 5 of the Constitution lists Billboards and the display of advertisements in public places as matters of local government competence;

AND WHEREAS the Stellenbosch Municipality recognises the need to facilitate the involvement of the community and public participation in planning processes and developments;

AND WHEREAS the Stellenbosch Municipality seeks to manage, control and regulate outdoor advertising and signage and any matters connected therewith;

NOW THEREFORE the Stellenbosch Municipal Council, acting in terms of Section 156 read together with Part B of Schedule 5 of the Constitution and read together with Section 11 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) hereby promulgates the following By-Law: -

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1. DEFINITIONS

In this Bylaw, unless inconsistent with the context-

“Advertisement” means any:

- (a) visible or audible representation of a-
 - i. Word or any abbreviation thereof;
 - ii. Name or any abbreviation thereof;
 - iii. Letter;
 - iv. Figure; or
 - v. Object
- (b) sign or symbol; or
- (c) light which is not solely used as a warning against danger,

which is visible from any public place and which is intended to promote any news headlines, business, product, service, brand, person, function, meeting, election or candidate in an election, event or activity.

“Advertising” shall have a similar meaning;

“Advertising Structure” means any physical structure whether of a permanent or temporary nature, designed to host an advertisement, which structure is greater than 4.5 m² in overall size;

“Aerial Advertisement” means an advertisement that is displayed or performed in the air, including but not limited to balloons and blimps that can be viewed from within the Stellenbosch Municipality’s area of jurisdiction;

“Approval” means approval by the Stellenbosch Municipality and “approve” has a corresponding meaning;

“Area Of Control” refers to the degree of advertising control to be applied in a specific area (i.e. Maximum, Partial or Minimum Control) in accordance with the visual sensitivity of the area and traffic conditions, which areas are set out in Schedule 1 of

this By-Law; and which may be modified or amended by the Stellenbosch Municipality in accordance with the requirements as set out in Section 12(3)(b) of the Municipal Systems Act, 2000 (Act 32 of 2000), which amendments and modifications will be in accordance with the Stellenbosch Municipality's Zoning Scheme By-Law and shall be graphically depicted in the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone as prepared and promulgated by the Stellenbosch Municipality; [MB1]

“Official” an employee of the Stellenbosch Municipality or any other person who is appointed or authorised thereto to perform any act, function or duty related to the provisions of this By-Law, or exercise any power in terms of this By-Law.

“Banner” means any material upon which an advertisement is displayed in such a manner as to be fully legible in windless conditions, attached to one or more ropes, poles or flagstaff's projecting vertically, horizontally or at an angle, or attached to buildings or special structures, but excludes banners carried as part of a procession. A flag which is not displayed on an approved flagpole shall for the purposes of this By-Law be deemed to be a banner;

“Billboard” means any sign, screen, board, hoarding, fence, wall or free-standing structure used or intended to be used for the purpose of displaying an advertisement which is larger than 4.5m² in total surface area;

“Central Business District (CBD)” means the commercial and business centre of a particular area, which is designated as such in the Stellenbosch Municipality's Zoning Scheme By-Law and geographically depicted in the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone as prepared and promulgated by the Stellenbosch Municipality;

“Class 2 Roads” means the roads which form the primary network for the urban areas as a whole and which are characterized by high volumes, restricted access and fairly high speeds;

“Class 3 Roads” means roads that distribute traffic between the principal residential, industrial and business districts of the town and which form the link between the primary network (class 2 roads) and the roads within residential areas;

“Clear Height”, in relation to an advertisement, means the vertical distance between the lowest edge of the advertisement and the natural level of the surrounding ground, footway or roadway immediately below the advertisement;

“Commercial Advertising” means any words, letters, logos, figures, symbols, pictures relating to the name of a business, trade, partnership, individual, or any information, recommendation or exhortation in respect of any particular goods manufactured or sold, or any particular services rendered or offered, or any event for commerce or entertainment, including sporting events;

[MB2]**“Common Boundary Facade”** means any façade of a building which is built abutting a rear or side boundary of property and which façade is blank, that is, having no architectural features, which includes windows;

“Composite Advertisement” means a single freestanding advertising structure for the display of more than one advertisement;

“Consultant” means a suitably qualified independent person or company that acts on behalf of, or as an agent of, an applicant for approval of an advertisement in terms of this By-Law;

“Continuing Offence” means an offence in terms of this By-Law, which offence continues to exist after the expiry of the notice period referred to in a notice served in terms of this By-Law;

“Custom Made Design” means the design of any advertisement, which features special effects such as specialist character cut outs or shapes or three-dimensional

presentations or moving parts or a combination thereof, and which is uniquely designed or constructed for erection in a particular location;

“Development Board” means an advertisement displayed at premises upon which building operations are currently in progress and relating to any services being provided, work being done or goods being supplied in connection with such building operations, but excludes contract boards for building and civil engineering projects as required in terms of the Architectural Profession Act, 2000 (Act No. 44 of 2000) or any other applicable law;

“Display” means to erect or exhibit an advertisement visible to the public view by any method whatsoever, and “displayed” has a corresponding meaning;

“Electronic Advertisement” means an advertisement which has an electronically controlled, illuminated display surface which allows all, or a portion, of the advertisement to be changed or illuminated in different ways;

“Environmental Impact Assessment” (EIA) means an assessment of the impact that an advertisement may have on the environmental aspects of the receiving environment, which assessment must be carried out in accordance with the provisions of the National Environmental Management Act, 1998 (Act No 107 of 1998) by a registered professional environmental assessment practitioner;

“Estate Agency” means a person who markets, sells or leases properties with or without buildings erected thereon and **“estate agent”** has a corresponding meaning;

“Existing Advertisement” means any advertisement previously approved by the Stellenbosch Municipality;

“Flat Advertisement” means an advertisement which is affixed to, or painted directly onto a wall of a building but not onto or over windows or doors or architectural

articulations and which at no point projects more than 250mm in front of the surface of such wall;

“Freestanding Advertisement” means any advertisement or group of advertisements contained or displayed on one freestanding structure which is not attached to a building or to any structure or object not intended to be used for the primary purpose of advertising;

“Gateway Route” means a prominent route with an entrance to or exit from a specific part of the Stellenbosch Municipality's jurisdiction, consisting of man-made or natural features and which creates a strong sense of arrival or departure and which is consistent with town planning or development framework plans or By-Law, and which may be designated as such in the Stellenbosch Municipality's Zoning Scheme By-Law and geographically depicted as such in the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone as prepared and promulgated by the Stellenbosch Municipality;

“Graphic” includes but is not limited to any component which contributes to the visual appearance or aesthetics of an advertisement, including its background;

“Headline Poster” means a temporary poster advertising the contents of a daily or weekly newspaper;

“Height of an Advertisement” is calculated by measuring the vertical distance between the uppermost and lowest parts of the advertising panel or any supporting structure, from the natural ground level;

“Heritage Impact Assessment” (HIA) means a visual and contextual assessment of the impact that any proposed advertisement may have on the cultural heritage, whether built or recognized at the locality where the proposed advertisement will be displayed and which assessment must be carried out in accordance with the National Heritage Resources Act, 1999 (No. 25 of 1999) by professionally registered environmental assessment practitioner, professionally registered architect or other suitably qualified and experience professional;

“Internally Illuminated Advertisement” means an advertisement or structure used to display an advertisement which has been installed with electrical or other power and an artificial light source which is fully or partially enclosed within the structure or advertisement and which light is intended to illuminate the advertisement or a portion thereof;

“Law” means any law, proclamation, ordinance, Act of Parliament or Provincial Legislature, or any other enactment having the force of law;

“Locality Bound Advertising” means any advertisement displayed on a specific property, premises or building and may include such an advertisement on municipal owned land, adjacent to, abutting on or within 5 meters of the aforementioned property boundary, premises or building, which advertisement refers to an activity, product, service or attraction, located, rendered or provided on or from that property, premises or building;

“Loose Portable Advertisement” means a freestanding locality bound notice or advertising board placed or erected in the road reserve or in a public place;

“Movable Advertisement” means an advertisement not permanently fixed and not intended to remain fixed in one position, but does not include any moving part on a fixed permanent advertisement;

“Municipality” means the Municipality of Stellenbosch established by Establishment Notice No. 479 in Provincial Gazette of 22 December 2000 issued in terms of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998), and where the context so requires, includes—

- (a) the Council;
- (b) another political structure or a political office bearer of the Municipality, authorised or delegated to perform a function or exercise a power in terms of this By-law;
- (c) the Municipal Planning Tribunal, authorised or delegated to perform a function or exercise a power in terms of this By-law;
- (d) the Municipal Manager; and
- (e) any employee of the Municipality acting in terms of delegated or sub-delegated authority of the Municipality;

“New Advertisement” means any advertisement first displayed after the promulgation of this By-Law;

“Non-Profit Body” means a body established primarily to promote a community goal or benefit without direct or personal financial gain, and may include educational, sporting, medical, municipal departments, bodies as well as charities or community organizations;

“Organ of State” means—

- (a) any department of state or administration in the national, provincial or local sphere of government;
- (b) any other functionary or institution—
 - (i) exercising a power or performing a function in terms of the Constitution or a provincial constitution; or
 - (ii) exercising a public power or performing a public function in terms of any other Legislation;

“Perimeter of an intersection” means the perimeter of the area embraced within the prolongation of the road reserve lines of two or more public roads that join one another at any angle, whether or not one such public road crosses the other;

“Person” includes—

- (a) any natural or juristic person;
- (b) any organ of state;

“Poster” means temporary advertisement capable of being attached to the Municipal electrical light standards or pasted to fixed structures to advertise events or campaigns, including elections or referenda of limited duration and excluding advertisements advertising markets, exhibitions or events which are held on a regular basis;

“Projected Advertisement” means any advertisement projected by a laser projector, video projector, or other apparatus;

“Projecting Advertisement” means an advertisement which is affixed to a wall of a building and which at some point projects more than 250mm in front of the surface of such wall;

“Public Façade” means any façade of a building that has architectural articulations and which is visible to the public;

“Public Place” means any public road, public street, thoroughfare, bridge, subway, footway, foot pavement, footpath, sidewalk, (or similar pedestrian portion of a road reserve), lane, square, open space, garden, park or enclosed place vested in the Municipality, or other state authority or indicated as such on the Surveyor General's records, or utilized by the public or zoned as such in terms of the Stellenbosch Municipality Zoning Scheme Bylaw ;

“Public Notice” means the notification of an advertising application by publication of a notice in the local newspaper, the display of a site notice, and service of a notice on adjoining owners, the ward councillor, organ of state and where applicable affected owners for the purposes of public participation in terms of this By-law

“Public Road” means public road as defined in the National Road Traffic Act, 1996 (Act 93 of 1996);

“Road Reserve” means the designated area of land that contains a public street or private road (including the road and associated verge) and that may be defined by cadastral boundaries;

“Roadway” means that portion of a road, street or thoroughfare improved, constructed or intended for vehicular traffic as defined in the National Road Traffic Act, 1989 (Act 29 of 1989);

“Roof Advertisement” means an advertisement affixed to a roof of a building where the top edge of any point of that advertisement does not exceed the height of the roof plane to which it is affixed;

“Rural Area” means an area outside the urban edge excluding natural areas as described in schedule 1;

“Scenic Route” means a road designated as such on the Scenic Routes Overlay Zone, from which landscapes or features of aesthetic or cultural significance can be seen or viewed as designated by the Municipality;

“Scenic Routes Overlay Zone” shall have the same meaning as defined in the Stellenbosch Municipality's Zoning Scheme By-Law.

“Security Advertisement” means an outdoor advertisement for neighbourhood watch and similar schemes, and an advertisement containing the name, logo, address and telephone number of a security company contracted to protect, or security system installed to protect, the premises on which the advertisement is displayed;

“Service Station Facility Advertisement” means freestanding advertisements at petrol filling stations, roadside rest and service areas and includes service station pylon advertisements;

“Shop” means a building used for retail trade or services;

“Signalized Traffic Intersection” means an intersection controlled by traffic signals;

“Sky Advertisement” means an advertisement where the top edge of any point of that advertisement exceeds the height of the roof plane to which it is affixed;

“Sponsored Advertisement” means an advertisement, the primary purpose of which is not to advertise goods or services, but which displays a graphic or content which promotes community or public awareness of a recognized public or community goal;

“Street Name Advertisements” means pole-mounted, double-sided, internally illuminated or un-illuminated advertisements displayed in combination with names of streets, not exceeding one (1) m²;

“Street Furniture” means public facilities and structures which are not intended primarily for advertising and includes but is not limited to seating benches, planters, bins, pole mounted bins, bus shelters, sidewalk clocks, drinking fountains, Telkom boxes, traffic signal controllers, electricity boxes, post boxes and telephone booths, but excludes road traffic sign, traffic signals, street lights or any other road-related structures;

“Teardrop Banner” means any material in a teardrop shape with or without a printed advertisement which is fully legible in windless conditions and held taught by a spring tension and supported by a single flexible pole;

“Temporary Advertisements” means advertisements which are displayed for a maximum period of 14 days, or such other period as may be approved by the Municipality;

“Thickness”, in relation to a projecting advertisement, means the width of such advertisement measured parallel to the plane of the main wall to which such advertisement is affixed;

“Third-Party Advertising” means the advertising of goods or services that are not made, procured, sold or delivered from the property on which the advertisement or advertisement advertising those goods or services is fixed or placed, and includes advertising which is not locality bound;

“Three Dimensional Advertisement” means an advertisement containing more than 2 dimensions, including product replicas;

“Total Surface Area” refers to the cumulative measurement encompassing all exposed external surfaces of an advertisement, excluding its supporting structure.

“Traffic Impact Assessment” (TIA) means an assessment of the impact a proposed advertisement may have on vehicle, pedestrian, or cyclist safety and traffic operation, which study should recommend any mitigating measures that may be required as a result of that impact and which assessment must be carried out by a professionally registered traffic engineer;

“Traffic Sign” means a road traffic sign as prescribed in the National Road Traffic Act, 1996 (Act 93 of 1996);

“Traffic Signal” means a road traffic signal as prescribed in the National Road Traffic Act, 1996 (Act 93 of 1996);

“Transit Advertising” means advertising by means of a movable advertisement which is capable of being transported by road either on or in conjunction with a motorized vehicle, including trailers primarily used for advertising;

“Transportation Terminals” means any area designated by the Municipality as such, where the formal interchange of modes of public transport takes place by the public, including, but not limited to designed railway stations, official taxi terminals and bus terminals;

“Urban Areas” means an area within the urban edge of a town;

“Urban Conservation Area” means an area in the built environment which is designated as such in terms of the Stellenbosch Municipality's Zoning Scheme By-Law and geographically depicted in the Urban and Rural Conservation Overlay Zone as prepared and promulgated by the Municipality;

“Urban and Rural Conservation Overlay Zone” shall have the same meaning as defined in the Stellenbosch Municipality's Zoning Scheme By-Law;

“Urban Edge” means an area in the built environment which is designated as such in the Stellenbosch Municipality's Zoning Scheme By-Law and geographically depicted in the Urban and Rural Conservation Overlay Zone as prepared and promulgated by the Municipality;

“Urban Edge Line” means a predetermined point to point boundary line as determined by the Municipality, which has as its purpose, the containment of urban development;

“Veranda” includes a cantilever canopy and sunblind;

“Visual Impact Assessment (or VIA)” means an assessment of the potential visual impacts of a proposed advertisement on the receiving environment, which assessment must be prepared by registered professional architect;

“Window Advertisements” means advertisements which are temporarily or permanently painted on, or attached to the window-glass of a building;

“Zone” / “Zoning” refers to a land use zone as set out in the Stellenbosch Municipality's Zoning Scheme By-Law, which includes base zoning, overlay zoning, and the components defined in Section 1 of the Spatial Planning and Land Use Management Act. This definition is subject to amendments by the municipality in accordance with the requirements of Section 12(3)(b) of the Municipal Systems Act (Act 32 of 2000).

2. OBJECTS OF BY-LAW

2.1 The objects of this By-law are to regulate advertising and the use of advertisements in a manner which-

- (a) Promotes the protection and conservation of environmental, cultural, heritage and aesthetic sensitivities of areas within the Municipality's jurisdiction;
- (b) Promotes freedom of responsible commercial speech by striking a balance between advertising opportunities and economic development on the one hand, and the conservation of the visual, tourism, environmental and heritage characteristics and traffic safety on the other hand;
- (c) Promotes the responsible use of the Municipality's natural, cultural and heritage environment;
- (d) Promotes a safe and healthy environment;
- (e) Provides recognition to the substantial number of technical details that apply to specific types of advertisements and their effect on specific places;
- (g) Ensures that only advertisements and advertising which are compliant with the provisions of this bylaw be allowed;

3. Application of By-law

The provisions of this By-law shall apply to all areas which fall within the jurisdiction of the Stellenbosch Municipality.

CHAPTER 1**4. Submission of applications**

- (1) Other than those advertisements referred to in section 13(3) to 13(10) of this Bylaw, no person may display any advertisement or erect or use any advertisement for advertising purposes without the Municipality's approval in terms of this Bylaw and any other applicable legislation.
- (2) Every person intending to display a new advertisement or to alter or to add to an existing approved advertisement or submit a signage plan in terms of a Site Development Plan proposal, must apply in writing to the Municipality which application must be accompanied by the following information in duplicate:
 - (a) a site plan, drawn to a scale of not less than 1:200, showing the following—
 - (i) the site on which it is proposed that the advertisement is to be erected or displayed;
 - (ii) the position of the advertisement and the building, if any, to which it is to be attached;
 - (iii) every building and the existing advertisements on the site;
 - (iv) existing and proposed landscaping, traffic signals and road traffic signs; and
 - (v) the positions, with dimensions, of the advertisement in relation to the boundaries of the site and the location of the streets abutting the site, together with its existing approved zoning conditions;
 - (b) a drawing, which is of sufficient detail to enable the Municipality to consider the appearance of the advertisement and all relevant construction detail, including the dimensions of the proposed advertisement and its supporting structure (if any), a description of the materials of which the advertisement is to be constructed, the colours of the advertisement, and whether or not the advertisement is to be illuminated; In the latter event, the plan must indicate whether or not the advertisement is an electronic advertisement and, if so, full details must be furnished;

- (3) The drawing referred to in sub-section (2)(b) must have detailed drawings of such advertisement to a scale of not less than 1:20 and a site plan indicating the position of the advertisement on the site to a scale of not less than 1:50;
- (4) If an advertisement is to be attached to or displayed on the wall or façade of a building, the Municipality may require the submission of an additional drawing, drawn to a scale of not less than 1:100, showing—
 - (i) an elevation of the building in colour;
 - (ii) the details and position of the proposed advertisement; and
 - (iii) the details and the position of every existing advertisement on the building

Alternatively, the Municipality may require a coloured print of or an artist's photographic- or computer-generated impression of the building with the details of the proposed advertisement superimposed on such graphic and drawn as nearly as is practicable to the same scale as that of the graphic;

- (5) If the applicant is not the registered owner of the property on which the advertisement will be erected, he or she must obtain the consent of the registered owner of the land or building on which the advertisement is proposed to be erected, indicating that person's knowledge of the application.
- (6) The Municipality may require the submission of any or all of the following studies or assessments—
 - (a) an Environmental Impact Assessment;
 - (b) a Heritage Impact Assessment;
 - (c) a Visual Impact Assessment; and
 - (d) a Traffic Impact Assessment.
- (7) Where the erection of a proposed advertisement may pose potentially detrimental effect/s to a community or a portion thereof of any particular person, the municipality may in its sole discretion require the applicant, at the applicant's own cost, to notify interested and affected persons of the details of the application and invite any comments on the application to be submitted to the municipality and the applicant within a period of twenty-one (21) business days from the date of publication of such public notice. Such Public Notice must include the following information:
 - (a) Full names of the applicant;

- (b) Capacity in which the applicant is acting if he or she is not the owner of the land concerned;
 - (c) Full property description, location or other means of identifying the property at which the proposed advertisement is proposed to be erected;
 - (d) Brief summary of the application in particular the type of advertisement that is being applied for;
 - (e) Name of the person and address where written objections must be lodged;
 - (f) That written objections must be lodged with the Municipality within twenty-one (21) days of-
 - i. Delivery of the notice;
 - ii. Publication of the public notice in the newspaper; or
 - iii. Display of the site notice;
 - (g) Place and time where the full particulars of the application may be inspected;
 - (h) Any other additional information which the Municipality may require to be included in the notice.
- (8) Publication of the Public Notice shall include any one, or a combination of the following:
- (a) Proof of service of a public notice on adjoining owners, affected person/s and the ward councillor: Provided that where an adjoining owner or affected person/s is a member of a Body Corporate or Home Owners Association, service on the registered address of the Body Corporate or Home Owners Association is deemed to be service on all the owners of the Body Corporate or Home Owners Association;
 - (b) Erection of the public notice on all road frontages at the property where the advertisement is proposed to be erected, which site notice must be A3 in size and in accordance with the manner and form prescribed by the Municipality in respect of the content and location of the notice;
 - (c) Publication of the public notice at least once in two local newspapers circulating the area where the proposed advertisement is proposed to be erected: Provided that the Public Notice must be published in the language of the newspapers concerned and that where the dates of

publication differ, the date of the last publication is deemed to be the date of publication;

- (d) simultaneously using other means, which may be required by the municipality, which may include publication on the municipal website where a copy of the application will be made available for inspection, publication on community notice boards or communication through email or social media.
- (9) The Municipality may require a signage master plan in respect of any development where the erection of numerous advertisements is proposed, or the rationalization of previously approved advertisements is required so as to allow it to consider a consistent design master plan prior to assessment of any individual advertisement.
- (10) Within twenty-one (21) business days from the date of submission of the original application or payment of the application fee, whichever is later, the Municipality must notify the applicant of any additional requirements or request any additional information that it requires in order to determine the application.
- (11) The Municipality must retain a copy of each document that formed part of an application.
- (12) The Municipality may require a written notice from the applicant or person to confirm that an approved advertisement was erected.

5. Fees and general factors in considering approval of applications, amendments and conditions

- (1) Every person who applies to the Municipality for approval in terms of this Bylaw must, on making application, pay to the Municipality an application fee as determined by the Municipality and no advertisement may be erected until such time as the required approval has been granted and any application fees have been paid in full.
- (2) In considering an application for the display of an advertisement or the erection of an advertisement in terms of this Bylaw, or an amendment or condition attaching or to be attached to an approval, the Municipality must have regard to the following factors:
 - (a) The area of control in which the proposed advertisement is to be erected or displayed as set out in Schedule 1 of this Bylaw; provided that if an advertisement falls into more than one area of control or if a proposed site in one area of control may impact on an adjacent area of control, the Municipality shall be entitled to determine the area of control pertaining to that application;

- (b) the locality or landscape and the advertising opportunities pertaining to that area of control; the number of advertisements already displayed or proposed to be displayed on the property and in the area surrounding the property concerned;
 - (c) the findings of any Traffic Impact Assessment, Environmental Impact Assessment, Visual Impact Assessment or Heritage Impact Assessment.
 - (d) Any comments received in response to the public participation processes conducted;
 - (e) locality bound advertisements must relate to the lawful use of a property provided that no such advertisement may be affixed to or placed on residential premises or portions thereof other than as is permitted by or for home industries and legal temporary uses; and
 - (f) that no advertisement or advertisement may be designed or displayed that—
 - (i) will constitute a danger to any person or property;
 - (ii) will display any material or graphic which does not comply with the requirements of the Advertising Standards Authority of South Africa.
 - (iii) will be detrimental to the environment or amenity of the neighbourhood by reason of either its size, intensity, frequency, illumination, quality of design, material, proposed graphic or locality.
 - (iv) will obscure any road traffic signs or other advertisements approved in terms of this Bylaw or which will pose a road traffic safety risk; and
 - (v) will be detrimental or otherwise negatively impact on the environment, whether artificial or natural.
- (3) Subject to any conditions in Schedule 16, all new advertisements approved under this Bylaw and any successive Bylaw, may remain on display uninterrupted until such time as they do not comply with the provisions of this Bylaw or any other applicable legislation.

6. Factors relating to areas of control, specific advertisements and commercial sponsored advertisements

- (1) For the purposes of this By-law, the following areas of control exist:
 - (a) Areas of Maximum Control;
 - (b) Areas of Partial Control; and
 - (c) Areas of Minimum Control.
- (2) The areas of control in which advertisements can be displayed are reflected in schedule 1 hereto.
- (3) The Stellenbosch Municipality's Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone must indicate: -
 - (a) Boundaries of areas of Maximum, Partial and Minimum control within its area of jurisdiction;
 - (b) Types of signs which are prohibited within the areas contemplated in paragraph (a) above; and
 - (c) Types of signs which are permitted within the areas contemplated in paragraph (a) above, and any conditions to which they may be subject to.
- (4) The Stellenbosch Municipality's Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone must comply with the provisions of this By-Law and with any other applicable law.

- (5) The Stellenbosch Municipality's Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone must be subject to Public Participation by publishing them for public comment in terms of the provisions of Section 12(3)(b) of the Municipal Systems Act, 2000 (Act 32 of 2000) before it may be adopted by Municipal Council. Such Public Participation will involve the following procedure:
- (a) The Municipality will compile and publish its Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone; and
 - (b) Publish a notice in the prescribed manner and form.
- (6) The notice contemplated in subsection (5)(b) must-
- (a) Contain a summary of the key aspects of the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone;
 - (b) Inform the public that the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone are available for inspection at a specified location and between specified hours; and
 - (c) Invite comments and objections from the public, to be received by the Municipality by a specified date not less than 30 (thirty) days after the publication of the notice.
 - (d) Be published in two local newspapers that circulate the area, or if there is a community newspaper which is free to the public and is circulated in the area, it may be published in the community newspaper and one daily local newspaper.
- (7) The Municipality may in addition to the above, also call for a public meeting to be held and the public meeting must be held not less than 7 (seven) days or more than 60 (sixty) days after the date of publication of the notice referred to in subsection (5) above.
- (8) At the public meeting contemplated in subsection (7) above, the Municipality must-
- (a) Present and explain the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone;
 - (b) Respond to any queries related to the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone;

- (c) Give interested and affected persons, business people and residents an opportunity to make comments and lodge objections; and
 - (d) Take minutes of the meeting;

- (9) After having considered the comments and objections, the Municipality may within a reasonable period from the commencement of the public participation process-
 - (a) Adopt the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone;
 - (b) Amend and adopt the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone; or
 - (c) Reject the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone;

- (10) Notwithstanding the provisions of section 59 of the Local Government: Municipal Systems Act, 2000 (Act No. 32 of 2000) the Municipal Council may not delegate the decision-making powers referred to in subsection (9) above.

- (11) In the event that the Municipal Council adopts the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone, a notice must be published in the manner contemplated in subsections (5) and (6) above, as well as the Provincial Gazette –
 - (a) Confirming that the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone have been adopted;
 - (b) Giving notice of the commencement date of the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone;
 - (c) Summarising the key aspects of Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone; and
 - (d) Confirming that the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone are available for inspection at a specified location and between specified hours.

- (12) The Municipal Council –
 - (a) May amend or revoke the adopted Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone subject to the provisions of the Promotion of

- Administrative Justice Act, 2000 (Act No. 3 of 2000): Provided that the Council must follow the public participation process as set out in section 6; and
- (b) Must review the adopted Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone whenever the Council deems it necessary to do so.
- (13) The Municipality may, in addition to the factors set out in section 5 of this Bylaw, apply the specific standards set out in schedules 1 to 18 of this By-law to certain specific advertisement types and proposed localities when an application for approval is made in respect thereof and will apply the specified criteria set out in this By-law to applications for the erection of advertisements by non-profit bodies.
- (14) Schedule 1 of this Bylaw indicates the areas of control in which certain specific advertisement types may be permitted, subject always to approval in terms of this Bylaw and furthermore subject to any additional requirement pertaining to a specific advertisement type as set out in the remaining schedules.
- (15) The description of areas or routes in Schedule 1 should be read with the definitions as contained in the Municipality's Zoning Scheme Bylaw.
- (16) The Municipality may grant an exemption from the terms of this Bylaw in respect of advertisement types or areas of control set out in the schedules of this Bylaw having regard to—
- (a) the area of control where it is proposed to display the advertisements;
 - (b) nature of the event;
 - (c) duration of the erection or display of the advertisement;
 - (d) size of the proposed advertisement;
 - (e) any traffic, environmental, visual or heritage impact assessment;
 - (f) site specific circumstances that may justify such exemption; and
 - (g) Any comments received in response to any public participation processes conducted.

CHAPTER 2

7. Standard conditions for approval

- (1) All advertisements must be properly erected and constructed of the requisite strength and must be secure and must comply with any other requirements provided for in any other applicable law.
- (2) The applicant to whom approval has been granted and the owner of the property or building to which it is attached shall be jointly and severally liable for the maintenance

thereof and must undertake at least one inspection per year thereof with a view to satisfying themselves as to the safety thereof.

- (3) Where any advertisement or advertising structure is vandalised or becomes torn or damaged or otherwise falls into a state of disrepair, and/or dilapidation the applicant to whom the approval has been granted or the owner of the fixture or property which or to which an advertisement is attached, must within seven (7) business days of receiving a notice in writing from the Municipality requiring it to attend to such repairs, carry out such repairs.
- (4) All advertisements and their support structures must be constructed of incombustible, durable materials suited to the function, nature and permanence of the advertisement.
- (5) All glass used in an advertisement, other than glass used in illumination, must be safety glass of at least 3mm thick.
- (6) Glass panels used in an advertisement must not exceed 0.9m² in area, each panel being securely fixed in the body of the advertisement, structure or device independently of all other panels.
- (7) Every advertisement and its support structure must be kept in a state of good repair.
- (8) No advertisement may obstruct the opening and closing of any window or opening provided for ventilation of a building or obstruct any stairway or doorway or other means of exit from the building or prevent movement of people from one part of a roof to another.
- (9) No advertising structure may be closer to overhead electrical equipment than the minimum distance as prescribed in the Occupational Health and Safety Act, 1993 (Act 85 of 1993).

8. Electrical requirements

- (1) All advertisements needing an electrical connection must preferably be supplied from the existing electrical supply on the property where it is to be erected. If this is not possible, application for a metered electricity supply must be made to the relevant authority.
- (2) Every advertisement in connection with which electricity is used, must be provided with suitable capacitors to prevent interference with radio and television reception.

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- (3) Each power cable and conduit containing electrical conductors in respect of an advertisement must be so positioned and fixed so that it is safe, unseen, inaccessible and child tamper proof and animal proof.
- (4) Each interior high-voltage installation that runs unattended (such as a window display) and each exterior high-voltage installation must have an acceptable type of fireman's switch in accordance with the requirements as stipulated in sections 6.7.2 and 7.5 of SANS 0142 1993 promulgated in terms of the Occupational Health and Safety Act, 1993 (85 of 1993).

9. Illumination requirements

- (1) The Municipality may approve an illuminated advertisement, provided that the provisions of this Bylaw are complied with and that such illumination does not constitute a road safety hazard or cause undue light spillage.
- (2) Advertisements may not be illuminated if no advertisement content is displayed.
- (3) All internal illumination or electronic advertisements must conform to the following requirements—
 - (a) only be displayed in areas of partial and minimum control and must be less than 2.1m².
 - (b) electronic advertisements may not have subliminal flashes; and
 - (c) prior to the erection of an advertisement, the Municipality may require a Traffic Impact Assessment, Environmental Impact Assessment, Visual Impact Assessment and Heritage Impact Assessment to be conducted, the results of which must indicate that no detrimental impact on traffic, the environment, visual aesthetics or heritage resources, is envisaged. In addition, the Municipality may require subsequent traffic monitoring of any internally illuminated or electronic advertisement.
- (4) Requirements for external illumination:
 - (a) the light source emanating from external illumination must not be visible to traffic traveling in either direction;
 - (b) external illumination must not be positioned so as to create any undue light spillage beyond the surface area of the advertisement; and
 - (c) in respect of Municipal owned property, approved wayleaves must be obtained from the Director: Infrastructure Services or his/her nominee prior to any

excavations for the installation of advertisements. This also applies for advertisements to be erected in the vicinity of overhead powerlines.

- (5) Electricity Power sources may be applied for as per the conditions of the Electricity Services Bylaw.

10. Road traffic safety requirements

- (1) Advertisements may not be erected in an area where they would pose a road traffic safety concern.
- (2) Electronic advertisements may not be permitted if they are visible from class 2 or 3 roads, a gateway route or a scenic route, unless expressly approved in writing by the Municipality.
- (3) Advertising on bridges, towers, telecommunication masts, pylons or street poles shall not be permitted, unless expressly approved in writing by the Municipality.
- (4) The graphic content of advertisements must not have the potential to be visually interpreted as a road traffic sign, due to any factor, including but not limited to the following:
 - (a) any stylised or pictorial presentation of a road traffic sign or traffic signal;
 - (b) any word, symbol, logo or other device used on a road traffic sign;
 - (c) use of combinations of colours specified for road traffic signs, in a manner likely to lead to confusion; and
 - (d) any reflector paint or material.
- (5) Advertisements may not be attached to or obscure a road traffic sign or traffic signal specifically provided for in the South African Road Traffic Signs Manual or applicable legislation.
- (6) Advertisements may not be erected within the road reserve of any public road unless expressly approved by the Municipality.
- (7) When located at signalized traffic intersections, advertisements may not have the colours red or yellow or green as the predominant colours and may not obscure or interfere with any road traffic sign or traffic signal.
- (8) Electronic advertisements shall not be permitted within 80 meters of the perimeter of a signalised traffic intersection.

- (9) Flashing or running messages or variable transition messages that have a message change interval of greater than 0,3 seconds or have transition effects between message changes shall not be permitted if viewable from a public road. Such advertisements will not be permitted within Historical Areas or upon roads with high traffic flow at night.
- (10) Static display, simple transition advertisements must display a complete frame for an information cycle length of not less than 60 seconds when visible from a signalised traffic intersection and 30 seconds at other locations.
- (11) All advertisements larger than 4.5m² erected adjacent to a public road or in a railway reserve intended to advertise to persons using class 2 and 3 roads must be spaced a minimum specified distance away from any other lawful advertisement or road traffic sign, such distance measured parallel to the centre line of the roadway, in accordance with the measurements set out in Table 1 below:

TABLE 1: LINEAR SPACING BETWEEN ADVERTISEMENTS

Instance	Spacing required when visible for traffic on road with a speed of:		
	≤ 60 km/h (In the Rural Areas and the Scenic Routes)	61 – 80km/h	≥80km/h
Where an advertisement follows a road sign	120m	200m	300m
Where an advertisement follows another advertisement	250m	250m	300m
Where an advertisement precedes a road sign	40m	70m	100m

- (13) The abovementioned minimum distances specified in Table 1 above may be decreased by the Municipality if the advertisement falls within an area of minimum control, or in other areas of control on submission of a Traffic Impact Assessment motivating a reduction of this spacing to the satisfaction of the Municipality. The Municipality may prepare a list or map of designated areas in which the abovementioned spacing requirements shall not be applicable.

11. Legal requirements

All advertisements to be erected or displayed within the area of jurisdiction of the Municipality must, in addition to complying with this Bylaw, comply with all other applicable legislation, including but not limited to the Spatial Planning and Land Use Management Act, 2013 (Act 16 of 2013) and any applicable By-law promulgated thereunder, the Stellenbosch Municipality Zoning Scheme Bylaw or condition of approval or any departure from the Stellenbosch Municipality Zoning Scheme Bylaw adopted by the Municipality.

12. Approval

- (1) The Municipality may refuse any application or grant its approval subject to conditions relating to the erection or use of the advertisement and including a condition that the owner of any advertisement or billboard on the land or building on which it is erected or displayed, or both such owners or the person whose product or services are advertised, indemnify the Municipality against any consequences flowing from the erection, display or mere presence of such advertisement.
- (2) The Municipality may, at any time, withdraw an approval granted in terms of this Bylaw or its predecessor or amend any condition or impose a further condition in respect of such approval, if a advertisement or advertising structure:
 - (a) is in a state of disrepair and/or dilapidation;
 - (b) remains unused for more than 90 consecutive days, unless written permission is granted by the Municipality to extend this period, which permission must be applied for before the expiry of the initial 90 days, fully motivating the reasons as to why the advertisement is unused;
 - (c) becomes redundant or obsolete;
 - (d) no longer complies with any provision of this Bylaw; or
 - (e) is substantially altered from the original approved application by way of either structure or graphic content.
- (3) Should an approved advertisement not be erected within 12 months from the date of approval or within such other time as is specified in the approval, such approval shall lapse, unless that period is extended in writing by the Municipality prior to such lapse.

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- (4) In the event that the structure supporting such advertisement is intentionally demolished before the expiry of the approval period; the approval shall lapse and no further advertisement or supporting structure may be erected or re-erected without the Municipality's approval.
- (5) All decisions made by the Municipality in terms of this bylaw with regard applications must be in writing and within sixty (60) calendar days after a completed application was received, or within sixty (60) calendar days after receipt of additional information as required by the Municipality.
- (6) In notifying an applicant of the outcome of the application the Municipality must inform such applicant or an objector of his right to appeal in terms of section 13.

CHAPTER 3: GENERAL PROVISIONS**13. Appeal**

A person whose rights are affected by a decision in terms of a delegated power may appeal against that decision by giving written notice of the appeal and the reasons therefore in terms of section 62 of the Local Government: Municipal Systems Act, 2000 (Act 32 of 2000) to the Municipal Manager within twenty-one (21) days of the date of the notification of the decision.[MB3]

14. Advertisements for which Municipality's approval not required

- (1) Should any advertisement not comply with the conditions relative to each advertisement type listed below an application in terms of section 4 will be required.
- (2) Subject to compliance with the conditions relative to each advertisement provided for in sub-sections (3) to (10), and any other applicable legislation, or condition imposed by the Municipality, no application for approval is required in terms of this Bylaw in respect of the advertisements provided for in sub-sections (3) to (10).
- (3) Development Boards
 - (a) Development boards shall be removed forthwith when the building operations are complete or if the building operations are discontinued, or when the provisions of the services, the doing of the work, or the supply of the goods to which the advertisement relates has ceased.
 - (b) The Municipality may order the removal of any such advertisement if the building operations have been substantially completed or discontinued or an Occupancy Certificate has been issued by the Municipality, or the provision of the services, the doing of the work or the supply of the goods to which it relates, has for all practical purposes ceased, and such advertisements may thereupon be forthwith removed but no later than five (5) days after the date of the order for removal thereof.
 - (c) If the premises on which building operations are in progress, are to be used wholly for residential purposes, only one development board may be displayed, and such development board may not exceed 3m² in total surface area.
 - (d) If the premises are not to be used wholly for residential purposes, no more than two development boards may be displayed, and the aggregate area of both development boards may not exceed 5m² in total surface area;

- (e) If the advertisement, whether on freestanding boards, or flexible building covering material, include any other form of third-party advertising, such advertisement must then comply with the provisions of Schedule 8 hereto and approval for the display thereof must first be obtained in terms of this Bylaw.

(4) To Let/For Sale Advertisements

- (a) These include any advertisement not exceeding (400mm x 500mm) (0.2m²) in total surface area displayed at existing premises or at properties upon which a new building is being erected and relating to accommodation being offered to rent or purchase in the building; and
- (b) on condition that any such advertisement must be removed within 2 weeks from date of issue of the occupation certificate or conclusion of a contract.

(5) On Premises Business Advertisements

These include any advertisement not illuminated, not projecting over a public road and not exceeding 0.2m² in total surface area notifying only the types of trade, business, industry or profession lawfully conducted by any occupant or permanent resident of the premises to which it is attached, the name of such occupant, the type of activity, the address and telephone number of such premises and the hours of attendance (if any); provided that only one such advertisement per occupant may be displayed.

(6) Window Advertisements

These include any locality bound advertisements which are temporarily or permanently painted on or attached to the window glass of a building used for commercial, office, industrial or entertainment purposes, or any other temporary or permanent advertisement which is displayed within 2 meters of any window or external opening through which it can be seen from the outside such a building, on condition that no window advertisement may exceed 4m² in an area of maximum control. (Not more than 50% of window and not more than total surface area or 4m²)

(7) Advertisements incorporated in the face of a building

Any advertisement forming an integral part of the fabric of a building (but excluding a painted advertisement or an advertisement affixed in any manner onto the building), on condition that no such advertisement may exceed 0.2m² in total surface area.

(8) Security Advertisements

Any security advertisement not projecting over a public road and not exceeding 0.2m² in total surface area indicating either that a security watch scheme is in operation or

that a security company has been contracted to protect the premises on which the advertisement is displayed, on condition that—

- (a) only one such advertisement is displayed on any public road or each street frontage of such premises; and
- (b) the said advertisement displays only the name, logo, address and telephone number of a security company contracted to protect the premises on which the advertisement is displayed.

(9) Sponsored, Commercial and Non-Profit Body Advertisements: less than 4.5m².

- (a) Any such advertisement whether erected by or in connection with a non-profit body or not; not exceeding 4.5m² in total surface area on condition that no more than 5% of the total surface area of the advertisement is used for third party advertising; and the advertisement is not illuminated, and furthermore provided that only one such advertisement may be permitted per property.
- (b) Advertisements which comply with provisions of sub-section (a) may, when erected on Municipal land, only be erected once agreement has been concluded with the Municipality, wherein the extent of the community or public benefit and the terms of the erection of the advertisement has been agreed.
- (c) All other sponsored advertisements are dealt with in Schedule 16 and 17.

(10) Advertising on Vehicles

Advertisements painted or affixed directly onto the body of a motorised vehicle unless transit advertising.

15. Disfigurement

No person may destroy, harm, damage or disfigure or deface the front or frontage of any street, road traffic sign, wall, fence, land, rock, tree or other natural feature, or the front or frontage or roof of any building or structure in any manner whatsoever during construction or through the display or use of an advertisement or the writing or painting of any advertisement, symbol, letters or numerals. Furthermore, no person may disfigure any advertisement legally displayed in terms of this Bylaw.

16. Damage to Municipal property

No person may, in the course of erecting or removing any advertisement, or banner, cause damage to any tree, electric standard or service or other Municipal installation or property and street furniture.

17. Entry and inspections

The Municipality shall be entitled, through its authorised officers, to enter into and upon any premises, at a reasonable time for the purpose of carrying out any inspection necessary for the proper administration and enforcement of the provisions of this By-Law.

18. Presumptions

Any person charged with an offence in terms of this Bylaw who is—

- (a) alone or jointly with any other person responsible for organising, or in control of any meeting, function or event, to which an advertisement or poster relates, shall be deemed, until the contrary is proved, to have knowingly displayed every unlawful advertisement or poster displayed in connection with such meeting, function or event or to have caused or allowed it to be so displayed;
- (b) the person whose name appears on an unlawful advertisement or whose product or services are advertised on such advertisement, shall be deemed, until the contrary is proved, to have displayed such advertisement, or to have caused or allowed it to be displayed;
- (c) the owner of any land or building on which any unlawful advertisement was or is displayed, shall be deemed, until the contrary is proved, to have knowingly displayed such advertisement, or caused or allowed it to be displayed.[MB4]

19. Enforcement and removal of advertisements

- (1) If any advertisement is displayed in contravention of this Bylaw, the Municipality may without prejudice to or in addition to the right to take legal steps or prosecute, serve a notice on the owner of the property on whose land the advertisement is erected or displayed or the owner of the advertisement, calling upon such person to demolish or remove such unauthorised advertisement or carry out such alteration thereto, or to rehabilitate the land to its original form or to do such work as may be specified in such request or notice, within a time frame specified therein.

- (2) A notice served in terms of sub-section (1) may be withdrawn or varied by the Municipality, by agreement with the person so served, or failing such agreement, by the service of a further notice.
- (3) Notwithstanding the provisions of subsection (1) above, in the event of an advertisement:
 - (a) Constitutes an imminent or irreversible threat or danger or emergency to the environment or the health, safety or well-being of any person, property or the public; or
 - (b) is so displayed on Municipal property and has not been approved by the Municipality;

The Municipality may immediately take such steps to remove, rectify or cover the advertisement.^[MB5]

- (4) Any costs incurred by the Municipality in removing any advertisement, or in carrying out any necessary alterations or other works required in terms of a notice, may be recovered from the person on whom the notice was served.
- (5) Any costs incurred by the Municipality in carrying out or arranging for the removal of any advertisement may be recovered from the owner or lessee of the advertisement, or the landowner on whose land the advertisement was erected.
- (6) Unlawful or dangerous advertisements removed by the Municipality may be reclaimed from the Municipality on payment in full to it of any costs incurred by the Municipality in the removal of the said advertisement, as well as payment of the costs incurred in the storage of such advertisement.
- (7) Any unlawful advertisements removed by the Municipality and not reclaimed within two (2) months from the date of removal may be disposed of or be sold by the Municipality to defray its removal or storage costs.
- (8) The remedies provided for in this By-law are in addition to any other statutory, common law, criminal or civil remedies that a Municipality may have at its disposal.
- (9) The Municipality may implement a property rates adjustment in accordance with the use of the property where it has confirmed contravention of this By-law.

20. Serving of notices

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- (1) A notice, order or any other document issued by the Municipality in terms of this Bylaw is deemed to be duly issued if an official of the Municipality, formally delegated, signed it.
- (2) Any notice or other document that is served on a person in terms of this Bylaw is regarded as having been duly served—
 - (a) when it has been delivered to that person personally;
 - (b) when it has been left at that person's place of residence or business in the Republic with a person apparently over the age of 16 years;
 - (c) when it has been posted by registered or certified mail to that person's known residential or business address in the Republic, and an acknowledgment of the posting thereof from the postal service is obtained;
 - (d) if that person's address in the Republic is unknown, when it has been served on that person's agent or representative in the Republic in the manner provided by paragraphs (a), (b) or (c); or
 - (e) if that person's address and agent or representative in the Republic is unknown, when it has been posted in a conspicuous place on the land or business premises to which it relates;
 - (f) in the event of a body corporate, when it has been delivered at the registered office of the premises of the body corporate; or
 - (g) when it has been delivered, at the request of that person, to his or her e-mail address.
- (3) Serving of a copy is deemed to be service of the original.
- (4) When any notice or other document is served on the owner, occupier, or holder of any property, or right in any property, it is sufficient if that person is described in the notice or other document as the owner, occupier, holder of the property or right in question, and it is not necessary to name that person.

21. Liaison forums in community

- (1) The Municipality may establish liaison forums in the community for the purposes of—
 - (a) ensuring local community participation in the implementation and execution of this Bylaw; and

- (b) promoting local economic development and the conservation of visual, tourist, environmental and heritage characteristics of the Stellenbosch Municipal area;
- (2) A forum as contemplated in sub-section (1) may consist of-
 - (a) a person or persons of an interested party or an affected person or community;
 - (b) designated official or officials of the Municipality and
 - (c) a council member of the relevant council committee
- (3) The Municipality may request-
 - (a) a forum to give their input or
 - (b) make use of a forum's special knowledge or capacity
- (4) A forum of persons or a person as defined in sub-clause (2) may give input on their own accord to the Municipality for its consideration but will have no decision-making powers.

22. Offences and Penalties

- (1) A person who contravenes any provision or fails to comply with any provision of this By-law, or fails to comply with a notice issued in terms of this Bylaw, commits an offence and shall upon conviction be liable to—
 - (a) a fine or imprisonment, or to both such fine and such imprisonment; and
 - (b) in the case of a continuing offence, to an additional fine or an additional period of imprisonment or to such additional imprisonment without the option of a fine or to both such additional fine and imprisonment for each day on which such offence is continued; and
 - (c) a further amount equal to any costs and expenses found by the court to have been incurred by the Municipality as result of such contravention or failure.
- (2) A person commits an offence if he or she—
 - (a) threatens, resists, hinders, obstructs or otherwise interferes with, or who uses foul or abusive language towards or at an employee or contractor of the Municipality in the exercise of any powers or performance of any duty or function in terms of this Bylaw; or
 - (b) impersonates an employee or contractor of the Municipality;

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- (c) fails to comply with any notice issued by the Municipality in terms of this By-law.

23. Conflict with other legislation

- (1) In the event of any conflict between any provision of this By-law and National and Provincial legislation, standards, policies or guidelines, the National and Provincial legislation, standards, policies or guidelines shall prevail subject to section 151(3) and 156(4) of the Constitution.
- (2) In the event of an inconsistency between the different texts the English text shall prevail.

24. Exemptions

Notwithstanding the provisions of this Bylaw, the Municipality may, on written application, exempt any person or class of persons from any or all of the requirements of this Bylaw, provided that such exemption is fully motivated and supported by expert studies which confirm that such exemption will not have any detrimental consequences to any environmental, visual, heritage or traffic considerations. In considering such exemption the Municipality may impose any reasonable conditions or requirements it deems necessary in order to promote the objectives of this By-law or any other applicable legislation.

25. Repeal of Bylaw

All prior bylaws of the municipality, including those of any abolished municipality now part of the present municipality, are hereby repealed to the extent that they cover matters specifically provided for in this bylaw. This repeal is in accordance with the authorization granted under Section 84(3) of the Local Government: Municipal Structures Act, 1998 (Act 117 of 1998).

26. Transitional arrangements

- (1) Within 60 (sixty) days of the promulgation of this By-Law and the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone, whichever occurs later, the Municipality must publish a notice in two local newspapers circulating within its area of jurisdiction, calling for compliance with the provisions of this By-law.
- (2) Where an advertisement has been erected or displayed before the date of commencement of this By-law, which advertisement was previously approved by the Municipality or other competent authority, then the owner of the property on which the advertisement has been erected must apply to the Municipality, for approval of the advertisement in terms of this By-law, within 180 (one-hundred and eighty) days from the date of commencement of this By-law, failing which the previous authorisation shall lapse and the advertisement will be regarded as unlawful and must be removed immediately.
- (4) Every person, on whose property an advertisement had been erected prior to the promulgation of this By-law, which advertisement is prohibited by this By-Law and which advertisement had not been approved by the Municipality or other competent authority, will be regarded as unlawful and must be removed within 90 (ninety) days of the commencement of this By-law.
- (5) If an advertisement no longer complies with the provisions of this By-law due for any reason whatsoever, the owner of the property on which the advertisement has been erected must promptly act to rectify such non-compliance. This may involve removal, alteration, or replacement of the advertisement to ensure adherence to the By-law.

27. Short title and commencement

This Bylaw shall be known as the Stellenbosch Municipality Outdoor Advertising and Signage Bylaw, and takes effect on the date of promulgation in the Provincial Gazette or as otherwise indicated in the publication notice.

SCHEDULE 1: AREAS OF CONTROL

Area Type	Natural Area	Rural Area	Urban Area	Urban Area	Urban Area
Control Strength	Maximum	Maximum	Maximum	Partial	Minimum
Area Description	<ul style="list-style-type: none"> • Proclaimed, declared or zoned nature reserve and conservation areas. • Protected natural environment. • Forestry areas. • River corridors. • 1:100 Year flood plains. • Wetlands. • Game reserves 	<ul style="list-style-type: none"> • Agricultural areas/zones • Horticultural areas • Rural small holdings • Large private open spaces (e.g. golf courses) • Scenic routes • Scenic landscapes • Scenic features • Municipal parks • Urban edge zones as defined in the Urban Edge Policy • Agricultural and horticultural areas/zones and adjacent road and rail reserves • Specific areas or sites designated as maximum control by way of the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone as contained in the Stellenbosch Municipality Zoning Scheme Bylaw prepared by the Municipality 	<ul style="list-style-type: none"> • Urban conservation overlay areas • Declared Heritage sites • Graded buildings and places • Residential zones and adjacent road and rail reserves • Pedestrian malls and pedestrian squares • Private Open Spaces E.g. Golf courses • River corridors • Specific areas or sites designated as maximum control by way of the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone as contained in the Stellenbosch Municipality Zoning Scheme Bylaw prepared by the Municipality 	<ul style="list-style-type: none"> • Central business districts, unless within an urban conservation area • Mixed use commercial and residential areas, unless within an urban conservation area • Commercial ribbon development and activity corridors, unless within an urban conservation area • Commercial and business districts and adjacent streets and rail reserves, unless within an urban conservation area • Entertainment district or complexes with commercial zones, unless within an urban conservation area • Educational institutions, Sports fields and stadiums, unless within an urban conservation area • Limited zones (including railway reserves, transport use zones) • Specific areas or sites designated as partial control by way of the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone as contained in the Stellenbosch Municipality Zoning Scheme Bylaw prepared by the Municipality 	<ul style="list-style-type: none"> • In Heritage insensitive areas • Designated transportation terminals unless historical conservation area or graded building or site • Designed areas within limited use zones unless within an urban conservation area • Specific areas or sites designated as minimum control by way of the Urban and Rural Conservation Overlay Zone and the Scenic Routes Overlay Zone as contained in the Stellenbosch Municipality Zoning Scheme Bylaw prepared by the Municipality • Industrial zones

SCHEDULE 2: BILLBOARDS[MB6]

Subject to approval in terms of this By-Law, the erection or display of a Billboard, whether custom made or of standard design, is permitted only in areas of minimum control and subject to a Traffic Impact Assessment and Visual Impact Assessment. In addition:

- (1) If a billboard is visible from a class 2 or class 3 road, the billboard may not be placed less than 5 meters from the boundary line of the property on which it is proposed to be erected;
- (2) No billboard will be permitted on a designated Gateway Route;
- (3) A Billboard must comply with the standard conditions of approval set out in this By-Law;
- (4) A Billboard must not encroach over the boundary line of the property on which it is erected, whether such encroachment is aerial or on ground level;
- (5) A Billboard must have a minimum clear height of 2.4m and a structure which does not exceed a maximum height of 7.5m above natural ground level;
- (6) The total surface area of a Billboard must not exceed 18m² provided that on any V-shaped structure, two such billboards may be permitted;
- (7) A Billboard must be displayed between the angles of 90° and 60° to the direction of oncoming traffic;
- (8) A Billboard must be spaced the minimum distance apart as specified in section 10 of this By-Law;
- (9) A Billboard may not be erected or displayed within 50 meters of the perimeter of a signalised intersection if un-illuminated; and within 80 meters of the perimeter of the signalised intersection if illuminated;
- (10) If erected along the right-hand side of a section of road, such that its graphics are visible to a driver traveling on the left-hand side of the road, then such billboard shall be deemed to have replaced the advertising opportunity that existed on the left-hand side of the road;
- (11) A Billboard must have a minimum letter or number height of 285mm.

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- (12) If site specific circumstances justify a departure from any of the above requirements, the Municipality may elect to waive compliance and grant such consent subject to any conditions it determines as necessary.
- (13) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 3: LOCALITY BOUND FREESTANDING AND COMPOSITE ADVERTISEMENTS

- (1) Subject to approval in terms of this By-Law and subsection 5, the erection or display of locality Bound freestanding and composite advertisements are permitted only in urban areas of maximum, partial and minimum control and subject to a Traffic Impact Assessment and Visual Impact Assessment. In addition:
 - (a) Locality bound freestanding advertisements may only be permitted in the following instances:
 - (i) where business premises are set back 15 meters or more from the road reserve boundary; or
 - (ii) where it is not reasonably possible to affix appropriate advertisements to a building; or
 - (iii) where such an advertisement is necessary to allow the public to locate the entrance to business premises; or
 - (iv) where the existence of a freestanding composite advertisement may prevent the proliferation of advertisements.
- (2) Locality bound freestanding composite advertisements may not exceed 4,5 meters in height and in addition may not exceed 4.5m² in total surface area. This provision may be waived, after having regard to the following factors:
 - (a) if such increase reduces the number of individual advertisements facing any one street boundary of the site, thereby minimising the visual impact on the surrounding environment;
 - (b) if more than two significant roads approach the site in question;
 - (c) the number of businesses which will be advertising on such advertisement;
 - (d) the number of approach or exit routes to the site in question;
 - (e) the applicable zoning of the area surrounding the site in question.
- (3) Service Station freestanding pylon advertisements must be locality bound and may only be erected or displayed at service stations adjacent to and directly accessible from the public road at which such an advertisement is directed and only one Service Station freestanding facility advertisement per street boundary may be permitted.
- (4) Service station freestanding pylon advertisements may not exceed 7,5 meters in height and may not consist of more than eight advertising panels of 4.5m² each in

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total surface area. In areas of maximum control, the maximum height is 4,5 meters and an area of 7.0m² on each side.

- (5) In conservation areas and single residential zones only standard locality bound, free standing and composite advertisements shall be allowed as prescribed in Schedule 18.

SCHEDULE 4: ADVERTISEMENTS ATTACHED TO WALLS OF BUILDINGS: FLAT AND PROJECTING ADVERTISEMENTS

Subject to approval in terms of this By-Law, the erection or display of flat and projecting advertisements are permitted in all areas of maximum, partial or minimum control. In addition, flat and projecting advertisements may:

- (1) not be allowed within 1 meter of the edge of a roadway nor may it extend to within 1 meter of the edge of a roadway;
- (2) not project in front of a wall more than 1,5 meters in the case of an advertisement which has a clear height of more than 7,5 meters or more than 1 meter in the case of any lesser clear height;
- (3) not project more than 250 millimetres over a footway unless such advertisement has more than 2.4 meters in height;
- (4) not obstruct the view from any window or any other external opening of any building and no portion of any such advertisement may obstruct the opening or closing of any window, door or any other openings.
- (5) not exceed 5m² in total surface area and may not exceed 20% (in areas of maximum control), 30% (in areas of minimum and partial control) or one-quarter of the overall area of the surface to which they are affixed or painted whichever is the lesser. This size restriction may be waived on condition that:
 - (a) an Environmental Impact Assessment be submitted to the Municipality indicating no detrimental environmental impact is envisaged; and
 - (b) a Heritage Impact Assessment be submitted to the Municipality indicating no detrimental heritage impact is envisaged; and
 - (c) A Visual Impact Assessment be submitted to the Municipality indicating that no detrimental visual impact is envisaged; and
 - (d) A Traffic Impact Assessment be submitted to the Municipality indicating that no detrimental traffic impact is envisaged;
- (6) may be considered for approval on blank common boundary facades of non-residential buildings.
- (7) if the advertisement appears on public facades of any building—
 - (a) be so designed as to become an integral part of the building design; and

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- (b) when a third-party advertisement, only be permitted if custom-made and subject to the requirements of 5(a) to (c) above.
- (8) No advertisements may be attached to walls or fences of residential buildings.
- (9) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 5: SKY ADVERTISEMENTS

- (1) Subject to approval in terms of this By-Law, the erection or display of sky advertisements whether custom made or of standard design, is permitted in areas of minimum control only.
- (2) In addition, sky advertisements must:
 - (a) be limited to a maximum total surface area of 4.5m² and subject to Traffic Impact Assessment, Environmental Impact Assessment, Heritage Impact Assessment and a Visual Impact Assessment indicating no detrimental traffic, environmental, visual or heritage impacts are envisaged; and
 - (b) not obstruct the view of or affect the amenity of any other building;
 - (c) be securely and properly anchored to the building where it will be erected, ensuring that all structural loads are safely distributed to the building's structural members without the need for additional guys, stays, or restraining devices;
 - (d) be constructed entirely from non-combustible materials approved by the Municipality. If illuminated, it cannot be positioned on or over the roof of any buildings unless both the advertisement and the entire roof construction are made of non-combustible materials as specified by the Municipality;
 - (e) be accompanied by an engineer's certificate, which certificate must be submitted to the Municipality within five (5) days of its completion;
 - (f) be positioned to avoid obstructing the run-off of rainwater from the building's roof and to prevent interference with any building feature, element, or component that requires direct exposure to solar radiation for proper functioning.
- (3) Sky advertisements along the top edge of the roof of cultural, historic or architecturally significant buildings will not be allowed.
- (4) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 6: ROOF ADVERTISEMENTS

Subject to approval in terms of this By-Law, the erection or display of roof advertisements are permitted only in areas of minimum control and must comply with the following:

- (1) The total surface area of any roof advertisement affixed flush onto or painted onto a roof of a building may not exceed one-quarter of the overall area of the roof to which it is affixed or painted.
- (2) When attached to the bottom edge of a roof or vertically midway on the roof of a building, such advertisement may not exceed 500mm in height and its total surface area may not exceed 25% of the roof area to which it is affixed.
- (3) not obstruct the view of or affect the amenity of any other building.
- (4) be securely and properly anchored to the building where it will be erected, ensuring that all structural loads are safely distributed to the building's structural members without the need for additional guys, stays, or restraining devices.
- (5) be constructed entirely from non-combustible materials approved by the Municipality and where roof advertisement is illuminated, it cannot be positioned on the roof of any buildings unless both the advertisement and the entire roof construction are made of non-combustible materials as specified by the Municipality.
- (6) be positioned to avoid obstructing the run-off of rainwater from the building's roof and to prevent interference with any building feature, element, or component that requires direct exposure to solar radiation for proper functioning.
- (7) It shall be permissible to affix a roof advertisement along the edge of a roof of a building, if such advertisement is composed of a single line of individual, cut-out letters, without visible bracing or support but may not be erected along more than two edges of such roof and may not exceed 3.6m² in total surface area; with a maximum height of 500mm.
- (8) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 7: ADVERTISEMENTS ON A VERANDAH, BALCONY, CANOPY, SUPPORTING COLUMNS, PILLARS AND POSTS

Subject to approval in terms of this By-Law and subsection 11 below, the erection or display of advertisements on a veranda, balcony, canopy, supporting columns, pillars and posts may only be permitted in areas of partial and minimum control on the condition that they also comply with the following:

- (1) No advertisements may be attached to Historical Buildings.
- (2) No such advertisements will be allowed on or over architectural features of buildings.
- (3) Such advertisements may be affixed flat onto or painted on a parapet wall, balustrade or railing of a veranda or balcony, and beam or fascia of a veranda or balcony.
- (4) The advertisement may not exceed 1m in height or project above or below or beyond either end of the surface to which it is affixed, or project more than 250mm in front of the surface to which it is affixed or project over a roadway or within 0,6 meters of the edge of the roadway.
- (5) Such advertisements may be affixed flat onto or painted on supporting columns, pillars and posts. In this regard, no advertisement may project more than 50mm in front of the surface to which it is affixed and may not extend beyond any of the extremities of such column, pillar or post. Advertisements affixed flat onto non-rectangular supporting structures must be curved to fit the form of such structure.
- (6) Only one advertisement per column, pillar or post will be allowed.
- (7) Such advertisements suspended below the roof of a veranda, canopy or the floor of a balcony may not exceed 1,8 meters in length or 600mm in height.
- (8) Every such advertisement must be at right angles to the building line.
- (9) No advertisements suspended under a canopy may extend beyond the external edge of the canopy or veranda to which it is attached.
- (10) All suspended advertisements must have a clear height of at least 2,4 meters.
- (11) Such advertisements on the roof of a veranda, canopy or balcony, excluding the main roof of a building, must be composed of a single line of freestanding individual, cut-out silhouette letters without visible bracing or other visible means of support and may not be erected along more than two edges of such roof of a veranda or balcony.

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- (12) No such advertisement shall be allowed in a conservation area within a single residential zone unless a Heritage Impact Assessment is submitted which confirms that no negative impact would be made on any heritage resources.
- (13) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 8: ADVERTISEMENTS ON BOUNDARY WALLS AND FENCES AND ON CONSTRUCTION SITE HOARDINGS

Subject to approval in terms of this By-Law, the erection or display of advertisements on boundary walls and fences is permitted only for locality bound advertisements in urban areas of maximum, minimum or partial control and in addition:

- (1) In urban areas of maximum and partial control, the Municipality may approve an application to affix a locality bound advertisement against a boundary wall only if the advertisement is indented into the wall or composed of individual, un-illuminated cut-out letters or symbols fixed flat on such wall not projecting more than 50mm from the surface of such wall.
- (2) In areas of minimum control, the Municipality may approve, subject to Visual Impact Assessment—
 - (a) an application to affix a locality bound advertisement flat onto a boundary wall only if it does not project more than 50mm from the face of such wall; and
 - (b) an application to affix a locality bound flat advertisement with a maximum size of 0.5m² onto the permanent fence of property.
- (3) Third party and locality bound advertising on construction site hoardings and fences must comply with the following conditions:
 - (a) any one advertisement may not exceed a vertical dimension of 3 meters and total surface area of 18m² and in the case of construction site cladding, the graphic must comply with the requirements of the Advertising Standards Authority of South Africa.
 - (b) any such advertisement may not project more than 100mm in front of the hoarding or fence to which it is affixed;
 - (c) it may not be illuminated in areas of maximum and partial control; and
 - (d) advertising will not be allowed on construction site hoardings and fences within the cone of vision of motorists at signalised traffic intersections.
- (4) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 9: HEADLINE POSTERS

Subject to approval in terms of this By-Law, the erection or display of headline posters is permitted in all areas of control except natural and rural areas of maximum control. In addition:

- (1) Headline posters may not exceed 0.9m x 0.6m in area.
- (2) The commercial content of the poster may not exceed 20% of the area of the poster nor may such commercial lettering be larger than the main lettering in the remainder of the poster.
- (3) The posters may be attached to Municipal electrical light poles only where approved by the Municipality for the express purposes of these posters.
- (4) Posters may not be affixed to traffic sign poles, or other poles which carry road traffic signs, or poles erected for any other purpose except as provided for in item 5 below, or any other street furniture, walls, fences, trees, rocks or other natural features.
- (5) Headline posters may not be pasted on municipal electric light poles but are to be mounted on board and affixed securely with stout string or plastic ties unless a permanent frame has been approved for this purpose.
- (6) Only one headline poster per pole, regardless of which newspaper group it is, will be permitted, and must be at a uniform height of approximately 2 meters.
- (7) The number of posters as well as the designated areas for the display of headline posters as approved by the Municipality must be strictly adhered to.
- (8) All "special events" posters are to comply with the following:
 - (a) the name of the newspaper group, the "special event" and the date of the "special event" must appear on the posters in letters not less than 50mm in height;
 - (b) the "special event" posters may not be displayed more than 14 days before the date of the event and they must be removed within 48 hours after the date of the event shown on the poster.
- (9) Headline posters and fastenings are to be removed on a daily basis failing which the posters will be removed, at the newspaper group's expense, in accordance with the standard charges for removal of posters.
- (10) The Municipality may recover the costs of the removal of unauthorised posters, and the reinstatement of the surface from which such posters were removed, from the

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person responsible for the display of such posters or the newspaper group concerned.

- (11) The Municipality may remove any poster displayed in contravention of the abovementioned conditions.
- (12) Any poster not removed on a daily basis or a poster relating to a “special event” by due date referred to in item 8(b) may be removed by the Municipality.
- (13) The display of unauthorised posters is illegal, and the Municipality may also remove such posters.
- (14) The Municipality may determine the costs involved for the removal of unauthorised posters.
- (15) Application must be made on an annual basis by each newspaper group for permission to display such posters subject to an annual fee per newspaper group.
- (16) A deposit per newspaper group who wishes to display posters must be paid annually against which a charge for the removal of any poster which contravenes the By-Law will be levied. In the event of the above deposit being exhausted, permission to display such poster may be withdrawn until a further deposit is submitted to the Municipality.

SCHEDULE 10: POSTERS, BANNERS, TEAR-DROP BANNERS, FLAGS AND BALLOONS

Subject to approval in terms of this By-Law, the erection or display of posters, banners, tear-drop banners and flags other than those referred to in Schedule 11, or balloons, is permitted in all areas of control, except areas of maximum control. Only to be displayed within or adjacent to property associated with advertisement. In addition:

- (1) The display of posters, banners, tear-drop banners, flags and balloons is prohibited on any bridge or across any public road, and along any road designated by the Municipality, unless consent has been obtained from the Municipality.
- (2) Posters, banners, tear-drop banners, flags and balloons may not be attached in any manner which may interfere with or constitute a danger to passing pedestrians or vehicular traffic.
- (3) Flags or banner-type displays exceeding 5m² are prohibited, with individual flags not to exceed 2m². Additionally, flagpoles must adhere to property zoning height restrictions, with a maximum allowable height of 8 meters above natural ground level, measured vertically from the base of the pole to its highest point.
- (4) No poster, banner, tear-drop banner, flag, or balloon may be displayed within 30 meters of any road traffic signs or traffic signal. Permission may be granted by the Municipality to relax this requirement, but this is subject to a Traffic Impact Assessment and Visual Impact Assessment confirming that this will not cause any adverse road traffic safety risk.
- (5) Posters, banners, flags, or balloons may not be affixed to trees, traffic signal poles, electrical or service authority distribution boxes, or other poles which carry road traffic signs, rock features, other natural features, street furniture or other Municipal property.
- (6) Posters, banners, tear-drop banners, flags, or balloons may not be affixed in such a way that they unfairly prejudice other businesses or organisations or obscure any approved existing advertisements.
- (7) Only one banner per premises will be permitted unless the Municipality's written permission is obtained for more than one.
- (8) A maximum of five flagpoles bearing national flags may be erected on the premises of an accommodation facility on a single residential property.

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- (9) Subject to the conditions laid down in paragraph 4 of this schedule, a maximum of two tear-drop banners or flags displaying the name, corporate symbol or nature of the business on the premises on which it is displayed, may be allowed.
- (10) Posters, banners, tear-drop banners, flags, and balloons must be maintained in a clean and undamaged condition while displayed. If notified in writing by the Municipality, any materials found to be in disrepair or unclean, must be promptly removed from display.
- (11) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 11: TEMPORARY POSTERS, TEAR-DROP BANNERS, BANNERS AND FLAGS ON PUBLIC ROADS AND PUBLIC PLACES

Subject to approval in terms of this By-Law, the erection or display of posters, banners, tear-drop banners and flags in public roads or public places, for the purpose of advertising specific events, is permitted in all areas of control except natural and rural areas of maximum control. In addition —

- (1) Approval for third party advertising on posters, banners, tear-drop banners, flags and balloons may only be granted for a function or event conducted for religious, educational, social welfare, animal welfare, sporting, civic or cultural purposes or for a function or event relating to a Municipal, Provincial or Parliamentary election or referendum.
- (2) The name of the host organisation, the date and venue must appear on the material in letters not less than 50mm in height.
- (3) Posters, banners tear-drop banners and flags may only be erected to advertise the event and the name or emblem of a sponsor may not cover more than 20% of the surface of the material.
- (4) The Municipality may levy a tariff to cover the cost for the removal of material which has been erected without the approval of the Municipality given under the hand of an official.
- (5) Posters, banners, tear-drop banners and flags may be displayed for a maximum period of 14 (fourteen) days prior to the event and must be removed within 2 (two) days from the date of the event or the last day thereof as applicable.
- (6) Posters with a maximum measurement of 80 cm x 50 cm must be mounted on a board and affixed securely with stout string or plastic fastening without damage caused to the poles. No securing material with a metal content is permitted.
- (7) Posters, banners, tear-drop banners and flags, excluding election posters and flags, may only be erected alongside the roads, or places as indicated by the Municipality and may not be erected in residential areas or on bridges. No political banners will be allowed.^[MB7]
- (8) Only one poster or flag per organisation may be erected on every second streetlight pole.
- (9) Posters and flags must be erected at a uniform height of approximately 2 (two) meters measured from natural ground level.

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- (10) No posters, banners, tear-drop banners or flags may be affixed to trees, traffic signs, traffic signals, central ridges, existing advertising advertisements or any municipal buildings or over hydrant identification advertisements.
- (11) No posters, banners, tear-drop banners and flags may be displayed within 30 meters of any road traffic sign or traffic signal.
- (12) All materials used to affix the posters must be removed together with the posters.
- (13) The Municipality may remove any indecent or torn posters, banners, tear-drop banners or flags, or any posters, banners or flags which create a traffic hazard in the opinion of the Municipality.
- (14) The Municipality is exempted from claims that may be instituted against the Municipality as a result of the display of posters, banners, tear-drop banners and flags.
- (15) The display of posters, banners, tear-drop banners and flags purely for commercial advertising is not permitted, provided that any poster, banner or flag which relates to a sport, the arts, or a cultural event may be permitted, despite such posters, banners, tear-drop banners or flags containing commercial elements. The commercial element may not exceed 20% of the extent of the poster, banner, tear-drop banner or flag.
- (16) Organisations or persons who obtained approval to display posters or flags must pay a deposit as determined by the Municipality, which shall entitle that person to display the said poster or flag for a maximum period of 14 days, or such time as stipulated by the Municipality. No poster or flag may be displayed without such deposit having been paid.
- (17) The Municipality may remove or request the applicant to remove all posters, banners, tear-drop banners or flags should any of the above conditions not be complied with.
- (18) Posters, banners, tear-drop banners or flags that are not removed by the due date may be removed by the Municipality in which case the deposit paid in terms of item 15 will be forfeited to the Municipality.
- (19) Banners will be erected or removed by the Municipality at a rate as approved from time to time and the banner must comply with the specifications as laid down by the Municipality.
- (20) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement.

SCHEDULE 12: ESTATE AGENT ADVERTISEMENTS

Subject to approval in terms of this By-Law, the erection or display of estate agent advertisements is permitted in all areas of control except natural areas of maximum control. Only estate agents registered and licenced with the Property Practitioners Regulatory Authority will be allowed to erect show houses advertisements. Proof of registration must accompany the application. In addition:

- (1) Estate Agencies must apply annually for permission to display advertisements and approval may be subject to payment of an annual fee in accordance with the Municipality's by-law and policy on tariffs.
- (2) A deposit may be required by the Municipality against which a charge for the removal of any advertisement which contravenes this By-law will be levied. In the event of the above deposit being exhausted, permission to display such signage may be withdrawn until a further deposit is paid to the Municipality.
- (3) Any Estate Agent advertisement unlawfully erected, or in contravention of the provisions of this Schedule, will be subject to a charge by the Municipality; in the event of the said advertisement not being removed, photographic evidence of the unlawful advertisement may be obtained by the Municipality prior to levying the said charge.
- (4) "For sale", "Sold" and "To let" advertisements shall be fixed flat to the surface of the boundary fence or wall of the property.
- (5) "Sold" advertisements may be displayed, fixed flat to the surface of the boundary fence or wall of the property, for a maximum period of two weeks.
- (6) No advertisement may be erected in such a way that any part of it is closer than 1.5m from a road verge.
- (7) No advertisement may be erected on centre islands.
- (8) No advertisement may obscure a road traffic signs or traffic signal.
- (9) No advertisements may be erected on any tarred area of pavements.
- (10) Estate agent advertisements may not exceed 0.3m² in total surface area.
- (11) "Show House" advertisements may be displayed only from 12h00 on Fridays to 20h00 on Sundays.
- (12) Show house advertisements may not be affixed to trees, traffic signals, street poles or other poles which carry road traffic signs, walls, fences, rocks, other natural

features or landscaped areas, street furniture, or other Municipal property, unless such other display is authorised by the Municipality in writing.

- (13) On each advertisement, the wording "On Show", "Show House", "Show Flat" or "Show Plot" with the Agency's name and directional arrow must be displayed as well as the date.
- (14) Show house advertisements may be displayed on stakes making use of a design approved by the Municipality. Estate Agent advertisements may not be displayed on concrete, tarred or paved surfaces. It is not permissible for stakes to penetrate the ground deeper than 15cm.
- (15) Not more than six estate agents directional advertisements will be permitted in total per show house, show plot or block of flats in which a show flat is on display. The definition of one advertisement will include the display of two advertisement boards only when such boards are sandwiched back to back around an electric light pole.
- (16) Show houses advertisements may not be displayed along Scenic Routes or on any bridge, public park or public open space.
- (17) Directional advertisements may be displayed along main routes only, being the shortest route from a main road to the property.
- (18) Only one directional advertisement per show house/flat/plot may be displayed along class 2 or 3 roads, excluding roads referred to in item 7 above.

SCHEDULE 13: LOOSE PORTABLE ADVERTISEMENTS

Subject to approval in terms of this By-Law, the erection or display of loose portable advertisements is permitted in areas of minimum and partial control as well as designated areas within urban areas of maximum control. In addition:

- (1) Loose portable advertisements may not be placed in a road reserve, on municipal property or in public open spaces without the written permission of the Municipality.
- (2) The Municipality may remove and impound loose portable advertisements placed without permission in a road reserve, on Municipal property or in public open spaces. Owners can recover their advertisements on payment of the prescribed fee as determined the Municipality which will be used to defray the cost of removal, storage and transportation.
- (3) The following criteria will apply in respect of an application in terms of item 1:
 - (a) that it does not pose a public safety hazard;
 - (b) that it does not obstruct or cause inconvenience to the public either by its physical size or location;
 - (c) that it does not unfairly prejudice other traders;
 - (d) that the loose portable advertisement does not detract from the amenity of the local streetscape or local environment;
 - (e) that it is intended solely to advertise the name of the business, goods or services for sale from the advertiser's premises;
 - (f) that the maximum dimensions of the proposed loose portable advertisement must be 1.2m (height) x 0.6m (width);
 - (g) that it may be placed directly in front of the advertiser's premises, provided that the above criteria are met; and
 - (h) that a minimum clear footway width of 1,8 meters must remain clear and 2,5 meters in the central business district and sidewalks with high pedestrian volumes.
- (4) The Municipality may demarcate areas within the road reserve or on municipal property where, during normal trading hours, applicants may then place the approved loose portable advertisements. The said advertisements must be removed outside normal trading hours and stored away from public view.

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- (5) The Municipality may levy tariffs for displaying the loose portable advertisements, which tariffs shall be payable in advance for a maximum period of six months.
- (6) Applicants will be required to indemnify the Municipality against any claims from third parties that may arise, due to the placement of loose portable advertisements within the road reserve or on municipal property.
- (7) Notwithstanding the above, the Municipality may cause the removal or impoundment of the advertisement or advertisements should the applicant contravene any of the above conditions.

SCHEDULE 14: AERIAL ADVERTISEMENTS

Subject to approval in terms of this By-Law, the erection or display of aerial advertisements is permitted only in urban areas of minimum control. In addition:

- (1) No aerial advertisements affixed to any building or structure may be flown at a height of more than 45 (forty-five) meters from the surface measured from ground level;
- (2) Aerial advertisements may not be flown above a public road;
- (3) Any written application for the display of an aerial advertisement must be accompanied by the following, where applicable:
 - (a) An engineer certificate confirming that the structure and tethering is suitable for display of the aerial advertisement;
 - (b) all details regarding the content and dimensions of the aerial advertisement that will be used for display.;
 - (c) particulars of the materials used and method of construction and anchorage;
 - (d) particulars of the intended location with a description of the property, premises or structure to which the aerial advertisement will be anchored or tethered and details of electricity and telephone poles and cables and any other structures within 30m from the point of anchorage of the aerial advertisement or the length of tether, whichever is the greater;
 - (e) the name and address of the person/s or contractor/s displaying the aerial advertisement and the name and address of the approved competent person in attendance of the aerial advertisement and its owner/s;
 - (f) the period and times of intended display of the aerial advertisement;
 - (g) Where the applicant is not the owner of the property to which the aerial advertisement is to be anchored or tethered, written consent from the property owner must be obtained for anchoring purposes;
 - (h) proof of the provision of an automatic deflation device;
 - (i) public liability insurance cover to the Municipality's satisfaction;
 - (j) approval by the national Civil Aviation Authority for the display of the aerial advertisement;

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- (4) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed at the anchor or tethering point of the aerial advertisement.

SCHEDULE 15: TRANSIT ADVERTISING

Subject to approval in terms of this By-Law, the erection or display of transit advertisements is permitted only in urban areas of minimum control. In addition:

- (1) The parking of a transit advertisement which is visible from a public road or a public place for the purpose of third-party advertising is prohibited, except if it is displayed on a designated display site approved in terms of this By-Law as well as the Streets By-Law.
- (2) Transit advertisements parked on private property for the purpose of storage must be positioned in such a manner as not to be visible from a street or public place.
- (3) The advertising panel or portion of the vehicle used for transit advertising may not have a total surface area exceeding 18m².
- (4) The Municipality may designate sites in areas of minimum control for transit advertising and may publish notices indicating such sites.
- (5) Notwithstanding any provisions of this By-Law, the Municipality may, without prior notice, remove any unauthorised transit advertisements from municipal property, and, in the case of unauthorised transit advertising on private property, the Municipality may serve a notice ordering the removal thereof in terms of this By-Law.
- (6) Transit advertisements must be properly fixed to the ground at the parking location.
- (7) The application number as well as the name of the advertising company or owner of the advertisement, must be displayed in a visible area on the advertisement

SCHEDULE 16: ADVERTISEMENTS ON MUNICIPAL LAND OR BUILDINGS

- (1) No advertisement may be displayed or erected on municipal land or buildings without the written permission of the Municipality.
- (2) The following specific conditions and criteria will apply to the advertisements mentioned in items (a) to (c) below:
 - (a) Commercial advertisements other than those in section 14 (10).

Notwithstanding the area of control within which it is proposed to erect a commercial advertisement on Municipal land or buildings, and subject to compliance with all other provisions of this By-Law, the Municipality may consider a commercial advertisement for approval, subject to the following:

- (i) Public or community needs or goals must be identified or adopted by the Municipality and if such needs can be addressed either entirely or in part by the granting of concessions to particular persons for the erection of commercial advertisements, the Municipality may call for public input on such public or community needs or goals and the related advertising opportunity;
- (ii) In order to identify such public or community needs or goals, the Municipality and other interested authorities must consult prior to proposals being invited, so as to establish conditions, criteria and constraints in respect of such advertising;
- (iii) The Municipality's Supply Chain Management Policy will apply;
- (iv) that any proposal be evaluated on the following factors:
 - (aa) the adherence to the principles of this By-law;
 - (bb) the design contribution;
 - (cc) the best community benefit offered;
 - (dd) the creativity and public safety;
 - (ee) the permanence of the contribution to the community goals or needs; and
 - (ff) the recovery cost over the period of the erection of the advertisement as opposed to the largest advertising opportunity or financial gain.

- (v) When contributions in kind are to be recovered by the Municipality, a conversion thereof to a monetary contribution to the Municipality's income base will be assessed;
- (vi) the Municipality, as landowner, reserves the right not to proceed with any proposal prior to final approval thereof and the call for invitations for proposals in any respect shall not be regarded decision by the Municipality to proceed with the erection of an advertisement in respect of a specific site;
- (vii) Once accepted, any advertisement to be erected in terms of this schedule must be the subject matter of a written agreement between the Municipality as landowner and the person responsible for the erection of the advertisement.

(b) Sponsored advertisements

Notwithstanding the area of control within which it is proposed to erect such an advertisement on Municipal owned land or buildings and subject to compliance with all other provisions of this By-Law, the Municipality may consider a sponsored advertisement for approval on condition that:

- (i) written detail will be provided which clearly indicates the recognised community goals which will be promoted by the erection or display of the proposed advertisement;
- (ii) advertisements with a political content will not be permitted;
- (iii) no more than 5% of the total surface area of the advertisement is used for third party advertising;
- (iv) the maximum size of any such advertisement will be 6m x 3m; provided in the event of a V-shaped advertisement where the size may not exceed two panels of 6m x 3m each. Not allowed in areas of maximum control;
- (iv) applications for billboards to be erected in terms of this section must comply with the requirements as set out in Schedule 2;
- (vi) no advertisement erected in terms of this clause be located within 5 meters of a property's boundary line.

(c) Non-profit body advertisements

Notwithstanding the area of control within which it is proposed to erect a advertisement, and subject to compliance with all other provisions of this By-

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Law, the Municipality may consider the erection of an advertisement by or for the benefit of a non-profit body subject to compliance to a Visual Impact Assessment and with the requirements set out in Schedule 17.

SCHEDULE 17: ADVERTISEMENTS ERECTED BY OR FOR THE BENEFIT OF NON-PROFIT ORGANISATIONS

Notwithstanding the area of control within which it is proposed to erect an advertisement by or for the benefit of a non-profit organisation, and subject to compliance with all other provisions of this By-Law, the Municipality may consider such an advertisement for approval subject to the following:

- (1) written details from the host non-profit organisation regarding the nature and extent of the support to be received from the erection or display of the advertisement must be delivered to the Municipality together with the other information set out in Section 4 of this By-Law;
- (2) the extent of involvement of previously disadvantaged communities, small businesses, job creation and empowerment will be considered in any proposal;
- (3) any proposal will be evaluated on the following factors;
 - (a) the adherence to the principles or provisions of this By-Law;
 - (b) the design contribution;
 - (c) the best community benefit offered;
 - (d) the creativity and public safety; and;
 - (e) the permanence of the contribution to the community goals or needs as opposed to the largest advertising opportunity or financial gain.
- (4) in the event of it being proposed that the said advertisement will be erected on municipal property:
 - (a) the Municipality must evaluate the proposal;
 - (b) the Municipality as landowner reserves the right not to proceed with any proposal prior to final approval thereof; and
 - (c) if accepted, a written agreement between the Municipality, the person responsible for the erection of the advertisement and the non-profit body must be entered into.
- (5) In addition, the following conditions will apply:
 - (a) advertisements with a political content will not be permitted;

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- (b) the maximum size of any such advertisement is 6m x 3m; provided in the event of a V-shaped advertisement being proposed, its maximum size will not exceed two panels of 6m x 3m each;
- (c) applications for billboards to be erected in terms of this section must comply with the requirements as set out in Schedule 2;
- (d) no advertisement erected in terms of this clause may be located within 5 meters of a property's boundary line;
- (e) the name of the non-profit body must be displayed on the advertisement with a maximum 300mm lettering height;
- (f) all parties that may be affected by the erection or display of such advertisement must be given opportunity for their input;
- (g) the Municipality may require submission of impact assessment studies; and
- (h) no more than two advertisements of 6m x 3m each may be permitted, or alternatively one V-shaped advertisement with a maximum of two panels of 6m x 3m each on any one property. In addition, only one advertisement per street frontage will be permitted.

SCHEDULE 18: STANDARD FREE STANDING AND COMPOSITE ADVERTISEMENTS IN CONSERVATION AREAS

Subject to approval and in accordance with this By-Law, the erection and display of standard free standing and composite advertisements will be the primary way of advertising in conservation areas and in areas of single residential zoning. In addition:

- (1) Only one standard advertisement, designed according to Municipal requirements, will be allowed on a property.
- (2) A composite advertisement of a maximum of two advertisements and size not exceeding a total surface area of 1.8 m² per advertisement, showing only the name of the business and its main product, will be allowed.
- (3) In the case of a business centre, more than one advertisement per advertising structure will be allowed in which case the business centre's name and the names of the businesses in the centre may be displayed.
- (4) The advertisements shall:
 - (a) Comply to the design standards and requirements of the Municipality.
 - (b) Not be displayed in the road reserve.

10.8.2	REQUEST TO UNDERTAKE PUBLIC PARTICIPATION PROCESS ("PPP") IN RESPECT TO AMEND THE STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2024
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 21 November 2024 & 29 January 2025

1. SUBJECT: REQUEST TO UNDERTAKE PUBLIC PARTICIPATION PROCESS ("PPP") IN RESPECT TO AMEND THE STELLENBOSCH MUNICIPALITY EVENTS BY-LAW, 2024

2. PURPOSE

To provide Council with the pertinent facts in order to approve that the Amended Stellenbosch Municipality Events By-Law, 2024 be advertised for a period of thirty (30) days to obtain public comments in respect of the subject By-Law.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Stellenbosch Municipality updated the 2016 Events By-Law due to a number of concerns that were raised by Local Tourism Organisations and stakeholders within the tourism fraternity regarding the outdated bylaw and the tedious land use application processes. The aim of the Stellenbosch Municipality Events By-Law is to create a framework that facilitates the organisation of events whilst contributing in a sustainable manner toward growth in job creation, investments, and social inclusivity.

The 2024 Stellenbosch Municipality Events By-Law was approved by Council on 24 April 2024 and has been promulgated for implementation.

5. RECOMMENDATIONS

- (a) that Council **take note** of the amendments to the Stellenbosch Municipality Events By-Law promulgated on 24 June 2024, attached as **APPENDIX 1** to this report;
- (b) that Council **approves** that the Amended Stellenbosch Municipality Events By-Law, be advertised for public comment for a period of thirty (30) days; and
- (c) that the Item return to Council after the public participation process for consideration.

6. DISCUSSION / CONTENTS

6.1 Background

The Stellenbosch Municipal Area is known for hosting of major local, national and international events. Stellenbosch Municipality plays an important role in regulating events, events organisation and the facilitation and provision of services at events.

The updated Events By-Law was approved by Council during the 22nd Council Meeting on 24 April 2024. Following the approval of the By-Law, the Community and Protection Services Directorate was confronted by many challenges which resulted from the misinterpretation of the Events By-Law.

6.2 Discussion

Events are established occurrences within the Cape Winelands and contributes significantly to the appeal of the Municipal Area as a tourist destination. Hosting of events in the Stellenbosch Municipality boosts the local economy by attracting visitors who spend money on accommodation, dining, transportation, shopping and entertainment. This influx of spending benefits local businesses and contribute to the overall economic growth of the host community.

Subsequent to the approval of the 2024 Stellenbosch Municipality Events By-Law, the Directorate for Community and Protection Services approached the Directorate Planning and Economic Development to raise their concerns regarding the misinterpretation of the By-Law by the general public.

A follow-up meeting took place on 27 May 2024 between the relevant departments to further review the Events By-Law and provide clarity on the items that are misunderstood by the public. During the meeting the following amendments were proposed to the approved Events By-Law:

Amendment	Reason for amendment
<p><u>Pg 3 Clause 1: Definitions</u></p> <p>1. Clause 1(e):</p> <ul style="list-style-type: none"> - remove <u>negative</u> <p>2. Clause 1 (e):</p> <ul style="list-style-type: none"> - include: <i>For filming related applications refer to the Stellenbosch Municipality Filming By-Law</i> 	<p>The Events Office is not able to determine what type of impact the filming activity will have on the traffic.</p> <p>Timeframes for application processing will differ (weather permitting) from Events applications.</p>
<p><u>Pg 5-6 Clause 2: Application of this By-Law</u></p> <p>1. include as clause 2 (a):</p> <ul style="list-style-type: none"> - <i>Applications for all types of events must be submitted to the Events Office for consideration</i> <p>2. New clause 2 (c)(i):</p> <p>will be amended as follows: events less than 200 persons in attendance where there is no amplified sound, no temporary structures (greater than 100m² in size per structure) to be used, <i>no preparation and or selling of food and does not have an impact on.</i></p> <p>3. remove: clause 2 (c) from (ii) – (ix)</p> <p>4. New clause 2 (d) (i) – (ii)</p> <p>Replace Law Enforcement Officer with Authorised Officer</p> <p>5. New clause 2 e(ii):</p> <p>Rephrase as follows – <i>owners or managers of purpose-built venues must submit their programme of events to the Events Office to events taking place.</i></p> <p>6. Include 2 (e)(vi):</p> <ul style="list-style-type: none"> - there is no temporary structure erected <p>7. Include as 2 (f)</p> <ul style="list-style-type: none"> - The Events office has the right to classify an application as an event and implement the necessary processes to be adhered to. 	<p>The Events office has the right to determine whether an application (of an event less than 200 persons) requires a permit.</p> <p>When the preparation and selling of food takes place at an event, a health certificate is required.</p> <p>If an event of fewer than 200 persons should have an impact on the traffic, the relevant department must be consulted.</p> <p>Additions will be removed to avoid confusion and misinterpretation of the application of the By-Law.</p> <p>This will ensure that the event office is always informed of events taking place at purpose-built venues. Owners and managers of purpose-built venues do not have to apply but simply notify the events office.</p> <p>To ensure that events are compliant at all times.</p>

During the Informal Mayoral Committee meeting which took place on 8 October 2024, Councillors raised their concerns regarding the excessive red tape associated with the reviewed Events By-Law.

In light of the above, it was concluded that administration must conduct a comparison of Event By-Laws implemented by other Local Municipalities located in the Western Cape Province (please find comparison of Events By-Laws attached as **APPENDIX 2**).

6.3 Financial Implications

None. The bylaw has been drafted using the resources within the Municipality.

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 to the Municipality.

6.6 Previous / Relevant Council Resolutions:

18TH COUNCIL MEETING: 2023-11-29: ITEM 11.8.2

RESOLVED (majority vote)

- (a) that Council takes note of the draft Stellenbosch Municipality Events By-Law, 2023, attached as **APPENDIX 1** to this report, and
- (b) that Council approves that the draft Stellenbosch Municipality Events By-Law, 2023, be advertised for public comment for a period of thirty (30) days, whereafter same be resubmitted to Council for final consideration and subsequent approval in terms of the Local Government Municipal Systems Act No.32 of 2000.

22ND COUNCIL MEETING: 2024-04-25: ITEM 11.8.2

RESOLVED (majority vote with 1 abstention)

- (a) that Council take note of the final Draft Stellenbosch Municipality Events By-Law which was advertised for a period of thirty (30) days and that copies of the proposed By-Law were placed at the venues as indicated in the advertisement, copy attached as **APPENDIX 2** to this report,
- (b) that Council **approve and adopts** the final Draft Events By-Law, attached as **APPENDIX 1**, and
- (c) that Council **approves** that the final Draft Events By-Law be promulgated.

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: 2024-11-21: ITEM 7.8.3

- (a) that Council take note of the amendments to the Stellenbosch Municipality Events By-Law promulgated on 24 June 2024, attached as APPENDIX 1 to this report;
- (b) that Council approves that the Amended Stellenbosch Municipality Events By-Law, be advertised for public comment for a period of thirty (30) days; and
- (c) that the Item return to Council after the public participation process for consideration.

APPENDICES

Appendix 1: Amended Stellenbosch Municipality Events By-Law,2024.

Appendix 2: Comparison of By-Laws.

FOR FURTHER DETAILS CONTACT:

NAME	Joh-ne Jansen
POSITION	<i>Senior Economic Development Officer</i>
DIRECTORATE	<i>Planning and Economic Development</i>
CONTACT NUMBERS	021 808 8144
E-MAIL ADDRESS	joh-ne.jansen@ Stellenbosch.gov.za
REPORT DATE	11 November 2024

APPENDIX 1

STELLENBOSCH
MUNICIPALITY

EVENTS BY-LAW, 2024

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STELLENBOSCH MUNICIPALITY: EVENTS BY-LAW**PURPOSE AND OBJECTIVES**

To provide for the management and regulation of events within the jurisdiction of the Stellenbosch Municipality; to provide for the enforcement of this By-Law; and to provide for matter incidental thereto.

PREAMBLE

WHEREAS the Stellenbosch Municipality recognizes that the hosting of events is a significant part of its competitive strategy and acknowledges that events have an important role to enhance cultural and social cohesion in communities, support urban rejuvenation and economic growth.

WHEREAS the Stellenbosch Municipality aims to regulate holding of events in a manner that ensures proper management thereof;

WHEREAS the Stellenbosch Municipality wishes to support the co-ordination and collaboration between all role-players, to promote partnerships and to enhance the impact of events in the municipality;

WHEREAS the Stellenbosch Municipality wants to ensure that events happen safely and securely in a coordinated manner in its jurisdiction;

AND WHEREAS the Stellenbosch Municipality wants to ensure that events take place safely and securely in a coordinated manner through a clear collaboration between Law Enforcement, Fire Services, the South African Police Services, Disaster Management, District Municipality, Traffic Services and other related emergency and safety organisations;

AND NOW THEREFORE, BE IT ENACTED by the Stellenbosch Municipality, as follows:—

CHAPTER 1

DEFINITIONS AND APPLICATIONS

1. Definitions

In this By-Law, unless the context otherwise indicates-

“authorised municipal official” means the Municipal Event Officer, a member of the Municipal Event Committee, a municipal law enforcement officer, and any other person who is delegated as contemplated in section 41 of the South African Constitution to execute a power, function or duty related to the provisions of this By-Law

“Council” means the council of the Stellenbosch Municipality or any political structure, political office, councillor or any staff member acting under the council’s delegated or sub-delegated authority

“event” means-

- (a) any sporting, recreational, entertainment, including live entertainment or event acts;
- (b) any educational, cultural or religious event;
- (c) any business event including marketing, public relations and promotional events, or exhibition events;
- (d) any charitable event, including any conference, organizational event or community event;
- (e) any filming which is of such a nature that it may have a negative impact on vehicular or pedestrian traffic or may attract crowds (please refer to the Stellenbosch Municipality Filming By-Law for filming related applications);
- (f) any similar event or activity hosted at a stadium, public place, venue or along a route or within its precinct.

“event organizer” means a person who submits an application to hold an event in terms of this By-Law whether he or she submits the application for himself or herself or on behalf of another person, body or organization;

“events committee” a committee represented by officials from affected municipal department who meet on an ad hoc basis to consider event applications and make recommendations to the Event Organizer;

“events policy” means the Events Policy of the Stellenbosch Municipality;

“Event Permit Officer” means the head of Stellenbosch Municipality events permit office or any other official delegated by him or her;

“Law Enforcement Officers” officials of the Municipality involved in law enforcement;

“Municipal Manager” means the person appointed as Municipal Manager in terms of section 82 of the Local Government: Municipal Structures Act, 1998 (Act No. 117 of 1998)

“permit” means a permit issued by the Events Coordinator for the holding of events;

“public place” means -

- (a) any public land, square, public swimming, bath, public resort, public recreation site, zoological, botanical or other public garden, park or hiking trail, including any portion thereof and any facility or apparatus therein or thereon, as well as any public open space, public road, road reserve, reserve street, lake, dam, or river;
- (b) any public building, structure, hall, room or office including any part thereof and any facility or apparatus therein, which is the property of, or possessed, controlled or leased by Stellenbosch Municipality and to which the general public has access, whether on payment of admission fees or not;
- (c) any nature conservation area including – nature reserves, protected natural areas, nature conservation worthy areas, natural open spaces.

“public land” means all property owned by government;

“purpose-built venue” means a building, structure, or premises, specifically built, zoned and suitable for the holding of specific events;

“stakeholder” includes any person, organization, entity or body who is affected or has a role to play in the management or holding of an event;

“safety officer” means a person appointed in terms of Regulation 6 of the (Occupational Health and Safety Act 85 of 1993) to assist with the oversight of the safety and security risk management of the event.

“this By-Law” includes the Schedules hereto;

“venue” means any open space, enclosed or semi-enclosed temporary structure or permanent structure, whether a private dwelling or not–

- (a) within which a temporary or permanent structure may be erected, where an event is to be hosted; and
- (b) which, for the purposes of any categorization, designation and certification of an event may consist of —

- (i) seating for spectators, attendees or an audience; or
- (ii) a field of play or a permanent or temporary podium or other area within a venue, reserved for the purposes of hosting an event;
- (iii) purpose built venue correctly zoned, built and suitable for the holding of specific events;

“venue owner” means any person or legal entity that, now or in the future, will directly or indirectly own, lease, rent, acquire or exercise the powers of an owner or occupier of a venue used for events.

“ward committee” means the ward committee as established by Stellenbosch Municipality from time to time and chaired by the respective appointed ward councillors

2. Application of this By-Law

(a) Applications for all types of events must be submitted to the Event Office for consideration.

(b) This By-Law applies to any event held within the area of jurisdiction of Stellenbosch Municipality, including events held on both private land and public land, provided that where an event is held on private land, subject to any other applicable legislation, it has an impact on the resources of the Municipality and the surrounding community.

~~(b)~~(c) This By-Law does not apply to –

- (i) events less than 200 persons in attendance where there is no amplified sound, no or temporary structures (greater than 100m² in size per structure) to be used, no preparation and or selling of food and does not have an impact on vehicular traffic;
- (ii) actions falling under the provisions of the Regulation of Gatherings Act (Act 205 of 1993) as amended, for which a system of approval is already in place;
- ~~(iii) public participation or meetings held by ward councillor;~~
- ~~(iv) small events such as family and community events held on private property or purpose built venues, subject to any other legislation;~~
- ~~(v) funeral and funeral processions, events held at a purpose built venue or the grounds of any school, playground, place of worship, hotel and/or any other conference facility, athletic field, arena, auditorium or similar;~~
- ~~(vi) permanent place of assembly when used for events normally held in or at such venues; provided that this exclusion does not apply to events or parts of events held outside the venue or building, or which by their nature, size or impact are considered outside the normal use parameters for the venue;~~
- ~~(vii) sport fixtures and events regulated by the Safety at Sports and Recreational Events Act No.2 of 2010;~~
- ~~(viii) Weddings held at wedding venues established for purposes of weddings or at a community hall or similar entertainment facility, and wedding processions;~~

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~~which fall outside the boundaries of an environmentally protected area;~~

~~(ix) Cultural rituals held by cultural groups and families in the community.~~

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~~(e)(d)~~ Notwithstanding subsection (2), the Events Permit Officer or a Law Enforcement Officer may —

(i) when the Events Permit Officer or an ~~Law Enforcement Officer~~ Authorised Officer finds that this By-Law is, or likely to be, contravened by an event organizer; or

(ii) when a stakeholder affected by the impact and risk attached to an event files a complaint with the Event Permit Officer or an ~~Authorised Officer~~ Law Enforcement Officer, issue a compliance notice to the Event Organiser in terms of section 8 and act in terms of this By-Law.

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~~(e)(e)~~ Purpose-built venues are excluded from this By-Law in respect of events normally held in such venue, provided that —

(i) this exclusion does not apply to events or parts of events held outside the venue or building or which by their nature, size or impact are considered outside the normal use parameters for the venue;

(ii) owners or managers of purpose-built venues must submit ~~their programme of events an application~~ to the Events Permit Office ~~prior to the events taking place; for approval of their events programmes which shall be valid for one year;~~

(iii) the Events Permit Officer may, from time to time, issue directives regarding specific or special application process for any specific or special event which may vary in respect of the criteria referred to in section 6;

(iv) in the event of a conflict between this By-Law and any other By-Law of the Municipality this By-Law shall prevail regarding the management and holding of events;

(v) this By-Law does not apply to the holding of public gatherings and demonstrations as provided for in terms of the Regulation of Gatherings Act, 1993 (Act No. 205 of 1993).

~~(vi) There is no temporary structure erected.~~

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~~(f) The Events Office has the right to classify an application as an event and implement the necessary processes to be adhered to.~~

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CHAPTER 2

APPLICATION PROCESS, REQUIREMENTS, DECISIONS AND ENFORCEMENT

3. Submission of applications for approval to hold or stage events

- (a) A formal application to stage an event must be made by the event organizer to the Events Permit Officer and submitted –
 - (i) by a person who is at least 18 years old;
 - (ii) in a form and or manner as prescribed by the Events Permit Officer;
 - (iii) within the time frames as prescribed in Schedule 2 of this By-Law;
 - (iv) by a person or on behalf of a person who possesses the necessary capacity and resources.
- (b) The application must include all information required as indicated in the prescribed form and any additional information as may be requested by the Stellenbosch Municipality.
- (c) All applications must be accompanied by proof of payment of the applicable fees and deposit payable for the event.
- (d) In the event of failure to submit the information referred to in subsection 3(b) and proof of payment in terms of subsection 3(c) an application will not be considered in terms of this By-Law.

4. Requirements and conditions

- (a) No person may hold or stage any event without obtaining a permit referred to in section 5(c).
- (b) An application for an event must comply with the provisions of this By-Law and contain such information as indicated in the prescribed application form as set out in the Schedule 3.
- (c) The Event Organiser may not advertise/market or sell tickets for the planned event before an application is submitted to the Municipality and the Event Permit Officer has informed the Event Organiser in writing that the application has been approved in terms of section 5(a).
- (d) The Event Organiser is required to apply separately and within the required timeframe to the National Commissioner of the South Africa Police Services for a risk categorisation as contemplated in the Safety at Sports and Recreational Events Act, 2010 (Act No.2 of 2010).

- (e) Payment of an administration fee and or applicable tariffs determined by the Municipality must be required from the Event Organiser ahead of approval of an application for an event.
- (f) The Events Permit Officer must ensure that consultation with relevant stakeholders identified by the Municipality is undertaken by the event organizer.
- (g) The Event Permit Officer must, in terms of the Event Policy and depending on the nature of the event, ensure that consultation takes place with the Events Committee, which will include an official from the municipality's environmental services department; and with any other relevant stakeholder, including the relevant ward councillor.
- (h) The Events Permit Officer must satisfy him /or herself by written documentation that the relevant zoning scheme, environmental legislation and all health and safety regulations are complied with; that adequate public liability insurance cover, and that appropriate indemnity cover is obtained for an event by the Event Organiser. Similarly, where an activity which may put the public at risk will be triggered, proof of appropriate specialized risk insurance, blanket liability or work cover must be provided to the Events Permit Officer by the Event Organiser.
- (i) The Council must, as part of its budgeting process in terms of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), determine tariffs and deposits payable for events.
- (j) The Municipality shall not, in respect of any planning for an event, application, approval or permit issued for an event in terms of this By-Law, be held liable for any-
 - (i) damage to or loss of any property of the Event Organizer; or
 - (ii) costs incurred by an Event Organizer or any third party;
- (k) The event organizer, or the venue owner shall be liable for the cost of any service provided by the municipality for or in respect of an event.

Safety Officer

The Event Organiser must appoint a safety officer for the event.

- (a) The responsibility for the safety of all present at the event lies primarily with the Event Organiser;
- (b) The safety officer is tasked with monitoring and maintaining a safe environment for the duration of the event, including the set-up and breakdown of stages of the event;
- (c) The areas of responsibility of the safety officer include operational safety, occupational health and safety compliance and hygiene management;

- (d) The safety officer maintains the right to halt any event should he/she identify a significant risk threatening the safety of any individual present at the event;
- (e) The mandate of the safety officer includes the event venue as well as all associated facilities;
- (f) The safety officer is required to be on-site for the entire duration of the event, including the set-up and breakdown stages of an event;
- (g) The safety officer is to reasonably identify any risks or dangers and recommend suitable mitigation and management measures to the Event Organiser;
- (h) The safety officer is responsible for ensuring that the event-specific written safety and security plan is adhered to.

5. Decisions on events

- (a) The Events Permit Officer must approve or decline an application for an event within a reasonable time in terms of this By-Law.
- (b) Once a decision has been taken in terms of subsection 5(a) the applicant must be informed thereof in writing.
- (c) Where an application for an event has been approved, the Events Permit Officer must issue a permit specifying the conditions applicable to the event.
- (d) The Event Organizer must make sure that the permit is available at the venue for inspection at all stages and at all times of the event, and that any additional licences, including liquor licences can be clearly displayed in public.
- (e) Where an application for an event has been declined, reasons for the decision must be communicated to the applicant in writing, and the applicant must be informed of his/her right to appeal the decision in terms of section 62 of the Municipal Systems Act.
- (f) The Event Permit Officer may decline an application for an event permit where—
 - (i) an event application is received outside of the prescribed timeframes;
 - (ii) the event clashes with another event;
 - (iii) the event safety and security plan is deemed insufficient by the Municipality's services;
 - (iv) the event is not approved by the South African Police Services;
 - (v) the event is non-compliant with applicable legislation; or
 - (vi) any other factor which, in the opinion of the Event Permit Officer, may negatively impact on the –

- safe conclusion of an event; or
- human or other resources of Stellenbosch Municipality.

6. Evaluation Criteria

- (a) The Events Permit Officer must ensure that applications for staging an event are considered in accordance with the following criteria, where applicable:
- (i) the type and size of an event;
 - (ii) the impact of the event in terms of the strategic fit to the Events Policy;
 - (iii) the impact of the event on municipal services including services relating to noise control, traffic, parking, local amenities, public places, health and all incidental services affected by the holding of the event, logistical aspects, as well as marketing, economic, social and environmental objectives;
 - (iv) whether the proposed use of the land complies with the applicable zoning scheme and any conditions applicable thereunder;
 - (v) the safety and security risk management of the event in respect of the event plan, logistics, location, site design and other activities taking place near or at the event venue and other threats to the event. The risk assessment will include, but not limited to, obtaining details of the evacuation routes, emergency plans, site plans of access, and the inference of public open space;
 - (vi) that the event complies with all applicable legislation;
 - (vii) the impact of the event on the environment;
 - (viii) Previous offences
- (b) The criteria referred to in subsection 6(a) must be considered in respect of-
- (i) the review and assessment of events;
 - (ii) the decision processes for event applications;
 - (iii) prioritisation of events;
 - (iv) the type and level of support to be provided by the Municipality for events; and
 - (v) the services to be provided by the Municipality to events.
- (c) The Events Permit Officer may impose reasonable conditions to the permit to protect the environment and the health, safety and welfare of the public pertaining to:
- (i) Location and hours during which the event may be held;
 - (ii) Sanitation, ablution facilities and availability of water;
 - (iii) Security and crowd management;
 - (iv) Parking and traffic issues;
 - (v) Emergency and medical services;
 - (vi) Clean-up of premises and surrounding area and waste disposal;

- (vii) Insurance;
- (viii) Lighting;
- (ix) Fire services and safety;
- (x) Temporary construction, barricades and fencing;
- (xi) Removal of advertising and promotional materials after the event;
- (xii) Noise levels.
- (xiii) Any other conditions pertaining to the Event
- (xv) The environmental impact.

7. Holding of an event

- (a) An Event Organizer whose applications have been approved in terms of this By-Law are responsible for the event and must ensure that —
 - (i) the event is held in compliance with the provisions of this By-Law, the conditions imposed by the Events Permit Officer and does not contravene any other law;
 - (ii) the conduct of persons attending an event and the activities undertaken or carried out at the event do not negatively impact on affected communities and the environment during such an event;
 - (iii) any compliance notice issued by the Events Permit Officer in terms of section 8 is complied with.

8. Compliance notice

- (a) When the Events Permit Officer or a Law Enforcement Officer finds that a provision of this By-Law is being or has been contravened by an Event Organizer or that a condition has arisen that has the potential to lead to a contravention of this By-Law or any other law, he or she —
 - (i) may issue a compliance notice to the Event Organizer; or
 - (ii) may, on receipt of information from an authorized official relating to the contravention of this By-Law or any other law in respect of the holding or staging of an event, issue a compliance notice to the Event Organiser.
- (b) A notice issued in terms of subsection 8(a) must state —
 - (i) the provision of the By-Law; that is being contravened or will be contravened if the condition is allowed to continue;
 - (ii) the measures that must be taken to rectify the condition; and
 - (iii) the time period in which the notice must be complied with.
- (c) If an Events Organiser on whom notice was served in terms of subsection 8(a), fails to comply with the requirements of the notice, the Event Permit Officer, a Law Enforcement Officer or an authorized official may, for the purposes of this By-Law, take

such steps as may be necessary to rectify the condition at the cost of the Event Organizer.

- (d) A person who fails to comply with a compliance notice issued in terms of subsection 8(a) commits an offence.
- (e) The municipality shall, in respect of a person who fails to comply with a compliance notice in respect of one or more events –
 - (i) keep a record of non-compliance and consider any appropriate action as may be required;
 - (ii) require an increased deposit from the person for future events to be held or staged by such person; and
 - (iii) require proof of measures in place to ensure compliance of this By-Law where the party defaulted at a former event.

9. Inspections and right of access

- (a) The Events Permit Officer, an authorized official or a law enforcement officer may conduct inspections of a venue after the submission of an application as well as during and after the staging or holding of an event to determine compliance with this Bylaw and the conditions made;
- (b) The Events Permit Officer or a law enforcement officer has a right of access to or over any venue for the purposes of —
 - (i) performing all necessary acts or required to be done by the municipality under this By-Law,
 - (ii) ascertaining whether there is or has been a contravention of the provisions of this By-Law; and the conditions made subject to the approval of the event application
 - (iii) enforcing compliance with the provisions of this By-Law.
- (c) An Events Permit Officer, an authorized official, or a law enforcement officer may require such owner or occupier to provide, at any reasonable date and time access to such property to a person and for a purpose referred to in subsection 9(b).

10. Suspension and revocation of permit

- (a) The Event Permit Officer, may, where the Event Organizer fails to comply with a compliance notice issued in terms of section 8, by notice in writing to the Event Organiser —
 - (i) suspend the permit immediately until the Event Organiser has complied with the compliance notice;

- (ii) revoke the permit and take such steps as may be necessary in terms of this By-Law, for which costs incurred by the Municipality, the Event Organiser shall be liable; or
 - (iii) on receipt of information from a Law Enforcement Officer or an authorised official relating to failure to comply with a compliance notice, suspend or revoke the permit of an Event Organizer.
- (b) The Municipality may, where the Events Permit Officer has acted in terms of subsection 10(a), withhold the deposit paid by the Event Organizer for an event as security for the payment of such costs.

CHAPTER 3

GENERAL PROVISIONS

11. Agreements and Partnerships

- (a) The Municipality may enter into such agreements and partnerships with Event Organizers as may be necessary for the holding and management of events in terms of this By-Law.
- (b) The Municipality may, under an agreement or partnership contemplated in subsection 11(a), provide support either logistically, financially or both to specific events which are aligned to the strategic objectives of the Municipality.
- (c) The agreements and partnerships contemplated in subsection 11(a) must provide for service levels which must be met by the parties in order to ensure compliance with this By-Law and the Municipal Finance Management Act, 2003 (Act No. 56 of 2003).
- (d) Notwithstanding the provisions of this By-Law relating to offences and penalties, an agreement concluded in terms of this section may provide for penalties for which an Event Organizer shall be liable in the event of non-compliance therewith.

12. Delegations

- (a) The Events Permit Officer may delegate any of the powers conferred on him or her either in whole or in part under this By-Law to any other competent official of the Municipality.
- (b) The Municipal Manager may appoint competent officials in the employment of the Municipality as authorised officials to enforce the provisions of this By-Law.

13. Right of Appeal

- (a) Parties to a dispute arising from a conflict in terms of this By-Law must attempt to resolve such conflict before exercising the right of appeal contemplated in subsection (b) through consultation with each other.
- (b) The Events Permit Officer have the right to decline an application, if the application is incomplete and does not meet the timeframes as set out in Schedule 3.
- (c) The Event Organizer may appeal against a decision where his or her application to hold an event has been declined.
- (d) The Appeal Committee will attend to appeals prior to the submission of such appeals in writing to the Municipal Manager within a period as indicated in Schedule 2 in relation to the type of event concerned.
- (e) The application which is a subject of appeal must be decided in terms of section 5 before the appellant may lodge an appeal within the applicable timeframes set out in Schedule 2.
- (f) An appeal lodged in terms of this section must be considered and decided within such time as indicated in Schedule 2 in relation to the type of event concerned.
- (g) The Municipal Manager may delegate any official of the Municipality to consider and decide on appeals referred to in subsection 13(b).

14. Indemnity

- (a) The Event Organiser must provide –
 - (i) evidence, to the satisfaction of the Event Permit Officer, of appropriate indemnity cover; and
 - (ii) where an activity which may put the public at risk will be involved, evidence to the satisfaction of the Events Permit Officer of appropriate specialised risk insurance, public liability insurance or work cover must be provided.
- (b) The Municipality shall not be liable for any costs, including any damage or loss incurred or suffered as a result of an event held without an approval in terms of this By-Law.
- (c) Event owners shall be held liable for any damages to the municipality's property resulting from the holding of an event.

15. Offences and Penalties

- (a) Any person who-
- (i) holds an event without a permit in contravention of section 4(a);
 - (ii) is an Event Organiser and whose application to hold an event has been approved, fails to comply with any provision of this By-Law, any condition made subject to the approval of the event application; or contravenes a provision of any other law for which the municipality is responsible for implementation and enforcement, in contravention of section 7(a)(i);
 - (iii) fails to ensure that the conduct of persons attending an event and the activities undertaken or carried out at an event do not disturb the neighbouring community, residents, or the environment in contravention of section 7(a)(i);
 - (iv) fails to comply with the compliance notice issued by the Events Permit Officer or a Law Enforcement Officer in terms of section 8(a)(i) or (ii), in contravention of section 7(a)(iii), shall be guilty of an offence.
- (b) A person who commits an offence in terms of this By-Law shall, on conviction, be liable –
- (i) in the case of an offence referred to in subsection 15(a)(i) or (ii). To a fine as the court may deem fit to impose or to imprisonment for a period not exceeding twelve months, or to both such fine and such imprisonment;
 - (ii) in the case of an offence referred to in subsection 15(a)(iii), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding five years, or to both such fine and such imprisonment;
 - (iii) in the case of an offence referred to in subsection 15(a)(iv), to such fine as the court may deem fit to impose or to imprisonment for a period not exceeding 10 years, or to both such fine and imprisonment.

16. Short title

This By-Law is called Stellenbosch Municipality: Events By-Law, 2024.

APPENDIX 2

COMPARISON OF EVENT BY-LAWS

Stellenbosch (2024)	City of Cape Town (2016)	Swartland (2016)	Overstrand (2018)	Theewaterskloof (2017)	Mosselbay (2024)	SASRIA Act (2010)
<p>2. Application of this By-Law</p> <p>a) all types of Events 200+ persons</p> <p>c) Exclusions</p> <p>i) less than 200 persons in attendance, no amplified sound, no temporary structures (greater than 100m², no preparation and or selling of food and does not have impact on vehicular traffic;</p> <p>ii) actions falling under the provisions of the Regulation of Gatherings Act;</p> <p>iii) public participation or meetings held by ward councillor;</p> <p>iv) small events e.g. family and community events held at purpose-built venues</p> <p>v) funeral & funeral processions, events held at purpose-built venue/school grounds/playgrounds/ place of worship/ hotel and conference facility, athletic field, arena, auditorium or similar</p> <p>vi) place of assembly – this exclusion does not apply to events or parts of events held outside the venue or which by nature, size or impact are considered outside the normal use parameters</p> <p>vii) sport fixtures and events regulated by the SSREA Act</p> <p>viii) Weddings at wedding venues/ community hall or similar entertainment facility & wedding processions which fall outside an environmentally protected area;</p> <p>ix) Cultural rituals held by cultural groups and families in the community</p>	<p>2. Application of this By-Law</p> <p>(1) all event of 200+ persons</p> <p>(2) Exclusions</p> <p>a) less than 200 persons where there is no amplified sound or no temporary structures; and</p> <p>b) small events such as family and community events held on private property or purpose-built venues.</p> <p>this exclusion does not apply to events or parts of events held outside the venue, or by their nature, size or impact are considered outside the normal use parameters for the venue</p>	<p>2. Application of this By-Law</p> <p>(1) Any event 50+ persons</p> <p>11. Exclusions</p> <p>a) Funerals;</p> <p>b) events held at purpose-built venue/school grounds/playgrounds/ place of worship/ hotel, conference centre, stadium, sport fields, arena, auditorium or similar;</p> <p>c) events regulated by the SSREA Act or the Regulation of Gatherings ACT;</p> <p>d) where land use rights have been granted in terms of the Municipality's scheme regulations</p> <p>this exclusion does not apply to events or parts of events held outside the venue, by their nature, size or impact fall outside the normal use parameters for the venue or where the erection of additional temporary structures for the event would require permission in terms of the National Building Regulations</p>	<p>2. Application of this By-Law</p> <p>(1) Any event 50+ persons</p> <p>(b) Exclusions</p> <p>i) less than 50 persons in attendance, no amplified sound or temporary structures</p> <p>ii) actions falling under the provisions of the Regulation of Gatherings Act, for which a system of approval is already in place, funerals and funeral processions</p> <p>iv) private events e.g. family and community events held at private property or purpose-built venues</p> <p>v) events held at purpose-built venue/school grounds/playgrounds/ places of worship/ hotels conference centres. stadiums, athletic fields, arenas, auditoriums or similar</p> <p>vi) Funeral & funeral processions</p> <p>vii) events regulated by the SSREA Act</p> <p>viii) Weddings at wedding venues/ community halls or similar entertainment facility & wedding processions which fall outside an environmentally protected area;</p> <p>ix) Cultural rituals held by cultural groups and families in the community</p>	<p>2. Application of this By-Law</p> <p>(1) All events 30+ persons</p> <p>12.) Exclusions</p> <p>a) Funeral & funeral processions</p> <p>b) Weddings at wedding venues/ community hall or similar entertainment facilities & wedding processions</p> <p>c) events held at purpose-built venue/school grounds/ places of worship/ hotel, conference centre or any other conference or reception or entertainment facility, sport stadium, athletic field, auditorium, or any similar permanent place of assembly, this exclusion does not apply to events or parts of events held outside the venue or premises concerned, or events which by nature, size or impact are considered outside the normal parameters of use</p> <p>d) Cultural events held by various cultural groups of the community</p> <p>e) events regulated by the SSREA Act</p>	<p>2. Application of the By-Law</p> <p>(1) Any event (does not specify number of attendees)</p> <p>(b) Exclusions</p> <p>2)a) event that is held on private property, which does not contravene any legislation or By-Law and has no negative impact on the resources of the Municipality and/ or the surrounding community; or</p> <p>b) event held on a purpose build venue with the appropriate zoning, which is being utilised for the purpose that it was built for e.g. sports field</p>	<p>6.(1) An event organiser must, at least six months before the start of</p> <p>(a) a calendar year for a specific sport, recreational, religious, cultural, organisational or similar activity or</p> <p>(b) a season, in case of a seasonal sport, recreational, religious, cultural, organisational or similar activity</p> <p>Submit an annual schedule of events to the National Commissioner</p>
<p>2 e) Purpose-built venues:</p> <p>ii) Managers of purpose-built venues-submit programme of events prior to events taking place</p>	<p>2 (4) Purpose-built venues:</p> <p>(b) Owners or managers must submit an application for approval of their event</p>	<p>Not included</p>	<p>2 (d) Purpose-built venues:</p> <p>ii) Owners or managers of purpose-built venues submit their applications</p>	<p>12(c) Purpose-built venues:</p> <p>ii) Owners or managers of purpose-built venues must submit an application to the</p>	<p>Not Included</p>	<p>10. Where a stadium or venue owner wishes to alter or extend-</p> <p>(a) an existing stadium or venue</p>

<p>vi) Excluded from By-Law if event does not have any temporary structure</p> <p>f) Events Office has the right to classify an application as an event and implement necessary processes</p>	<p>programme valid for one</p>	<p>(b) the design of a planned stadium or venue or</p> <p>(c) a stadium or venue under construction</p> <p>The stadium/ venue owner must, before commencement of the proposed alteration or extension, apply to a local authority within whose jurisdiction the stadium or venue is situated</p>
<p>14. Indemnity</p> <p>a) i) Evidence of appropriate indemnity cover</p> <p>ii) Event involves activity which may put public at risk = evidence of appropriate special risk insurance, public liability insurance/ work cover</p> <p>b) Municipality shall not be liable for any costs, damage or loss incurred as a result of an event held without approval</p> <p>c) Event owners are liable for any damages to municipality's property resulting from holding an event</p>	<p>14. Indemnity of Liability</p> <p>Municipality is not liable for damages or loss of, or of :</p> <p>(1) Evidence of indemnity of, or of : Where an activity is put the public at risk = evidence of any power of indemnity if any duty in insurance under this By-Law</p> <p>(2) Event owner to exercise any damages to perform any function resulting from good faith under this</p> <p>(3) No person involved in the written approval of the event drive pegs or any third party, where the person on the planning for, voltage cables of an event, the networks of an application for the provision of a licence, refusal, revocation or</p> <p>(4) Event organisers of an event. appropriate satisfactory measures to minimise damage to property</p>	<p>25(1) A controlling body, event organiser or stadium/venue owner must ensure that public liability insurance, as prescribed, is in place for an event</p>
<p>To be included:</p> <p>Security Ratio</p> <p>1: 100 (no alcohol)</p> <p>1: 75 (with alcohol)</p>	<p>Not included</p>	<p>Not included</p>

10.8.3	TO PROVIDE FEEDBACK ON THE PUBLIC PARTICIPATION PROCESS FOR THE OUTSOURCING OF THE MANAGEMENT OF THE INFORMAL TRADING HUBS (CLOETESVILLE, IDA'S VALLEY AND KLAPMUTS)
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Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 22 January 2025 & 29 January 2025

1. SUBJECT: TO PROVIDE FEEDBACK ON THE PUBLIC PARTICIPATION PROCESS FOR THE OUTSOURCING OF THE MANAGEMENT OF THE INFORMAL TRADING HUBS (CLOETESVILLE, IDA'S VALLEY AND KLAPMUTS)

2. PURPOSE

To provide feedback on the proposals received for the outsourcing of the management of the Informal Trading Business Hubs (Cloetesville, Ida's Valley and Klapmuts).

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

The item deals with the outcomes of the 'Call for Proposals' process that was followed in terms of chapter 4 of the Asset Transfer Regulations with the intention of following an appropriate process for the outsourcing of the management and operations of the following Informal Trading Hubs:

a) Cloetesville, Ida's Valley and Klapmuts Informal Trading Hubs:

Ida's Valley:

- Two (2) proposals were received for Ida's Valley, of which one met the qualifying criteria and the other not;

Cloetesville:

- One (1) proposal was received for Cloetesville in two parts.
- Part A for Informal Trading Hub, met the qualifying criteria.
- Part B for Education/After Care does not meet the Occupancy Classification in terms of the National Building Regulations as qualifying criteria with regards to the purpose of Informal Trading Hubs who's objective is civic and economic growth in a community.
- Part B is not supported.

Klapmuts:

- no proposals were received

The three Informal Trading Hubs listed above continues to be underutilised. It is of critical importance that the Municipality adopts the correct strategy and operational model for the Informal Trading Hubs in order to bring benefit to the community.

5. RECOMMENDATIONS

- (a) that Council approve the Ida's Valley Community Trails NPC proposal for the use of the Idas Valley Informal Trading Hub for a period of 6 months with an option of renewal;

-
- (b) that Council approve the Transform Cloetesville Together NPC (TCT) proposal with regards to Part A as specified, for the use of the Cloetesville Informal Trading Hub for a period of 6 months with an option of renewal:
 - (c) that the Municipality continues to issue trading permits for the Klapmuts and manage the facility with prospective vendors whilst also considering alternative uses of vacant trading spaces for purposes such as Early Childhood Development (ECD) uses; and
 - (d) that Council mandates the Municipal Manager to conclude the contracts or agreements on any alternative proposals such as ECD uses should such proposals be submitted and be found to be feasible.

6. DISCUSSION / CONTENTS

6.1 Background

The informal trading hubs (Idas Valley, Cloetesville and Klapmuts), were built with the intention to be a civic and economic hub that would serve not only the needs of the local community. Despite having good potential, these facilities have never fully delivered on its original intention and promise.

The facility has never attracted a critical mass of vendors. Whilst still functional, if not in use these buildings are open to vandalism, which in turn require constant repairs, and as a consequence becomes steadily less attractive as a civic space.

6.2 Discussion

To ensure optimal transformation of these facilities and sustainable growth ensuring economic stability within local communities the Informal Trading Hubs need to be managed as economic assets to ensure their attraction as business spaces / economic platforms. This will create additional opportunities for economic transformation.

6.3 Financial Implications

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

6.4 Legal Implications

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

6.5 Staff Implications

This report has no staff implications to the Municipality.

6.6 Previous / Relevant Council Resolutions:

MAYCO MEETING: 2024 – 03 – 20: ITEM 7.8.5

Cloetesville, Ida's Valley and Klapmuts Informal Trading Hubs

With reference to recommendations dated 20 March 2024:

- (d) that Council approve the Ida's Valley Community Trails NPC proposal for the use of the Idas Valley Informal Trading Hub for a period of 12 months with an option to renewal;

-
- (e) that the Municipality continues to issue trading permits for the Klappmuts and Cloetesville Informal Trading Hubs and manage the facility with prospective vendors whilst also considering alternative uses of vacant trading spaces for purposes such as Early Childhood Development (ECD) uses;
 - (a) that Council mandate the Municipal Manager to conclude the contracts or agreements on any alternative proposals such as ECD uses should such proposals be submitted and be found to be feasible.

16TH COUNCIL MEETING: 2023-08-23: ITEM 11.8.1**RESOLVED (majority vote)**

- (a) that Council authorises the Municipal Manager to start the Public Participation Process as per Chapter 4 of the Asset Transfer Regulations with the intention of following an appropriate process for the outsourcing and management of the Cloetesville, Ida's Valley and Klappmuts Informal Trading Hubs;
- (b) that the item will return to Council after the public participation process for a final decision; and
- (c) that the Municipal Manager be authorised to conclude the contract or agreement after (b) above is finalised in terms of the applicable Act / Regulation.

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

Cllrs M Danana; N Mananga-Gugushe; E Masimini; RS Nalumango; M Nkopane; N Ntsunguzi; M Rataza and A Tomose.

6.7 Risk Implications

This report has no risk implications for the Municipality.

6.8 Comments from Senior Management:

The item was not circulated to senior management for comments.

6.8.1 Municipal Manager

Supports the recommendations.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 7.8.1

- (a) that Council approves the Ida's Valley Community Trails NPC proposal for the use of the Idas Valley Informal Trading Hub for a period of 6 months with an option of renewal;
- (b) that Council approves the Transform Cloetesville Together NPC (TCT) proposal with regards to Part A as specified, for the use of the Cloetesville Informal Trading Hub for a period of 6 months with an option of renewal;
- (c) that the Municipality continues to issue trading permits for the Klappmuts and manage the facility with prospective vendors whilst also considering alternative uses of vacant trading spaces for purposes such as Early Childhood Development (ECD) uses; and

-
- (d) that Council mandates the Municipal Manager to conclude the contracts or agreements on any alternative proposals such as ECD uses should such proposals be submitted and be found to be feasible.

APPENDICES

Appendix 1: EikestadNuus – Call for Proposal Advertisement – Informal Trading Hub

Appendix 2: Applications Collection/ Submission Register – Informal Trading Hubs

FOR FURTHER DETAILS CONTACT:

NAME	Lesley van Gensen
POSITION	<i>Local Economic Development Officer</i>
DIRECTORATE	<i>Planning and Economic Division</i>
CONTACT NUMBERS	<i>021 808 8179</i>
E-MAIL ADDRESS	<i>Lesley.vangensen@Stellenbosch.gov.za</i>
REPORT DATE	<i>17 January 2025</i>

APPENDIX 1



Notice Number 133/2023
CALL FOR PROPOSAL: INFORMAL ECONOMIC TRADING HUBS

1. PURPOSE

The purpose of this advertisement is to solicit submissions / proposals from interested Parties, such as accredited NGO's or individuals to conclude a Lease Agreement with the Stellenbosch Municipality for the management and improvement of the activity levels at the Informal Economic Trading Hubs in Stellenbosch. The Informal Economic Hubs were established with the intention to be an open production space which would serve as a trading space for local entrepreneurs as well as to encourage and promote local activities.

The hubs are as follows:

	Name of Informal Trading Hub	Erf Number	Size (m ²)
1	Ida's Valley	11202	970
2	Cloeteville	7269	600
3	Klapmuts	342	400

1. SUBMISSION OF PROPOSALS

Interested parties / individuals who wishes to submit proposals, must do so in writing and their proposals must include, the following information:

- Name of applicant;
- Legal status of Applicant, i.e. individual, company, NGO, etc;
- Written proof of registration (where applicable);
- Competent in running a facility of similar nature and size with contact details of references.
- Competence of the Team that is going to run the facility (attach CV's)
- Proof of current Business – or Residential address, accompanied by their latest municipal account;
- Full detail of the proposal including monthly rental offered (Please note that the successful bidder will be responsible for all services consumed, over and above the rental payable), proposed rental period (not longer than 9 years and 11 months); and improvements planned plus a business plan. The municipality may consider a below market value rental.

*For the purpose hereof, the Applicant must submit a proposed budget, showing the anticipated income and expenditure, including an indication of the income streams that will fund the business plan. All applications that is received will be assessed and Council will resolve on who to lease the property to, the period involved and the rental based on the business plan and proposal.

2. CLOSING DATE

The closing date for submission of proposals in __13__ October 2023 at 12:00.

Written submissions / proposals must be sent or delivered to the Economic Development Officer for Tourism to 2nd floor of the NPK Building (corner of Plein and Ryneveld streets, Stellenbosch) or can be emailed to carmen.saville@stellenbosch.gov.za before the closing date and time.

Kennisgewing Nommer 133/2023
AANSOEK OM VOORSTEL: INFORMELE EKONOMIESE HANDELSENTRUMS

1. DOEL

Die doel van hierdie advertensie is om voorteggings/voorstelle van belanghebbende partye, soos geakkrediteerde NRO's of individue, aan te vra om 'n Huurooreenkoms met die Stellenbosch Munisipaliteit te sluit vir die bestuur en verbetering van die aktiwiteitsvlakke by die Informele Ekonomiese Handelsentrums in Stellenbosch. Die Informele Ekonomiese Handelsentrums is gestig met die bedoeling om 'n oop produksieruimte te wees wat sal dien as 'n handelsruimte vir plaaslike entrepreneurs asook om plaaslike aktiwiteite aan te moedig en te bevorder.

Die hubs is soos volg:

	Naam van informele handelsentrum	Erfnommer	Grootte (m ²)
1	Ida's Vallei	11202	970
2	Cloeteville	7269	600
3	Klapmuts	342	400

2. INDIENING VAN VOORSTELLE

Belangstellendes/individue wat voorstelle wil indien, moet dit skriftelik doen en hul voorstelle moet die volgende inligting insluit:

- Naam van aansoeker;
- Regstatus van Aansoeker, dit wil sê individu, maatskappy, NRO, ens;
- Skriftelike bewys van registrasie (waarvan toepassing);
- Bevoeg in die bestuur van 'n fasiliteit van soortgelyke aard en grootte met kontak besonderhede van verwysings.
- Bevoegdheid van die span wat die fasiliteit gaan bestuur (heg CV's aan)
- Bewys van huidige besigheid – of woonadres, vergesel van hul jongste munisipale rekening;
- Volledige besonderhede van die voorstel insluitend maandelikse huur aangebied (Neem asseblief kennis dat die suksesvolle bieder verantwoordelik sal wees vir alle dienste wat verbruik word, bo en behalwe die huur betaalbaar), voorgestelde huurperiode (nie langer as 9 jaar en 11 maande nie); en verbeterings beplan plus 'n sakeplan'. Die munisipaliteit kan 'n huur onder markwaarde oorweeg.

*Vir die doel hiervan moet die Aansoeker 'n voorgestelde begroting indien, wat die verwagte inkomste en uitgawes toon, insluitend 'n aanduiding van die inkomstestrome wat die besigheidsplan sal finansier. Alle aansoeke wat ontvang word, sal beoordeel word en die Raad sal op grond van die sakeplan en voorstel besluit aan wie die eiendom verhuur moet word, die betrokke tydperk en die huur.

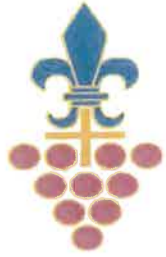
3. SLUITINGS DATUM

Die sluitingsdatum vir indiening van voorstelle is __13__ Oktober 2023 om 12:00.

Skriftelike voorleggings/voorstelle moet gestuur of afgelewer word by die Ekonomiese Ontwikkelingsbeampte vir Toerisme tot op die 2de vloer van die NPK-gebou (hoek van Plein en Ryneveldstraat, Stellenbosch) of kan voor die sluiting per e-pos aan carmen.saville@stellenbosch.gov.za gestuur word datum en tyd.

Ekestaduus
14/9/2023

APPENDIX 2



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

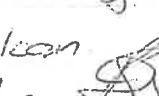
CALL FOR PROPOSAL REGISTER – INFORMAL TRADING HUBS

CLOSING DATE: 13 OCTOBER 2024 @12H00

	NAME & SURNAME	SUBMISSION DATE AND TIME	NATURE OF SUBMISSION
1	TCT – TRANSFORM CLOETESVILLE TOGETHER	13 OCTOBER 2023 @10H45	DELIVERED BY HAND
3	IDAS VALLEY COMMUNITY TRAILS NPC	13 OCTOBER 2024 @11H17	SUBMITTED VIA EMAIL
4	LEGAL STING	13 OCTOBER 2024 @11H35	SUBMITTED VIA EMAIL
5			
6			
7			
8			
9			
10			

CALL FOR PROPOSAL - KAYAMANDI CORRIDOR

ORGANISATION	TIME	CLOSING DATE	LOCATION
STELLENBOSCH MUNICIPALITY (DPT LED)	12h00	29 JUNE 2023	KAYAMANDI CORRIDOR

NO	DATE	NAME AND SURNAME & COMPANY/ORGANISATION	CONTACT NUMBER	EMAIL	SIGNATURE
1	2/6/23	Gloria MPIO	0837515853	mympio@gmail.com	
2	6/6/23	Z. Wuyon	068 162 0881	zokimwuyon@gmail.com	
3		Zakile Myataza	073778 7945	zumyataza@gmail.com	
4		R. Dlanga mandla	083725377	r.dlangamandla@yahoo.com	
5		S. Ngcobo	0737774366	sabelwosihle@gmail.com	
6		P. Mkhukwana	0759304674	phikankukwana@gmail.com	
7	22/06/23	C Sephula - K.BDF	076 497 4265	sephulamorkio@gmail.com	
8					
9					
10					
11					
12					
13					

10.8.4	CONSIDERATION FOR THE SOUTH AFRICAN MOBILE DEVICES DISTRIBUTORS AND REPAIRERS' ASSOCIATION (SAMDDRA) TO USE THE KAYAMANDI CORRIDOR CONFERENCE FACILITY AS A TRAINING SITE
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Collaborator No:

IDP KPA Ref No: Valley of Opportunity

Meeting Date: 22 January 2025 & 29 January 2025

1. SUBJECT: CONSIDERATION FOR THE SOUTH AFRICAN MOBILE DEVICES DISTRIBUTORS AND REPAIRERS' ASSOCIATION (SAMDDRA) TO USE THE KAYAMANDI CORRIDOR CONFERENCE FACILITY AS A TRAINING SITE

2. PURPOSE

To request Council's approval for the South African Mobile Devices Distributors and Repairers Association (SAMDDRA) to use the Kayamandi Corridor Conference Facility as a training site from 7 February 2025 until 10 March 2025 at no cost.

3. DELEGATED AUTHORITY

Municipal Council.

4. EXECUTIVE SUMMARY

The presentation outlines the South African Mobile Devices Distributors and Repairers Association (SAMDDRA), which was established to support small, medium, and micro enterprises (SMMEs) in the mobile devices sector, covering areas from manufacturing to repair. Key outcomes and benefits highlighted in SAMDDRA's initiatives include:

- a. **Enhanced Accountability and Quality:** SAMDDRA aims to set standards for accountability and service quality in the mobile devices repair industry. This includes a reference and trust system to improve public trust in services.
- b. **Job Creation and Economic Impact:** By empowering cell phone repair SMMEs, SAMDDRA projects up to 125,000 jobs if 100 SMMEs are developed across 257 municipalities. This could generate significant income for local communities, potentially reaching R20 billion over five years.
- c. **SMME Support and Certification:** SAMDDRA offers professional certifications and designations for various roles in mobile device sales, repair, warehouse operations, and electronic waste management. It also promotes accredited training and certification pathways through partnerships with TVET colleges and industry bodies, enhancing the employability and revenue potential for SMMEs and individuals.
- d. **Transformation and Localisation:** The organization's efforts aim to reduce financial outflows and promote economic localization by prioritizing South African ownership and participation in the industry.
- e. **Alignment with National Goals:** SAMDDRA's work contributes to South Africa's Economic Reconstruction and Recovery Plan (ERRP) by promoting sustainable jobs, reducing remittances out of the country, and supporting a localized skills base.

The council item could thus emphasize SAMDDRA's potential for economic growth, job creation, local economic development, and its support for economic transformation goals. (See **APPENDIX 1**)

5. RECOMMENDATION

that Council approve the request to allow SAMDDRA to use the Kayamandi Corridor as a training facility from 7 February 2025 until 10 March 2025 at no cost.

6. DISCUSSION / CONTENTS**6.1 Background**

SAMDDRA (South African Mobile Devices Distributors and Repairers Association) was founded to support and formalize the mobile device repair and distribution industry in South Africa. The project aims to empower SMMEs, create jobs, and enhance industry standards by establishing a professional body that offers accountability and quality in mobile device services. SAMDDRA partners with state and educational institutions to provide accredited training and certification for technicians, fostering local expertise and enabling access to the broader value chain, from manufacturing to electronic waste management.

This initiative is also a response to the rising demand for affordable mobile devices and services within local communities. SAMDDRA's programs aim to reduce financial outflows by strengthening local ownership and participation in the industry, supporting South Africa's Economic Reconstruction and Recovery Plan (ERRP). Through training and certification, SAMDDRA also helps local SMMEs build credibility, improve service standards, and access new market opportunities, making the mobile devices sector a sustainable contributor to economic growth and job creation in communities across the country.

The project is set to train and empower fifty learners (50) from Cape Winelands District and surrounds which was selected by means of advertisement whereby sixty percent (60%) is aimed at youth, woman and people with disabilities. The project is set to run for a period of 3 months which includes theoretical and practical training. (See **APPENDIX 2 and 3**)

The scope for the programme:

- Train individuals as Cell Phone repair technicians
- Duration of training is three (3) months
- Up to 8 weeks theory, 2 weeks practicals, 1 week exams and 1 week for SEDA training on Business Skills
- Content of the training is based on MICT SETA's National Certificate of Electronics: SAQA ID 59659
- Stipend for learners: R2500 per month / 3 months
- SEDA business and entrepreneurial skills training
- Learners will receive a certificate of competence endorsed by MICT SETA as well as a SAMDDRA professional certificate

Through this programme the Municipality can also strengthen the George Blake initiative as the programme would like to use the Kayamandi Corridor as their base for training.

The intention of the George Blake project is to emphasise primary prevention approaches by addressing non-conflict settings with reference to socio-economic standing for women which are some of the root causes of Gender Based Violence (GBV). This is done to stop violence before it occurs through meaningful intervention such as educational programs, workshops, job creation opportunities, ensuring basic services are accessible and by supporting women led and women's rights organisations within the community.

6.2 Financial Implications

Full waiver of the rental fee for the Kayamandi Corridor Conference Centre.

6.3 Legal Implications

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

6.4 Staff Implications

No staff implications at this point in time.

6.5 Previous / Relevant Council Resolutions:

None

6.6 Risk Implications

None

6.7 Comments from Senior Management:

The item was not circulated to senior management for comments.

6.7.1 Municipal Manager

Supports the recommendations.

RECOMMENDATION FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2025-01-22: ITEM 7.8.2

that Council approve the request to allow SAMDDRA to use the Kayamandi Corridor as a training facility from 7 February 2025 until 10 March 2025 at no cost.

APPENDICES

APPENDIX 1: SANDDRA PRESENTATION

APPENDIX 2: SANDDRA ADVERT

APPENDIX 3: SANDDRA PARTICIPANT LIST

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	20.12.2024

APPENDIX 1



SAMDDRA

South African Mobile Devices Distributors and Repairers Association

August 2024

INTRODUCTION

Motivation

An Initiative for
SMMEs development and growth
from manufacturing to distribution and
usage of mobile devices

Why SAMDDRA ?

To fill the gap in the industry as
a professional body for mobile devices :
Accountability, Quality of services and products, JOBS

- Introduce accountability in the mobile devices repair's industry.
- To improve local participation in the mobile devices repair's industry
- Improve industry quality of services to the public.
- Introduce a reference system, a trust system for individuals, employers and the public.
- Improve SAMDDRA members revenues.
- Create opportunities :
 - Negotiate market access for members.
 - Jobs, self-employment and improved employment.
 - Participate in economic reconstruction efforts.

Our Vision and Mission

Vision

To be an organisation reference for the mobile devices distribution and repairs industry in the African continent.

Mission

- To organise the mobile devices' industry for inclusive economic participation and innovation.
- To contribute to the transformation and localisation of the skills base in the industry.
- To advocate for and facilitate the local beneficiation of the industry's value chain.
- To advocate for and influence the reduction of financial outflow due to excessive outward remittance through this industry from South Africa.



SAMDDRA's Background

An initiative from the ICT SMME Chamber



Relationships – RSA state institutions



Relationships – Learning institutions



Central University of
Technology, Free State



Tshwane University
of Technology
We empower people



GERT SIBANDE
COLLEGE



WEST COAST
COLLEGE
WESKUS KOLLEGE



Majuba College
Technical and Vocational Education and Training



VHEMBE TVET COLLEGE



BUFFALO CITY
TVET COLLEGE



Relationships – Industry stakeholders



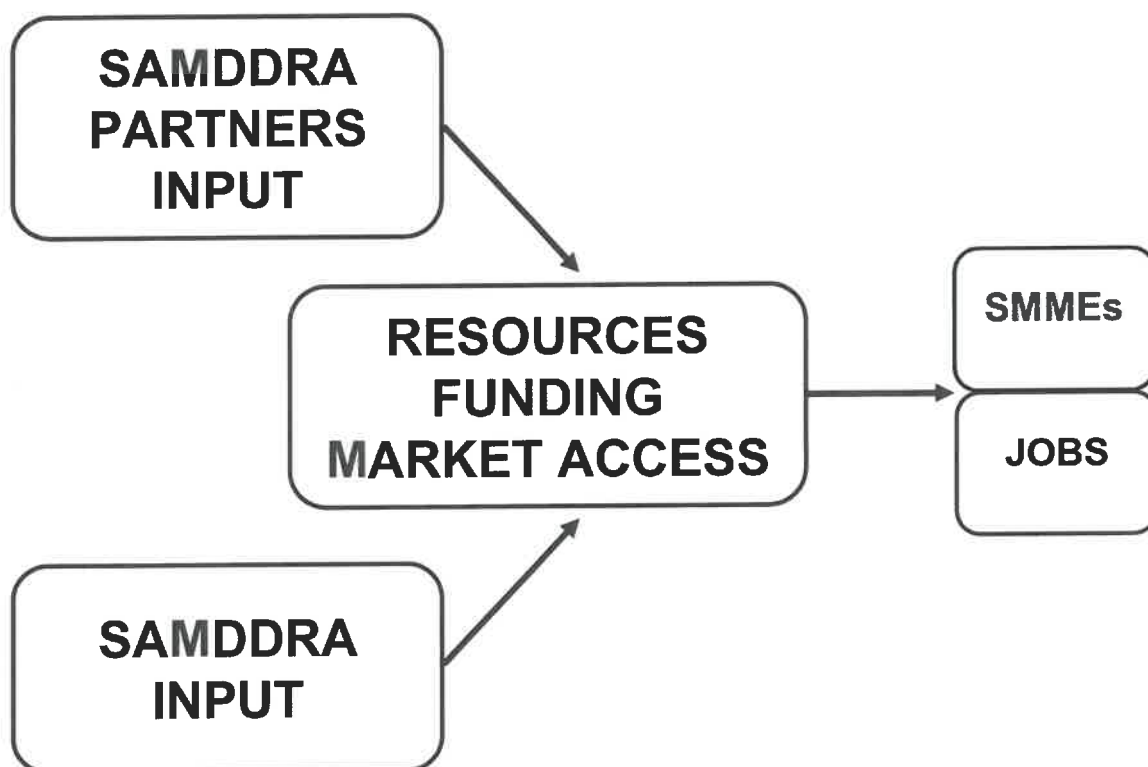
NORTH PARK TEK



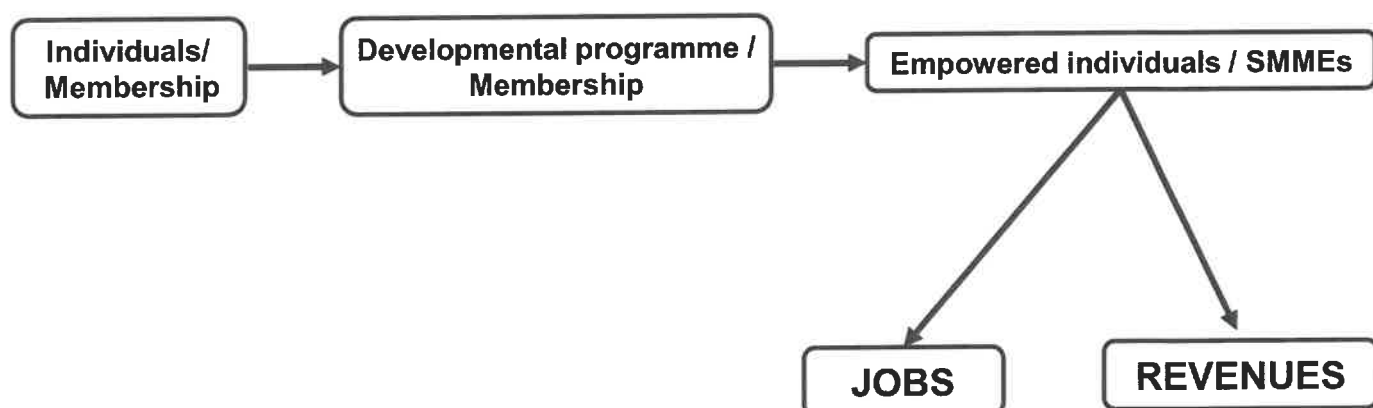
Signed agreements

- MICT SETA
- Seda and Sefa (Tri-partite agreement)
- DHET
- DCDT
- GDED
- TVET colleges: overall agreement being arranged through the DHET agreement. Direct agreements with Gert Sibande, Majuba and Umfolozi.
- North West Office of the Premier and Leema township incubation (tri-partite agreement).
- Faculty of engineering, built and information technology of the Central University of Technology (Free State).
- National Business Initiative (NBI).
- National Electronic Media Institute of SA (NEMISA)

Operational Model



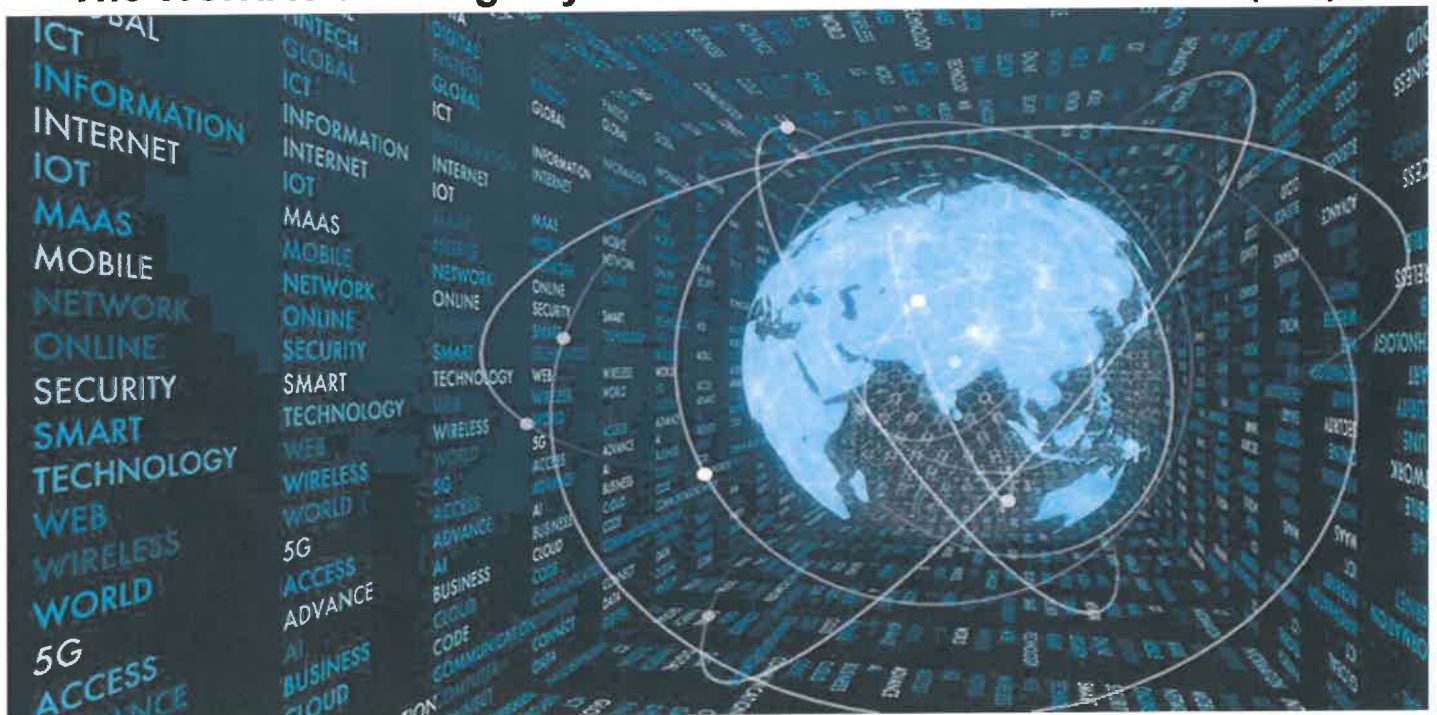
Operational Model



OUR BUSINESS

People, Data and Information

The World is thinking beyond the 4th Industrial Revolution (4IR) !



People, Data and Information

- StatsSA (2023) estimates the RSA population at 62,027,503 million in 2022 and 92.1% of households owned a cellphone in working order.
- 1.5 mobile devices average ownership (Statista, 2019).
- Mostly internet is accessed through cellphones: over 80% of internet Traffic (Statista).
- Around 99% access their social media accounts through mobile phones. (Statista).
- 103.5 million mobile connections were recorded in SA in January 2020 or 178% of the total population (Statista).

People, Data and Information

- Statista (March 2024) reports that projected the revenue in the Smartphones market in South Africa amounts to US\$3.1bn (R 57.9 Bn).
- In South Africa, the demand for smartphones is rapidly growing due to increased access to mobile internet and the need for affordable communication options. SA's smartphone market alone, showed a remarkable growth of 20% in Q3 of 2023 (Canalys, 2023).

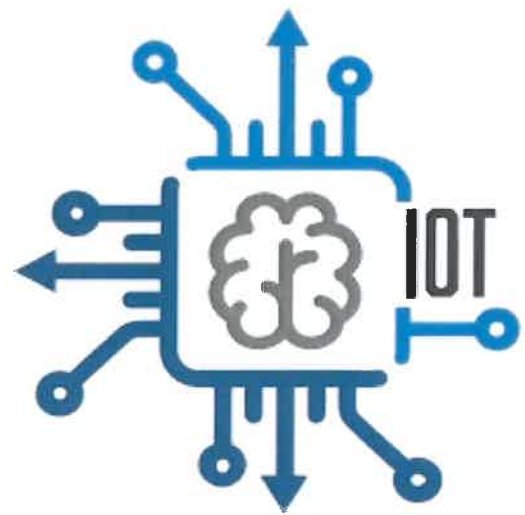
People, Data and Information

- Statcounter Global Stats (March 2024) indicates the following mobile vendors market share in South Africa:

<u>Brand</u>	<u>Market Share 2023</u>
Samsung	50.92%
Apple	15.88%
Huawei	14.35%
Xiaomi	3.69%
Oppo	3.51%
Vivo	1,73%
Nokia	1.54%
Tecno	1.19%
Hisense	0.96%



People, Data and Information

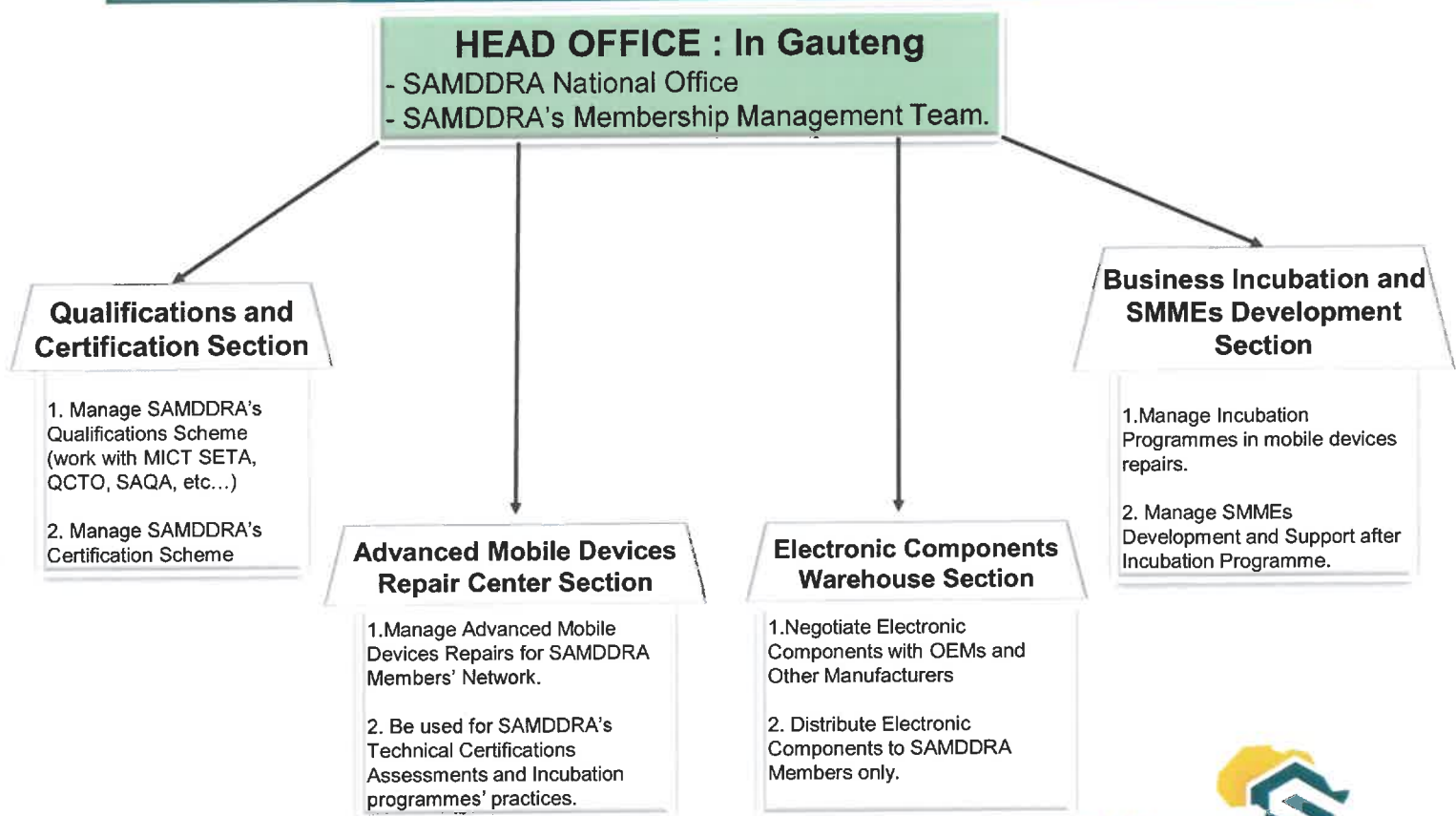


Mobile Devices

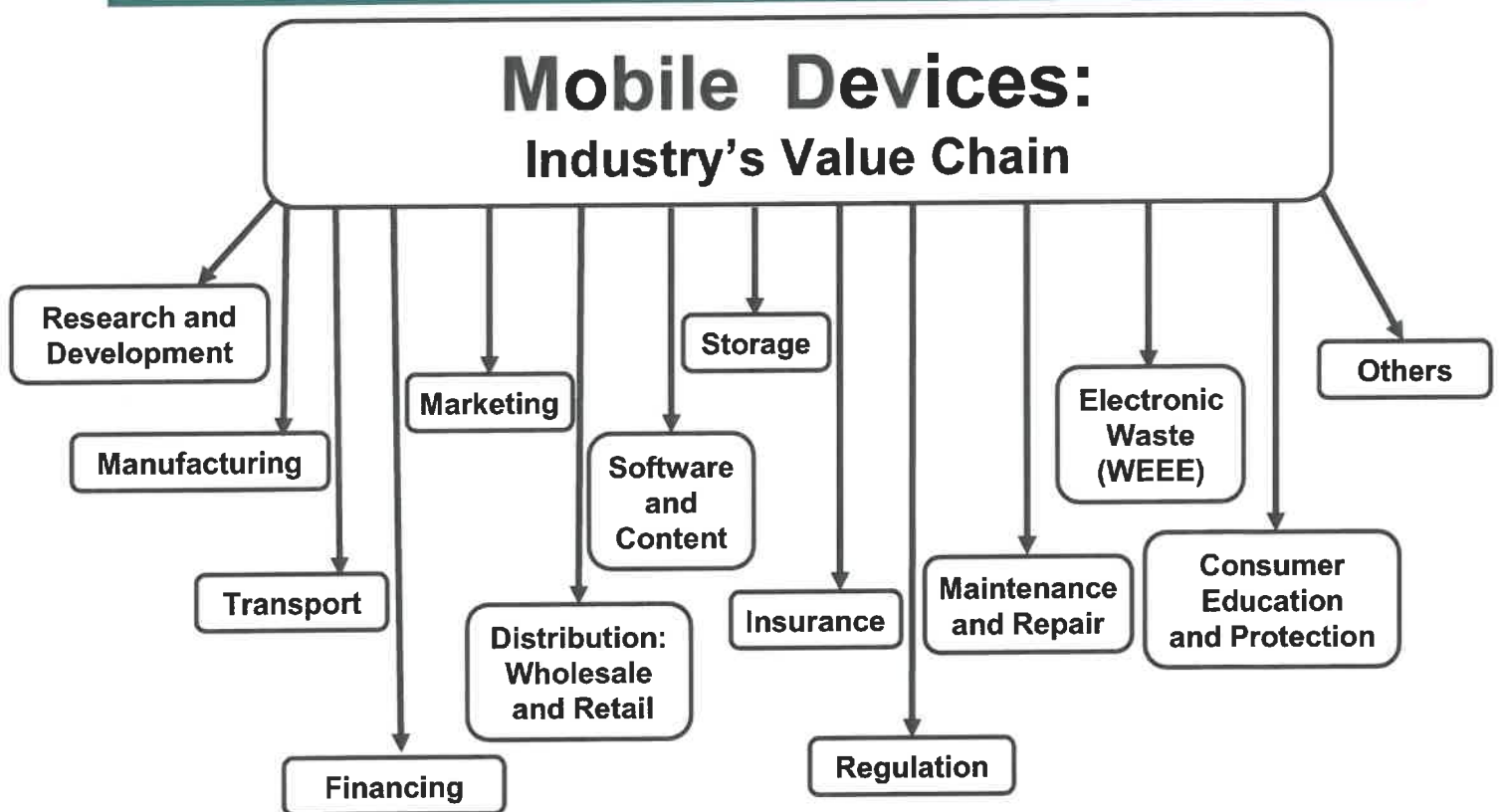
LAPTOPS TABLETS CELLPHONES OTHERS

OUR OFFERINGS

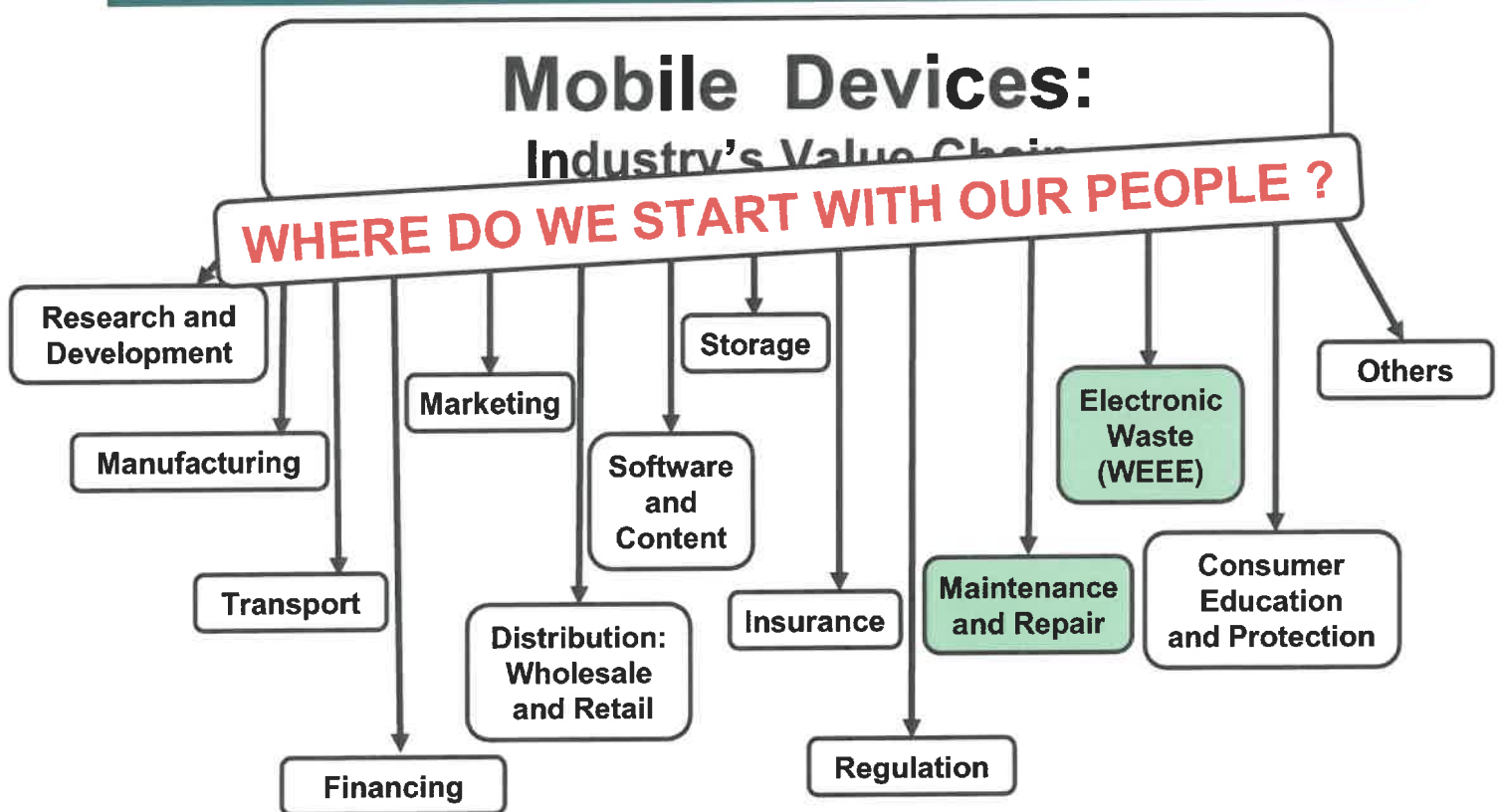
SAMDDRA's Operations



Industry's Opportunities



Industry's Opportunities



SAMDDRA Professional Certifications

For Individuals

- Based on SAQA NQF levels. (SETAs, TVET Colleges, Universities, etc...).
- Prior Learning Experience taken into account (RPL).
- Traceable work experience and duration considered.

SAMDDRA Professional Designations

- Mobile devices sales
 - **Junior, Senior and Sales Representative**
- Mobile devices repairs
 - **Technicians Level 1,2,3 and Master Technician**
- Mobile devices repair center operations
 - **Administrators, Builders and Manager**
- Mobile devices warehouse operations
 - **Administrators, Builders and Manager**
- Electronic waste (eWaste or WEEE) operations
 - **Collectors, Administrators, Technicians, Builders, Manager and Entrepreneurs**

SAMDDRA Companies Accreditation

For Companies and Institutions

- RSA based registration and taxation
- 70% South African citizen minimum ownership for SMMEs
- SAMDDRA certified members employment required
- To drive industry's transformation agenda



SAMDDRA Companies Accreditation

- **One Person SMME** (1 shop/branch only run by owner)
- **Bronze SMME** (or can run up to 2 shops/branches)
- **Silver Enterprise** (or can run 3 to 7 shops/branches)
- **Gold Enterprise** (or can run 8 to 10 shops/branches)
- **Platinum Enterprise** (or can run 11 shops/branches upwards)
- **Diamond Enterprise or Mobile Devices Service Providers** (MNOs and Non MNOs): Corporate and international companies.
- **Institutions:** Education, research, advocacy, etc.....



SMMEs Support Programmes

Targeted projects with partners

- Mostly for unemployed previously disadvantaged individuals.
- Priority for youth, women and persons with disabilities.
- Usually with additional minimum requirements.

ACHIEVEMENTS

Achievements: Up to March 2024

SAMDDRA is aiming at a transformation in the mobile devices landscape in South Africa.

- **7 December 2021:** Graduation of 61 cell phone repair technicians at TUT, funded by MICT SETA. Minister Dr Blade Nzimande as keynote Speaker.
- **10 December 2021:** Inauguration of 1st SAMDDRA inspired cell phone repair shop in Akasia, Tshwane. Self-employment opportunity for 11 candidates within their community.
- **13 December 2021:** SAMDDRA announced 67 new professional designations around mobile devices, extended from new 4IR qualifications mainly from MICT SETA.



Achievements: Up to March 2024

- **2022:** More agreements being signed besides MICT SETA: Seda, Sefa, Gauteng province, Eastern Cape province, TVET colleges, TUT, CUT, etc...)
- **24 June 2022:** Additional small scale cell phone repair training funded by MICT SETA for 35 candidates each in Mangaung (Free State), Mogwase (North West), Lekwa (Mpumalanga) and Thohoyandou (Vhembe).
- **March 2023:** QCTO national gazette of “**Mobile computing device technician**” **qualification** for public comment. Qualification request submitted by SAMDDRA in 2020 to MICT SETA. (Game changer).
- **May 2023:** Cell phone repair programme funded by MICT SETA for 140 candidates from Gauteng townships (Sebokeng, Orange farm, Rabie Ridge, Kagiso, Alexandra and Klipfonteinview).

Achievements: Up to March 2024

- **November 2023:** Approved for cell phone repair programmes funded by MICT SETA for 50 candidates for each city: Cape Town (Western Cape) and Gqeberha (Eastern Cape).
- **December 2023:** Approved for cell phone repair programmes funded by National Skills Fund for 700 candidates for 3 provinces: Mpumalanga, Western Cape and Northern Cape.
- **March 2024:** Approved for cell phone repair programmes funded by MICT SETA for 25 candidates for each province: KwaZulu Natal and Northern Cape.
- **March 2024:** Approved for a nationwide cell phone repair programme funded by Wholesale and Retail SETA (W&RSETA) for 500 candidates.
- **March 2024:** Approved for funding from Wholesale and Retail SETA (W&RSETA) for 50 operational mobile repair business kiosks.

Achievements: Up to March 2024

- Find more from our Facebook page link:

<https://www.facebook.com/Samddra-111482293990930/>

SAMDDRA 787 likes · 866 followers

Posts About Mentions Reviews Followers **Photos** More

Photos

Your photos Albums
 + Create album

				
SAMDEX Stakeholders' Breakfast 106 items	Cover photos 6 items	SAMDDRA at the SMTDC's open day - 16 March 2023 15 items	SAMDDRA team in Saulsville (Tshwane, Gauteng province) 11 items	Profile pictures 4 items
				
SAMDDRA Cellphone Repair Training. 2022. Limpopo. Sibasa@VhembeTVET 112 items	SAMDDRA Cellphone Repair Training. 2022. North West. Mogwase@Leema.T.I. 74 items	SAMDDRA Cellphone Repair Training. 2022. Mpumalanga. Standerton@GSC 256 items	SAMDDRA Cellphone Repair Training. 2022. Free State. Mangu@CUT 156 items	SAMDDRA Lab for PRACTICALS OF THE 12 SEPT 2022 AT CUT, FREE STATE 25 items
				
SAMDDRA Cell phone repair training. Buffalo City. Group 3. Practicals 92 items	SAMDDRA Cell phone repair training. Buffalo City. Group 2. Practicals 128 items	SAMDDRA Cell Phone Repair Graduation - Tshwane. 7 December 2021 133 items	SAMDDRA Cell phone repair training. Buffalo City. MICTSETA. Site Visit 16 items	SAMDDRA Cell phone repair training. Buffalo City. Group 1. Practicals 188 items
				
SAMDDRA Cell Phone Repair Lab. Fort Hare Univ. East London, Feb 22 141 items				

Achievements: Up to March 2024

Find more from our YouTube page link:

<https://www.youtube.com/channel/UC5XH3olepwQ5ao6mbaTE5hQ>



SAMDDRA SAMDDRA

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Latest

Popular



SAMDDRA exchange with its partners - 19 July 2022

21 views • 6 months ago



MICT SETA aims to attract SA's unemployed youths to IT sector

90 views • 9 months ago



Minister Dr Blade Nzimande speech at SAMDDRA graduation ceremony...

59 views • 1 year ago



SAMDDRA Graduation Ceremony 7Dec2021: Cell Phones Repair...

103 views • 1 year ago



Minister Stella Ndabeni-Abrahams speech at the SAMDDRA Launch....

35 views • 1 year ago



Mobile phone repair training programme by SAMDDRA

74 views • 1 year ago



Mobile phone repair training programme by SAMDDRA

49 views • 1 year ago



Practical Exam Assessor Guidelines

25 views • 1 year ago

Achievements: Up to March 2024

A view of a SAMDDRA inspired shop, at 68 Hulton road, in Orchards, Tshwane.



Achievements: Up to March 2024

A view of a SAMDDRA inspired shop, at 68 Hulton road, in Orchards, Tshwane.



Achievements: Up to March 2024

A view of a SAMDDRA designed kiosk (To be deployed in Gauteng) from August 2024.



Achievements: Up to March 2024

A view of a SAMDDRA designed kiosk (To be deployed in Gauteng from August 2024).



INCUBATION AND KIOSKS

RESULTS AND BENEFITS

Developmental scenario (1)

- Each of the **20** biggest RSA townships can easily absorb **100** empowered cell phone repair SMMEs (e.g. Atteridgeville, Umlazi, Mdantsane, Botshabelo, Khayelitsha, etc...). Local economic impact !
- RSA counts **257** municipalities. Developing **100** cell phone repair SMMEs in each municipality can yield up to **25 000** SMMEs. Each SMME may create up to **5** job opportunities, thus the possibility impact is:

125,000 self-sustainable jobs !

Developmental scenario (1)

- Each of the **20** biggest RSA townships can easily absorb **100** empowered cell phone repair SMMEs (e.g. Atteridgeville, Umlazi, Mdantsane, Botshabelo, Khayelitsha, etc...). Local economic impact !
- RSA counts **257** municipalities. Developing **100** cell phone repair SMMEs in each municipality can yield up to **25 000** SMMEs. Each SMME may create up to **5** job opportunities, thus the possibility impact is:

125,000 self-sustainable jobs !



Developmental scenario (2)

- An adequately equipped cell phone repair SMME easily makes a minimum of **R20,000.00** per month.
- Empowering **25 000** South African youth (100 per Municipality) potentially to generate a minimum of $20\ 000 \times R\ 20,000.00 =$ **R400,000,000.00** per month as private income in communities.

(Factored in 20% considered as low performing).

- $R400,000,000.00 \times 12\ \text{months} =$ **R4,800,000,000.00** per year as a conservative amount (Over 4 billion rand).
- $R4,800,000,000.00$ over 5 years = **R 20,400,000,000.00** as income generated by empowered cell phone SMMEs in the economy.

- **Over 20 billion rand over 5 years (real cash money) -**

- **Cell phone repair is a lucrative endeavor -**

Let's create jobs now !



Developmental scenario (3)

- An adequately equipped cell phone repair SMME easily makes a minimum of **R20,000.00** per month.
- Cell phone SMMEs in most townships are outsiders.
- Right now 5,000 SMMEs in all townships would manage over $R20,000.00 \times 5,000 = \mathbf{R100,000,000.00}$ per month.

Township communities' funds outflow every month !

- That is over 1,2 billion rand every year ! -

If 50% of this is also remitted outside of South Africa

- That is over half a billion rand every year ! -

Lets reduce the excessive financial outflow !

Results and benefits to the industry

A better organized industry through this professional body

- Technicians and companies' accountability.
- Better quality of goods and services to the public.
- A running reference system, a trust system for individuals, employers and the public.
- Improved SAMDDRA professional members revenues.
- Opportunities creation:
 - Market access for members.
 - Jobs, self-employment and improved employment.
 - Participation in post-Covid_19 reconstruction efforts.



Benefits to Individuals and SMMEs

- Availability of Accredited national qualifications and training programmes from SETAs.
- Availability of certified individuals to support SMMEs and the industry: Sales and Technical Skills.
- Opportunity to earn or increase revenues through localised operations.
- Contribution to the transformation agenda in the industry and towards objectives of the Economic Reconstruction and Recovery Plan (ERRP).

Benefits to South Africa as a country

- Localisation of skilled certified individuals to support SMMEs, the industry and the economy.
- SMMEs creation and inclusion in the mobile devices industry.
- Sustainable jobs and income available for our people.
- Ripple socio-economic effects in families and local communities.
- Reduction in current excessive financial outflow due to high remittance from South Africa (out of Townships too).
- Contribution to the Gross Domestic Product (GDP).
- Gains towards objectives of the Economic Reconstruction and Recovery Plan (ERRP).

Expected results

- Stimulate conversations about inclusive localised jobs in the mobile industry in South Africa and the region.
- Create a networking platform for SMMEs, OEMs, private and public entities for business interactions and trade opportunities.



THANK YOU

Tel: +27(0)11 655 7313 | Website: www.samddra.org.za
Email: info@samddra.org.za

CIPC Registration Number: 2020/549809/08
NPO Registration Number: 248-753



APPENDIX 2

CELLPHONE REPAIR TRAINING

SA citizens residing in areas surrounding the following TVET colleges are invited to apply for Cell phone repair training:

- Majuba in Newcastle (KwaZulu Natal province).
- Capricorn in Polokwane (Limpopo province).
- West Coast in Malmesbury and Atlantis (Cape Town, Western Cape).
- Boland in Stellenbosh and Worcester (Western Cape).
- South Cape in George (Western Cape).
- Motheo in Bloemfontein (Free State province).
- Westcol in Mogale City (Gauteng province).
- Buffalo City in Buffalo City (Eastern Cape).
- Northern Cape Urban in Kimberly (Northern Cape province).
- Northern Cape Rural in Upington, Kathu and Kuruman (Northern Cape).
- Taletso in Mahikeng (North West province)
- Tekwini in Durban (KwaZulu Natal province)
- Port Elizabeth in Gqeberha (Eastern Cape province).

GENERAL REQUIREMENTS:

- Be a South African citizen.
- Preferably less than 40 years old.
- With a proof of residence for the selected area (from local police, councilor or valid statements for accounts).
- Unemployed and fully available for the duration of the training.
- NQF 4 level qualification (Matric or equivalent) with English, Maths or Maths Literacy or Commercial subjects.
- Recognition or prior learning (RPL) in cell phone repairs exceptionally considered.
- Youth, women and people with disabilities receive first preference.

APPLY NOW

APPLICATIONS CLOSING DATE

MONDAY 8TH OF JULY 2024 AT 12H00

www.cellphones.samddra.org.za (Select your site).



MICTSETA

W. RSETA

seda

sefa

higher education
& training
Department of Education

communications
& digital technologies
Department of Communications and Digital Technologies
REPUBLIC OF SOUTH AFRICA

NSF
National Skills Fund

APPENDIX 3

Your first name	Your Surname	Your Gender	Your demographic group (For statistics purpose only)	Are you a person with a disability ?	Your residential suburb, village, city or town where you live.	Your residential local municipality's name
Altino	Krieling	Male	Coloured	No	Paarl	Drakenstein
Aluta	Bhavua	Female	African	No	Kayamandi	Stellenbosch Municipality
Asive	Khayingana	Female	African	No	Stellenbosch	Stellenbosch Municipality
ATHENKOSI	MPILISO	Female	African	Yes	STELLENBOSCH	Stellenbosch Municipality
Avela	Maki	Female	African	No	Makhaza (khayelitsha) cape town	Capetown Metropolitan municipality
Cindy-Lee	Stoffels	Female	Coloured	No	Somerset West	City of Cape Town
Cwenga	Tyesi	Female	African	No	Khayelitsha Capa town	Khayelitsha
Ettiene	Wessels	Male	Coloured	No	Wellington	Drakenstein
Feziwe	Sikade	Female	African	No	Cape Town	Wallacedene
Humphrey	Lekhoba	Male	African	No	Athlone	City of Cape Town
Jessica	Ngqukuvana	Female	African	No	Paarl	Drakenstein
Jode	Josephs	Female	Coloured	No	Paarl,	Drakenstein
Karabelo	Majiyazi	Female	African	No	Kuilsrivier,	City of Cape Town
Kulasande	Gwadiiso	Female	African	No	Nomzamo Strand	Lwandle
Lebohang	Mathai	Male	African	No	De Doorns	Breede Valley Municipality
Likhona	Stuma	Female	African	No	Stellenbosch	Kayamandi
Ludwe	Ndengane	Male	African	No	Cape town	City of Cape Town
Lusanda	Tanana	Female	African	No	Kuilsriver	City of Cape town
Luthando	Fatyalwa	Male	African	No	Strand	City of Cape Town
Mcondobi	Bongoza	Female	African	No	Kayamandi , Stellenbosch	Stellenbosch Municipality
Meachylé	Williams	Male	Coloured	No	Clairwood, Eersterivier	City of Cape Town
Mihlali	Mbobosi	Male	African	No	Paarl Mbekweni	Drakenstein
Ncebakazi	Mbizo	Female	African	No	Khayelitsha Site-B	Metropolitan municipality
Nelson	Mzili	Male	African	No	Stellenbosch	Stellenbosch Municipality
Nomzukisi	Njiva	Female	African	No	Stellenbosch	Stellenbosch
Nozibusiso	Zondi	Female	African	no	Kayamandi , Stellenbosch	Stellenbosch Municipality
Nqabakazi	Dubula	Female	African	No	Stellenbosch	Stellenbosch Municipality
Oriende	Gugushe	Female	African	No	Kayamandi, Stellenbosch	Stellenbosch Municipality
Pamella	Qolo	Female	African	No	Mfuleni	Mfuleni
Philiswa	Fihla	Female	African	No	Stellenbosch	Stellenbosch
Prashan	Birijraj	Male	Indian	No	Wesbank Kuils River	Oostenberg municipality
Sesona	Tunukele	Female	African	No	Eersterivier	City of Cape Town
Sindiswa	Sikweleti	Female	African	No	Franschhoek	Stellenbosch municipality
Siphamandla	Sithetho	Male	African	No	Kraaifontein	City of Cape Town
Siphelele	Rasimeni	Female	African	No	Mandela Park	City of Cape Town
Siyabulela	Rolisisu	Male	African	No	Cape Town	City of Cape Town
Siyanda	Matenyanga	Female	African	No	Kayamandi, Stellenbosch	Stellenbosch
Tania	Jopi	Female	African	No	Khayelitsha makhaza	City of Cape Town
Thembeke	Mthetho	Female	African	No	Cape town	City of Cape town
Thina	Bam	Male	African	No	Kayamandi, Stellenbosch	Stellenbosch Municipality
Veronic pretorius	Pretorius	Female	Coloured	No	Kraaifontein	Coet
Vuyotwethu	Pikini	Male	African	No	Wallacedene, Kraaifontein, Cape Town	City of Cape Town
Yanga	Mdatyana	Female	African	No	Stellenbosch Kayamandi	Stellenbosch Municipality
Yonwaba	Ngqagabe	Male	African	No	Kayamandi	Stellenbosch Municipality
Zinthle	Phuteni	Female	African	No	Kayamandi	Stellenbosch
ZIZO	Hlakaza	Female	African	No	Stellenbosch	Stellenbosch municipality

10.9	COMMUNITY SERVICES: [PC: CLLR X KALIPA]
	NONE
10.10	RURAL MANAGEMENT AND ENVIRONMENT: [PC: CLLR J WILLIAMS]
	NONE
10.11	MUNICIPAL MANAGER (MS G METTLER)
	NONE
11.	CONSIDERATION OF ITEMS, REPORTS, COMMUNICATIONS, PETITIONS AND APPLICATIONS SUBMITTED VIA THE OFFICE OF THE MUNICIPAL MANAGER
11.1	MUNICIPAL PUBLIC ACCOUNTS COMMITTEE (MPAC): [CLLR WF PIETERSEN]
	NONE

12.	REPORTS BY THE MUNICIPAL MANAGER
12.1	QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 01 JULY 2024 TILL 30 SEPTEMBER 2024 AND APAC ANNUAL REPORT 2023/ 2024

Collaborator No:

File No:

IDP KPA Ref No: Good Governance

Meeting Date: 29 January 2025

1. **SUBJECT: QUARTERLY REPORT OF THE AUDIT AND PERFORMANCE AUDIT COMMITTEE OF STELLENBOSCH MUNICIPALITY FOR THE PERIOD 01 JULY 2024 TILL 30 SEPTEMBER 2024 AND APAC ANNUAL REPORT 2023/ 2024**

2. **PURPOSE**

To inform Council of the activities of the Audit and Performance Audit Committee for the period 01 July 2024 till 30 September 2024 (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.

That Council notes the Report of the Audit and Performance Audit Committee included in the Annual Report of the Municipality for the year ending 30 June 2024, attached as **APPENDIX 2**.

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 and Performance 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**

- (a) that Council takes note of the report of the Audit and Performance Committee for the period 01 July 2024 till 30 September 2024; and
- (b) that Council notes the report of the Audit and Performance Audit Committee on the Annual Report of the Municipality ending 30 June 2024.

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 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:

- A workshop was held with end-user departments to address the root causes of previous reported findings. The upcoming audit and readiness were also discussed at this workshop.
- Reviewed External Audit Strategy and Engagement Letter
- 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:

- Reviewed the draft Annual Performance Report for the period ending 30 June 2024.

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 2024.

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.

In respect of Fraud, Investigations and Consequence management:

- Noted the verbal feedback by the Chief Risk Officer relating to Fraud cases currently being investigated.

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 item was not circulated to Senior Management however the Municipal Manager is in support of this item.

APPENDICES

Appendix 1 Minutes of the Audit and Performance Audit Committee Meeting dated 26 August 2024

Appendix 2 Report of the Audit and Performance Audit Committee on the Annual Report of the Municipality ending 30 June 2024

FOR FURTHER DETAILS CONTACT:

NAME	<i>Mari-Lise Krige</i>
POSITION	<i>Acting Chief Audit Executive</i>
DIRECTORATE	<i>Municipal Manager's Office</i>
CONTACT NUMBERS	<i>021 808 8296</i>
E-MAIL ADDRESS	mari-lise.krige@ Stellenbosch.gov.za
REPORT DATE	<i>29 January 2025</i>

APPENDIX 1

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2024-08-25

MINUTES

AUDIT AND PERFORMANCE AUDIT COMMITTEE MEETING [IN-COMMITTEE]

2024-08-26

PRESENT: Mr L Nene (Chairperson)
 Ms Gani
 Dr L Mortimer
 Ms R Strydom

Office of the A-G: Ms L Klue-Knipe

Officials: Acting Municipal Manager (Mr G Boshoff)
 Chief Financial Officer (Mr K Carolus)
 Director: Corporate Services (Ms A De Beer)
 Director: Planning and Economic Development (Mr A Barnes)
 Director: Infrastructure (Mr S Chandaka)
 Chief Audit Executive (Mr F Hoosain)
 Senior Manager: Financial Management (Ms M Steyl)
 Senior Manager: Revenue (H Mitchell)
 Senior Manager: SCM (Mr D Jacobs)
 Senior Manager: ICT (R Mooideen)
 Manager: IDP, PMS & PP (Mr G Cain)
 Senior Internal Auditor (Ms Minnie)
 Chief Risk Officer (Ms H Priem)
 Senior Administration Officer (Ms T Samuels)

1.	OPENING AND WELCOME
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The Chairperson welcomed all present at the APAC meeting.

1.1	COMMUNICATION BY THE CHAIRPERSON
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NONE

1.1.1	CONFIRMATION OF THE AGENDA
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The agenda was confirmed with no additions or changes.

1.2	COMMUNICATION BY THE MUNICIPAL MANAGER
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The Municipal Manager is on leave and Director: Protection Services, Mr Gary Boshoff acted as Municipal Manager in her absence.

1.3	DISCLOSURE OF INTERESTS
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NONE

It was noted that the APAC members verbally confirmed that there was no interest to declare.

2.	APPLICATIONS FOR LEAVE OF ABSENCE
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AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 2

Municipal Manager (Ms G Mettler)

3.	CONFIRMATION OF MINUTES AND MATTERS ARISING
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3.1	<p>Confirmation of minutes</p> <p>The minutes of the Audit & Performance Audit Committee held on 2024-06-25. (APPENDIX 1)</p> <p>FOR CONFIRMATION</p>
------------	---

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 3.1

The minutes of the Audit and Performance Audit Committee held on 2024-04-26 was **confirmed as correct without any changes.**

3.2	MATTERS ARISING FROM PREVIOUS MINUTES / ACTION POINTS FOR CONSIDERATION
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AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 3.2

The Chairperson enquired about the APAC workplan and the CAE confirmed that it will serve at the next APAC meeting.

The CFO confirmed that a workshop was held with Senior Management where root causes for findings were discussed. The upcoming audit and readiness were also discussed at this workshop.

The Director Planning confirmed that all findings from the Housing Administration Report are being addressed and that resources/budget has been allocated to meet the implementation dates provided.

4.	AUDITOR-GENERAL
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4.1	<p>Progress Report on the Auditor-General Audit Action Plan for the year ending 30 June 2023</p> <p>(APPENDIX 2)</p>
------------	---

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 4.1

The CFO confirmed that all matters have been dealt with in preparation for the upcoming audit and that the process followed to date will mitigate the risk of there being repeat findings.

RESOLVED

that the Progress Report on the Auditor-General Audit Action Plan for the year ending 30 June 2023, be noted.

4.2	Auditor-General Engagement letter	(APPENDIX 3)
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AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 4.2

The Auditor-General presented its engagement letter for the 2023/24 audit to APAC. The members enquired what is being done regarding efficiencies in the audit and how internal audit reliance is reducing cost.

RESOLVED

that the Auditor-General Engagement letter be noted.

4.3	Auditor-General Strategy	(APPENDIX 4)
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AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 4.3

The Auditor-General presented its strategy for the 2023/24 audit to APAC and highlighted the focus areas.

RESOLVED

that the Auditor-General Strategy be noted.

5.	FINANCIAL STATEMENTS
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5.1	Draft Annual Financial Statements for the period ending 30 June 2024 (APPENDIX 5)
-----	---

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 5.1

The CFO informed the meeting that an AFS workshop was held on Friday, 2024-08-23 where he presented to all the members presented the Draft AFS. A number of issues were raised and members were provided with clarity and also informed about the areas that still needed completion prior to submission.

The CFO confirmed that a number of components have already been finalised and that the set of AFS sent out earlier that day reflects the changes discussed in the workshop.

The concern that was raised around VAT on libraries and how the municipality was going to account for it was discussed at length. The CFO provided contexts and reasons for disclosing it as a contingent liability.

The CFO also spoke to the improvement of the financial position of the municipality and provided insight into some of the ratios.

RESOLVED

that the Draft Annual Financial Statements for the period ending 30 June 2024, after deliberation and seeking clarity by APAC from Management, be noted.

5.2	Draft Annual Performance Report for the period ending 30 June 2024 (APPENDIX 6)
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AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 5.2

that the Draft Annual Performance Report for the period ending 30 June 2024, be noted.

6.	INTERNAL AUDIT AND INTERNAL CONTROL
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6.1	Internal Audit Report: PDO's Quarter 4 2023/24 (APPENDIX 7) FOR CONSIDERATION
-----	--

AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 6.1

that the Internal Audit Report: PDO's Quarter 4 2023/24, be noted.

6.2	Internal Audit Progress Report (APPENDIX 8) FOR CONSIDERATION
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AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 6.2

The CAE presented Internal Audit's progress with its implementation of the annual plan as at present.

RESOLVED

that the Internal Audit Progress Report, be noted.

7.	QUALITY ASSURANCE AND IMPROVEMENT
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	NONE
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8.	RISK MANAGEMENT
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	NONE
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9.	FRAUD RESPONSE COMMITTEE: INVESTIGATIONS AND FRAUD
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9.1	Fraud Register Status Report - Open Cases	(APPENDIX 9)
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AUDIT & PERFORMANCE AUDIT COMMITTEE MEETING: 2024-08-26: ITEM 9.1

The Chief Risk Officer reported on the status of the open cases of the Fraud Register and the progress made to date. Some of the cases will be dealt with prior to the next meeting and the Chief Risk Officer will report on same.

RESOLVED

that the Fraud Register Status Report - Open Cases, be noted.

10.	DATE OF NEXT MEETING
------------	-----------------------------

Proposed dates:

28 November 2024

27 March 2025

26 June 2025

The meeting adjourned at 16:30.

CHAIRPERSON:

DATE:

Confirmed on **with/without amendments.**

APPENDIX 2



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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 2023/2024 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 and Performance Audit Committee Charter. The Committee's operation is guided by the MFMA, the King IV report on Corporate Governance and Global Internal Audit 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 Ruth Strydom and Reyhana Gani on 27 September 2023 to fill these vacancies. June Williams resigned on 28 March 2024 and Dr Len Mortimer was appointed on 1 May 2024. 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 2024.
- 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 is urged to strengthen controls to adequately monitor non-compliance with laws and regulations on a timely basis.
- vii. Management was requested to concentrate on accurate presentation and review of the annual financial statements submitted to the Auditor General for audit.
- viii. Management held a workshop with end-user departments to address the root causes of previous reported findings.
- ix. 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.
- x. 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.
- 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 was 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 Global Internal Audit Standards.
- vii. Reviewed the standard operating procedure of Asset Management which was a consulting engagement conducted by the Internal Audit department.
- viii. 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.
- 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):
 - Housing administration
 - Pre-determined objectives
 - Disaster and climate change readiness assessment
 - Monthly or regular reconciliations of assets, debtors, and creditors

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 and Communication Technology (ICT) and ICT system controls improved in the Auditor General's Management report.

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 was 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 Auditor 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.

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 2023/2024 audit outcome, there were no repeat findings.
- 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

On behalf of the Audit and Performance Audit Committee I am extremely indebted 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. To the members that served their term and those who have retired, I am grateful for the time and dedication you have offered to the strengthening of Stellenbosch Municipality governance. 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 of the Municipality led by the Municipal Manager, 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 2025

12.2	APPOINTMENT OF COUNCILLORS ON THE DISCIPLINARY COMMITTEE, APPOINTING A CHAIRPERSON FOR THE DISCIPLINARY COMMITTEE AND APPOINTING SECONDI WHERE NECESSARY
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Collaborator No:

IDP KPA Ref No: Good Governance and Compliance

Meeting Date: 29 January 2025

1. SUBJECT: APPOINTMENT OF COUNCILLORS ON THE DISCIPLINARY COMMITTEE, APPOINTING A CHAIRPERSON FOR THE DISCIPLINARY COMMITTEE AND APPOINTING SECONDI WHERE NECESSARY

2. PURPOSE

For Council to appoint Councillors in the vacant seats on the Disciplinary Committee for councillors, appoint a chairperson for this and appoint secondi for the Councillors that is appointed on the Disciplinary Committee for Councillors.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Council established a disciplinary committee for councillors for Stellenbosch Municipality during the February 2022 round of meetings and resolved on 23 February 2022 to appoint the Councillors as indicated under 6.6 below.

Changes to the appointments that was made in February 2022 due to Councillors resigning. The item served before council also after the provincial and national elections when there were vacant seats again. On 29 November 2024 Council elected a new Executive Mayor, who then appointed a new mayoral committee. Councillor Fasser, who was then the Deputy Mayor, is now the Executive Mayor and will not serve on the Disciplinary committee. Some of the other councillors has indicated that they do not have time to serve on this committee and have requested to be replaced.

The current composition of the disciplinary committee is:

3 DA members

2 members of the opposition parties.

It is necessary to appoint Councillors as well as a chairperson and secondi where necessary for the Councillors as they may be implicated/needed to testify or not present due to illness or some other unforeseen reason and then the committee cannot properly function.

5. RECOMMENDATIONS

For Consideration:

- (a) That council nominate members to the Disciplinary committee
- (b) That council appoint a chairperson for the Disciplinary committee
- (c) That council nominate secondi for the councillors on the disciplinary committee where necessary.

6. DISCUSSION / CONTENTS

6.1 Background

The Local Government Municipal Structures Amendment Act (Act 3/2021) moved the Code of Conduct from the Systems Act to the Structures Act. Schedule 7 of the Structures act now contains the Code of Conduct. Section 15 of the Code contains the provision on the "Breaches of the code". The Speaker after investigating the "facts and circumstances of the alleged breach and giving the councillor an opportunity to

respond, must report the matter to Council and to the MEC. Section 16 of the Schedule provides that Council then may:

- a) Investigate the alleged breach and make a finding; or
- b) Establish a special committee to (i) investigate and make a finding and (ii) make an appropriate recommendation to council.

Council may then impose a sanction as set out in section 16(2) of the schedule.

6.2 **Discussion**

The Municipal Local Government Systems Act 32/2000as amended from time to time contained the Code of Conduct for Councillors. In terms of the code Council established a 5-member disciplinary committee with Councillor Johnson as the last serving Chairperson to assist with the discipline of Councillors by conducting disciplinary hearings and to make recommendations to Council in terms of its findings.

It is necessary to appoint Councillors to the vacant seats on the committee, a chairperson and secondi for the Councillors as they may be implicated/needed to testify or not present due to illness or some other unforeseen reason and then the committee cannot properly function.

It is envisaged that 3 Councillors be nominated as secondi should the Councillors that is on the committee not be able to serve for some reason.

On 29 November 2024, Council elected a new Executive Mayor, and he appointed a new mayoral committee. The Executive Mayor will no longer serve on the Disciplinary committee, thus creating a vacancy.

6.3 **Financial Implications**

Councillors are not remunerated additionally for attending the disciplinary committee. Councillors will only be allowed to claim for out-of-pocket expenses not already covered in their all-inclusive remuneration package.

6.4 **Legal Implications**

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

6.5 **Staff Implications**

The administration provides a scribe and assist if need be, with the administrative tasks around a sitting of the committee.

6.6 **Previous / Relevant Council Resolutions:**

SPECIAL COUNCIL: 2022-02-23: ITEM 8.11.3

RESOLVED (nem con)

that the following Councillors serve on the Disciplinary Committee:

Cllr R Badenhorst	(DA)
Cllr C Van Wyk (Ms)	(DA)
Cllr J Fasser	(DA)
Cllr N Rataza	(ANC)
Cllr R Hendrickse	(GOOD)

3RD COUNCIL MEETING: 2022-03-30: ITEM 13.5

RESOLVED (nem con)

that Council appoints Councillor Rikus Badenhorst as Chairperson of the Stellenbosch Disciplinary Committee.

9TH COUNCIL MEETING: 2022-11-23: ITEM 13.2**RESOLVED** (nem con)

that the following Councillors serve as secondi on the Disciplinary Committee:

- (i) Cllr P Johnson (DA)
- (ii) Cllr J Williams (DA)
- (iii) Cllr R Van Rooyen (DA)
- (iv) Cllr M Nkopane (ANC)
- (v) Cllr M Van Stade (GOOD)

10TH COUNCIL MEETING: 2023-01-30: ITEM 13.2**RESOLVED** (nem con)

- (a) Cllr. Johnson, as secondi, replace Cllr. Badenhorst as a member of the Council Disciplinary Committee; and
- (b) that Cllr. Johnson be elected as Chairperson of the Council Disciplinary Committee

26TH COUNCIL MEETING: 2024-10-30: ITEM 12.12**RESOLVED** (nem con) (amendment)

- (a) that Council fills the vacancies on the Disciplinary Committee;
- (b) that Council appoints Cllr M Slabbert as the Chairperson of the Disciplinary Committee;
- (c) that Council appoints Deputy Mayor, Cllr J Fasser and Cllr S Heneke as members of the Committee; and
- (d) that Council nominates Cllr R van Rooyen; Cllr T Kumm and Cllr X Kalipa as secondi for the Councillors on the Disciplinary Committee where necessary.

6.7 Risk Implications

Risks has been addressed through the item.

6.8 Comments from Senior Management

The item was not circulated for comment.

ANNEXURES

None

FOR FURTHER DETAILS CONTACT:

NAME	Donovan Muller
POSITION	Manager: Council Support
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 808 8314
E-MAIL ADDRESS	Donovan.Muller@ Stellenbosch.gov.za
REPORT DATE	24.01.2025

12.3	REQUEST TO NOMINATE COUNCILLORS TO SERVE ON THE HOSPITAL FACILITY BOARD AND CLINIC COMMITTEES: AAN-HET-PAD CLINIC; CLOETESVILLE COMMUNITY DAY CENTRE; DON AND PAT BILTON CLINIC (JAMESTOWN); GROENDAL CLINIC; DIRKIE UYS STREET SATELLITE CLINIC; IDAS VALLEY CLINIC; KAYAMANDI CLINIC; KLAPMUTS CLINIC; KYLEMORE CLINIC
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

29 January 2025

- SUBJECT: REQUEST TO NOMINATE COUNCILLORS TO SERVE ON THE HOSPITAL FACILITY BOARD AND CLINIC COMMITTEES: AAN-HET-PAD CLINIC; CLOETESVILLE COMMUNITY DAY CENTRE; DON AND PAT BILTON CLINIC (JAMESTOWN); GROENDAL CLINIC; DIRKIE UYS STREET SATELLITE CLINIC; IDAS VALLEY CLINIC; KAYAMANDI CLINIC; KLAPMUTS CLINIC; KYLEMORE CLINIC**

- PURPOSE**

To inform Council of the nomination of a councillor to serve on the Hospital Facility Board and councillors to serve on the respective Clinic Committees.

- DELEGATED AUTHORITY**

Council

- EXECUTIVE SUMMARY**

Nominations from councillors were requested to serve on the Hospital Facility Board and councillors to serve on the following clinic committees, namely Aan-Het-pad Clinic (Cloetesville), Cloetesville Community Day Centre (Tennantville), Don And Pat Bilton Clinic (Jamestown), Groendal Clinic (Groendal, Franschhoek), Dirkie Uys Street satellite Clinic (Franschhoek), Idas Valley Clinic (Idas Valley), Kayamandi Clinic (Kayamandi), Klappmuts Clinic (Klappmuts) and Kylemore Clinic (Kylemore).

With the Local Government elections on 1 November 2021, new ward councillors were elected. The new ward councillors had to replace the non-returning ward councillors on the clinic committees for the clinic situated in the respective wards. A request is also made for the nomination of a councillor to serve on the Hospital facility Board. The nominations was duly done on 28 January 2022.

A clinic committee is usually appointed for a period of 3 years. The last appointments were made on 28 January 2022 and the three years are about to expire and new Hospital Facility Boards and clinic committees must be appointed. There has also been changes in ward councillors after by-elections in this period. The letter of request from the Community Outreach Officer, Ministry of Health, Western Cape Government is attached as **Appendix A**.

5. RECOMMENDATIONS

- (a) that Council nominates Councillors to serve on the below clinic committees & hospital Board:

STELLENBOSCH		
Facility	Physical address	Application received from
Aan-het-Pad Clinic	6851 Long Street, Cloeteville, 7600	
Koelenhof Mobile 1	6852 Long Street, Cloeteville, 7600	
Cloeteville CDC	c/o Bell and Tennant Street, Cloeteville, 7600	
Don and Pat Bilton Clinic	5 Pajora Way, Jamestown, 7600	
Strand Road Mobile 1	5 Pajora Way, Jamestown, 7600	
Groendal Clinic	1 Stiebeuel Straat, Franschoek, 7690	
Dirkie Uys Street Satellite Clinic	Dirkie Uys Street, Franschoek, 7690	
Franschhoek Mobile 1	Dirkie Uys Street, Franschoek, 7690	
Idas Valley Clinic	Helshoogte Road, Idas Valley, 7600	
Devon Valley Mobile 1	Helshoogte Road, Idas Valley, 7600	
Kayamandi Clinic	56 Bassi Street, Kayamandi, Stellenbosch, 7600	
Klapmuts Clinic	342 Merchant Street, Klapmuts, 7600	
Kylemore Clinic	19 Skoolstraat, Kylemore, 7680	
Groot Drakenstein Mobile 1	19 Skoolstraat, Kylemore, 7680	
Stellenbosch Hospital	80 Merriman Street, Stellenbosch, 7600	

- (b) that the office of Western Cape Provincial Minister of Health and respective clinic committees be informed of the respective ward councillors that will serve on the respective clinic committees and the Hospital Facility Board, as per the request from the letter of the Community Liaison Officer, Cape Winelands District Office, Department of Health and Wellness.

6. DISCUSSION / CONTENTS**6.1 Background**

As per clauses 5(2)(b) and 6(1)(a) of the Western Cape Health Facility Boards and Committees Act, 2016 (Act 4 of 2016) each clinic committee needs to have a councillor appointed by the municipal council or a health-related committee of the municipal council. Clause 5 (2)(b) and 6(1)(a):

5. (1) *The Provincial Minister must appoint to a Board not more than 14 members, including—*

(2) *In addition to the members appointed in terms of subsection (1) the Provincial Minister may appoint to a Board—*

(b) *one or more councilors of the municipal council for the municipal area in which the hospital is situated, nominated by the municipal council or a health-related committee of the municipal council.*

6. (1) *The Provincial Minister must appoint to a Committee not more than 12 members, including—*

(a) one or more councillors of the municipal council for the municipal area in which the primary health care facility is situated, nominated by the municipal council or a health-related committee of the municipal council;

The Western Cape Health Facility Boards and Committees Act, 2016 (Act 4 of 2016) is attached as **Appendix B**.

6.2 **Discussion**

A clinic committee is usually appointed for a period of 3 years. The last appointments were made on 28 January 2022. The Provincial Government requested that the new appointments be made (**Appendix A**).

Three years are about to lapse and new Hospital Facility Boards and clinic committees must be appointed.

The presence of a councillor is very crucial for the committee of the above mentioned clinics as they hold the interest of the citizens at heart. It is also important for accountability. This initiative will build good relations between the Health Department and the municipality, as health is key in the development and deliverance of the IDP.

The role of serving on the respective committees does not have any remuneration.

6.3 **Financial Implications**

Recommendations are dealt with in terms of the approved budget. No additional costs will be incurred.

6.4 **Legal Implications**

Recommendations comply with approved delegations, legislation and Council policies.

6.5 **Staff Implications**

This report has no additional staff implications to the Municipality.

6.6 **Previous / Relevant Council Resolutions:**

Item 9.1.1 [2018-10-31]
Item 10.1.4 [2021-07-28]
Item 10.1.2 [2022-01-28]

6.7 **Risk Implications**

Addressed in the item.

6.8 **Comments from Senior Management:**

The report was not circulated for comment.

ANNEXURES

Annexure A: The letter of request from the Western Cape Provincial Minister of Health as well as communication from the Community Outreach Officer, Ministry of Health, Western Cape Government.

Annexure B: The Western Cape Health Facility Boards and Committees Act, 2016 (Act 4 of 2016)

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	24 January 2025

ANNEXURE A

Dear Mayor, Deputy Mayor and Speaker

NOMINATION OF CLINIC COMMITTEES AND HOSPITAL FACILITY BOARDS

WESTERN CAPE HEALTH FACILITY BOARDS AND COMMITTEES Act 4 of 2016

As per clauses 5(2)(b) and 6(1)(a) of the Western Cape Health Facility Boards and Committees Act, 2016 (Act 4 of 2016) each clinic committee and hospital facility board need to have a councilor appointed by the municipal council or a health-related committee of the municipal council. Clauses 6(1)(a) and 5(2)(b):

6. (1) The Provincial Minister must appoint to a Committee not more than 12 members, including—

(a) one or more councilors of the municipal council for the municipal area in which the primary health care facility is situated, nominated by the municipal council or a health-related committee of the municipal council;

5. (1) The Provincial Minister must appoint to a Board not more than 14 members, including—

(2) In addition to the members appointed in terms of subsection (1) the Provincial Minister may appoint to a Board—

(b) one or more councilors of the municipal council for the municipal area in which the hospital is situated, nominated by the municipal council or a health-related committee of the municipal council.

As such I am writing to you to request that your council or health portfolio committee submit a nomination for the below clinic committees:

- Stellenbosch Hospital Facility Board
- Aan-het-Pad Clinic
- Cloetesville CDC
- Don and Pat Bilton Clinic
- Dirkie Uys Street Satellite Clinic
- Groendal Clinic
- Kylemore Clinic
- Kayamandi Clinic
- Idas Valley Clinic

- Klapmuts Clinic

I have attached the Act, the nomination form and the clinic list.

Looking forward to your response.

Do not hesitate to contact me should you have any enquiries.

Kind Regards

Redah Cox

Community Liaison Officer

Cape Winelands District Office

Haarlem Street, Worcester, 6850

Tel: (+27) 23 348 8100

Cell: (+27) 83 631 1622

E-mail: redah.cox@westerncape.gov.za

Website: www.westerncape.gov.za WESTERN CAPE HEALTH FACILITY BOARDS AND COMMITTEES
Act 4 of 2016

ANNEXURE B


Western Cape Government • Wes-Kaapse Regering • URhulumente weNtshona Koloni

PROVINCE OF THE WESTERN CAPE

PROVINSIE WES-KAAP

IPHONDO LENTSHONA KOLONI

**Provincial Gazette
Extraordinary**
**Buitengewone
Provinsiale Koerant**
**Isongezelelo
kwiGazethi yePhondo**

7648

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7648

Tuesday, 5 July 2016

Dinsdag, 5 Julie 2016

Lwesibini, 5 Julayi 2016

Registered at the Post Office as a Newspaper

(*Copies are obtainable at Room M21, Provincial Legislature Building, 7 Wale Street, Cape Town 8001.)

**OFFICE OF THE PREMIER
OF THE PROVINCE OF THE
WESTERN CAPE**

P.N. 273/2016

5 July 2016

It is hereby notified that the Premier of the Province of Western Cape has assented to the following Act which is hereby published for general information:—

No. 4 of 2016: Western Cape Health Facility Boards and Committees Act, 2016.

As 'n nuusblad by die Poskantoor geregistreer

(*Afskrifte is verkrygbaar by Kamer M21, Provinsiale Wetgewer-gebou, Waalstraat 7, Kaapstad 8001.)

**KANTOOR VAN DIE PREMIER
VAN DIE PROVINSIE
WES-KAAP**

P.K. 273/2016

5 Julie 2016

Hiermee word bekend gemaak dat die Premier van die Provinsie Wes-Kaap die onderstaande Wet, wat hierby ter algemene inligting gepubliseer word, bekragtig het:—

Nr. 4 van 2016: Wes-Kaapse Wet op Rade en Komitees vir Gesondheidsfasiliteite, 2016.

Ibhaliswe ePosini njengePhephandaba

(*Iikopi zifumaneka kwigumbi M21, kwiSakhiwo seNdlu yoWiso Mthetho yePhondo, e7 Wale Street, eKapa 8001.)

**I-OFISI YENKULUMBUSO
YEPHONDO LENTSHONA
KOLONI**

I.S. 273/2016

5 Julayi 2016

Kwenziwa isaziso apha sokuba iNkulumbuso yePhondo leNtshona Koloni iwamkele ngokusemthethweni lo Mthetho ulandelayo opapashelwe ulwazi gabalala:—

Nomb 4 ka-2016: UMthetho weeKomiti kunye neeBhodi zaMaziko ezeMpilo weNtshona Koloni, 2016.

(English text signed by the Premier)
(Assented to 30 June 2016)

ACT

To provide for the establishment, functions and procedures of boards established for hospitals and committees established for primary health care facilities; and to provide for matters incidental thereto.

BE IT ENACTED by the Provincial Parliament of the Western Cape, as follows:—

Definitions

1. In this Act, unless the context indicates otherwise—
 - “**auditor**” means a person registered as an auditor in terms of the Auditing Profession Act, 2005 (Act 26 of 2005); 5
 - “**Board**” means a board established in terms of section 4(1);
 - “**central hospital**” means a hospital designated as such by the national Minister under the National Health Act;
 - “**Committee**” means a committee established in terms of section 4(4); 10
 - “**Department**” means the provincial department responsible for health matters in the Province;
 - “**district health council**” means a district health council as defined in section 1 of the Western Cape District Health Councils Act, 2010 (Act 5 of 2010);
 - “**district health manager**” means a district health manager as defined in section 1 of the Western Cape District Health Councils Act, 2010; 15
 - “**existing central-hospital board**” means a board appointed under the Western Cape Health Facility Boards Act for a central hospital and existing immediately before the commencement of this Act;
 - “**Head of Department**” means the head of the provincial department responsible for health matters in the Province; 20
 - “**health facility**” means a hospital or primary health care facility;
 - “**hospital**” means a building, institution or place designated as a hospital by the Provincial Minister in terms of section 3;
 - “**member**” means a member of a Board or Committee, as the case may be; 25
 - “**National Health Act**” means the National Health Act, 2003 (Act 61 of 2003);
 - “**national Minister**” means the national Minister responsible for health matters;
 - “**prescribe**” means prescribe by regulation;
 - “**primary health care facility**” means a building, institution or place designated as a primary health care facility by the Provincial Minister in terms of section 3; 30
 - “**Province**” means the Province of the Western Cape;
 - “**Provincial Minister**” means the Provincial Minister responsible for health matters in the Province;
 - “**regulation**” means a regulation made under this Act;
 - “**representative central-hospital board**” means a board appointed by the national Minister under section 41(4) of the National Health Act; 35
 - “**this Act**” includes the regulations;
 - “**Western Cape Health Facility Boards Act**” means the Western Cape Health Facility Boards Act, 2001 (Act 7 of 2001).

Objects of Act

2. The objects of this Act are to provide for—
- (a) the establishment of representative and accountable Boards and Committees as statutory bodies;
 - (b) responsiveness of the management of health facilities to the community and the needs of patients and their families; 5
 - (c) community support for, and involvement in, health facilities and their programmes;
 - (d) a basic set of clearly defined functions for Boards and Committees, which may be incrementally expanded in the public interest as the capacity of a Board or Committee increases; and 10
 - (e) transitional provisions for existing central-hospital boards.

Designation of hospital or primary health care facility

3. (1) For the purposes of the establishment of a Board or Committee in terms of this Act, the Provincial Minister may designate as a hospital or primary health care facility 15 any building, institution or place where persons receive treatment, diagnostic or therapeutic interventions or other health services.

(2) The Provincial Minister may so designate as a hospital or primary health care facility a building, institution or place that is administered by a municipality only with the concurrence of— 20

- (a) the Provincial Minister responsible for local government; and
- (b) the municipality concerned.

Establishment of Boards and Committees

4. (1) The Provincial Minister must establish a Board for each hospital or group of hospitals other than a central hospital or a group of central hospitals. 25

(2) Where a Board is established for a group of hospitals, the Provincial Minister must determine the group by having regard to—

- (a) the geographic distance between the hospitals;
- (b) the size and distribution of the population served by the hospitals; and
- (c) the service volumes of the hospitals. 30

(3) A Board is a juristic person and is capable of suing and being sued and holding property in its own name.

(4) The Provincial Minister must establish a Committee for—

- (a) every primary health care facility; or
- (b) a group of primary health care facilities, determined by the Provincial Minister. 35

(5) The criteria and process for the clustering of primary health care facilities in the case of a Committee appointed for a group of primary health care facilities may be prescribed by the Provincial Minister.

(6) A Committee is not a juristic person and is not capable of suing or being sued or holding property in its own name. 40

Appointment of members of Board

5. (1) The Provincial Minister must appoint to a Board not more than 14 members, including—

- (a) persons representing the community or communities served by the hospital for which the Board is established, nominated in terms of subsection (4); 45
- (b) at least one person with technical expertise in business, law, finance or accounting or some other area relevant to the functions of the Board;
- (c) the head of the hospital concerned or, in the case of a Board established for more than one hospital, at least one of the heads of those hospitals; 50
- (d) at least one person representing the clinical staff of the hospital concerned, nominated by the clinical staff of the hospital, but in the case of a Board established for more than one hospital it is not necessary for a person representing the clinical staff of every hospital concerned to be appointed;
- (e) at least one person representing the non-clinical staff of the hospital concerned, nominated by the non-clinical staff of the hospital, but in the case 55

- of a Board established for more than one hospital it is not necessary for a person representing the non-clinical staff of every hospital concerned to be appointed; and
- (f) in the case of a Board established for one or more hospitals where health professionals are trained, at least one person representing the academic interests of each hospital concerned, nominated by the Vice-Chancellor or Vice-Chancellors of the university or universities concerned. 5
- (2) In addition to the members appointed in terms of subsection (1) the Provincial Minister may appoint to a Board—
- (a) a member of the Provincial Parliament, nominated by the parliamentary committee concerned with health matters; and 10
- (b) one or more councillors of the municipal council for the municipal area in which the hospital is situated, nominated by the municipal council or a health-related committee of the municipal council.
- (3) The members appointed in terms of subsection (1)(a) must constitute at least fifty per cent of the total number of members of the Board. 15
- (4) The members referred to in subsection (1)(a) must be nominated by a body that, in the opinion of the Provincial Minister, is sufficiently representative of the interests of the community or communities concerned.
- (5) A body referred to in subsection (4)— 20
- (a) may not be a political party;
- (b) may be, but need not be, a—
- (i) community health committee or forum;
- (ii) community development forum;
- (iii) civic organisation; 25
- (iv) welfare organisation;
- (v) representative organisation of patients who use health services or health facilities;
- (vi) community-based organisation;
- (vii) non-governmental organisation; or 30
- (viii) representative organisation of children, women, the elderly, persons with disabilities or persons granted asylum.
- (6) The Provincial Minister must prescribe procedures for the invitation of nominations contemplated in subsections (1)(a) and (4).
- (7) Where nominations are required in terms of this section, all nominations received within the prescribed period must be considered by the Provincial Minister before the relevant appointments are made. 35
- (8) If the Provincial Minister receives no or insufficient nominations required in terms of this section, any suitably qualified person may be appointed a member from the relevant category stipulated in subsection (1) or (2). 40
- (9) The appointments to the Board must be made with racial and gender sensitivity and sensitivity to the elderly, the youth and persons with disabilities.

Appointment of members of Committee

6. (1) The Provincial Minister must appoint to a Committee not more than 12 members, including— 45
- (a) one or more councillors of the municipal council for the municipal area in which the primary health care facility is situated, nominated by the municipal council or a health-related committee of the municipal council;
- (b) members of the community or communities served by the primary health care facility for which the Committee is established, nominated in terms of subsection (3); and 50
- (c) the head of the primary health care facility concerned or, in the case of a Committee appointed for more than one primary health care facility, a manager designated by the district health manager.
- (2) The members appointed in terms of subsection (1)(b) must constitute at least fifty per cent of the total number of members of the Committee. 55
- (3) The members referred to in subsection (1)(b) must be nominated by a body that—
- (a) in the opinion of the Provincial Minister, is sufficiently representative of the interests of the community or communities concerned;
- (b) is not a political party, but may be, yet need not be, a body referred to in section 5(5)(b). 60

(4) The Provincial Minister may prescribe procedures for the invitation of nominations contemplated in subsections (1)(b) and (3).

(5) Where nominations are required in terms of subsection (1)(b) and (3), all nominations received within the prescribed period must be considered by the Provincial Minister before the relevant appointments are made. 5

(6) If the Provincial Minister receives no or insufficient nominations required in terms of paragraph (b) of subsection (1), any suitably qualified persons may be appointed as members from the category stipulated in that paragraph.

(7) The appointments to the Committee must be made with racial and gender sensitivity and sensitivity to the elderly, the youth and persons with disabilities. 10

Eligibility for appointment as a member

7. (1) To be eligible for appointment as a member a person must—

- (a) be a South African citizen;
- (b) be older than 18 years;
- (c) not be an unrehabilitated insolvent; 15
- (d) not, at any time, have been convicted of—
 - (i) an offence for which he or she was sentenced to imprisonment without the option of a fine; or
 - (ii) theft, fraud, forgery, the uttering of a forged document, perjury, any offence in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), or any offence of which dishonesty is an element, 20

whether in the Republic or elsewhere if the conduct constituting the offence would be an offence in the Republic;
- (e) demonstrate commitment to community service; 25
- (f) demonstrate support for the mission and values of the health facility concerned; and
- (g) demonstrate a high level of personal integrity and honesty.

Term of office of members

8. (1) Members are appointed for a period of three years. 30

(2) On the expiry of the term of office of a member, that member may remain in office until a successor has been appointed, but not for longer than six months.

(3) Subject to subsection (4), a member is eligible for reappointment to a Board or Committee at the expiry of his or her term of office.

(4) A member, other than a member appointed in terms of section 5(1)(c) or 6(1)(c), 35 may not serve on a Board or Committee for more than two consecutive terms.

(5) Despite subsection (4), a member who has served for two consecutive terms may be reappointed if, in the opinion of the Provincial Minister, exceptional circumstances exist for reappointment or, in the absence of exceptional circumstances, after an interval of not less than one year. 40

Vacancies

9. (1) The chairperson of a Board or Committee must immediately in writing declare an office on the Board or Committee vacant if a member—

- (a) dies;
- (b) submits his or her resignation from office in writing to the chairperson; 45
- (c) is declared insolvent by a court of the Republic;
- (d) is during his or her term of office convicted of—
 - (i) an offence and sentenced to imprisonment without the option of a fine; or
 - (ii) theft, fraud, forgery, the uttering of a forged document, perjury, any offence in terms of the Prevention and Combating of Corrupt Activities Act, 2004 (Act 12 of 2004), or any offence of which dishonesty is an element, 50

whether in the Republic or elsewhere if the conduct constituting the offence would be an offence in the Republic;
- (e) is absent without leave of the chairperson of the Board or Committee from 55 three consecutive ordinary meetings of the Board or Committee;
- (f) is suspended or removed from office under section 24(12)(b);

- (g) ceases to hold any office by virtue of which that member was appointed to the Board or Committee; or
- (h) fails to disclose to the Board or Committee any direct or indirect personal financial interest in a matter before the Board or Committee, and that member is present during, or participates in, the discussion of, or voting on, that matter. 5
- (2) If a member of a Board or Committee continuously disrupts meetings of the Board or Committee or fails to perform his or her duties in good faith or honestly, the Provincial Minister may initiate an investigation into the matter and, if sufficient grounds are found to exist, remove that member and declare his or her office vacant.
- (3) Within seven days of declaring an office vacant in terms of subsection (1), the chairperson must in writing inform the Provincial Minister of the vacancy. 10
- (4) On receipt of notice of a vacancy in terms of subsection (3), or on the removal of a member under subsection (2), the Provincial Minister must appoint another person to fill the vacancy for the unexpired period of office of the previous incumbent and, for the purposes of section 8(4), the unexpired period constitutes a term of office. 15
- (5) For the purposes of an appointment contemplated in subsection (4) the Provincial Minister must apply the same criteria used for the appointment of the vacating member.
- (6) In the event that a Board or a Committee fails to hold four meetings in a calendar year, the Provincial Minister may declare the Board or Committee concerned dysfunctional and appoint a new Board in terms of section 5 or a new Committee in terms of section 6. 20

Duties of Boards

- 10. (1) A Board must, in respect of each hospital for which it is established—
 - (a) participate in strategic planning with a view to advising the hospital management; 25
 - (b) monitor the performance, effectiveness and efficiency of the hospital and measures taken by the hospital management to improve the performance and quality of service of the hospital;
 - (c) take measures to ensure that the needs, concerns and complaints of patients and the community are properly addressed by the hospital management; 30
 - (d) foster community support for the hospital;
 - (e) encourage volunteers to offer their services in performing general duties for the hospital in accordance with the applicable policy on volunteers;
 - (f) request and review at least once a year the financial statements and annual financial statements of the hospital; 35
 - (g) raise funds for the functioning of the Board; and
 - (h) at reasonable times and in cooperation with the hospital management conduct scheduled visits to the hospital, without impeding its functioning, and provide constructive written feedback on such visits to the management.
- (2) A Board must take receipt of, administer and account for the funds raised by a Committee for which it is designated in terms of section 18(6) for the benefit of the primary health care facility concerned or the functioning of the Committee, in the manner prescribed by the Provincial Minister. 40

Powers of Boards

- 11. A Board may, in respect of a hospital for which it is established— 45
 - (a) advise and make recommendations to the Provincial Minister, the hospital management, the Head of Department or the municipality concerned, as the case may be, on any matter relating to the performance of the Board's functions;
 - (b) advise and make recommendations to the Provincial Minister or the municipality concerned, as the case may be, on the naming or renaming of the hospital or a part thereof, including a ward or theatre; 50
 - (c) obtain information it requires from the hospital management if the information does not violate the rights of a patient or staff member to privacy and confidentiality; 55
 - (d) request from the hospital management copies of routine progress reports that have been generated;
 - (e) conduct surveys, meetings and consultative workshops in the community or communities concerned;

- (f) disseminate information to the community or communities concerned on the mission, vision, values, services, performance, standards, policies, strategies, needs and financial status of the hospital;
- (g) appoint staff on a contractual basis to serve the purposes of the Board;
- (h) donate funds or movable property for the provision, improvement or expansion of services and amenities, or donate funds for the acquisition of movable or immovable assets for the benefit of the hospital, in the manner prescribed by the Provincial Minister; and 5
- (i) raise and administer trust funds or Board funds for the purposes referred to in paragraph (g) or (h), or to give effect to any other provision of this Act. 10

Duties of Committees

12. A Committee must, in respect of each primary health care facility for which it is established—

- (a) request feedback on measures taken by the management of the primary health care facility to improve the quality of service at the facility; 15
- (b) assist the community to effectively communicate its needs, concerns and complaints to the management of the primary health care facility so that the needs, concerns and complaints can be appropriately addressed;
- (c) foster community support for the primary health care facility;
- (d) at reasonable times and in cooperation with the management of the primary health care facility conduct scheduled visits to the facility, without impeding its functioning, and provide constructive written feedback on such visits to the management; 20
- (e) encourage volunteers to offer their services in performing general duties in respect of the primary health care facility in accordance with the applicable policy on volunteers; and 25
- (f) provide constructive feedback to the management of the primary health care facility in order to enhance service delivery.

Powers of Committees

13. (1) A Committee may, in respect of a primary health care facility for which it is established— 30

- (a) conduct surveys, meetings and consultative workshops in the community or communities concerned;
- (b) disseminate information to the community or communities concerned on the mission, vision, values, services, performance, standards, policies, strategies, needs and financial status of the primary health care facility; 35
- (c) advise and make recommendations to the Provincial Minister, the management of the primary health care facility, the Head of Department or the municipality concerned, as the case may be, on any matter relating to the performance of the Committee's functions; 40
- (d) obtain information it requires from the management of the primary health care facility if the information does not violate the rights of a patient or staff member to privacy and confidentiality;
- (e) request from the management of the primary health care facility copies of routine progress reports that have been generated; and 45
- (f) conduct fundraising activities for the benefit of the primary health care facility and the functioning of the Committee.

(2) All funds raised by a Committee—

- (a) must be paid to, administered by, and accounted for by, the Board designated by the Head of Department in terms of section 18(6), in the prescribed manner; 50
- (b) may be used only for the benefit of the primary health care facility or facilities concerned or for the functioning of the Committee.

(3) Moveable property donated to the Committee must be allocated on receipt to the primary health care facility concerned and must be accounted for by that facility in accordance with the asset and inventory management policies applicable to the facility. 55

Alteration of functions of Board or Committee

14. (1) Subject to subsection (4) and any other law, the Provincial Minister may in consultation with a Board or Committee authorise that Board or Committee to perform additional duties or exercise additional powers if the Provincial Minister has reason to believe that— 5

- (a) the Board or Committee has the capacity to perform those additional duties or exercise those additional powers; and
- (b) it would be in the public interest for the Board or Committee to do so.

(2) The Provincial Minister may after consultation with a Board or Committee revoke the authority given to that Board or Committee in terms of subsection (1) to perform an additional duty or exercise an additional power if the Provincial Minister has reason to believe that— 10

- (a) the Board or Committee no longer has the capacity to perform that additional duty or exercise that additional power; or
- (b) it would be in the public interest for the Provincial Minister to do so. 15

(3) The Provincial Minister may after consultation with a Board or Committee—

- (a) exempt that Board or Committee from performing a duty imposed by section 10 or 12; or
- (b) revoke a power conferred on the Board or Committee by section 11 or 13. 20

(4) When exercising a power contemplated in subsection (1), (2) or (3), the Provincial Minister must act after consultation with the head or heads of the health facility or facilities concerned.

Performance of duties and exercise of powers

15. (1) In performing its duties or exercising its powers, a Board or Committee must act in accordance with the relevant and applicable laws and policy made by the national, provincial or local government. 25

(2) The Head of Department may request a Board or Committee to provide a quarterly report on its activities.

(3) The chairperson of a Board or Committee must, within two months of the end of each calendar year, submit a written report to the Provincial Minister on the activities of the Board or Committee during that year. 30

Measures for cooperation

16. (1) The Provincial Minister may take measures to ensure collaborative working relationships between Boards, Committees and district health councils.

(2) A Board or Committee must forge strong and cooperative relations with the management of the health facility it serves. 35

(3) The head of a health facility must—

- (a) take measures to assist the Board or Committee concerned to perform its duties and exercise its powers; and
- (b) forge strong and cooperative relations with the Board or Committee. 40

(4) If irreconcilable differences arise between the management of a health facility and the Board or Committee concerned, the Board or Committee or the head of the health facility may request mediation or arbitration by the Head of Department.

Chairperson and deputy chairperson

17. (1) A Board or Committee must, from among the members referred to in section 5(1)(a), 5(1)(b) or 6(1)(b), as the case may be, elect a chairperson and a deputy chairperson— 45

- (a) at its first meeting; and
- (b) subsequently, whenever either of those offices becomes vacant.

(2) An employee of the Department may not be the chairperson of a Board. 50

(3) The chairperson and the deputy chairperson are elected for the term of office of the member concerned.

(4) Within 14 days of the election of a chairperson or deputy chairperson in terms of subsection (1), the chairperson must notify the Head of Department in writing of the name and address of the office bearer concerned. 55

(5) When the chairperson is absent from a meeting of the Board or Committee or is not available, the deputy chairperson acts as chairperson.

(6) If both the chairperson and deputy chairperson are absent from a meeting of the Board or Committee, the members present must elect one of their number to act as chairperson for that meeting. 5

(7) The chairperson of a Board is the accounting officer for that Board and has the powers and duties prescribed by the Provincial Minister.

(8) The office of the chairperson or the deputy chairperson becomes vacant if the member concerned—

(a) resigns in writing; or 10

(b) is removed by a decision of the Board or Committee concerned.

General support

18. (1) The hospital for which a Board is established must provide a venue for the Board as well as secretarial, administrative and financial accounting support required by the Board. 15

(2) If a Board is established for more than one hospital, a venue and secretarial, administrative and financial accounting support required by the Board must be provided by one or more of the hospitals, as determined by—

(a) agreement between the heads of the hospitals concerned; or

(b) the Head of Department, in the absence of such agreement. 20

(3) Despite subsections (1) and (2), a Board may make alternative arrangements for the provision of a venue as well as secretarial, administrative and financial accounting support from its funds in the manner prescribed by the Provincial Minister.

(4) The primary health care facility or facilities for which a Committee is established must provide a venue for the Committee and, in so far as is possible, secretarial, administrative and financial accounting support required by the Committee. 25

(5) If a Committee is established for more than one primary health care facility, a venue and, in so far as is possible, secretarial, administrative and financial accounting support required by the Committee must be provided by one or more of the primary health care facilities, as determined by— 30

(a) agreement between the heads of the primary health care facilities concerned; or

(b) the Head of Department, in the absence of such agreement.

(6) The Head of Department must designate a Board for every Committee for the purposes of taking receipt of, administering and accounting for the funds raised by a Committee. 35

(7) A Board designated in terms of subsection (6) must receive, administer and account for the funds raised by the Committee in the manner prescribed.

(8) The Department must provide for the induction and training of members newly appointed to a first term of office and must provide additional training if considered necessary and appropriate. 40

Scheduling of meetings

19. (1) The Head of Department must determine the time and place for the first meeting of a Board or Committee.

(2) A Board or Committee must determine the time and place of subsequent ordinary meetings, which must take place at least once every three months and four times in a calendar year. 45

(3) The chairperson may at any time call a special meeting, and must do so if requested in writing by at least two members of the Board or Committee, as the case may be, and the chairperson is satisfied that the request is reasonable. 50

(4) The chairperson must notify members of the time, place and reason for a special meeting at least three working days in advance of the meeting, except where a shorter notice period is necessitated by the exceptional urgency of the circumstances.

(5) Notice of all meetings of a Board or Committee must be made public by the Board or Committee concerned. 55

Procedure at meetings

20. (1) The procedure at a meeting of a Board or Committee must, in so far as it has not been prescribed, be determined by the Board or Committee.

(2) A quorum of not less than one half of the members appointed in terms of section 5(1)(a) or 6(1)(b) and one half of the other members appointed in terms of section 5(1) and (2) or 6(1), as the case may be, must be present at a meeting at any time. 5

(3) A decision of a Board or Committee should be by consensus, but in the absence of consensus the decision of a majority of the members present at the meeting is the decision of the Board or Committee.

(4) In the event of an equality of votes on any matter, the chairperson at the meeting has a casting vote and a deliberative vote. 10

(5) A Board may request or permit any person to participate in a meeting of the Board in an advisory capacity.

(6) The chairperson must ensure that—

(a) a proper record is kept of attendance at, minutes of, and resolutions adopted at, every meeting; and 15

(b) a copy of a record referred to in paragraph (a), signed by the chairperson, is sent to the Head of Department if the Head of Department requests it.

Public attendance at meetings

21. (1) Subject to subsection (2), all meetings of a Board or Committee are open to members of the public. 20

(2) If a Board or Committee decides on reasonable grounds that members of the public should not be present at a meeting while a particular issue is being discussed, the chairperson must exclude the public from the meeting for the duration of that discussion.

(3) A Board or Committee may use any reasonable means to inform members of the public of Board or Committee meetings. 25

Executive committee

22. (1) A Board or Committee may appoint an executive committee composed of members of the Board or Committee, at least half of whom must be members appointed in terms of section 5(1)(a) in the case of a Board and section 6(1)(b) in the case of a Committee. 30

(2) Subject to the directions of a Board or Committee and subsections (3) and (4), an executive committee may perform all the duties and exercise all the powers of the Board or Committee between meetings of the Board or Committee.

(3) An executive committee does not have the power to review or alter a decision of the Board or Committee, except in so far as the Board or Committee directs otherwise. 35

(4) Any action taken or decision made by an executive committee may at the first meeting of the Board or Committee following that action or decision be reviewed and altered by the Board or Committee, without prejudice to any person.

Specialist committees

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23. (1) A Board or Committee may appoint specialist committees consisting of members of the Board or Committee to perform certain duties or exercise certain powers on behalf of the Board or Committee.

(2) Where executive power is delegated to a specialist committee, the mandate, terms of reference, procedure and quorums of the specialist committee must be agreed to and recorded by the Board or Committee. 45

(3) A specialist committee of a Board may co-opt a person or persons not serving on the Board to serve on the specialist committee in an advisory capacity.

(4) Any action taken or decision made by a specialist committee may, at the first meeting of the Board or Committee following that action or decision, be reviewed and altered by the Board or Committee, without prejudice to any person. 50

Raising and utilisation of Board funds

24. (1) A Board may receive services, funds or property for the purpose of performing its functions.

(2) A Board may use funds, property or equipment belonging to it for the purpose of performing its functions.

(3) A Board may establish a trust for the benefit of a hospital served by it and may accept and administer a trust already established for the benefit of a hospital served by it.

(4) A Board must keep records of all funds received and spent by it and of its assets, liabilities and transactions.

(5) A Board must annually, within two months of the end of its financial year, submit to the Head of Department its financial statements for that year, compiled according to the reporting framework determined by the Provincial Minister in consultation with the Provincial Minister responsible for finance.

(6) An auditor appointed by the Board must, subject to subsection (7), audit the records and annual financial statements of the Board and must submit an audit report to the Head of Department and the Board within two months of receipt of the statements referred to in subsection (5).

(7) The Provincial Minister may, after consultation with the Head of Department, determine that a Board is exempted from being audited.

(8) The Provincial Minister must consider the following when making a determination in terms of subsection (7):

- (a) whether the total asset value, including investments of the Board, exceeded R5 000 000 in the previous financial year, with such amount to be adjusted annually on 1 March in accordance with the consumer price index;
- (b) the financial statements of the Board in the previous financial year; and
- (c) whether the Board complied with its duties in terms of this Act in the previous financial year.

(9) Where the Provincial Minister has exempted a Board in terms of subsection (7), the Board must nevertheless submit to the Head of Department financial statements compiled according to the reporting framework determined by the Provincial Minister in consultation with the Provincial Minister responsible for finance.

(10) The Provincial Minister may require a Board that has been exempted in terms of subsection (7) to be audited as set out in subsection (6).

(11) The financial year of a Board is a year ending on 31 March.

(12) If a Board fails to comply with subsection (5) or (9), or in the event of any financial mismanagement by a Board, the Provincial Minister may take reasonable remedial steps that he or she considers necessary, including—

- (a) the appointment of an administrator to administer the financial affairs or operational functions of the Board;
- (b) the suspension or removal of Board members from office; and
- (c) the alteration of the duties and powers of the Board, despite section 14.

(13) Before the Provincial Minister takes any remedial steps contemplated in subsection (12), the Head of Department must issue to the Board a compliance notice and copies thereof to its members setting out—

- (a) a description of the transgression constituting the non-compliance;
- (b) the steps that the Board is required to take and the period within which those steps must be taken to remedy the transgression; and
- (c) a notification to the Board that if it fails to take any steps referred to in paragraph (b), the Head of Department must refer the non-compliance to the Provincial Minister to take remedial steps in terms of subsection (12).

(14) If the Board complies with all the steps referred to in subsection (13)(b) within the period specified in the compliance notice, the Head of Department must notify the Board in writing of its compliance with the terms of the compliance notice.

(15) If the Board fails to comply with any or all of the steps referred to in subsection (13)(b) within the period specified in the compliance notice—

- (a) the Head of Department must, on expiry of the period specified in the compliance notice, notify the Provincial Minister in writing of the non-compliance or partial compliance by the Board; and
- (b) the Provincial Minister must within 30 days of receipt of a notification of non-compliance or partial compliance notify the Board in writing of its non-compliance or partial compliance with the terms of the compliance notice.

(16) The notice contemplated in subsection (15)(b) must state—

- (a) the proposed remedial steps to be taken in terms of subsection (12); and

- (b) that the Board is entitled to make written representations to the Provincial Minister within 14 days of receipt of the notice regarding the proposed remedial steps.
- (17) On expiry of the 14 days contemplated in subsection (16)(b), whether the Provincial Minister has or has not received any written representations from the Board, the Provincial Minister may, after due consideration of all relevant facts, including the partial compliance of the Board with the terms of the compliance notice and any written representations by the Board, take the proposed remedial steps. 5
- (18) If an administrator is appointed in terms of subsection (12)(a), he or she must—
- (a) within six months of his or her appointment, furnish the Head of Department with a report on the financial affairs of the Board and any suspected breach of a statutory provision or unlawful act committed by the Board; 10
 - (b) thereafter, in consultation with the Head of Department, prepare a recovery plan for the Board; and
 - (c) upon completion of the implementation of the recovery plan, or failure to implement the recovery plan— 15
 - (i) if necessary, recommend to the Provincial Minister and Head of Department an extension of the recovery plan for a period not exceeding six months; or
 - (ii) furnish the Provincial Minister and Head of Department with a final report on the financial affairs of the Board and any suspected breach of a statutory provision or unlawful act committed by the Board. 20
- (19) The Provincial Minister may, after consultation with the Head of Department and on receipt of the final report contemplated in subsection (18)(c)(ii), determine that—
- (a) the Board is capable of administering its own financial affairs; or 25
 - (b) the Board is capable of administering its own financial affairs with the assistance of an administrator appointed by the Provincial Minister on such further terms and conditions as determined by the Provincial Minister.
- (20) Before the Provincial Minister makes a determination in terms of subsection (19)(b), he or she must notify the Board in writing of his or her intention to make such a determination. 30
- (21) The notice contemplated in subsection (20) must state—
- (a) the determination that the Provincial Minister intends to make; and
 - (b) that the Board is entitled to make written representations to the Provincial Minister within 14 days of receipt of the notice regarding the proposed determination. 35
- (22) On expiry of the 14 days contemplated in subsection (21)(b), whether the Provincial Minister has or has not received any written representations from the Board, the Provincial Minister may, after due consideration of all relevant facts, including any representations by the Board, make the proposed determination. 40

Travelling and other allowances

- 25.** (1) Subject to tariffs set by the Provincial Minister in consultation with the Provincial Minister responsible for finance, a Board may from its funds reimburse a member of the Board appointed in terms of section 5(1)(a) and (b), an advisor in terms of section 20(5) or any person co-opted to serve on a specialist committee in terms of section 23(3) for— 45
- (a) transport expenses between that member's, advisor's or person's normal place of residence or business and the venue of a meeting of the Board or the specialist committee concerned; and
 - (b) travelling and subsistence expenses incurred as a result of attendance at conferences, seminars or training courses or other business of the Board, but in the case of conferences, seminars and training courses outside the Province, the Provincial Minister's prior written approval must be obtained. 50
- (2)(a) A Board may not compensate its members for time spent on Board business.
- (b) Subject to tariffs set by the Provincial Minister in consultation with the Provincial Minister responsible for finance, a Board may from its funds compensate an advisor in terms of section 20(5) or a person co-opted to serve on a specialist committee of the Board in terms of section 23(3) for time spent on Board business. 55
- (3)(a) A member of a Committee is not entitled to be compensated for time spent on Committee business. 60

(b) Subject to tariffs set by the Provincial Minister in consultation with the Provincial Minister responsible for finance, the Department may from its funds compensate a member of a Committee appointed in terms of section 6(1)(b) for transport expenses incurred as a result of attendance at meetings of the Committee.

(4) In the event that the Board has insufficient available funds, and subject to tariffs set by the Provincial Minister in consultation with the Provincial Minister responsible for finance, the Department may from its funds reimburse a member of a Board appointed in terms of sections 5(1)(a) or (b) for the transport expenses contemplated in subsection (1)(a). 5

Closure of health facility 10

26. (1) In the event of the closure of a health facility for which a Board or Committee has been established, the Head of Department must, at least three months prior to the closure and after consultation with that Board or Committee, instruct the Board or Committee in writing regarding—

- (a) in the case of a Board or Committee established only for that health facility, the intended closure of that facility and the dissolution of the Board or Committee and, in the case of a Board, any trust that may have been established by the Board; 15
- (b) in the case of a Board or Committee established for more than one health facility, any intended alteration of its composition necessitated by the closure of that facility; and 20
- (c) in the case of a Board established only for that health facility, the disposal of the assets and liabilities of the Board and any trust which may have been established by the Board.

(2) On the closure of a health facility referred to in subsection (1)(a), the Board or Committee serving that health facility and, in the case of a Board, any trust that may have been established by the Board are dissolved, and the Head of Department must, if necessary, take steps to give effect to the instructions contemplated in subsection (1)(c). 25

Limitation of liability of members

27. A member is not liable for anything done in good faith in the performance of a function in terms of this Act. 30

Regulations

28. (1) Subject to subsection (3), the Provincial Minister must make regulations regarding—

- (a) procedures for the nomination of members for appointment to Boards and Committees; 35
- (b) the financial governance of Boards;
- (c) the manner in which a Board may donate funds or other moveable property for the provision, improvement or expansion of services and amenities, or donate funds for the acquisition of movable or immovable assets for the benefit of the hospital; 40
- (d) the powers and duties of the chairperson of a Board or Committee;
- (e) the manner in which a Board may make arrangements for the provision of a venue, as well as secretarial, administrative and financial accounting support;
- (f) the manner in which a Committee must pay funds raised for the benefit of the primary health care facility and the functioning of the Committee to the Board designated by the Head of Department in terms of section 18(6); 45
- (g) the manner in which a Board designated in terms of section 18(6) must take receipt of, administer and account for the funds raised by a Committee;
- (h) travelling and other allowances payable in terms of this Act; 50
- (i) the establishment of trusts by Boards; and
- (j) the criteria and process for the clustering of primary health care facilities for the purposes of the establishment of a Committee for a group of primary health care facilities.

(2) Subject to subsection (3), the Provincial Minister may make regulations regarding— 55

- (a) procedures for meetings of a Board or Committee; and

- (b) any other matter which may be necessary or expedient to prescribe in order to achieve the objects of this Act.

(3) In the case of regulations that have financial implications for the state, the Provincial Minister must make the regulations with the concurrence of the Provincial Minister responsible for finance.

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Delegation

29. (1) The Provincial Minister may delegate or assign any of his or her powers or duties in terms of this Act, except the power to make regulations, to the Head of Department.

(2) The Head of Department may delegate or assign any of his or her powers or duties in terms of this Act to—

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- (a) an employee in the Department; or
- (b) the holder of a specific office or position in the Department.

(3) Despite subsection (2), the Head of Department may not delegate a power or assign a duty to a member.

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(4) A delegation or assignment referred to in subsection (1) or (2)—

- (a) must be in writing;
- (b) may be made subject to conditions;
- (c) may be withdrawn or amended in writing by the Provincial Minister or the Head of Department, as the case may be;
- (d) may permit the further delegation of that power or further assignment of that duty;
- (e) does not prevent the Provincial Minister or the Head of Department, as the case may be, from exercising that power or performing that duty; and
- (f) does not divest the Provincial Minister or the Head of Department, as the case may be, of the responsibility regarding the exercise of the delegated power or the performance of the assigned duty.

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Transitional provisions in respect of central hospitals

30. (1) Despite the repeal of the Western Cape Health Facility Boards Act by this Act, an existing central-hospital board in the Province continues to function in accordance with the provisions of that Act until the national Minister has appointed a representative central-hospital board for the hospital concerned.

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(2) Notwithstanding section 7 of the Western Cape Health Facility Boards Act, when the term of office of a member of an existing central-hospital board lapses prior to the appointment by the national Minister of a representative central-hospital board for the hospital concerned, that member may remain in office until the appointment has been made by the national Minister.

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(3) On the appointment of a representative central-hospital board by the national Minister—

- (a) the assets and liabilities of the existing central-hospital board vest in the representative central-hospital board, on condition that the assets must be utilised by the representative central-hospital board for the benefit of that board or the central hospital it serves; and
- (b) the Provincial Minister may, after consultation with the existing central-hospital board, make a determination in writing regarding any matter that may be necessary to ensure the effective functioning of the representative central-hospital board.

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Repeals and savings

31. (1) The Western Cape Health Facility Boards Act is repealed.

(2) Subject to section 30—

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- (a) a Board established under section 5 of the Western Cape Health Facilities Board Act and in existence immediately before the commencement of this Act continues to function and is regarded as having been established under section 4(1) of this Act;
- (b) the juristic identity and the rights and obligations of such a Board are not affected by the repeal of that Act; and

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- (c) any person holding an office in accordance with that Act immediately before the commencement of this Act continues in office for the term of that person's appointment and is regarded as duly appointed in terms of this Act for the unexpired portion of his or her term of office.

(3) Any proclamation, regulation, notice, order, authority, permission or document issued, promulgated, given or granted and any other action taken under the Western Cape Health Facility Boards Act is, if not inconsistent with this Act, deemed to have been issued, promulgated, given, granted or taken under this Act. 5

Short title and commencement

32. This Act is called the Western Cape Health Facility Boards and Committees Act, 2016, and comes into operation on a date determined by the Premier by proclamation in the *Provincial Gazette*. 10

(Engelse teks deur die Premier geteken)
(Bekragtig op 30 Junie 2016)

WET

Om voorsiening te maak vir die instelling, werksaamhede en prosedures van rade wat vir hospitale ingestel is en komitees wat vir primêregesondheidsorg-fasiliteite ingestel is; en om voorsiening te maak vir aangeleenthede wat daarmee in verband staan.

DAAR WORD BEPAAL deur die Provinsiale Parlement van die Wes-Kaap, soos volg:—

Woordomskrywing

1. In hierdie Wet, tensy dit uit die samehang anders blyk, beteken—
 - “**bestaande sentralehospitaal-raad**” ’n raad wat kragtens die Wes-Kaapse Wet op Gesondheidsfasiliteitsrade vir ’n sentrale hospitaal aangestel is en onmiddellik voor die inwerkingtreding van hierdie Wet bestaan;
 - “**Departement**” die provinsiale departement verantwoordelik vir gesondheidsaangeleenthede in die Provinsie;
 - “**Departementshoof**” die hoof van die provinsiale departement verantwoordelik vir gesondheidsaangeleenthede in die Provinsie;
 - “**distriksgesondheidsbestuurder**” ’n distriksgesondheidsbestuurder soos omskryf in artikel 1 van die Wes-Kaapse Wet op Distriksgesondheidsrade, 2010 (Wet 5 van 2010);
 - “**distriksgesondheidsraad**” ’n distriksgesondheidsraad soos omskryf in artikel 1 van die Wes-Kaapse Wet op Distriksgesondheidsrade, 2010;
 - “**gesondheidsfasiliteit**” ’n hospitaal of ’n primêregesondheidsorg-fasiliteit;
 - “**hierdie Wet**” ook die regulasies;
 - “**hospitaal**” ’n gebou, inrigting of plek wat deur die Provinsiale Minister ingevolge artikel 3 as ’n hospitaal aangewys is;
 - “**Komitee**” ’n komitee wat ingevolge artikel 4(4) ingestel is;
 - “**lid**” ’n lid van ’n Raad of Komitee, na gelang van die geval;
 - “**Nasionale Gesondheidswet**” die “National Health Act, 2003” (Wet 61 van 2003);
 - “**nasionale Minister**” die nasionale Minister verantwoordelik vir gesondheidsaangeleenthede;
 - “**ouditeur**” ’n persoon geregistreer as ’n ouditeur ingevolge die “Auditing Profession Act, 2005” (Wet 26 van 2005);
 - “**primêregesondheidsorg-fasiliteit**” ’n gebou, inrigting of plek wat deur die Provinsiale Minister ingevolge artikel 3 as ’n primêregesondheidsorg-fasiliteit aangewys is;
 - “**Provinsiale Minister**” die Provinsiale Minister verantwoordelik vir gesondheidsaangeleenthede in die Provinsie;
 - “**Provinsie**” die Provinsie van die Wes-Kaap;
 - “**Raad**” ’n raad wat ingevolge artikel 4(1) ingestel is;
 - “**regulasie**” ’n regulasie wat kragtens hierdie Wet gemaak is;
 - “**sentrale hospitaal**” ’n hospitaal wat as sodanig aangewys is deur die nasionale Minister kragtens die Nasionale Gesondheidswet;
 - “**verteenwoordigende sentralehospitaal-raad**” ’n raad wat deur die nasionale Minister kragtens artikel 41(4) van die Nasionale Gesondheidswet aangestel is;
 - “**voorskryf**” voorskryf by regulasie;
 - “**Wes-Kaapse Wet op Gesondheidsfasiliteitsrade**” die Wes-Kaapse Wet op Gesondheidsfasiliteitsrade, 2001 (Wet 7 van 2001).

Oogmerke van Wet

2. Die oogmerke van hierdie Wet is om voorsiening te maak vir—
- (a) die instelling van verteenwoordigende en rekenpligtige Rade en Komitees as statutêre liggame;
 - (b) responsiwiteit van die bestuur van gesondheidsfasiliteite teenoor die 5
gemeenskap en die behoeftes van pasiënte en hul gesinne;
 - (c) gemeenskapsteun vir, en -betrokkenheid by, gesondheidsfasiliteite en hul programme;
 - (d) 'n basiese stel duidelik omskrewe werksaamhede vir Rade en Komitees, wat 10
toenemend uitgebrei kan word in die openbare belang namate die vermoë van 'n Raad of Komitee toeneem; en
 - (e) oorgangsbepalings vir bestaande sentralehospitaal-rade.

Aanwysing van hospitaal of primêregesondheidsorg-fasiliteit

3. (1) Met die doel van die instelling van 'n Raad of Komitee ingevolge hierdie Wet kan die Provinsiale Minister enige gebou, inrigting of plek waar persone behandeling, 15
diagnostiese of terapeutiese ingrypings of ander gesondheidsdienste ontvang, aanwys as 'n hospitaal of primêregesondheidsorg-fasiliteit.
- (2) Die Provinsiale Minister kan 'n gebou, inrigting of plek wat deur 'n munisipaliteit geadministreer word aldus aanwys as 'n hospitaal of primêregesondheidsorg-fasiliteit 20
slegs met die instemming van—
- (a) die Provinsiale Minister verantwoordelik vir plaaslike regering; en
 - (b) die betrokke munisipaliteit.

Instelling van Rade en Komitees

4. (1) Die Provinsiale Minister moet 'n Raad instel vir elke hospitaal of groep 25
hospitale behalwe 'n sentrale hospitaal of 'n groep sentrale hospitale.
- (2) Waar 'n Raad vir 'n groep hospitale ingestel word, moet die Provinsiale Minister die groep bepaal deur die volgende in ag te neem:
- (a) die geografiese afstand tussen die hospitale;
 - (b) die grootte en verspreiding van die bevolking wat deur die hospitale bedien 30
word; en
 - (c) die diensvolumes van die hospitale.
- (3) 'n Raad is 'n regspersoon en is bevoeg om te dagvaar en gedagvaar te word en eiendom in sy eie naam te besit.
- (4) Die Provinsiale Minister moet 'n Komitee instel vir—
- (a) elke primêregesondheidsorg-fasiliteit; of
 - (b) 'n groep primêregesondheidsorg-fasiliteite, bepaal deur die Provinsiale 35
Minister.
- (5) Die maatstawwe en prosedures vir die groepering van primêregesondheidsorg-fasiliteite in die geval van 'n Komitee wat vir 'n groep primêregesondheidsorg-fasiliteite aangestel word, kan deur die Provinsiale Minister voorgeskryf word. 40
- (6) 'n Komitee is nie 'n regspersoon nie en is nie bevoeg om te dagvaar of gedagvaar te word of eiendom te besit nie.

Aanstelling van lede van Raad

5. (1) Die Provinsiale Minister moet hoogstens 14 lede in 'n Raad aanstel, met 45
inbegrip van—
- (a) persone wat die gemeenskap of gemeenskappe verteenwoordig wat bedien word deur die hospitaal waarvoor die Raad ingestel is, benoem ingevolge subartikel (4);
 - (b) minstens een persoon met tegniese kundigheid oor die sakewêreld, die reg, finansies of rekeningkunde of 'n ander vakgebied van toepassing op die 50
werksaamhede van die Raad;
 - (c) die hoof van die betrokke hospitaal of, in die geval van 'n Raad wat vir meer as een hospitaal ingestel is, minstens een van die hoofde van daardie hospitale;
 - (d) minstens een persoon wat die kliniese personeel van die betrokke hospitaal 55
verteenwoordig, benoem deur die kliniese personeel van die hospitaal, maar in die geval van 'n Raad wat vir meer as een hospitaal ingestel is, is dit nie

- nodig dat 'n persoon wat die kliniese personeel van elke betrokke hospitaal verteenwoordig, aangestel word nie;
- (e) minstens een persoon wat die niekliniese personeel van die betrokke hospitaal verteenwoordig, benoem deur die niekliniese personeel van die hospitaal, maar in die geval van 'n Raad wat vir meer as een hospitaal ingestel is, is dit nie nodig dat 'n persoon wat die niekliniese personeel van elke betrokke hospitaal verteenwoordig, aangestel word nie; en 5
- (f) in die geval van 'n Raad wat vir een of meer hospitale ingestel is waar gesondheidsberoepslui opgelei word, minstens een persoon wat die akademiese belange van elke betrokke hospitaal verteenwoordig, benoem deur die Visekanselier of Visekanseliers van die betrokke universiteit of universiteite. 10
- (2) Buiten die lede aangestel ingevolge subartikel (1) kan die Provinsiale Minister die volgende persone in 'n Raad aanstel—
- (a) 'n lid van die Provinsiale Parlement, benoem deur die parlementêre komitee betrokke by gesondheidsaangeleenthede; en 15
- (b) een of meer raadslede van die munisipale raad vir die munisipale gebied waarin die hospitaal geleë is, benoem deur die munisipale raad of 'n gesondheidsverwante komitee van die munisipale raad.
- (3) Die lede wat ingevolge subartikel (1)(a) aangestel word, moet minstens vyftig persent van die totale getal lede van die Raad uitmaak. 20
- (4) Die lede bedoel in subartikel (1)(a) moet deur 'n liggaam benoem word wat, na die mening van die Provinsiale Minister, verteenwoordigend genoeg van die belange van die betrokke gemeenskap of gemeenskappe is.
- (5) 'n Liggaam bedoel in subartikel (4)— 25
- (a) mag nie 'n politieke party wees nie;
- (b) kan die volgende wees, maar hoef dit nie te wees nie:
- (i) 'n gemeenskapsgesondheidskomitee of -forum;
- (ii) 'n gemeenskapsontwikkelingsforum;
- (iii) 'n burgerlike organisasie; 30
- (iv) 'n welsynsorganisasie;
- (v) 'n verteenwoordigende organisasie van pasiënte wat gesondheidsdienste of gesondheidsfasiliteite gebruik;
- (vi) 'n gemeenskapsgebaseerde organisasie;
- (vii) 'n nieregeringsorganisasie; of 35
- (viii) 'n verteenwoordigende organisasie van kinders, vroue, bejaardes, persone met gestremdhede of persone aan wie asiel verleen is.
- (6) Die Provinsiale Minister moet prosedures voorskryf vir die uitnodiging van benoemings beoog in subartikels (1)(a) en (4).
- (7) Waar benoemings ingevolge hierdie artikel vereis word, moet alle benoemings ontvang binne die voorgeskrewe tydperk deur die Provinsiale Minister oorweeg word voordat die tersaaklike aanstellings gemaak word. 40
- (8) Indien die Provinsiale Minister geen, of nie die vereiste hoeveelheid, benoemings ingevolge hierdie artikel ontvang nie, kan enige toepaslik gekwalifiseerde persoon as 'n lid aangestel word uit die tersaaklike kategorie vermeld in subartikel (1) of (2). 45
- (9) Die aanstellings in 'n Raad moet gedoen word met ras- en geslagsensitiwiteit en sensitiwiteit teenoor bejaardes, die jeug en persone met gestremdhede.

Aanstelling van lede van Komitee

6. (1) Die Provinsiale Minister moet hoogstens 12 lede in 'n Komitee aanstel, met inbegrip van— 50
- (a) een of meer raadslede van die munisipale raad vir die munisipale gebied waarin die primêregesondheidsorg-fasiliteit geleë is, benoem deur die munisipale raad of 'n gesondheidsverwante komitee van die munisipale raad;
- (b) lede van die gemeenskap of gemeenskappe wat bedien word deur die primêregesondheidsorg-fasiliteit waarvoor die Komitee ingestel is, benoem ingevolge subartikel (3); 55
- (c) die hoof van die betrokke primêregesondheidsorg-fasiliteit of, in die geval van 'n Komitee wat vir meer as een primêregesondheidsorg-fasiliteit aangestel is, 'n bestuurder aangewys deur die distriksgesondheidsbestuurder.
- (2) Die lede wat ingevolge subartikel (1)(b) aangestel word, moet minstens vyftig persent van die totale getal lede van die Komitee uitmaak. 60

- (3) Die lede bedoel in subartikel (1)(b) moet deur 'n liggaam benoem word wat—
- (a) na die mening van die Provinsiale Minister, voldoende verteenwoordigend van die belange van die betrokke gemeenskap of gemeenskappe is;
 - (b) nie 'n politieke party is nie, maar 'n liggaam bedoel in artikel 5(5)(b) kan wees, maar hoef nie te wees nie. 5
- (4) Die Provinsiale Minister kan prosedures voorskryf vir die uitnodiging van benoemings beoog in subartikels (1)(b) en (3).
- (5) Waar benoemings ingevolge subartikel (1)(b) en (3) vereis word, moet alle benoemings ontvang binne die voorgeskrewe tydperk deur die Provinsiale Minister oorweeg word voordat die tersaaklike aanstellings gemaak word. 10
- (6) Indien die Provinsiale Minister geen, of nie die vereiste hoeveelheid, benoemings ingevolge paragraaf (b) van subartikel (1) ontvang nie, kan enige toepaslik gekwalifiseerde persone as lede aangestel word uit die kategorie vermeld in daardie paragraaf.
- (7) Die aanstellings in die Komitee moet gedoen word met ras- en geslagsensitiwiteit 15 en sensitiwiteit teenoor bejaardes, die jeug en persone met gestremdhede.

Benoembaarheid vir aanstelling as 'n lid

7. (1) Om vir aanstelling as 'n lid te kwalifiseer, moet 'n persoon—
- (a) 'n Suid-Afrikaanse burger wees;
 - (b) ouer as 18 jaar wees; 20
 - (c) nie 'n ongerehabiliteerde insolvent wees nie;
 - (d) nie, te eniger tyd, skuldig bevind gewees het nie aan—
 - (i) 'n oortreding waarvoor hy of sy tot gevangenisstraf sonder die keuse van 'n boete gevonnissen is; of
 - (ii) diefstal, bedrog, vervalsing, die in omloop bring van 'n vervalste 25 dokument, meened, enige misdryf ingevolge die Wet op die Voorkoming en Bestryding van Korrupte Bedrywighede, 2004 (Wet 12 van 2004), of enige misdryf waarvan oneerlikheid 'n element is, hetsy in die Republiek of elders indien die optrede wat die oortreding uitmaak 'n oortreding in die Republiek sal wees; 30
 - (e) toewyding tot gemeenskapsdiens toon;
 - (f) steun vir die missie en waardes van die betrokke gesondheidsfasiliteit toon; en
 - (g) 'n hoë vlak van persoonlike integriteit en eerlikheid toon.

Ampstermyn van lede

8. (1) Lede word vir 'n tydperk van drie jaar aangestel. 35
- (2) By verstryking van die ampstermyn van 'n lid, kan daardie lid in die amp bly totdat 'n opvolger aangestel is, maar nie vir langer as ses maande nie.
- (3) Behoudens subartikel (4) is 'n lid by verstryking van sy of haar ampstermyn heraanstelbaar in 'n Raad of Komitee.
- (4) 'n Lid, behalwe 'n lid wat ingevolge artikel 5(1)(c) of 6(1)(c) aangestel is, mag nie 40 vir langer as twee opeenvolgende termyne in 'n Raad of Komitee dien nie.
- (5) Ondanks subartikel (4) kan 'n lid wat vir twee opeenvolgende termyne gedien het, heraanstellings word indien daar, na die mening van die Provinsiale Minister, buitengewone omstandighede vir heraanstelling bestaan of, in die afwesigheid van buitengewone omstandighede, na 'n onderbreking van nie minder as een jaar nie. 45

Vakatures

9. (1) Die voorsitter van 'n Raad of Komitee moet 'n amp in die Raad of Komitee onmiddellik op skrif vakant verklaar indien 'n lid—
- (a) sterf;
 - (b) sy of haar bedanking uit die amp skriftelik by die voorsitter indien; 50
 - (c) insolvent verklaar word deur 'n hof van die Republiek;
 - (d) gedurende sy of haar ampstermyn skuldig bevind word aan—
 - (i) 'n oortreding en gevonnissen word tot gevangenisstraf sonder die keuse van 'n boete; of
 - (ii) diefstal, bedrog, vervalsing, die in omloop bring van 'n vervalste 55 dokument, meened, enige misdryf ingevolge die Wet op die Voorkoming

- en Bestryding van Korrupte Bedrywighede, 2004 (Wet 12 van 2004), of enige misdryf waarvan oneerlikheid 'n element is, hetsy in die Republiek of elders indien die optrede wat die oortreding uitmaak 'n oortreding in die Republiek sal wees;
- (e) sonder verlof van die voorsitter van die Raad of Komitee afwesig is van drie opeenvolgende gewone vergaderings van die Raad of Komitee; 5
 - (f) geskors of uit die amp verwyder is kragtens artikel 24(12)(b);
 - (g) ophou om enige amp te beklee uit hoofde waarvan daardie lid in die Raad of Komitee aangestel is; of
 - (h) versuim om aan die Raad of Komitee enige direkte of indirekte persoonlike finansiële belang in 'n aangeleentheid voor die Raad of Komitee bekend te maak, en daardie lid teenwoordig is gedurende, of deelneem aan, die bespreking van of stemmery oor, daardie aangeleentheid. 10
- (2) Indien 'n lid van 'n Raad of Komitee voortdurend vergaderings van die Raad of Komitee ontwrig of versuim om sy of haar pligte te goeder trou of eerlik uit te voer, kan die Provinsiale Minister 'n ondersoek instel na die aangeleentheid en, indien daar voldoende gronde gevind word, daardie lid uit sy of haar amp verwyder en sy of haar amp vakant verklaar. 15
- (3) Die voorsitter moet binne sewe dae vandat 'n amp ingevolge subartikel (1) vakant verklaar is die Provinsiale Minister skriftelik van die vakature in kennis stel. 20
- (4) By ontvangs van kennisgewing van 'n vakature ingevolge subartikel (3) of by die verwydering van 'n lid kragtens subartikel (2) moet die Provinsiale Minister 'n ander persoon aanstel om die vakature te vul vir die onverstreke ampstermyn van die vorige ampsbekleër en, vir die toepassing van artikel 8(4), maak die onverstreke termyn 'n ampstermyn uit. 25
- (5) Vir 'n aanstelling beoog in subartikel (4) moet die Provinsiale Minister dieselfde maatstawwe toepas wat vir die aanstelling van die uittredende lid gebruik is.
- (6) In die geval dat 'n Raad of 'n Komitee versuim om vier vergaderings in 'n kalenderjaar te hou, kan die Provinsiale Minister die betrokke Raad of Komitee wanfunksioneel verklaar en 'n nuwe Raad ingevolge artikel 5 of 'n nuwe Komitee ingevolge artikel 6 aanstel. 30

Pligte van Rade

10. (1) 'n Raad moet, ten opsigte van elke hospitaal waarvoor hy ingestel is—
- (a) deelneem aan strategiese beplanning met die doel om die hospitaalbestuur van raad te bedien; 35
 - (b) die prestasie, doeltreffendheid en doelmatigheid van die hospitaal en maatreëls wat deur die hospitaalbestuur getref word om die prestasie en gehalte van diens van die hospitaal te verbeter, monitor;
 - (c) maatreëls tref om toe te sien dat die behoeftes, kwellinge en klagtes van pasiënte en die gemeenskap behoorlik deur die hospitaalbestuur aangepak word; 40
 - (d) gemeenskapsteun vir die hospitaal bevorder;
 - (e) vrywilligers aanmoedig om hul dienste aan te bied om algemene pligte vir die hospitaal uit te voer ooreenkomstig die toepaslike beleid oor vrywilligers;
 - (f) minstens een keer 'n jaar die finansiële state en jaarlikse finansiële state van die hospitaal aanvra en hersien; 45
 - (g) fondse vir die funksionering van die Raad insamel; en
 - (h) op redelike tye en in samewerking met die hospitaalbestuur, geskeduleerde besoeke aan die hospitaal aflê, sonder om die funksionering daarvan te belemmer, en konstruktiewe skriftelike terugvoering oor sodanige besoeke aan die bestuur verskaf. 50
- (2) 'n Raad moet fondse ingesamel deur 'n Komitee waarvoor hy ingevolge artikel 18(6) aangewys is tot voordeel van die betrokke primêregesondheidsorg-fasiliteit of die funksionering van die Komitee in ontvangs neem, administreer en van rekenskap gee, op die wyse voorgeskryf deur die Provinsiale Minister. 55

Bevoegdhede van Rade

11. 'n Raad kan, ten opsigte van 'n hospitaal waarvoor hy ingestel is—
- (a) raad gee en aanbevelings maak aan die Provinsiale Minister, die hospitaalbestuur, die Departementshoof of die betrokke munisipaliteit, na

- gelang van die geval, oor enige aangeleentheid wat met die verrigting van die Raad se werksaamhede verband hou;
- (b) raad gee en aanbevelings maak aan die Provinsiale Minister of die betrokke munisipaliteit, na gelang van die geval, oor die benaming of herbenaming van die hospitaal of 'n deel daarvan, met inbegrip van 'n saal of teater; 5
 - (c) inligting bekom wat hy van die hospitaalbestuur benodig, indien die inligting nie die regte van 'n pasiënt of personeellid tot privaatheid en vertroulikheid skend nie;
 - (d) afskrifte van gegenereerde roetine-vorderingsverslae by die hospitaalbestuur aanvra; 10
 - (e) opnames, vergaderings en raadplegende werksinkels in die betrokke gemeenskap of gemeenskappe hou;
 - (f) inligting aan die betrokke gemeenskap of gemeenskappe versprei oor die missie, visie, waardes, dienste, prestasie, standaarde, beleide, strategieë, behoeftes en finansiële status van die hospitaal; 15
 - (g) personeel op kontrak aanstel om die doeleindes van die Raad te dien;
 - (h) fondse of roerende eiendom skenk vir die verskaffing, verbetering of uitbreiding van dienste en geriewe, of fondse skenk vir die verkryging van roerende of onroerende bates tot voordeel van die hospitaal, op die wyse voorgeskryf deur die Provinsiale Minister; en 20
 - (i) trustfondse of Raadfondse insamel en administreer vir die doeleindes bedoel in paragraaf (g) of (h), of om uitvoering te gee aan enige ander bepaling van hierdie Wet.

Pligte van Komitees

- 12.** 'n Komitee moet, ten opsigte van elke primêregesondheidsorg-fasiliteit waarvoor hy ingestel is— 25
- (a) terugvoering versoek oor maatreëls wat deur die bestuur van die primêregesondheidsorg-fasiliteit getref is om die gehalte van diens by die fasiliteit te verbeter;
 - (b) die gemeenskap bystaan om sy behoeftes, kwellinge en klagtes doeltreffend aan die bestuur van die primêregesondheidsorg-fasiliteit te kommunikeer sodat die behoeftes, kwellinge en klagtes toepaslik aangepak kan word; 30
 - (c) gemeenskapsteun vir die primêregesondheidsorg-fasiliteit bevorder;
 - (d) op redelike tye en in samewerking met die bestuur van die primêregesondheidsorg-fasiliteit geskeduleerde besoeke aan die fasiliteit aflê, sonder om die funksionering daarvan te belemmer, en konstruktiewe skriftelike terugvoer op sodanige besoeke aan die bestuur verskaf; 35
 - (e) vrywilligers aanmoedig om hul dienste aan te bied om algemene pligte uit te voer ten opsigte van die primêregesondheidsorg-fasiliteit ooreenkomstig die toepaslike beleid oor vrywilligers; en 40
 - (f) konstruktiewe terugvoer verskaf aan die bestuur van die primêregesondheidsorg-fasiliteit ten einde dienslewering te verbeter.

Bevoegdhede van Komitees

- 13.** (1) 'n Komitee kan, ten opsigte van 'n primêregesondheidsorg-fasiliteit waarvoor hy ingestel is— 45
- (a) opnames maak en vergaderings en raadplegende werksinkels in die betrokke gemeenskap of gemeenskappe hou;
 - (b) inligting aan die betrokke gemeenskap of gemeenskappe versprei oor die missie, visie, waardes, dienste, prestasie, standaarde, beleide, strategieë, behoeftes en finansiële status van die primêregesondheidsorg-fasiliteit; 50
 - (c) raad gee en aanbevelings maak aan die Provinsiale Minister, die bestuur van die primêregesondheidsorg-fasiliteit, die Departementshoof of die betrokke munisipaliteit, na gelang van die geval, oor enige aangeleentheid wat met die verrigting van die Komitee se werksaamhede verband hou;
 - (d) inligting bekom wat hy van die bestuur van die primêregesondheidsorg-fasiliteit benodig indien die inligting nie die regte van 'n pasiënt of personeellid tot privaatheid en vertroulikheid skend nie; 55
 - (e) afskrifte van gegenereerde roetine-vorderingsverslae by die bestuur van die primêregesondheidsorg-fasiliteit aanvra; en

- (f) fondsinsamelingsbedrywighede tot voordeel van die primêregesondheidsorg-fasiliteit en die funksionering van die Komitee hou.
- (2) Alle fondse wat deur 'n Komitee ingesamel is—
 - (a) moet betaal word aan, en geadministreer word en van rekenskap gegee word deur, die Raad wat ingevolge artikel 18(6) deur die Departementshoof aangewys is, op die voorgeskrewe wyse;
 - (b) kan gebruik word slegs tot voordeel van die betrokke primêregesondheidsorg-fasiliteit of -fasiliteite of vir die funksionering van die Komitee.
- (3) Roerende eiendom wat aan die Komitee geskenk is, moet by ontvangs aan die betrokke primêregesondheidsorg-fasiliteit toegewys word, en die fasiliteit moet daarvan rekenskap gee ooreenkomstig die bate- en inventarisbestuursbeleid van toepassing op die fasiliteit.

Verandering van werksaamhede van Raad of Komitee

- 14.** (1) Behoudens subartikel (4) en enige ander wet kan die Provinsiale Minister in oorleg met 'n Raad of Komitee daardie Raad of Komitee magtig om bykomende pligte uit te voer of bykomende bevoegdhede uit te oefen indien die Provinsiale Minister rede het om te glo dat—
- (a) die Raad of Komitee die vermoë het om daardie bykomende pligte uit te voer of daardie bykomende bevoegdhede uit te oefen; en
 - (b) dit in die openbare belang sal wees vir die Raad of Komitee om dit te doen.
- (2) Die Provinsiale Minister kan na oorleg met 'n Raad of Komitee die gesag wat ingevolge subartikel (1) aan daardie Raad of Komitee gegee is om 'n bykomende plig uit te voer of 'n bykomende bevoegdheid uit te oefen, intrek indien die Provinsiale Minister rede het om te glo dat—
- (a) die Raad of Komitee nie meer die vermoë het om daardie bykomende plig uit te voer of daardie bykomende bevoegdheid uit te oefen nie; of
 - (b) dit in die openbare belang sal wees vir die Provinsiale Minister om dit te doen.
- (3) Die Provinsiale Minister kan na oorleg met 'n Raad of Komitee—
- (a) daardie Raad of Komitee vrystel van die uitvoering van 'n plig wat by artikel 10 of 12 opgelê is; of
 - (b) 'n bevoegdheid intrek wat by artikel 11 of 13 aan die Raad of Komitee verleen is.
- (4) Wanneer die Provinsiale Minister 'n bevoegdheid beoog in subartikel (1), (2) of (3) uit te oefen, moet die Provinsiale Minister na oorleg met die hoof of hoofde van die betrokke gesondheidsfasiliteit of -fasiliteite handel.

Uitvoering van pligte en uitoefening van bevoegdhede

- 15.** (1) By die uitvoering van sy pligte of uitoefening van sy bevoegdhede moet 'n Raad of Komitee handel ooreenkomstig die tersaaklike en toepaslike wette en beleid wat deur die nasionale, provinsiale of plaaslike regering gemaak is.
- (2) Die Departementshoof kan 'n Raad of Komitee versoek om 'n kwartaallikse verslag van sy bedrywighede te verskaf.
- (3) Die voorsitter van 'n Raad of Komitee moet binne twee maande voor die einde van elke kalenderjaar 'n skriftelik verslag by die Provinsiale Minister indien oor die bedrywighede van die Raad of Komitee gedurende daardie jaar.

Maatreëls vir samewerking

- 16.** (1) Die Provinsiale Minister kan maatreëls tref om samewerkende werksbetrekkinge tussen Rade, Komitees en distriksgesondheidsrade te verseker.
- (2) 'n Raad of Komitee moet sterk en samewerkende betrekkinge smee met die bestuur van die gesondheidsfasiliteit wat hy bedien.
- (3) Die hoof van 'n gesondheidsfasiliteit moet—
- (a) maatreëls tref om die Raad of Komitee by te staan in die uitvoering van sy pligte en die uitoefening van sy bevoegdhede; en
 - (b) sterk en samewerkende betrekkinge met die Raad of Komitee smee.
- (4) Indien onversoenlike verskille tussen die bestuur van 'n gesondheidsfasiliteit en die betrokke Raad of Komitee ontstaan, kan die Raad of Komitee of die hoof van die gesondheidsfasiliteit bemiddeling of arbitrasie deur die Departementshoof aanvra.

Voorsitter en ondervoorsitter

- 17.** (1) 'n Raad of Komitee moet, vanuit die lede bedoel in artikel 5(1)(a), 5(1)(b) of 6(1)(b), na gelang van die geval, 'n voorsitter en 'n ondervoorsitter verkies—
- (a) by sy eerste vergadering; en
 - (b) daarna, wanneer ook al die een of die ander amp vakant word. 5
- (2) 'n Werknemer van die Departement mag nie die voorsitter van 'n Raad wees nie.
- (3) Die voorsitter en die ondervoorsitter word vir die ampstermyn van die betrokke lid verkies.
- (4) Binne 14 dae vanaf die verkiesing van 'n voorsitter of ondervoorsitter ingevolge subartikel (1) moet die voorsitter die Departementshoof skriftelik in kennis stel van die naam en adres van die betrokke ampsbekleër. 10
- (5) Wanneer die voorsitter afwesig is van 'n vergadering van die Raad of Komitee of nie beskikbaar is nie, neem die ondervoorsitter as voorsitter waar.
- (6) Indien beide die voorsitter en ondervoorsitter afwesig is van 'n vergadering van die Raad of Komitee moet die teenwoordige lede een onder hulle verkies om as voorsitter vir daardie vergadering waar te neem. 15
- (7) Die voorsitter van 'n Raad is die rekenpligtige beampte vir daardie Raad en het die bevoegdhede en pligte voorgeskryf deur die Provinsiale Minister.
- (8) Die amp van die voorsitter of die ondervoorsitter word vakant indien die betrokke lid— 20
- (a) skriftelik bedank; of
 - (b) verwyder word deur 'n besluit van die betrokke Raad of Komitee.

Algemene steun

- 18.** (1) Die hospitaal waarvoor 'n Raad ingestel is, moet 'n lokaal vir die Raad asook die sekretariële, administratiewe en finansiële rekeningkundige steun verskaf wat die Raad benodig. 25
- (2) Indien 'n Raad vir meer as een hospitaal ingestel word, moet 'n lokaal en die sekretariële, administratiewe en finansiële rekeningkundige steun wat die Raad benodig deur een of meer van die hospitale verskaf word, soos bepaal—
- (a) by ooreenkoms tussen die hoofde van die betrokke hospitale; of 30
 - (b) deur die Departementshoof, in die afwesigheid van sodanige ooreenkoms.
- (3) Ondanks subartikels (1) en (2) kan 'n Raad uit sy fondse op die wyse voorgeskryf deur die Provinsiale Minister alternatiewe reëlins tref vir die verskaffing van 'n lokaal asook sekretariële, administratiewe en finansiële rekeningkundige steun.
- (4) Die primêregesondheidsorg-fasiliteit of -fasiliteite waarvoor 'n Komitee ingestel is, moet 'n lokaal vir die Komitee en, so ver as moontlik, die sekretariële, administratiewe en finansiële rekeningkundige steun wat die Komitee benodig, verskaf. 35
- (5) Indien 'n Komitee vir meer as een primêregesondheidsorg-fasiliteit ingestel is, moet 'n lokaal en, so ver as moontlik, sekretariële, administratiewe en finansiële rekeningkundige steun benodig deur die Komitee deur een of meer van die primêregesondheidsorg-fasiliteite verskaf word, soos bepaal— 40
- (a) by ooreenkoms tussen die hoofde van die betrokke primêregesondheidsorg-fasiliteite; of
 - (b) deur die Departementshoof, in die afwesigheid van sodanige ooreenkoms.
- (6) Die Departementshoof moet 'n Raad vir elke Komitee aanwys met die doel om die fondse ingesamel deur 'n Komitee in ontvangs te neem, te administreer en van rekenskap te gee. 45
- (7) 'n Raad aangewys ingevolge subartikel (6) moet die fondse ingesamel deur die Komitee ontvang, administreer en van rekenskap gee op die voorgeskrewe wyse.
- (8) Die Departement moet voorsiening maak vir die inlywing en opleiding van lede wat nuut aangestel is in 'n eerste ampstermyn en moet bykomende opleiding verskaf, indien nodig en toepaslik geag. 50

Skedulering van vergaderings

- 19.** (1) Die Departementshoof moet die tyd en plek vir die eerste vergadering van 'n Raad of Komitee bepaal. 55
- (2) 'n Raad of Komitee moet die tyd en plek van daaropvolgende gewone vergaderings bepaal, wat minstens een keer elke drie maande en vier keer per kalenderjaar moet plaasvind.

(3) Die voorsitter kan te eniger tyd 'n spesiale vergadering belê en moet dit doen indien skriftelik versoek deur minstens twee lede van die Raad of Komitee en die voorsitter tevrede is dat die versoek redelik is.

(4) Die voorsitter moet lede van die tyd, plek en rede vir 'n spesiale vergadering in kennis stel minstens drie werksdae voor die vergadering, behalwe waar 'n korter kennisgewingtydperk genoodsaak word deur die uitsonderlike dringendheid van die omstandighede. 5

(5) Kennisgewing van alle vergaderings van 'n Raad of Komitee moet aan die publiek bekendgemaak word.

Prosedure by vergaderings

10

20. (1) Die prosedure by 'n vergadering van 'n Raad of Komitee moet, vir sover dit nie voorgeskryf is nie, deur die Raad of Komitee bepaal word.

(2) 'n Kworum van minstens een helfte van die lede aangestel ingevolge artikel 5(1)(a) of 6(1)(b) en een helfte van die ander lede aangestel ingevolge artikel 5(1) en (2) of 6(1), na gelang van die geval, moet te eniger tyd by 'n vergadering teenwoordig wees. 15

(3) 'n Besluit van 'n Raad of Komitee behoort deur eenparigheid te wees, maar by gebrek aan eenparigheid is die besluit van 'n meerderheid van die lede teenwoordig by die vergadering die besluit van die Raad of Komitee.

(4) In die geval van 'n staking van stemme oor enige aangeleentheid het die voorsitter by die vergadering 'n beslissende stem en 'n beraadslagende stem. 20

(5) 'n Raad kan enige persoon versoek of toelaat om in 'n raadgewende hoedanigheid aan 'n vergadering van die Raad deel te neem.

(6) Die voorsitter moet toesien dat—

(a) daar behoorlike rekord gehou word van bywoning van, die notule van, en besluite aangeneem by, elke vergadering; en 25

(b) 'n afskrif van 'n rekord bedoel in paragraaf (a), onderteken deur die voorsitter, na die Departementshoof gestuur word indien die Departementshoof dit versoek.

Openbare bywoning by vergaderings

21. (1) Behoudens subartikel (2) is alle vergaderings van 'n Raad of Komitee oop vir lede van die publiek. 30

(2) Indien 'n Raad of Komitee op redelike gronde besluit dat lede van die publiek nie teenwoordig behoort te wees by 'n vergadering terwyl 'n bepaalde kwessie bespreek word nie moet die voorsitter die publiek vir die duur van daardie bespreking uit die vergadering uitsluit. 35

(3) 'n Raad of Komitee kan enige redelike middele gebruik om lede van die publiek van vergaderings van Rade of Komitees in kennis te stel.

Uitvoerende komitee

22. (1) 'n Raad of Komitee kan 'n uitvoerende komitee aanstel wat uit lede van die Raad of Komitee bestaan, waarvan minstens die helfte lede moet wees wat ingevolge artikel 5(1)(a) aangestel is in die geval van 'n Raad en artikel 6(1)(b) in die geval van 'n Komitee. 40

(2) Behoudens die opdragte van 'n Raad of Komitee en subartikels (3) en (4), kan 'n uitvoerende komitee tussen vergaderings van die Raad of Komitee alle pligte uitvoer en bevoegdhede uitoefen van die Raad of Komitee. 45

(3) 'n Uitvoerende komitee het nie die bevoegdheid om 'n besluit van die Raad of Komitee te hersien of te verander nie, behalwe vir sover die Raad of Komitee anders opdrag gee.

(4) Enige handeling wat verrig of besluit wat geneem is deur 'n uitvoerende komitee kan by die eerste vergadering van die Raad of Komitee wat volg op die handeling of besluit hersien en verander word deur die Raad of Komitee, sonder benadeling van enige persoon. 50

Spesialiskomitees

23. (1) 'n Raad of Komitee kan spesialiskomitees aanstel wat uit lede van die Raad of Komitee bestaan om namens die Raad of Komitee sekere pligte uit te voer of sekere bevoegdhede uit te oefen.

(2) Waar uitvoerende bevoegdheid aan 'n spesialiskomitee gedelegeer word, moet daar oor die mandaat, opdrag, prosedure en kworums van die spesialiskomitee ooreengekom word en moet dit deur die Raad of Komitee aangeteken word. 5

(3) 'n Spesialiskomitee van 'n Raad kan 'n persoon of persone wat nie in die Raad dien nie koöpteer om in 'n raadgewende hoedanigheid in die spesialiskomitee te dien.

(4) Enige handeling verrig of besluit geneem deur 'n spesialiskomitee kan by die eerste vergadering van die Raad of Komitee na daardie handeling of besluit deur die Raad of Komitee hersien en verander word, sonder benadeling van enige persoon. 10

Insameling en aanwending van fondse van Raad

24. (1) 'n Raad kan dienste, fondse, of eiendom ontvang met die doel om sy werksaamhede te verrig. 15

(2) 'n Raad kan fondse, eiendom of toerusting wat aan hom behoort, aanwend vir die doel om sy werksaamhede te verrig.

(3) 'n Raad kan 'n trust instel tot voordeel van 'n hospitaal wat deur hom bedien word en kan 'n trust aanvaar en administreer wat reeds ingestel is tot voordeel van 'n hospitaal wat deur hom bedien word. 20

(4) 'n Raad moet rekord hou van alle fondse deur hom ontvang en bestee en van sy bates, laste en transaksies.

(5) 'n Raad moet jaarliks, binne twee maande voor die einde van sy boekjaar, sy finansiële state vir daardie jaar by die Departementshoof indien, saamgestel volgens die verslagdoeningsraamwerk bepaal deur die Provinsiale Minister in oorleg met die Provinsiale Minister verantwoordelik vir finansies. 25

(6) 'n Ouditeur wat deur die Raad aangestel is, moet, behoudens subartikel (7), die rekords en jaarlikse finansiële state van die Raad ouditeer en moet binne twee maande vanaf ontvangs van die state bedoel in subartikel (5) 'n auditverslag by die Departementshoof en die Raad indien. 30

(7) Die Provinsiale Minister kan, na oorleg met die Departementshoof, bepaal dat 'n Raad daarvan vrygestel is om geouditeer te word.

(8) Die Provinsiale Minister moet die volgende oorweeg wanneer 'n bepaling ingevolge subartikel (7) gemaak word:

- (a) of die totale batewaarde, met inbegrip van beleggings van die Raad, in die vorige boekjaar R5 000 000 oorskry het, met sodanige bedrag wat jaarliks op 1 Maart ooreenkomstig die verbruikersprysindeks aangepas moet word; 35
- (b) die finansiële state van die Raad in die vorige boekjaar; en
- (c) of die Raad in die vorige boekjaar aan sy pligte ingevolge hierdie Wet voldoen het. 40

(9) Waar die Provinsiale Minister 'n Raad ingevolge subartikel (7) vrygestel het, moet die Raad nietemin finansiële state by die Departementshoof indien wat saamgestel is volgens die verslagdoeningsraamwerk bepaal deur die Provinsiale Minister in oorleg met die Provinsiale Minister verantwoordelik vir finansies.

(10) Die Provinsiale Minister kan vereis dat 'n Raad wat ingevolge subartikel (7) vrygestel is, geouditeer word soos uiteengesit in subartikel (6). 45

(11) Die boekjaar van 'n Raad is 'n jaar wat op 31 Maart eindig.

(12) Indien 'n Raad versuim om aan subartikel (5) of (9) te voldoen, of in die geval van enige finansiële wanbestuur deur 'n Raad, kan die Provinsiale Minister redelike regstellende stappe doen wat hy of sy nodig ag, met inbegrip van— 50

- (a) die aanstelling van 'n administrateur om die finansiële sake of bedryfsfunksies van die Raad te administreer;
- (b) die skorsing of verwydering van Raadslede uit hul amp; en
- (c) die verandering van die pligte en bevoegdhede van die Raad, ondanks artikel 14. 55

(13) Voordat die Provinsiale Minister enige regstellende stappe beoog in subartikel (12) doen, moet die Departementshoof aan die Raad 'n voldoeningskennisgewing, en afskrifte daarvan aan sy lede, uitreik wat die volgende uiteensit:

- (a) 'n beskrywing van die oortreding wat die nievoldoening uitmaak;

- (b) die stappe wat die Raad moet doen en die tydperk waarbinne daardie stappe gedoen moet word om die oortreding reg te stel; en
- (c) 'n kennisgewing aan die Raad dat indien hy versuim om enige stappe bedoel in paragraaf (b) te doen, die Departementshoof die nievoldoening na die Provinsiale Minister moet verwys om ingevolge subartikel (12) regstellende stappe te doen. 5
- (14) Indien die Raad binne die tydperk vermeld in die voldoeningskennisgewing aan die stappe bedoel in subartikel (13)(b) voldoen, moet die Departementshoof die Raad skriftelik in kennis stel van sy voldoening aan die bepalings van die voldoeningskennisgewing. 10
- (15) Indien die Raad versuim om binne die tydperk vermeld in die voldoeningskennisgewing aan enige of alle stappe bedoel in subartikel (13)(b) te voldoen—
 - (a) moet die Departementshoof, by verstryking van die tydperk vermeld in die voldoeningskennisgewing, die Provinsiale Minister skriftelik in kennis stel van die nievoldoening of gedeeltelike voldoening deur die Raad; en 15
 - (b) moet die Provinsiale Minister binne 30 dae van ontvangs van 'n mededeling oor nievoldoening of gedeeltelike voldoening die Raad skriftelik in kennis stel van sy nievoldoening of gedeeltelike voldoening aan die bepalings van die voldoeningskennisgewing. 20
- (16) Die kennisgewing beoog in subartikel (15)(b) moet die volgende vermeld:
 - (a) die voorgestelde regstellende stappe wat ingevolge subartikel (12) gedoen moet word; en
 - (b) dat die Raad daarop geregtig is om binne 14 dae van ontvangs van die kennisgewing rakende die voorgestelde regstellende stappe skriftelike versoë aan die Provinsiale Minister te rig. 25
- (17) By verstryking van die 14 dae beoog in subartikel (16)(b), of die Provinsiale Minister enige skriftelike versoë van die Raad ontvang het al dan nie, kan die Provinsiale Minister, na behoorlike oorweging van alle tersaaklike feite, met inbegrip van die Raad se gedeeltelike voldoening aan die bepalings van die voldoeningskennisgewing en enige skriftelike versoë deur die Raad, die voorgestelde regstellende stappe doen. 30
- (18) Indien 'n administrateur ingevolge subartikel (12)(a) aangestel word, moet hy of sy—
 - (a) binne ses maande van sy of haar aanstelling die Departementshoof voorsien van 'n verslag van die finansiële sake van die Raad en enige vermoedelike oortreding van 'n wetlike bepaling of onwettige handeling wat deur die Raad gepleeg is; 35
 - (b) daarna, in oorleg met die Departementshoof, 'n herstelplan vir die Raad voorberei; en
 - (c) by voltooiing van die implementering van die herstelplan, of by versuim om die herstelplan te implementeer— 40
 - (i) indien nodig, aan die Provinsiale Minister en Departementshoof 'n verlenging van die herstelplan vir 'n tydperk van hoogstens ses maande aanbeveel; of
 - (ii) die Provinsiale Minister en Departementshoof voorsien van 'n finale verslag van die finansiële sake van die Raad en enige vermoedelike oortreding van 'n wetlike bepaling of onwettige handeling wat deur die Raad gepleeg is. 45
- (19) Die Provinsiale Minister kan, na oorleg met die Departementshoof en by ontvangs van die finale verslag beoog in subartikel (18)(c)(ii), bepaal dat— 50
 - (a) die Raad in staat is om sy eie finansiële sake te administreer; of
 - (b) die Raad in staat is om sy eie finansiële sake te administreer met die bystand van 'n administrateur aangestel deur die Provinsiale Minister op sodanige verdere bepalings en voorwaardes soos bepaal deur die Provinsiale Minister.
- (20) Voordat die Provinsiale Minister 'n bepaling ingevolge subartikel (19)(b) maak, moet hy of sy die Raad skriftelik in kennis stel van sy of haar voorneme om so 'n bepaling te maak. 55
- (21) Die kennisgewing beoog in subartikel (20) moet die volgende vermeld:
 - (a) die bepaling wat die Provinsiale Minister van voorneme is om te maak; en
 - (b) dat die Raad daarop geregtig is om binne 14 dae van ontvangs van die kennisgewing skriftelike versoë rakende die voorgestelde bepaling aan die Provinsiale Minister te rig. 60

(22) By verstryking van die 14 dae beoog in subartikel (21)(b), of die Provinsiale Minister enige skriftelike vertoë van die Raad ontvang het al dan nie, kan die Provinsiale Minister, na behoorlike oorweging van alle tersaaklike feite, met inbegrip van enige vertoë deur die Raad, die voorgestelde bepaling maak.

Reis- en ander toelae

5

25. (1) Behoudens tariewe wat deur die Provinsiale Minister in oorleg met die Provinsiale Minister verantwoordelik vir finansies vasgestel word, kan 'n Raad uit sy fondse 'n lid van die Raad wat ingevolge artikel 5(1)(a) en (b) aangestel is, 'n raadgewer ingevolge artikel 20(5) of enige persoon wat gekoöpteer is om ingevolge artikel 23(3) in 'n spesialiskomitee te dien, vergoed vir— 10

(a) vervoeruitgawes tussen daardie lid, raadgewer of persoon se normale woon- of werkplek en die plek van 'n vergadering van die Raad of die betrokke spesialiskomitee; en

(b) reis- en verblyfuitgawes wat aangegaan is as gevolg van bywoning van konferensies, seminare of opleidingskursusse of ander sake van die Raad, 15 maar in die geval van konferensies, seminare en opleidingskursusse buite die Provinsie moet die skriftelike goedkeuring van die Provinsiale Minister vooraf bekom word.

(2)(a) 'n Raad mag nie sy lede vergoed vir tyd wat aan Raadsake bestee is nie.

(b) Behoudens tariewe wat deur die Provinsiale Minister in oorleg met die Provinsiale 20 Minister verantwoordelik vir finansies vasgestel word, kan 'n Raad uit sy fondse 'n raadgewer ingevolge artikel 20(5) of 'n persoon wat gekoöpteer is om ingevolge artikel 23(3) in 'n spesialiskomitee van die Raad te dien, vergoed vir tyd wat aan Raadsake bestee is.

(3)(a) 'n Lid van 'n Komitee is nie geregtig op vergoeding vir tyd wat op 25 Komiteesake bestee is nie.

(b) Behoudens tariewe wat deur die Provinsiale Minister in oorleg met die Provinsiale Minister verantwoordelik vir finansies vasgestel word, kan die Departement uit sy fondse 'n lid van 'n Komitee wat ingevolge artikel 6(1)(b) aangestel is, vergoed vir reisuittgawes wat as gevolg van bywoning van vergaderings van die Komitee aangegaan 30 is.

(4) In die geval dat die Raad onvoldoende beskikbare fondse het, en behoudens tariewe wat deur die Provinsiale Minister in oorleg met die Provinsiale Minister verantwoordelik vir finansies vasgestel word, kan die Departement uit sy fondse 'n lid van 'n Raad wat ingevolge artikels 5(1)(a) of (b) aangestel is, vergoed vir die 35 vervoeruitgawes beoog in subartikel (1)(a).

Sluiting van gesondheidsfasiliteit

26. (1) In die geval van die sluiting van 'n gesondheidsfasiliteit waarvoor 'n Raad of Komitee ingestel is, moet die Departementshoof minstens drie maande voor die sluiting en na oorleg met daardie Raad of Komitee, die Raad of Komitee skriftelik opdrag gee 40 rakende—

(a) in die geval van 'n Raad of Komitee wat slegs vir daardie gesondheidsfasiliteit ingestel is, die voorgenome sluiting van daardie fasiliteit en die ontbinding van die Raad of Komitee en, in die geval van 'n Raad, enige trust wat moontlik 45 deur die Raad ingestel is;

(b) in die geval van 'n Raad of Komitee wat vir meer as een gesondheidsfasiliteit ingestel is, enige voorgenome aanpassing van sy samestelling wat deur die sluiting van daardie gesondheidsfasiliteit genoodsaak word; en

(c) in die geval van 'n Raad wat slegs vir daardie gesondheidsfasiliteit ingestel is, die beskikking oor die bates en laste van die Raad, en enige trust wat moontlik 50 deur die Raad ingestel is.

(2) By die sluiting van 'n gesondheidsfasiliteit bedoel in subartikel (1)(a) word die Raad of Komitee wat daardie gesondheidsfasiliteit bedien en, in die geval van 'n Raad, enige trust wat moontlik deur die Raad ingestel is, ontbind, en die Departementshoof moet, indien nodig, stappe doen om uitvoering te gee aan die instruksies beoog in 55 subartikel (1)(c).

Beperking van aanspreeklikheid van lede

27. 'n Lid is nie aanspreeklik vir enigiets wat te goeder trou gedoen is in die uitvoering van 'n werksaamheid ingevolge hierdie Wet nie.

Regulasies

28. (1) Behoudens subartikel (3) moet die Provinsiale Minister regulasies maak rakende— 5

- (a) prosedures vir die benoeming van lede vir aanstelling in Rade en Komitees;
- (b) die finansiële bestuur van Rade;
- (c) die wyse waarop 'n Raad fondse of ander roerende eiendom kan skenk vir die verskaffing, verbetering of uitbreiding van dienste en geriewe, of fondse kan skenk vir die verkryging van roerende of onroerende bates tot voordeel van die hospitaal;
- (d) die bevoegdhede en pligte van die voorsitter van 'n Raad of Komitee;
- (e) die wyse waarop 'n Raad reëlings kan tref vir die verskaffing van 'n lokaal, asook sekretariële, administratiewe en finansiële rekeningkundige steun;
- (f) die wyse waarop 'n Komitee fondse wat ingesamel is tot voordeel van die primêregesondheidsorg-fasiliteit en vir die funksionering van die Komitee moet betaal aan die Raad wat ingevolge artikel 18(6) deur die Departementshoof aangewys is;
- (g) die wyse waarop 'n Raad wat ingevolge artikel 18(6) aangewys is die fondse wat deur 'n Komitee ingesamel is in ontvangs moet neem, moet administreer en van rekenskap gee;
- (h) reis- en ander toelae wat ingevolge hierdie Wet betaalbaar is;
- (i) die instelling van trusts deur Rade; en
- (j) die maatstawwe en proses vir die groepering van primêregesondheidsorg-fasiliteite met die doel om 'n Komitee vir 'n groep primêregesondheidsorg-fasiliteite in te stel.

(2) Behoudens subartikel (3) kan die Provinsiale Minister regulasies maak rakende—

- (a) prosedures vir vergaderings van 'n Raad of Komitee; en
- (b) enige ander aangeleentheid wat nodig of raadsaam kan wees om voor te skryf ten einde die oogmerke van hierdie Wet te bereik.

(3) In die geval van regulasies wat finansiële implikasies vir die staat inhou, moet die Provinsiale Minister die regulasies maak met die instemming van die Provinsiale Minister verantwoordelik vir finansies.

Delegering

29. (1) Die Provinsiale Minister kan enige van sy of haar bevoegdhede of pligte ingevolge hierdie Wet aan die Departementshoof deleger of opdra, behalwe die bevoegdheid om regulasies te maak.

(2) Die Departementshoof kan enige van sy of haar bevoegdhede of pligte ingevolge hierdie Wet deleger of opdra aan—

- (a) 'n werknemer in die Departement; of
- (b) die bekleër van 'n spesifieke amp of posisie in die Departement.

(3) Ondanks subartikel (2) mag die Departementshoof nie aan 'n lid 'n bevoegdheid deleger of 'n plig opdra nie.

(4) 'n Delegasie of opdrag bedoel in subartikel (1) of (2)—

- (a) moet op skrif wees;
- (b) kan behoudens voorwaardes gemaak word;
- (c) kan skriftelik deur die Provinsiale Minister of die Departementshoof, na gelang van die geval, ingetrek of gewysig word;
- (d) kan die verdere delegasie van daardie bevoegdheid of verdere opdrag van daardie plig toelaat;
- (e) verhoed nie die Provinsiale Minister of die Departementshoof, na gelang van die geval, om daardie bevoegdheid uit te oefen of daardie plig uit te voer nie; en
- (f) ontnem nie die Provinsiale Minister of die Departementshoof, na gelang van die geval, van die verantwoordelikheid rakende die uitoefening van die gedelegeerde bevoegdheid of die uitvoering van die opgedraagde plig nie.

Oorgangsbepalings ten opsigte van sentrale hospitale

30. (1) Ondanks die herroeping by hierdie Wet van die Wes-Kaapse Wet op Gesondheidsfasiliteitsrade, gaan 'n bestaande sentralehospitaal-raad in die Provinsie voort om te funksioneer ooreenkomstig die bepalinge van daardie Wet totdat die nasionale Minister 'n verteenwoordigende sentralehospitaal-raad vir die betrokke hospitaal aangestel het. 5

(2) Ondanks artikel 7 van die Wes-Kaapse Wet op Gesondheidsfasiliteitsrade, wanneer die ampstermyn van 'n lid van 'n bestaande sentralehospitaal-raad verval voor die aanstelling deur die nasionale Minister van 'n verteenwoordigende sentralehospitaal-raad vir die betrokke hospitaal, kan daardie lid in die amp bly totdat die aanstelling deur die nasionale Minister gemaak is. 10

(3) By die aanstelling van 'n verteenwoordigende sentralehospitaal-raad deur die nasionale Minister—

(a) vestig die bates en laste van die bestaande sentralehospitaal-raad in die verteenwoordigende sentralehospitaal-raad op voorwaarde dat die bates deur die verteenwoordigende sentralehospitaal-raad aangewend moet word tot voordeel van daardie raad of die sentrale hospitaal wat hy bedien; en 15

(b) kan die Provinsiale Minister na oorleg met die bestaande sentralehospitaal-raad 'n skriftelike bepaling maak rakende enige aangeleentheid wat nodig kan wees om die doeltreffende funksionering van die verteenwoordigende sentralehospitaal-raad te verseker. 20

Herroeping en voorbehoude

31. (1) Die Wes-Kaapse Wet op Gesondheidsfasiliteitsrade word herroep.

(2) Behoudens artikel 30—

(a) gaan 'n Raad ingestel kragtens artikel 5 van die Wes-Kaapse Wet op Gesondheidsfasiliteitsrade en wat onmiddellik voor die inwerkingtreding van hierdie Wet bestaan, voort om te funksioneer en word die Raad geag ingestel te wees kragtens artikel 4(1) van hierdie Wet; 25

(b) word die regsidentiteit en die regte en verpligtinge van so 'n Raad nie deur die herroeping van daardie Wet geraak nie; en 30

(c) gaan enige persoon wat ooreenkomstig daardie Wet onmiddellik voor die inwerkingtreding van hierdie Wet 'n amp beklee, voort in die amp vir die termyn van daardie persoon se aanstelling en word die persoon geag behoorlik aangestel te wees ingevolge hierdie Wet vir die onverstreke gedeelte van sy of haar ampstermyn. 35

(3) Enige proklamasie, regulasie, kennisgewing, bevel, magtiging, toestemming of dokument wat uitgereik, gepromulgeer, gegee of verleen en enige ander handeling verrig kragtens die Wes-Kaapse Wet op Gesondheidsfasiliteitsrade word geag, indien nie onbestaanbaar met hierdie Wet nie, kragtens hierdie Wet uitgereik, gepromulgeer, gegee, verleen of verrig te wees. 40

Kort titel en inwerkingtreding

32. Hierdie Wet heet die Wes-Kaapse Wet op Rade en Komitees vir Gesondheidsfasiliteite, 2016, en tree in werking op 'n datum wat die Premier by proklamasie in die *Provinsiale Koerant* bepaal.

(Uxwebhu lwesiNgesi lutyikitywe yiNkulumbuso)
(Wamkelwe ngowama-30 Juni 2016)

UMTHETHO

Lo mthetho uyilwayo ulungiselelwe ukuseka, imisebenzi, amagunya neenkqubo zeebhodi ezimiselwe izibhedlele neekomiti ezimiselweyo zamaziko ezempilo onyango olusisiseko; kunye nokulungiselela imiba enxulumene noko.

NGOKO KE KUWISWA UMTHETHO yiPalamente yeNtshona Koloni, ngolu hlobo lulandelayo:—

Inkcazo-magama

1. Kulo Mthetho naliphi na igama elinikwe intsingiselo lihlala linaloo ntsingiselo liyinikeyo ngaphandle kwalapho indlela elisetyenziswe ngayo igama linika enye intsingiselo— 5

“**umphicothi**” uthetha umntu obhalise njengomphicothi ngokoMthetho i-*Auditing Profession Act, 2005* (uMthetho 26 ka-2005);

“**iBhodi**” ithetha iBhodi yesibhedlele esekwe ngokwecandelo 4(1);

“**isibhedlele esikhulu**” sithetha isibhedlele esibalelwa ukuba sisibhedlele esikhulu ngokwecandelo lama-35 lomthetho i-*National Health Act* nguMphathiswa wesizwe onoxanduva lwemicimbi yezempilo; 10

“**IKomiti**” ithetha iKomiti yeziko lempilo leenkonzongonyango olusisiseko esekwe ngokwecandelo (4);

“**ISebe**” lithetha isebe lephondo elinoxanduva lwemicimbi yezempilo kwiPhondo; 15

“**IBhunga lezeMpilo leSithili**” lithetha iBhunga leMpilo leSithili ngokwendlela echazwe kwicandelo 1 lomthetho i-*Western Cape District Health Councils Act, 2010* (uMthetho 5 ka-2010);

“**umphathi wezempilo wesithili**” uthetha umphathiswa wezempilo wesithili njengeko kuchaziwe kwicandelo 1 lomthetho i-*Western Cape District Health Councils Act, 2010*; 20

“**ibhodi emileyo yesibhedlele esikhulu**” ithetha ibhodi ngokwendlela echazwe phantsi kwecandelo 5 lomthetho i-*Western Cape Health Facility Boards Act* yesibhedlele esikhulu; 25

“**INTloko yeSebe**” ithetha intloko yesebe onoxanduva lwemicimbi yezempilo kwiPhondo;

“**iziko lempilo**” lithetha isibhedlele okanye iziko lempilo elineenkonzongonyango olusisiseko;

“**isibhedlele**” sithetha isakhiwo, iziko okanye indawo emiselwe njengesibhedlele nguMphathiswa wePhondo ngokwecandelo 3; 30

“**ilungu**” lithetha ilungu leBhodi okanye leKomiti, njengoko kunjalo;

“**INational Health Act**” ithetha i-*National Health Act, 2003* (uMthetho 61 ka-2003);

“**uMphathiswa wesizwe**” uthetha uMphathiswa wesizwe onoxanduva lwemicimbi yezempilo; 35

“**ukumisela**” kuthetha ukumisela ngokommiselo;

“**iziko lempilo leenkonzongonyango ezisisiseko**” lithetha isakhiwo, iziko okanye indawo emiselwe njengeziko lempilo nguMphathiswa wePhondo ngokwecandelo 3;

“**IPhondo**” lithetha iPhondo leNtshona Koloni; 40

“**UMphathiswa wePhondo**” uthetha uMphathiswa wePhondo onoxanduva lwemicimbi yezempilo kwiPhondo;

“**ummiselo**” uthetha ummiselo owenzwe phantsi kwalo mthetho;
 “**ibhodi yabameli yesibhedlele esikhulu**” ithetha ibhodi enyulwe nguMphathiswa wesizwe phantsi kwecandelo 41(4) lomthetho i*National Health Act*;
 “**lo Mthetho**” uquka nemimiselo;
 “**iWestern Cape Health Facility Boards Act**” ithetha i*Western Cape Health Facility Boards Act, 2001* (uMthetho 7 ka-2001). 5

Injongo yalo Mthetho

2. Injongo zalo mthetho kukulungiselela—

- (a) ukumisela abameli neeBhodi kunye neeKomiti njengamaqumrhu omthetho;
- (b) ukukwazi kwabaphathi bamaziko empilo ukukhawulelana noluntu kunye neemfuno zezigulane neentsapho zazo; 10
- (c) inkxaso yoluntu, ukubandakanyeka kwalo kumaziko empilo kunye neenkqubo zawo;
- (d) iiBhodi zempilo neKomiti inikwe imisebenzi esisiseko ecacisiweyo, enokumana isandiswa ngokwezinto eziphambili ezifunwa luluntu njengoko umsebenzi weBhodi okanye oweKomiti uya usanda; kunye 15
- (e) nemimiselo yethutyana yeebhodi esezikho zezibhedlele ezikhulu.

UkuChongwa kwesibhedlele okanye iziko lempilo leenkono ezisisiseko

3. (1) Ngokweenjongo zokumisela kweBhodi okanye kweKomiti ngokwalo Mthetho, uMphathiswa wePhondo uya kuchonga njengesibhedlele okanye iziko lempilo nasiphi isakhiwo, iziko okanye indawo apho abantu baye bafumane unyango khona, apho kukho iinkqubo zohlolo ukufumanisa ngezigulo nangonyango okanye kwenziwe nezinye iinkono zonyango. 20

(2) UMphathiswa wePhondo uya kuchonga njengesibhedlele okanye iziko lempilo elineenkono ezisisiseko isakhiwo, iziko okanye indawo emiselwe ngumasipala ekwenza oko kuphela ngokwesivumelwano— 25

- (a) noMphathiswa wePhondo ojongene norhulumente wommandla; kunye
- (b) nomasipala ochaphazelekayo.

Ukusekwa kweeBhodi neeKomiti

4. (1) UMphathiswa wePhondo uya kumisela iBhodi yesibhedlele okanye iqela lezibhedlele ngaphandle kwezibhedlele ezikhulu okanye iqela lezibhedlele ezikhulu. 30

(2) Apho iBhodi yeqela lezibhedlele iya kumisela khona, uMphathiswa wePhondo uya kumisela iqela enike ingqalelo—

- (a) umgama ophakathi kwezibhedlele ngokweendawo ezimi kuzo;
- (b) ubukhulu nobungakanani babantu abancedwa kwezi zibhedlele; kunye 35
- (c) nobungakanani beenkonzo ezenziwa ezibhedlele.

(3) IBhodi ngumntu osemthethweni onokufaka isimangalo okanye amangalelwe ngegama layo.

(4) UMphathiswa wePhondo uya kumisela iKomiti—

- (a) iziko lempilo elineenkono zonyango olusisiseko; kunye 40
- (b) neqela lamaziko empilo aneenkonzo zonyango olusisiseko, amiselwe nguMphathiswa wePhondo.

(5) Imigaqo neenkqubo ezilandelwayo zokuhlenganisa amaziko empilo aneenkonzo zonyango olusisiseko kwimeko apho iKomiti ithe yatyunjelwa ukujongana namaziko empilo aneenkonzo zonyango olusisiseko iya kumisela nguMphathiswa wePhondo. 45

(6) IKomiti asingomntu womthetho kwaye akanako ukumangalela okanye amangalelwe okanye onepropathi egameni lakhe.

Ukutyunjwa kwamalungu eBhodi

5. (1) UMphathiswa wePhondo kufuneka amisele iBhodi enamalungu angekho ngaphezu kwesine kodwa angadluli kumalungu ali-14, kuqukwa— 50

- (a) abantu abamele uluntu okanye iindawo ezahlukeneyo zoluntu oluncedwa kwesi sibhedlele emiselwe sona iBhodi, etyunjwe ngokwecandelwana (4);
- (b) ubuncinane ibe ngumntu omnye onobungcali kwezomsebenzi, kwezomthetho, ezemali okanye kwezinye iindawo ezinxulumene nemisebenzi yeBhodi;

- (c) intloko yesibhedlele esichaphazelekayo okanye, kwimeko apho iBhodi imiselwe ukujongana nezibhedlele eziliqela, makuphume intloko ibenye kwiintlo kwezo zibhedlele ubuncinane;
- (d) ubuncinane mayibe ngumntu omnye omele abasebenzi bezonyango emiselwe bona iBhodi, atyunjwe ngabasebenzi bezonyango besibhedlele, kodwa kwimeko apho iBhodi imiselwe ukujongana bezibhedlele eziliqela, kodwa akukho mfuneko yokuba kutyunjwe umntu omele abasebenzi bezempilo kwisibhedlele ngasinye esichaphazelekayo; 5
- (e) ubuncinane ngumntu omnye omele abasebenzi abangengobanyangi abasebenza esibhedlele esimiselwe sona iBhodi, okhethwa ngabasebenzi abangengobanyangi, kodwa kwimeko yokumiselwa kweBhodi ejongene nezibhedlele eziliqela akukho mfuneko yokuba kutyunjwe umntu omele abasebenzi abangengobanyangi kwisibhedlele ngasinye; kunye 10
- (f) nakwimeko apho iBhodi imiselwe isibhedlele esinye okanye izibhedlele eziliqela iingcali zabasebenzi ziye ziqeqeshwe, ubuncinane umntu omnye omele iimfuno eziphambili ezinxulumene nemfundo kwisibhedlele ngasinye esichaphazelekayo, otyunjwe liSeleka-Ngqonyela okanye ngaMasekela-Ngqonyela eyunivesithi okanye eeyunivesithi ezichaphazelekayo. 15
- (2) Ukwangeza kumalungu atyunjwe ngokwecandelwana (1) uMphathiswa wePhondo uya kunyulela kwiBhodi— 20
- (a) ilungu lePalamente yePhondo limisele ikomiti yepalamente ejongene nemiba yempilo; kunye
- (b) uceba omnye okanye ooceba abaninzi bebhunga likamasipala lendawo kamasipala enesibhedlele, amiselwa libhunga likamasipala okanye ikomiti echaphazelekayo yezempilo yebhunga laloo masipala. 25
- (3) Amalungu amiselwe ngokwecandelwana (1)(a) aya kuba namalungu eBhodi akumlinganiselo wamashumi amahlanu eepesenti ewonke.
- (4) Amalungu ekubhekiselelwa kuwo kwicandelwana (1)(a) aya kumiselwa liqumrhu eliya kuthi ngokwembono yoMphathiswa wePhondo libe nabameli abaya kuzifezekisa ngokupheleleyo iimfuno eziphambili zoluntu okanye zeendawo zoluntu oluchaphazelekayo 30
- (5) Iqumrhu ekubhekiselelwa kulo kwicandelwana (4)—
- (a) aliya kuba ngumbutho wezopolitiko;
- (b) liya kuthi, nangani kunganyanzelekanga ukuba libe—
- (i) yikomiti okanye iforam yezempilo yoluntu; 35
- (ii) yiforam yophuhliso loluntu;
- (iii) ngumbutho wezokuhlala;
- (iv) ngumbutho wezentlatlontle;
- (v) ngumbutho omele izigulane ezisebenzisa inkonzo yezempilo okanye amaziko empilo; 40
- (vi) ngumbutho osekwe eluntwini;
- (vii) ngumbutho ongekho kurhulumente; okanye
- (viii) ngumbutho omele abantwana, amabhinqa, abantu abadala, abantu abakhubazekileyo okanye iimbacu.
- (6) UMphathiswa wePhondo uya kukhupha imigaqo eyalelayo yokwenziwa kwezimemelelo zokutyumba njengoko kuchaziwe kumacandelwana (1)(a) no-(4). 45
- (7) Apho kufuneka kutyunjwe khona ngokweli candelo, onke amagama aphakanyiselwe ukutyunjwa afumanekileyo kwisithuba esimiselweyo aya kunikwa ingqalelo nguMphathiswa wePhondo ngaphambi kokuba kwenziwe inkqubo efanelekileyo yokutyumba. 50
- (8) Ukuba uMphathiswa wePhondo uthe akafumana magama aphakanyiselwe ukutyunjwa okanye angonelanga afunekayo ngokweli candelo, nawuphi umntu oselungelweni nofanelekileyo uya kutyunjwa njengelungu etyunjwa kwisigaba esimiselweyo nesichazwe kwicandelwana (1) okanye (2).
- (9) Ukutyunjelwa ukuba kwiBhodi kuya kwenziwa kuthatyathelwe ingqalelo uhlanga nesini kwanabantu abadala, ulutsha kwanabantu abakhubazekileyo. 55

Ukumiselwa kwamalungu ekomiti

6. (1) UMphathiswa wePhondo uya kumisela iKomiti engayi kuba namalungu angaphantsi kwamathathu kodwa angabi ngaphezu kwali-12, kuqukwa—

- (a) uceba omnye okanye ooceba abaninzi bebhunga likamasipala lendawo kamasipala enesibhedlele, amiselwa libhunga likamasiapala okanye ikomiti echaphazelekayo yezempilo yebhunga laloo masipala;
- (b) amalungu oluntu okanye eendawo zoluntu oluncedwa liziko lempilo elineenkonzon zonyango olusisiseko ngokubhekiselele kwindawo elikulo iziko lempilo elineenkonzon zonyango oluphambili elimiselwe lona uluntu, atyunjwe ngokwecandelwana (3); kunye 5
- (c) nentloko yeziko elichaphazelekayo lempilo elineenkonzon zonyango oluphambili okanye, kwimeko apho iKomiti imiselwe ukujongana neziko lempilo elineenkonzon zonyango oluphambili, umanejala wesithilana sezonyango apho limi khona iziko lempilo elineenkonzon zonyango olusisiseko. 10
- (2) Amalungu atyunjwe ngokwecandelwana (1)(b) aya kuba namalungu eKomiti akumlinganiselo wamashumi amahlanu eepesenti ewonke.
- (3) Amalungu ekubhekiselelwa kuwo kwicandelwana (1)(b) aya kutyunjwa liqumrhu elithe— 15
- (a) ngokwembono yoMphathiswa wePhondo libe nabameli abaya kuzifizekisa ngokupheleleyo iimfuno eziphambili zoluntu okanye zeendawo zoluntu oluchaphazelekayo;
- (b) aliyi kuba ngumbutho wezopolitiko, kodwa lingalilo, nangani kunganyanzelekanga ukuba libe liqumrhu ekubhekiselelwe kulo kwicandelo 5(5)(b). (4) UMphathiswa wePhondo uya kukhupha imigaqo eyalelayo yokwenziwa kwezimemelelo zokutyumba njengoko kuchaziwe kumacandelwana (1)(b) nele (3). 20
- (5) Apho kufuneka kutyunjwe khona ngokwecandelo (1)(b), onke amagama aphakanyiselwe ukutyunjwa afumanekileyo kwisithuba esimiselweyo aya kunikwa ingqalelo nguMphathiswa wePhondo ngaphambi kokuba kwenziwe inkqubo efanelekileyo yokutyumba. 25
- (6) Ukuba uMphathiswa wePhondo uthe akafumana magama aphakanyiselwe ukutyunjwa okanye angenelanga afunekayo ngokwecandelo (b) wecandelwana (1), nabaphi na abantu abafanelekileyo baya kutyunjwa njengamalungu, betyunjwa kwisigaba esimiselweyo nesichazwe kula mhlathi. 30
- (7) Ukonyulelwa kwiKomiti makwenziwe ngokukekelele kwisini nohlanga kwakunye nokukekelele kwabadala, ulutsha nabantu abakhubazekileyo.

Ukulungela ukuba sesikhundleni kwelungu

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7. (1) Ukuze abe umntu ukulungele ukuba sesikhundleni njengelungu kufuneka abe—

- (a) ungummi waseMzantsi Afrika;
- (b) ngaphezulu kwiminyaka eli-18 ubudala;
- (c) akakho matyaleni angahlawulekiyo; 40
- (d) akazange, nangaliphi na ixesha, afunyaniswe—
- (i) enetyala awakhe waligwetyelwa ngokuvallelwa entolongweni engasinikwanga isohlwayo; okanye
- (ii) ebuseleni, ubuqhetseba, ukukhohlisa, lithethe inkohliso ngamaxwebhu, lifunge ubuxoki, libe likwanalo naliphi na ityala ngokwe*Prevention and Combating of Corrupt Activities Act, 2004* (uMthetho 12 ka-2004), okanye linalo naliphi ityala ngenxa yokungathembeki kwalo, nokuba kukwiRiphabliki yoMzantsi Afrika okanye ngaphandle kwiRiphabliki, ukuba oku kuziphatha bekuya kuba lityala kwiRiphabliki; 45
- (e) ubonakalisa ukuzinikela kwinkonzo yoluntu; 50
- (f) ubonakalisa inkxaso kumnqophiso neempawu zentsulungeko zeziko lezempilo elichaphazelekayo; kunye
- (g) nokubonakalisa imfezeko nentembeko enkulu.

Ixesha lokuba sesikhundleni kwamalungu

8. (1) Amalungu atyunjelwa ukuba sesikhundleni isithuba seminyaka emithathu 55
- (2) Lakuba liphelile ixesha lokuba sesikhundleni kwelungu, elo lungu liya kuba sesikhundleni kude kutyunjwe umntu oya kungena esikhundleni salo, kodwa zingendluli iinyanga ezinthandathu.

(3) Ngokuxhomekeke kwicandelwana (4), ilungu linako ukutyunjelwa kwiBhodi okanye kwiKomiti lakuba liphelile ixesha lalo lokuba libe sesikhundleni.

(4) Ilungu, ngaphandle kwelungu elityunjwe ngokwecandelo 5(1)(c) okanye 6(1)(c), liya kusebenza kwiBhodi okanye kwiKomiti izihlandlo ezilandelelanyo eziya kuba ngaphezulu kezibini. 5

(5) Nangona kuchazwa kwicandelwana (4), ilungu elisebenze izihlandlo ezilandelelanayo ezibini liya kuphinda lityunjwe kwakhona ukuba kuthe ngokwembono yoMphathiswa wePhondo kubekho iimeko ezibaluleke ngokukodwa ukuba lityunjwe kwakhona okanye, xa kungekho meko zibaluleke ngokukodwa, emva kokuba likhe lanqumama ixesha elingabanga ngaphantsi konyaka omnye. 10

Izikhundla

9. (1) USihlalo weBhodi okanye weKomiti uya kuthi ngokukhawuleza abhalele iBhodi okanye kwiKomiti isibhengezo esichaza ukuba isikhundla njengesingenamntu xa lithe ilungu—

(a) lasweleka; 15

(b) lithe lakwazisa ukurhoxa kwalo kusihlalo ngembalelwano;

(c) lisematyaleni angahlawulekiyo yinkundla yeRiphabliki;

(d) lithe ngexesha lisesikhundleni lachaphazeleka—

(i) lafunyaniswa linetyala lize ligwetyelwe intolongo lingasinikwanga sohlwayo; okanye 20

(ii) ebuseleni, ubuqhetseba, ukukhohlisa, lithethe inkohliso ngamaxwebhu, lifunge ubuxoki, libe likwanalo naliphi na ityala ngokwe*Prevention and Combating of Corrupt Activities Act, 2004*, (uMthetho 12 ka-2004), okanye linalo naliphi ityala ngenxa yokungathembeki kwalo, nokuba kukwiRiphabliki yoMzantsi Afrika okanye ngaphandle kwiRiphabli- 25

khi, ukuba oku kuziphatha bekuya kuba lityala kwiRiphabliki;

(e) alibangakho kwiintlanganiso ezintathu zilandelelana libe lingekho kwikhefu elimiselwe yiBhodi okanye yiKomiti; 30

(f) linqunyanyiwe okanye lirhoxisiwe kwisikhundla salo phantsi kwecandelo 24(12)(b);

(g) liyayeka esikhundleni elalinyulelwe sona yiBhodi okanye kwiKomiti; okanye

(h) lisilele ukuchaza kwiBhodi okanye kwiKomiti layo nayiphi indlela eliyingenisa ngayo imali, aliwandlalanga umcimbi onjalo ngokungqalileyo okanye ngokungqalanga kwiBhodi okanye kwiKomiti, kwaye elo lungu kufuneka libekho xa, okanye lithathe inxaxheba kwiingxoxo, okanye xa 35

kuvotelwa lo mcimbi.

(2) Ukuba ilungu leBhodi okanye leKomiti liziphazamisa rhoqo iintlanganiso zeBhodi okanye ezeKomiti, okanye liyasilela ukwenza umsebenzi walo ngokuzimisela nangokuthembeka, uMphathiswa wePhondo uya kuqhuba uphando ngaloo mcimbi kwaye, ukuba akho amagunya afanelekileyo, uya kulirhoxisa elo lungu esikhundleni aze 40 asibhengeze njengesingenamntu isikhundla salo.

(3) Kwisithuba seentsuku ezisixhenxe zokubhengeza isithuba ngokwecandelwana (1), usihlalo uya kubhalela uMphathiswa wePhondo amazise ngesithuba eso.

(4) Uya kuthi akuba esifumene isaziso ngesithuba ngokwecandelwana (3), okanye ngokurhoxiswa kwelungu ngokwecandelo (2), uMphathiswa wePhondo uya kunyula 45 omnye umntu, elandela kwinkqubo efanayo naleyo yayilandelwe xa kwakunyulwa eli lungu likhutshwayo, lungu elo liya kuba sesikhundleni selungu elimkileyo ixesha elingayi kuphelelwa, kwaye ngokweenjongo zecandelo 8(4), kwakukho isithuba ngexesha ebelingene ngalo esikhundleni.

(5) Ngokweenjongo zokutyumba okuchazwe kwicandelwana (4) uMphathiswa 50 wePhondo uya kusebenzisa imigaqo efanayo eyayisetyenzisiwe yokutyumba ilungu elingena kwisikhundla selungu elirhoxisiweyo.

(6) Xa iBhodi okanye iKomiti ithe yasilela ukuya kwiintlanganiso ezine ngokwekhalenda yonyaka, uMphathiswa wePhondo uya kuyibhengeza iBhodi okanye iKomiti echaphazelekayo njengengasebenzi kakuhle aze amisele iBhodi entsha 55 ngokwecandelo 5 okanye iKomiti entsha ngokwecandelo 6.

Imisebenzi yeeBhodi

- 10.** (1) IBhodi iya kuthi ngokuphathelele kwisibhedlele ngasinye emiselwe sona—
- (a) ithathe inxaxheba kucwangciso-qhinga ngenjongo yokunika abalawuli besibhedlele iingcebiso;
 - (b) ikhangele ukuba ingaba isibhedlele sisebenza ngokufanelekileyo, ngokukuko namanyathelo athatyathwa ngabalawuli besibhedlele ukuphucula indlela yokusebenza nomgangatho wenkonzo yesibhedlele; 5
 - (c) ithabathe amanyathelo okuqinisekisa ukuba iimfuno, izinto ezixhalabisayo nezikhalazo zezigulane nezoluntu ziqwalaselwa ngokukuko ngabalawuli besibhedlele; 10
 - (d) ukumilisela inkxaso yesibhedlele luluntu;
 - (e) ukukhuthaza amavoluntiya ukuba anikele ngeenkonzo zawo zokwenza imisebenzi ngokubanzi esenzela isibhedlele, oko ekwenza ngokomgaqo-nkqubo ophathelelene namavolontiya;
 - (f) ukwenza isicelo nokuphonononga kube kanye ngonyaka iingxelo zemali neengxomali-zemali zonyaka zesibhedlele; 15
 - (g) ukunyusa ingxowa-mali yokusebenza yeBhodi; nokuba
 - (h) ithi ngokusebenzisana nabalawuli besibhedlele indwendwele isibhedlele, kodwa kungabikho luphazamiseko kwimisebenzi yaso, kwaye inike ingxelo ebhaliweyo eyakhayo ngondwendwelo olo kubalawuli. 20
- (2) IBhodi inokwamkela, ilawule kwaye iphendule ngengxowa-mali eyenziwe yiKomiti emiselwe yona ngokwecandelo 18(6) elungiselelwe unyango olusisiseko lweziko elichaphazelekayo okanye ukusebenza kweKomiti, ngendlela emiselwe nguMphathiswa wePhondo.

Amagunya eeBhodi

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- 11.** IBhodi iya kuthi, ngokubhekiselele kwisibhedlele emiselwe sona—
- (a) icebise yenze iziphakamiso kuMphathiswa wePhondo, kulawulo lwesibhedlele, kwiNtloko yeSebe, okanye kumasipala ochaphazelekayo, ngokwaloo meko, ngayo nayiphi indlela ewenza ngayo imisebenzi yayo iBhodi; 30
 - (b) icebise yenze iziphakamiso kuMphathiswa wePhondo okanye kumasipala ochaphazelekayo, ngokwaloo meko, malunga nokuthiywa okanye ukuthiywa ngokutsha kwesibhedlele okanye inxalenye kuqukwa iwodi okanye ithiyetha;
 - (c) ifumana nayiphi into efuna ukuyazi kubalawuli besibhedlele, ukuba ngaba olo lwazi lufunekayo aluwanyhashi amalungele ezigulane okanye awabasebenzi okugcinwa kwengcombolo zabo ziyimfihlelo zikhuselekile; 35
 - (e) yenza iinkqubo zophando, iintlanganiso neendibano ezixhobisa ngolwazi kuluntu okanye kwiindawo zoluntu oluchaphazelekayo;
 - (f) ihambisa ulwazi eluntwini okanye kwiindawo zoluntu oluchaphazelekayo, umnqophiso, umbono, iimpawu zentsulungeko, iinkonzo, umsebenzi, umgangatho, imigaqo-nkqubo, iimfuno nobume bezimali zesibhedlele; 40
 - (g) iqesha abasebenzi ngokwekhontrakthi ukuze baphumeze iinjongo zeBhodi;
 - (h) inikele ngemali okanye ngempahla enokuphakamiseka ukubonelela, ukuphucula, okanye ukwandisa iinkonzo nezinto zolonwabo, okanye ukunikela ngemali ukuze kuthengwe iimpahla ezinokuphakamiseka okanye ezingenakuphakamiseka eziya kunceda isibhedlele, oko kusenzeka ngokwendlela emiselwe nguMphathiswa wePhondo; 45
 - (i) yenze ingxowa-mali ize ilawule imali yetrasti okanye imali yeBhodi ngeenjongo ekubhekiselelwa kuzo kumhlathi (h) okanye (i), okanye yenze isebenze nayiphi imimiselo yalo Mthetho; 50

Imisebenzi yeeKomiti

- 12.** IKomiti iya kuthi, ngokubhekiselele kwiziko ngalinye emiselwe lona—
- (a) icele ingxelo malunga namanyathelo athatyathiweyo ngabalawuli beziko lonyango olusisiseko okuphucula umgangatho wenkonzo kwiziko; 55
 - (b) incedise uluntu ukuba luzichaze iimfuno, inkxalabo nezikhalazo zalo kwabezolawulo lweziko lezempilo elineenkonzo zonyango olusisiseko ukuze ezo mfuno, inkxalabo nezikhalazo ziqwalaselwe ngokufanelekileyo;
 - (c) imilisele ukuxhaswa kweziko lezempilo elineenkonzo zonyango ezisisiseko;

- (d) ithi ngokusebenzisana nabalawuli besibhedlele indwendwele isibhedlele, kodwa kungabikho luphazamiseko kwimisebenzi yaso, kwaye inike ingxelo ebhaliweyo eyakhayo ngondwendwelo olo kubalawuli;
- (e) amavolontiya ukuba anikele ngeenkonzelo zawo zokwenza imisebenzi ngokubanzi esenzela isibhedlele, oko ekwenza ngokomgaqo-nkqubo ophathelelene namavolontiya; kunye 5
- (f) nokunika ingxelo esulungekileyo kubalawuli beziko lezempilo elineenkonzelo ezisisiseko ukuphucula ukwenziwa kweenkonzo.

Amagunya eeKomiti zeziko lonyango olusisiseko

13. (1) IKomiti iya kuthi ngokuphathelelene neziko lonyango olusisiseko emiselwe lona— 10

- (a) yenze uphando, ihlale iintlanganiso yenze neendibano zokuxhobisana ngolwazi kuluntu okanye kwiindawo zoluntu oluchaphazelekayo;
- (b) ihambise ulwazi oluphethelelene nomnqophiso, umbono, iimpawu zentsulungeko, iinkonzo, umsebenzi, imigangatho, imigaqo-nkqubo, izicwangciso-qhinga, iimfuno nobume bezezimali zeziko lezempilo elineenkonzelo zonyango olusisiseko kuluntu okanye kwiindawo zoluntu oluchaphazelekayo; 15
- (c) icebise kwaye yenze iziphakamiso kuMphathiswa wePhondo, kubalawuli beziko lonyango olusisiseko, kwiNtloko yeSebe okanye kumasipala ochaphazelekayo, ngokwaloo meko, ngawo nawuphi umba ophathelelene nendlela yokwenziwa kwemisebenzi yeKomiti; 20
- (d) ifumane naluphi ulwazi olufunwa lulawulo okanye abalawuli beziko lempilo elineenkonzelo zonyango olusisiseko, ukuba olo lwazi aluwanyhashi amalungelo ezigulane okanye awabasebenzi ngokugcina imicimbi yabo iyimfihlo kwaye isekhusini; 25
- (e) iyalele abalawuli beziko lonyango olusisiseko ukuba likhuphe iikopi eziphathelelene neengxela ngenkqubela yemisebenzi eyenziwayo neyathi yasungulwa; kunye
- (f) inyuse ingxowa-mali eya kusetyenziswa liziko lonyango olusisiseko nasekusebenzeni kweKomiti. 30

(2) Yonke imali eyenziwe yiKomiti—

- (a) iya kuhlululwa, ilawulwe kwaye kuphendule ngemali kwiBhodi emiselwe yiNtloko yeSebe ngokwecandelo 18(6), ngendlela emiselweyo;
- (b) iya kusetyenziswa kuphela ukunceda iziko okanye amaziko onyango olusisiseko achaphazelekayo okanye ekusebenzeni kweKomiti. 35

(3) Impahla enokuphakamiseka engumnikelo kwiKomiti iya kwabiwa yakufunyanwa liziko lonyango olusisiseko elichaphazelekayo kwaye liziko elo eliya kuphendula, oko likwenza ngokwemigaqo-nkqubo emiselwe ukulawulwa kweempahla noluhlu lwezinto kwiziko.

Ukutshintsha-tshintsha kwemisebenzi yeBhodi okanye yeKomiti 40

14. (1) Ngokuxhomekeke kwicandelwana (4) nawo nawiphi omnye umthetho, uMphathiswa wePhondo uya kuthi akuba ebonisene neBhodi okanye neKomiti agunyazise iBhodi okanye iKomiti ukuba yenze imisebenzi eyongezelelweyo okanye isebenzise amagunya ongezelelweyo, xa kuthe ngokwesizathu athe uMphathiswa wePhondo wabona ukuba— 45

- (a) iBhodi okanye iKomiti ukuba inako ukuyenza loo imisebenzi yongezelelweyo okanye ukusebenzisa loo magunya ongezelelweyo; kunye
- (b) nokuba kuya kuxhomekeka kumdla wabantu wokuba uMphathiswa wePhondo angakwenze oko.

(2) UMphathiswa wePhondo uya kuthi emva kokubonisana neBhodi okanye neKomiti, alirhoxise igunya ebelinikwe iBhodi okanye iKomiti ngokwecandelwana (1) lokuba yenze imisebenzi eyongezelelweyo okanye isebenzise igunya elongezelelweyo, xa kuthe ngokwesizathu athe uMphathiswa wePhondo wabona ukuba—

- (a) iBhodi okanye iKomiti ayinakuwenza umsebenzi owongezelelweyo okanye ayinakulisebenzisa igunya; okanye 55
- (b) nokuba kuya kuxhomekeka kumdla wabantu wokuba uMphathiswa wePhondo angakwenze oko.

- (3) UMphathiswa wePhondo uya kuthi akuba ebonisene neBhodi okanye neKomiti—
 (a) ayikhulule iBhodi okanye iKomiti ekubeni yenze imisebenzi ibimiselwe ukuba iyenze ngokwecandelo 10 okanye 12; okanye
 (b) arhoxise igunya ekubhekiselelwe kulo kwicandelo 11 okanye 13 ngokumayela neBhodi okanye neKomiti. 5
- (4) Xa esebenzisa igunya elichazwe kwicandelwana (1), (2) okanye (3), uMphathiswa wePhondo uya kuwasebenzisa emva kokubonisana nentloko okanye neentloko zeziko okanye zamaziko achaphazelekayo empilo.

Ukwenziwa kwemisebenzi nokusetyenziswa kwamagunya

15. (1) Xa kusenziwa imisebenzi okanye xa kusetyenziswa amagunya, iBhodi okanye iKomiti iya kusebenza ngokwemithetho echaphazelekayo nesetyenziswayo yezempilo kunye nomgaqo-siseko owenziwe ngurhulumente wesizwe, owephondo okanye owommandla. 10
- (2) INTloko yeSebe iya kucela iBhodi okanye iKomiti ukuba ingenise ingxelo ephathelelene neenkqubo zayo. 15
- (3) Usihlalo weBhodi okanye weKomiti uya kwisithuba seenyanga ezimbini ekupheleni konyaka ngamnye wekhalenda, angenise ingxelo ebhaliweyo kuMphathiswa wePhondo ngemisebenzi yeBhodi okanye yeKomiti ngaloo nyaka.

Amanyathelo eNtsebenziswano

16. (1) UMphathiswa wePhondo uya kuthabatha amanyathelo okuqinisekisa ubudlelane bentsebenziswano phakathi kweBhodi, iiKomiti namabhunga ezithili zempilo. 20
- (2) IBhodi okanye iKomiti iya kwenza kubekho ubudlelane bentsebenziswano eluqilima kunye nolawulo lwelo ziko lempilo ilisebenzelayo.
- (3) INTloko yeziko lempilo iya— 25
- (a) kuthabathela amanyathelo iBhodi okanye iKomiti echaphazelekayo ukuba yenze imisebenzi yayo okanye isebenzise amagunya ayo; kunye
- (b) nokuqinisa ubudlelane bentsebenziswano kunye neBhodi okanye neKomiti echaphazelekayo.
- (4) Ukuba isonjululwe iyantlukwano ethe yakho phakathi kwabalawulo beziko lezempilo kunye neBhodi okanye neKomiti echaphazelekayo, iBhodi okanye iKomiti okanye intloko yeziko lezempilo iya kucela iNtloko yeSebe ukuba ingenelele okanye ilamle. 30

USihlalo nasekela sihlalo

17. (1) IBhodi okanye iKomiti iya kuthi phakathi kwamalungu ekubhekiselelwe kuwo kwicandelo 5(1)(a) okanye 6(1)(b), ngokwaloo meko, inyule usihlalo kunye nasekela sihlalo— 35
- (a) kwintlanganiso yokuqala; kunye
- (b) nokuya kuthi kwenziwe, nokuba sesiphi kwezo zikhundla esishiyeka singenamntu. 40
- (2) Umsebenzi weSebe akayi kunyulwa njengosihlalo weBhodi.
- (3) Usihlalo kunye nasekela sihlalo batyunjelwa esikhundleni ixesha le-ofisi lelungu ekuthethwa ngalo.
- (4) Kwisithuba seentsuku ezili-14 zenkqubo yokutyumba usihlalo okanye usekela sihlalo ngokwecandelwana (1), usihlalo uya kuyazisa iNtloko yeSebe ngembalelwano ngegama nedilesi yegosa elichaphazelekayo elichaphazelekayo. 45
- (5) Ukuba usihlalo akakho entlanganisweni yeBhodi okanye eyeKomiti okanye akafumaneki, usekela sihlalo uya kubamba njengosihlalo.
- (6) Ukuba usihlalo kunye nasekela sihlalo abakho entlanganisweni yeBhodi okanye eKomiti, amalungu akhoyo aya kunyula omnye kwelo nani alilo ukuba abambe njengosihlalo kuloo ntlanganiso. 50
- (7) Usihlalo weBhodi ligosa lengxelo laloo Bhodi kwaye uya kuba namagunya nemisebenzi emiselwe nguMphathiswa wePhondo.
- (8) I-ofisi kasihlalo okanye usekela sihlalo ayibinamntu ukuba ilungu ekuthethawa nagalo— 55
- (a) libeka phantsi iintambo ngembalelwano; okanye
- (b) liyasuswa ngesigqibo seBhodi okanye iKomiti ekuthethwa ngayo.

Inkxaso ngokubanzi

18. (1) Isibhedlele emiselwe sona iBhodi siya kwalatha indawo, iofisi yonobhala, inkxaso kwezolawulo nakwezemali ezimiselwe yiBhodi.

(2) Ukuba iBhodi iye yamiselwa ukuba ijongane nezibhedlele eziliqela, indawo neofisi yonobhala, inkxaso kwezolawulo nakwezemali iya kunikwa sisibhedlele okanye zizibhedlele eziliqela njengoko kumiselwe— 5

(a) ngokwesivumelwano esiphakathi kweentloko ezibhedlele ezichaphazelekayo; okanye

(b) iNtloko yeSebe, xa singekho isivumelwano esinjalo.

(3) Nangona ngokwamacandelwana (1) nele-(2), iBhodi iya kwenza amanye amalungiselelo aphahelelene nendawo, iofisi yonobhala, inkxaso kwezolawulo nakwimali evela engxoweni yayo oko kusenziwa ngendlela emiselwe nguMphathiswa wePhondo. 10

(4) Iziko lonyango olusisiseko emiselwe kulo iKomiti liya kukunika indawo eya kusetyenziswa yiKomiti kwaye kukho imfuneko enkulu yokuba iKomiti ibe ne-ofisi yonobhala, inkxaso yezolawulo nokuphendula ngemali. 15

(5) Ukuba iKomiti imiselwe ukujongana namaziko empilo aneenkonzo zonyango oluphambili aliqela, indawo kukho imfuneko enkulu yokuba kubekhona unobhala, inkxaso kwezolawulo nophicotho zincwadi efunwa yiKomiti neya kwenziwa liziko elinye okanye amaziko aliqela ezempilo aneenkonzo zonyango oluphambili, njengoko kumiselwe— 20

(a) ngokwesivumelwano esiphakathi kweentloko zamaziko onyango olusisiseko achaphazelekayo; okanye

(b) iNtloko yeSebe, xa singekho eso sivumelwano.

(6) INtloko yeSebe iya kumisela iBhodi yeKomiti nganye ngokweenjongo zokwamkela, ilawule kwaye iphendule ngemali eyenziwe yiKomiti. 25

(7) IBhodi emiselwe ngokwecandelwana (6) iya kwamkela, ilawule kwaye iphendule ngemali eyenziwe yiKomiti ngendlela emiselweyo.

(8) ISebe liya kuqeqesha lifundise amalungu alo amatsha aqeshiweyo kwisigaba sokuqala sokuba sesikhundleni eofisini kwaye makubonelelwe ngoqeqesho olongezelelweyo ukuba luthatyathwa luyimfuneko kwaye lufanelekile. 30

Ukumisela iintlanganiso

19. (1) INtloko yeSebe iya kumisela ixesha nendawo yentlanganiso yokuqala yeBhodi okanye yeKomiti.

(2) IBhodi okanye iKomiti iya kumisela ixesha nendawo yentlanganiso yezinye iintlanganiso zesiqhelo ezilandelayo eziya kuhlala kube kanye kwinyanga ezintathu kanye ngonyaka. 35

(3) Usihlalo uya kuthi nangaliphi na ixesha abize iintlanganiso yesikhawu, kwaye uya kukwenza oko xa eceliwe ngembalelwano ngamalungu eBhodi okanye eKomiti amabini ubuncinane, xa athe wakubona oko kufanelekile. 40

(4) Usihlalo uya kuwazisa amalungu ngexesha, indawo nesizathu sokubizwa kwentlanganiso yesikhawu ubuncinane kwisithuba seentsuku ezintathu zomsebenzi ngaphambi kokuba ihlale kwintlanganiso leyo, ngaphandle kwaxa kufuneka ibizwe ngesiqophe iintlanganiso ngokubangelwa ziimeko ezingxamisekileyo.

(5) Isaziso sazo zonke iintlanganiso zeBhodi okanye iKomiti mazenziwe zivuleleke eluntwini yiBhodi okanye iKomiti ekuthethwa ngayo. 45

Inkqubo elandelwayo ezintlanganisweni

20. (1) Inkqubo elandelwayo entlanganisweni yeBhodi kufuneka ithi, njengoko ingagunyaziswanga, imiselwe yiBhodi okanye yiKomiti.

(2) Ikhoram enamalungu angayi kuba ngaphantsi kwesiqingatha samalungu amiselwe ngokwecandelwana 5(1)(a) okanye 6(1)(b) kwaye esinye isiqingatha samanye amalungu atyunjwa ngokwecandelo 5(1) no (2) lecandelo 6(1), njengoko kunjalo, kulindeleke ukuba abekho entlanganisweni nangaliphi ixesha. 50

(3) Isigqibo seBhodi okanye seKomiti siya kwenziwa ngokufikelela kwisivumelwano, kodwa xa singafikelelanga isininzi samalungu ebekho entlanganisweni kwisivumelwano, eso sivumelwano kufikelelwe kuso iya kuba sisigqibo seBhodi okanye seKomiti. 55

(4) Xa kuye kwakho ukulingana ngokweevoti kuwo nawuphi umbandela, usihlalo kuloo ntlanganiso uya kongeza eyakhe ivoti ukuze kuthathwe isigqibo.

(5) IBhodi iya kunika umyalelo okanye inike imvume nawuphi na umntu osikhundleni sokuba ngumcebisi athabathe inxaxheba kwiintlanganiso.

(6) Usihlalo uya kuqinisekisa ukuba—

(a) iyagcinwa irekhodi egqibeleleyo yamalungu abekho entlanganisweni, amanqaku entlanganiso nezisombululo ekugqitywe ngazo, kuzo zonke iintlanganiso; kunye

(b) nekopi yerekhodi ekubhekiselwe kuyo kumhlathi (a), ityikitywe ngusihlalo, ithunyelwe kwiNtloko yeSebe, ukuba iNtloko yeSebe ithe yayifuna.

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Iintlanganiso ezivulelekele noluntu

21. (1) Ngokuxhomekeke kwicandelwana (2), zonke iintlanganiso zeBhodi zivulelekile eluntwini.

(2) Ukuba iBhodi okanye iKomiti ithe ngezizathu ezifanelekileyo yagqiba ekubeni uluntu malungathabathi nxaxheba kwintlanganiso xa kuxoxwa ngomba othile, usihlalo akayi kulubandakanya uluntu entlanganisweni ngexesha laloo ngxoxo.

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(3) IBhodi okanye iKomiti iya kusebenzisa nayiphi na into ebona ifanelekile, ukwazisa uluntu ngeentlanganiso zeBhodi okanye zeKomiti

Ikomiti elawulayo

22. (1) IBhodi okanye iKomiti iya kuseka ikomiti elawulayo enamalungu eBhodi okanye eKomiti, ekuya kubakho kuwo ubuncinane isiqingatha samalungu anyulwe ngokwecandelo 5(1)(a) xa iyiBhodi nangokwecandelo 6(1)(b).

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(2) Ngokuxhomekeke kwimigaqo yeBhodi okanye yeKomiti kunye necandelwana

(3) nele (4), ikomiti elawulayo iya kwenza yonke imisebenzi kwaye isebenzise onke amagunya eBhodi okanye eKomiti phakathi kweentlanganiso zeBhodi okanye zeKomiti.

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(3) IKomiti elawulayo ayinawo amagunya okumisela okanye okwenza nasiphi na isigqibo seBhodi okanye seKomiti, ngaphandle kwaxa iBhodi okanye iKomiti ikwalathile oko.

(4) Naliphi inyathelo okanye isigqibo esithatyathiweyo yikomiti elawulayo siya kuthi kwintlanganiso yokuqala yeBhodi okanye yeKomiti elandela emva kwelo nyathelo okanye eso sigqibo, siphononongwe yiBhodi okanye yiKomiti size silungiswe kungagatywanga nawuphi na umntu.

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IiKomiti ezizodwa

23. (1) IBhodi okanye iKomiti iya kuseka iikomiti ezizodwa eziya kuba namalungu eBhodi okanye eKomiti aya kwenza imisebenzi ethile okanye asebenzise amagunya athile egameni leBhodi okanye leKomiti.

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(2) Xa igunya lolawulo linikwe ikomiti eyodwa, umyalelo, imimiselo ekubhekiselelwa kuyo, inkqubo neekhoram zekomiti eyodwa kufuneka kuya kuvunyelwana ngazo zishicilelwe yiBhodi okanye yiKomiti.

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(3) Ikomiti eyodwa yeBhodi iya kutyumba umntu okanye abantu abangasebenzi kwiBhodi ukuba basebenze kwikomiti njengabacebisi.

(4) Naliphi inyathelo elithatyathiweyo okanye isigqibo esithatyathiweyo yikomiti eyodwa, siya kuthi kwintlanganiso yokuqala yeBhodi okanye iKomiti emva kwelo nyathelo kweso sigqibo, kuphononongwa okanye sitshintshwe yiBhodi okanye iKomiti kungakhethwanga mntu utheni.

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Ukunyusa ingxowa-mali yeBhodi nokusetyenziswa kwayo

24. (1) IBhodi iya kufumana iinkonzo, imali, oovimba bokugcina okanye izixhobo ngeenjongo zokufezekisa imisebenzi yayo.

(2) IBhodi iya kuyisebenza imali, oovimba okanye izixhobo ezinikwe ngeenjongo zokwenza imisebenzi yayo.

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(3) IBhodi iya kuseka iqumrhu eliya kujongana nemali eya kuba luncedo kwiziko lempilo esebenzela lona kwaye iya kwamkela ize ilawule elo qumrhu lakuba lisekiwe ukuze lincede iziko lempilo esebenzela lona.

(4) IBhodi iya kugcina zonke iirekhodi zemali ezifumeneyo nezichithileyo neempahla.

(5) IBhodi iya kuthi rhoqo kwisithuba seenyanga ezimbini zokuphela konyaka-mali, ingenise kwiNtloko yeSebe iingxelo zemali zonyaka ezihlanganiswe ngokwesikhokelo soniko-ngxelo esimiselwe nguMphathiswa wePhondo ebonisene noMphathiswa wePhondo wezemali. 5

(6) UMphicothi zincwadi onyulwe yiBhodi uya kuthi ngokwecandelwana (7), enze uphicotho kwiirekhodi nakwiingxelo zonyaka zemali zeBhodi athumele ingxelo yophicotho kwiNtloko yeSebe nakwiBhodi echaphazelekayo kwisithuba seenyanga ezimbini zifumanekile iingxelo ekubhekiselelwa kuzo kwicandelwana (5). 10

(7) UMphathiswa wePhondo uya kuthi emva kokubonisana neNtloko yeSebe amisele ukuba iBhodi ixolelwe ekuphicothweni.

(8) UMphathiswa wePhondo uya kuqwalasela oku kulandelayo kuba iBhodi xa esenza isindululo ngokwecandelwana (7):

(a) ukuba ngaba lilonke ixabiso lee-asethi kuqukwa nemali eselugcinweni yeBhodi egqithileyo kuma-R5 000 000 kumnyaka-mali odlulileyo, kunye nesixamali esinjalo siza kuhlengahlengiswa rhoqo ngonyaka ngowo-1 Matshi ngokuhambelana neSalathisi seXabiso loMthengi; 15

(b) iingxelo zemali zeBhodi zomnyaka-mali odlulileyo; kunye

(c) nokuba iBhodi yayenza imisebenzi yayo ngokwalo Mthetho kumnyaka-mali odlulileyo. 20

(9) Apho uMphathiswa wePhondo aye wayixolela iBhodi ngokwecandelwana (7), iBhodi iya kuthi nokuba kunjalo ingenise kwiNtloko yeSebe iingxelo zemali ezenziwe ngokwesikhokelo soniko ngxelo esimiselwe nguMphathiswa wePhondo ebonisene noMphathiswa wePhondo wemali. 25

(10) UMphathiswa wePhondo uya kumisela iBhodi exolelweyo ngokwecandelwana (7) kuba iphicothwe njengoko kuchaziwe kwicandelwana (6).

(11) Unyaka-mali weBhodi ngunyaka ophela ngomhla wama-31 kuMatshi.

(12) Ukuba iBhodi iyasilela ukuthobela icandelwana (5) okanye (9), okanye apho iBhodi iye yanamagingxigingxi ekuphatheni imali, uMphathiswa wePhondo uya kumisela amanyathelo olungiso awabona efanelekile, aquka— 30

(a) ukuqeshwa komlawuli ukuze alawule imicimbi yemali okanye imisebenzi eyenziwayo yiBhodi;

(b) ukunqunyanyiswa okanye ukurhoxiswa kwamalungu eBhodi esikhundleni; kunye 35

(c) nokutshintshwa kwemisebenzi namagunya eBhodi, nangona kumiselwe kwicandelo 14.

(13) Ngaphambi kokuba athabathe amanyathelo olungiso akhankanywe kwicandelwana (12), uMphathiswa wePhondo, iNtloko yeSebe iya kukhuphela amalungu eBhodi isaziso neekopi ezigunyazisa ukufezekiswa kwemisebenzi njengoko inikiwe— 40

(a) inkcazelo ephathelele ekunxaxheni kwimimiselo kuqukwa nokusilela ukwenza imisebenzi ngemfezeko;

(b) amanyathelo amiselwe iBhodi ukuba iwalandele kwanexesha apho la manyathelo aya kuthi alungise oko kunxaxhwe kuko; kunye

(c) nokwazisa iBhodi ukuba isilele ekuthabatheni amanyathelo akhankanywe kumhlathi (b) iNtloko yeSebe iya kugqithisela kuMphathiswa wePhondo olo nxaxho ukuze ibe nguye othabatha amanyathelo olungiso ngokwecandelwana (12). 45

(14) IBhodi iyakhawulelana nawo onke amanyathelo akhankanyiweyo kwicandelwana (13)(b) kwisithuba esikhankanyiweyo kwisaziso sothobelo, iNtloko yeSebe iya kuyazisa iBhodi ngembalelwano malunga nokuthobela kwayo ngokwesaziso sokuthobela. 50

(15) Ukuba iBhodi iyasilela ukuthobela naliphi na inyathelo kumanyathelo onke ekubhekiselelwa kuwo kwicandelwana (13)(b) kwisithuba esikhankanywe kwisaziso sothobelo— 55

(a) iNtloko yeSebe iya kuthi ekupheleni kwexesha elichazwe kwisaziso sothobelo, imazise uMphathiswa wePhondo ngembalelwano ngesizathu sokunxaxha okanye ukungathobeli ngokupheleleyo kweBhodi; kunye

(b) nokuthi uMphathiswa wePhondo athi kwiintsuku ezingama-30 esifumene isaziso sonxaxho okanye ukungathobeli ngokupheleleyo kweBhodi ngembalelwano malunga nokunxaxha okanye ukungathobeli ngokupheleleyo ngokwendlela ekhankanywe kwisaziso sothobelo. 60

- (16) Isaziso esikhankanywe kwicandelwana (15)(b) iya kuchaza—
- (a) amanyathelo aphakanyisiweyo olungiso aya kuthatyathwa ngokwecandelwana (12); kwaye
 - (b) ukuba iBhodi inelungelo lokwenza ulwandlalo phambi koMphathiswa wePhondo kwisithuba seentsuku ezi-14 sifunyenwe isaziso esiphathelele kumanyathelo aphakanyisiweyo olungiso. 5
- (17) Zakuphela iintsuku ezili-14 ezichazwe kwicandelwana (16)(b), ukuba uMphathiswa wePhondo uyifumene akayifumana ingcaciso ngembalelwano evela kwiBhodi, uMphathiswa wePhondo uya kuthi emva kokuqwalasela onke amanqaku afanelekileyo kuquka nokungathobeli ngokupheleleyo kweBhodi, athabathe amanyathelo olungiso aphakanyisiweyo 10
- (18) Ukuba umlawuli uye waqeshwa ngokwecandelwana (12)(a), uya kuthi—
- (a) kwisithuba seenyanga ezintandathu eqeshiwe, angenise kwiNtloko yeSebe ingxelo emalunga nemicimbi yemali yeBhodi nazo naziphi na izenzo ezikrokelwayo zonxaxho kwimimiselo esemthethweni okanye ukwenza isenzo solwaphulo-mthetho seBhodi echaphazelekayo 15
 - (b) emva koko, iya kuthi ibonisene neNtloko yeSebe, yenze isicwangciso sokulungisa seBhodi echaphazelekayo; kunye
 - (c) nokuthi sakuba sigqityiwe isicwangciso sokulungisa, okanye ukuphumeza isicwangciso sokulungisa— 20
 - (i) ukuba kufanelekile, kungenziwa isiphakamiso kuMphathiswa wePhondo neNtloko yeSebe sokuba kwandiswe isicwangciso sokulungisa esiya kuthatha isithuba seenyanga ezintandathu; okanye
 - (ii) kungeniswe kuMphathiswa wePhondo nakwiNtloko yeSebe ingxelo egqibeleleyo yemicimbi yemali yeBhodi kunye nalo naluphi na unxaxho kummiselo womthetho okanye isenzo esingekho mthethweni esenziwe yiBhodi. 25
- (19) UMphathiswa wePhondo uya kuthi emva kokubonisana neNtloko yeSebe akufumana ingxelo egqibeleleyo echazwe kwicandelwana (18)(c)(ii), nguye oya kubona ukuba— 30
- (a) iBhodi inako ukulawula imicimbi yayo yemali; okanye
 - (b) iBhodi inako ukulawula imicimbi yayo yemali ngoncedo lomlawuli omiselwe nguMphathiswa wePhondo ngokuphathelelene ngemiqathango nemimiselo njengoko kumiselwe nguMphathiswa wePhondo.
- (20) Ngaphambi kokuba uMphathiswa wePhondo enze isindululo ngokwecandelwana (19)(b), uya kuyazisa iBhodi ngembalelwano ngeenjongo zakhe zokuba enze eso sindululo. 35
- (21) Isaziso esikhankanywe kwicandelwana (20) siya kuchaza—
- (a) isindululo sokuba uMphathiswa wePhondo abe nenjongo yokwenza; kunye
 - (b) nokuba iBhodi inelungelo lokwenza ingcaciso ebhaliweyo kuMphathiswa wePhondo kwisithuba seentsuku ezili-14 isifumene isaziso esimalunga nesindululo esenziweyo. 40
- (22) Ukuphela kweentsuku ezili-14 ezikhankanywe kwicandelwana (21)(b), ukuba ingaba uMphathiswa wePhondo uyifumene okanye akayifumananga ingcaciso ebhaliweyo evela kwiBhodi, uMphathiswa wePhondo uya kuthu emva kokuqwalasela onke amanqaku afanelekileyo kuquka nayo nayiphi na ingcaciso eyenziwe yiBhodi, enze isindululo 45

Imfanelo zohambo nezimayela noko

- 25.** (1) Ngokuxhomekeke kwixabiso elimiswe nguMphathiswa wePhondo, ebonisene noMphathiswa wePhondo wezemali, iBhodi ingathatha kwimali yayo ibuyekeze ilungu leBhodi, elatyunjwa ngokwecandelo 5(1)(a) no(b), umcebisi ngokwecandelo 20(5), okanye nawuphi na umntu owatyunjwa njengelungu eliya kusebenza kwikomiti eyodwa ngokwecandelo 23(3) mayela—
- (a) neendleko zothutho phakathi kwendawo elihlala, okanye elisebenza kuyo ilungu, umcebisi okanye umntu kunye nendawo ebanjelwe kuyo intlanganiselo yeBhodi okanye yekomiti echaphazelekayo; kunye 55
 - (b) neendleko zohambo neemfanelo zokuphila ezithe zadaleka ngenxa yokuya kwiinkomfa, iisemina okanye kwiinkqubo zoqeqesho zeBhodi, kodwa xa iinkomfa, iisemina neenkqubo zoqeqesho zingaphaya kwemida yePhondo yoMzantsi Afrika, kuya kufumaneka imvume kuMphathiswa wePhondo. 60

(2) (a) IBhodi ayiyi kuwabuyekeza amalungu ayo ngexesha elichithelwe kwizinto zomsebenzi weBhodi.

(b) Ngokuxhomekeke kwixabiso elimiswe nguMphathiswa wePhondo ebonisene noMphathiswa wePhondo wezemali, iBhodi ingathatha kwimali yayo ibuyekeze umcebisi ngokwecandelo 20(5) okanye nawuphi na umntu owatyunjwa njengelungu eliya kusebenza kwikomiti eyodwa ngokwecandelo 23(3), ngexesha elichithwe emsebenzini weBhodi. 5

(3) (a) Ilungu leKomiti alinalungelo lokubuyekwezwa ngexesha elilichithele emsebenzini weKomiti.

(b) Ngokuxhomekeke kwixabiso elimiswe nguMphathiswa wePhondo ebonisene noMphathiswa wePhondo wezemali, iSebe lingathatha kwingxowamali yalo libuyekeza ilungu leKomiti elatyunjwa ngokwecandelo 6(1)(b) iindleko zohambo ezenzeke ngokuya ezintlanganisweni zeKomiti. 10

(4) Xa iBhodi ingenamali yaneleyo, ize ithi ngokuxhomekeke kwixabiso elimiselwe nguMphathiswa wePhondo ebonisene noMphathiswa wezemali, iSebe lingathatha kwingxowamali yalo libuyekeza ilungu leBhodi elingekabikho lungelweni lokubuyekwezwa ngeendleko zalo liSebe ngenxa yokuba sesikhundleni ekubhekiselelwa kuso kumacandelo 5(1)(c), (d), (e) okanye (f), zohambo ezikhankanyiweyo kwicandelwana (1)(a). 15

Ukuvalwa kweziko lempilo

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26. (1) Xa lithe lavalwa iziko lempilo yiBhodi okanye yiKomiti emiselwe lona, iNtloko yeSebe iya kuthi kwisithuba seenyanga ezintathu ubuncinane ngaphambi kokuvalwa kwalo nasemva kokuba ibonisene neBhodi okanye neKomiti, iyalele iBhodi okanye iKomiti ngembalelwano malunga—

- (a) nemeko apho ithe iBhodi okanye iKomiti eyayimiselwe ukujongana nelo ziko lempilo kuphela, kuthe injongo yokuvalwa kwalo ziko nokuchithwa kweBhodi okanye iKomiti kunye, naxa iBhodi yayisungule nayiphi na itrasti; 25
- (b) naxa iBhodi okanye iKomiti eyayimiselwe ukujongana namaziko empilo angaphezulu kwelinye, nakuphi na ukutshintshwa okucetywayo ngolwakhwiwo lwayo olubangelwa kukuvalwa kwelo ziko; kunye 30
- (c) naxa iBhodi eyayimiselwe kuphela elo ziko lempilo, ukutshithiswa kweempahla namatyala eBhodi, okanye nayiphi na itrasti eyayisungulwe yiBhodi.

(2) Xa kuvalwa iziko lempilo ekubhekiselelwa kulo kwicandelwana (1)(a), iBhodi okanye iKomiti ejongene nelo ziko lempilo, apho itrasti eyayisungulwe yiBhodi ithe yatshithiswa, iNtloko yeSebe iya kuthi, xa kukho imfuneko, ithabathe amanyathelo okuba kuqaliswe ukusetyenziswa imiyalelo echazwe kwicandelwana (1)(c). 35

Imimiselo yexeshana ngokubhekiselele kwizibhedlele ezikhulu

27. Ilungu alinaxanduva layo nayiphi na into ethe yenziwa ngentembeko ekwenzeni umsebenzi ngokwalo Mthetho. 40

Imimiselo

28. (1) Ngokuxhomekeke kwicandelo (3), uMphathiswa wePhondo uya kwenza imimiselo ephathelele—

- (a) neenkqubo zokutyunjwa kwamalungu aya kunyulwa asebenze kwiiBhodi nakwiiKomiti; 45
- (b) nolawulo lwemali yeeBhodi;
- (c) indlela ethi iBhodi yenze isibonelelo ngayo okanye enye iimpahla enokushukumiseka yokubonelela, ukuphucula okanye ukwandisa iinkonzo ukuphucula, okanye ukwandisa iinkonzo nezinto zolonwabo, okanye ukunikela ngemali ukuze kuthengwe iimpahla ezinokuphakamiseka okanye ezingenakuphakamiseka eziya kunceda isibhedlele; 50
- (d) amagunya nemisebenzi kasihlalo weBhodi okanye weKomiti;
- (e) indlela ethi iBhodi enokuthi yenze ngayo amalungiselelo endawo, kunye nenkxaso kwi-ofisi yonobhala, ulawulo nakwezemali;
- (f) indlela emiselwe iKomiti ekuhlawuleni imali eyenzelwe ukuxhasa iziko lonyango olusisiseko nokusebenza kweKomiti kwiBhodi emiselwe yiNtloko yeSebe ngokwecandelo 18(6); 55

- (g) indlela ethi imiselwe ngayo iBhodi ngokwecandelo 18(6) ukuba yamkele, ilawule iphendule ngemali eyenziwe yiKomiti;
 - (h) iindleko zokuhamba neemfanelo ezihlawulwayo ngokwalo Mthetho;
 - (i) ukusungulwa kwetrasti yiBhodi; kunye
 - (j) inkqubo elandelwayo inkqubo yokuhlanganiswa kwamaziko onyango olusisiseko nokumiselwa kweKomiti yamaziko aliqela onyango. 5
- (2) Ngokuxhomekeke kwicandelwana (3), uMphathiswa wePhondo wenza imimiselo malunga—
- (a) iinkqubo ezilandelwayo zentlanganisano zeBhodi okanye zeKomiti; kunye
 - (b) nawo nawuphi na omnye umba oyimfuneko okanye ungxamiseko lokukhupha umyalelo ukuze kufezekiswe iinjongo zalo Mthetho. 10
- (3) Xa imimiselo ifuna kubekho imali kurhulumente, uMphathiswa wePhondo uya kwenza imimiselo ngokwesivumelwano soMphathiswa wePhondo wezemali.

Ulwabiwo-msebenzi

29. (1) UMphathiswa wePhondo uya kumisela nawaphi na amagunya okanye imisebenzi ayinikwe ngokwemimiselo yalo Mthetho, ngaphandle kwegunya lokwenza imimiselo, kwiNtloko yeSebe. 15
- (2) INtloko yeSebe iya kumisela okanye inike naliphi na igunya ngokwemimisela yalo Mthetho—
- (a) umsebenzi weSebe; okanye 20
 - (b) umntu osesikhundleni okanye kwisihlalo esithile kwiSebe.
- (3) Ngaphandle kwe candelwana (2), iNtloko yeSebe iya kumisela amagunya okanye inike ilungu umsebenzi.
- (4) Ukumiselwa magunya okanye imisebenzi ekubhekiselelwa kulo kwicandelwana (1) okanye (2)— 25
- (a) kuya kubhalwa phantsi;
 - (b) kuyaa kwenziwa ngokwemiqathango;
 - (c) kuya kurhoxiswa okanye kulunguswe ngokubhalwa phantsi nguMphathiswa wePhondo okanye yiNtloko yeSebe, njengoko kunjalo;
 - (d) kunika imvume yokumiselwa kwamanye amagunya okanye oko kwenziwayo kula msebenzi; 30
 - (e) akumthinteli uMphathiswa wePhondo okanye iNtloko yeSebe, njengoko kunjalo, ekubeni asebenzise amagunya akhe okanye enze la msebenzi; kunye
 - (f) nokuba akumhluthi uMphathiswa wePhondo okanye iNtloko yeSebe, njengoko kunjalo, uxanduva lwakhe malunga namagunya amiselweyo okanye ukwenza umsebenzi omiselweyo. 35

Imimiselo yethutyana ephathelele nezibhedlele ezikhulu

30. (1) Nangona ubhangiso lwe*Western Cape Health Facility Boards Act* lalo Mthetho, ibhodi ekhoyo yesibhedlele esikhulu iqhuba nokusebenza ngokwemimiselo yala Mthetho ade uMphathiswa wesizwe atyumbe ibhodi engummeli wesibhedlele esikhulu yesibhedlele esichaphazelekayo. 40
- (2) Lingatyeshelwanga nje icandelo 7 lomthetho i*Western Cape Health Facility Boards Act*, ukuba ixesha lokuba sesikhundleni kwelungu lebhodi lesibhedlele esikhulu elikhoyo liyaphela ngaphambi kokuba uMphathiswa wesizwe amisele isibhedlele esichaphazelekayo ibhodi engummeli wesibhedlele esikhulu, elo lungu liya kuhlala esikhundleni ade uMphathiswa wesizwe alimisele. 45
- (3) Yakuba imiselwe ibhodi engummeli yesibhedlele esikhulu nguMphathiswa wesizwe—
- (a) iimpahla namatyala ebhodi ekhoyo kwisibhedlele esikhulu, ezinikwe ibhodi engummelo wesibhedlele esikhulu ngokomqathango ezo mpahla ziya kusetyenziswa yibhodi engummeli wesibhedlele esikhulu ixhase le bhodi okanye isibhedlele esikhulu esebenzela sona; kunye 50
 - (b) nokuba uMphathiswa wePhondo uya kuthi emva kokubonisana nebhodi ekhoyo yesibhedlele esikhulu enze ummiselo obhaliweyo ophathelelene nawo nawuphi na umba oyimfuneko ukuqinisekisa ngokusebenza ngokufanalekileyo kwebhodi engummeli wesibhedlele esikhulu. 55

UBhangiso noLondolozo

31. (1) UMthetho weeBhodi zamaZiko eMpilo weNtshona Koloni uyabhangiswa.

(2) Ngokwecandelo 30—

- (a) iBhodi emiselwe phantsi kwecandelo 5 le*Western Cape Health Facilities Board Act* kunye nokubakho kwayo ngaphambi kokuqalisa kokusebenza kwalo Mthetho iyaqhuba nokusebenza kwaye ithathwa njengemiselwe phantsi kwecandelo 4(1) lalo Mthetho; 5
- (b) ukuchongwa kwegunya lolawulo lomthetho namalungelo nezimiselo zaloo Bhodi azichaphazeleki ngenxa yokubhangiswa kwalo Mthetho; kunye
- (c) nawuphi na umntu osesikhundleni ngokwalo Mthetho othi ngaphambi kokuqalisa ukusebenza kwalo Mthetho aqhubeke esesikhundleni ixesha elisikelwe ukuba abe sesikhundleni loo mntu kwaye oku kuthathwa njengokuba watyunjelwa kweso sikhundla ngokwalo Mthetho ngokwenxalenye yexesha elingaphelelwayo lokuba sesikhundleni. 10

(3) Nawuphi na umpoposho, umgaqo, umyalelo, isigunyaziso, imvume okanye uxwebhu oluthe lwakhutshwa, lwapapashwa, lwanikelwa okanye lwavunywa kunye naso nasiphi na esinye isenzo esenziwe phantsi komthetho i*Western Cape Health Facility Boards Act*, ukuba oko akuhambi ngokwalo Mthetho, uthatyathwa njengopapashwe, wanikelwa, wavunywa okanye wenziwa phantsi kwalo Mthetho. 15

Isihloko esifutshane nokuqala kokusebenza komthetho

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32. Lo Mthetho ubizwa ngokuba ngu uMthetho weeBhodi neeKomiti zamaZiko eMpilo weNtshona Koloni, 2016 noya kuqala ukusebenza ngomhla oya kumiselwa yiNkulumbuso ngokwenza umpoposho kwiGazethi yePhondo.

12.4	REPLACEMENT OF REPRESENTATIVES TO CAPE WINELANDS DISTRICT COUNCIL
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and compliance

29 January 2025

1. SUBJECT: REPLACEMENT OF REPRESENTATIVES TO CAPE WINELANDS DISTRICT COUNCIL

2. PURPOSE

To inform Council of the replacement of the Councillors that represent Stellenbosch Municipality on the Cape Winelands District Council.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Councillor Charles Manuel was elected as a Mayoral Committee member on 29 November 2024 ceased to hold office as representative to the Cape Winelands District Municipality. Councillor Ronald Nalumango was elected to serve at the National Assembly and ceased to hold office at Stellenbosch Municipality, following her resignation.

As the councillors gets elected on lists during the inauguration meeting with the IEC chairing those elections those lists are used to fill vacancies at the District Council. The two Councillors were replaced respectively by the ICE and the notifications are attached as **Appendix 1**. Councillor Alwyn Hanekom, councillor for the DA relaces councillor Manuel and Councillor Ayanda Tomose, councillor for the ANC replaces Councillor Nalumango to represent the Stellenbosch Municipality on the Cape Winelands District Council, as per the allocated seats.

5. RECOMMENDATION

Council to note the replacement of the representatives of Stellenbosch Municipality to the Cape Winelands District Council.

6. DISCUSSION / CONTENTS

6.1. Background

Council elected representatives to the Cape Winelands District Council on 23 November 2021. Two Councillors tendered their resignations as representatives to the Cape Winelands District Council.

6.2 Discussion

Councillor Charles Manuel was elected as a Mayoral Committee member on 29 November 2024 ceased to hold office as representative to the Cape Winelands District Municipality. Councillor Ronald Nalumango was elected to serve at the National Assembly and ceased to hold office at Stellenbosch Municipality, following her resignation.

As the councillors gets elected on lists during the inauguration meeting with the IEC chairing those elections those lists are used to fill vacancies at the District Council. The two Councillors were replaced respectively by the ICE and the notifications are attached as Appendix 1. Councillor Alwyn Hanekom, councillor for the DA relaces councillor Manuel and Councillor Ayanda Tomose, councillor for the ANC replaces Councillor Nalumango to represent the Stellenbosch Municipality on the Cape Winelands District Council, as per the allocated seats.

"Allocation and election of representatives of local Councils and district management areas to district Councils.

According to Schedule 2 Section 16, clause 21, the Chief Electoral Officer, in accordance with the order of preference on a list, must select the number of candidates from the list that is equal to the number of seats allocated to that list.

Furthermore, clause 23 of Schedule 2 Section 16 provides that if a Councillor elected from a candidates' list ceases to hold office or the list has become exhausted, the corresponding provisions of Item 11 must be applied to the extent that that item can be applied.

6.2. Financial Implications

The current approved budget covers the remuneration of the Councillors.

6.4 Legal Implications

The report complies with Council's policies and all applicable legislation.

6.5 Staff Implications

The report has no staff implications.

6.6 Previous / Relevant Council Resolutions:

ADJOURNED 1ST COUNCIL MEETING: 2021-11-23: ITEM 6.6

The representative from the IEC, Ms J Beerwinkel chaired this part of the proceedings and explained the procedure to be followed in the election of representatives to the Cape Winelands District Council. She requested the meeting to submit candidates' lists in terms of Item 15 of Schedule 2 of the Local Government Municipal Structures Act.

The ANC requested a caucus, which the Speaker, Cllr Q Smit allowed.

When the meeting resumed, a secret ballot in terms of item 19 of Schedule 2 of the Local Government: Municipal Structures Act took place.

After the voting process, the MEO, Ms G Mettler, then

INFORMED the meeting

that the seat allocation to represent Stellenbosch Municipality on the Cape Winelands District Council is as follows:

DA	:	3 representatives	:	Cllr Wilhelmina Pietersen (Ms)
				Cllr Ester Groenewald (Ms)
				Cllr Xoliswa Mdemka (Ms)
ANC	:	1 representative	:	Cllr Ronaldo Nalumango (Ms)

The two further seats were allocated to 1 = DA as the DA party list received the most votes Cllr Charles Manuel (Mr) is the 4th representative on the DA list.

The Good Party list and the ACDP party list had the same decimal and after consultation with the office of the Minister of Local Government the MEO was informed of the regulations that were published and that the further process to fill the 6 seats should be done by lot. **Appendix 2** is an extract of the Structures Act, dated 2021-11-23 point 2. Election of Representatives from the Local Council to District Council).

A coin was tossed, and the Good Party won the toss. The first representative on the GOOD party list was therefore declared elected.

GOOD : 1 representative : Cllr Marius Van Stade (Mr).

See results form attached as **APPENDIX E & F** (IEC appendices).

The outcome of the elections for the 6 seats on the Winelands District Council are therefore as follows:

DA : 4 representatives : Cllr Wilhelmina Pietersen (Ms)

Cllr Ester Groenewald (Ms)

Cllr Xoliswa Mdemka (Ms)

Cllr Charles Manuel (Mr) is

ANC : 1 representative : Cllr Ronaldo Nalumango (Ms)

GOOD : 1 representative : Cllr Marius Van Stade (Mr).

The MEO further informed the meeting that the above-mentioned seat allocation is preliminary insofar as it is subject to verification by the IEC and that the results will only become official when the process and outcome is verified and announced by the IEC.

6.7 Risk Implications

The risks are addressed through the content of the report.

6.8 Comments from Senior Management:

The report was not circulated for comment.

ANNEXURES

Appendix 1 : Replacement of Councillors to District Council: WC024 – Stellenbosch Municipality to DC2 – Cape Winelands District Council

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Acting Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 8088025
E-MAIL ADDRESS	Municipal.manager@ Stellenbosch.gov.za
REPORT DATE	23 January 2025

APPENDIX 1



SOUTH AFRICA

09 December 2024

The Municipal Manager
Cape Winelands District Municipality
P O Box 100
Stellenbosch
7599

Re: **Replacement of the Democratic Alliance (DA) Councillor to District Council: WC024 – Stellenbosch Local Municipality to DC2 – Cape Winelands District Council**

Please note that **Alwyn Jacobus Nicolaas Hanekom, ID No. 570221 5011 087**, being the councillor for the **Democratic Alliance (DA)** in **Stellenbosch Local Municipality**, has been declared elected to **Cape Winelands District Council**, as prescribed in item 23 of Schedule 2 of the Municipal Structures Act, 1998 (Act. No. 117 of 1998).

Councillor **Hanekom** replaces **Charles Manuel, ID No. 671225 5119 087**, who ceased to hold office in the municipality, following his resignation.

Sincerely,



G Abrahams
General Manager: Electoral Matters

Electoral Commission

Ensuring Free and Fair Elections



SOUTH AFRICA

10 July 2024

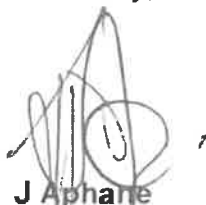
The Municipal Manager
Cape Winelands District Municipality
P O Box 100
Stellenbosch
7599

Re: Replacement of the African National Congress (ANC) Councillor to District Council: WC024 – Stellenbosch Local Municipality to DC2 – Cape Winelands District Council

Please note that **Ayanda Tomose**, ID No. **901103 5261 088**, being the councillor for the **African National Congress (ANC)** in **Stellenbosch Local Municipality**, has been declared elected to **Cape Winelands District Council**, as prescribed in item 23 of Schedule 2 of the Municipal Structures Act, 1998 (Act. No. 117 of 1998).

Councillor **Tomose** replaces **Ronalda Schivonne Nalumango**, ID No. **780927 0194 084**, who ceased to hold office in the municipality, following her resignation.

Sincerely,



J Aphanie
Manager: Electoral Registrations & Liaison

Electoral Commission

Ensuring Free and Fair Elections

Commissioners: Mr MS Moepya (Chairperson) | Ms JY Love (Vice-Chairperson) | Mr VG Mashinini | Dr NP Masuku | Judge D Pillay
National Office. Election House, Riverside Office Park, 1303 Heuwel Avenue, Centurion, 0157 | P/Bag X112, Centurion, 0046
Tel (+27) 12 622 5700 | info@elections.org.za | www.elections.org.za

12.5	ESTABLISHMENT OF SECTION 80 COMMITTEES (PORTFOLIO COMMITTEES)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

29 January 2025

1. SUBJECT: ESTABLISHMENT OF SECTION 80 COMMITTEES (PORTFOLIO COMMITTEES)

2. PURPOSE

Council must approve the established the Section 80 Committee and must appoint the members on these Committees. This item serves to amend the Committees, and the members as appointed in September 2024.

3. DELEGATED AUTHORITY

Council establishes the committees and appoints the members, whilst the Executive Mayor appoints the Chairpersons.

4. EXECUTIVE SUMMARY

In terms of Section 80 of the Structures Act, if a municipality has an Executive Mayor, it may appoint Committees of Councillors to assist the Executive Mayor.

Such Committees may not in number exceed the number of members of the Executive Committee (10, including the Deputy Executive Mayor).

The Executive Mayor, *inter alia*:-

- appoints a Chairperson for each Committee; and
- may delegate any powers and duties of the Executive Mayor to the Committee.

Such Committee(s) must assist the Executive Mayor in accordance with the directions of the Executive Mayor and in line with the provisions as indicated in Section 80.

The members are appointed by Council in accordance with the principle of representation amongst the number of members allocated to each committee.

Council established the Section 80 Committees on 30 October 2024 as indicated in 6 below.

Due to a new Executive Mayor elected by Council on 29 November 2024, and the appointment of a new mayoral committee, the Section 80 committees must be amended.

The speech from the Executive Mayor as delivered on 20 November 2024 regarding the appointment of a new Mayoral Committee, and thus new Portfolio Chairpersons is attached as **APPENDIX 1**.

5. RECOMMENDATIONS

- that it be noted that the Executive Mayor has amended the appointment of the chairpersons of committees as from 29 November 2024 as per **APPENDIX 1**;
- that Council appoints the members of the Section 80 Committees as per **APPENDIX 2**.

6. DISCUSSION / CONTENTS**6.1 Background****Composition of Committees**

In terms of Section 160(8) of the Constitution of the Republic of South Africa, members of a municipal Council are entitled to participate in its proceedings and those of its Committees in a manner that, *inter alia*:-

- (a) allows parties and interests reflected within the Council to be fairly represented; and
- (b) is consistent with democracy.

In terms of Section 80 of the Structures Act, if a municipality has an Executive Mayor, it may appoint Committees of Councillors to assist the Executive Mayor.

Such Committees may not in number exceed the number of members of the Executive Committee (10, including the Deputy Executive Mayor).

The Executive Mayor, *inter alia*:-

- appoints a Chairperson for each Committee; and
- may delegate any powers and duties of the Executive Mayor to the Committee.

Such Committee(s) must assist the Executive Mayor in accordance with the directions of the Executive Mayor and in line with the provisions as indicated in Section 80.

Council appoints the Chairperson and members of section 79 Committees.

The members are appointed by council in accordance with the principle of representation amongst the number of members allocated to each committee.

Council established the following section 80 Committee on 23 February 2022:

- Corporate Services;
- Planning
- Financial Services;
- Human Settlements;
- Infrastructure Services;
- Protection Services
- Local Economic Development and Tourism
- Rural Management
- Youth, Sport and Culture
- Parks, Open Spaces and Environment

Changes were made to include the Community Development Committee, as well as the merging of Planning, LED and Tourism committees.

The members must be appointed by council in accordance with the principle of representation amongst the amount of members allocated to each committee.

Changes were also made to the numbers serving on the committees.

Protection Services (5 members) – (3 x DA, 2 x Opposition)

Youth, Sports and Culture Committee (5 members) – (3 x DA, 2 x Opposition)

Corporate Services (5 members) – **additional member** (3 x DA, 2 x Opposition)

Financial Services (5 members) – (3 x DA, 2 x Opposition)

Human Settlements (5 members) – (3 x DA, 2 x Opposition)

Infrastructure Services (5 members) - (3 x DA, 2 x Opposition)

Parks, Open Spaces and Environment (4 members) - (3 x DA, 1 x Opposition)

Planning, Local Economic Development and Planning (5 members) – (3 x DA, 2 x Opposition)

Rural Management (4 members) – unchanged (3 x DA, 1 x Opposition)

Community Services (5 members) – new (3 x DA, 2 x Opposition)

6.2 Discussion

Council must now appoint the members to the committees and the administration received a document – **Appendix 2** that indicates the proposed members of the Committees.

6.3 Financial Implications

Councillors are not remunerated additionally for attending the section 80 committee meetings. The intention is that the meetings mostly be on the electronic Teams platform. Councillors will only be allowed to claim for out of pocket expenses not already covered in their all-inclusive remuneration package. The chairpersons to the committees are full time councillors.

6.4 Legal Implications

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

6.5 Staff Implications

There are no additional staff implications.

6.6 Previous / Relevant Council Resolutions:

ADJOURNED 1ST COUNCIL MEETING: 2021-11-23: ITEM 6.7

Council resolution 23 February 2022

3RD COUNCIL MEETING: 2022-03-30: ITEM 11.11.2

14TH COUNCIL MEETING: 2023-05-24: ITEM 13.5

SPECIAL COUNCIL MEETING: 2024-09-12: ITEM 8.1

RESOLVED (majority vote)

(a) that it be noted that Council approved the following Section 80 Portfolio Committees:

- Corporate Services;
- Planning, LED and Tourism
- Financial Services;
- Human Settlements;
- Infrastructure Services;
- Protection Services
- Community Services
- Rural Management and Environment
- Youth, Sport and Culture
- Parks and Open Spaces

- (b) that Council approves the amendment of the establishment of the Section 80 Committees as follows:

1. **Corporate Services**, total 5 members:

DA	–	Cllr L Nkamisa (Chairperson)
DA	–	Cllr Z Dalling
DA	–	Cllr JP Serdyn
ANC	–	Cllr M Rataza
FF+	–	Cllr I De Taillerfer

2. **Planning, Local Economic Development and Tourism**, total 5 members:

DA	–	Cllr M Slabbert (Chairperson)
DA	–	Cllr A Hanekom
DA	–	Cllr SC Heneke
ANC	–	Cllr M Danana
GOOD	–	Cllr GA Petersen

3. **Financial Services**, total 5 members:

DA	–	Ald JC Anthony Chairperson)
DA	–	Cllr E Groenewald
DA	–	Cllr WC Petersen
ANC	–	Cllr A Tomose
GOOD	–	Cllr R Hendrikse

4. **Human Settlements**, total 5 members:

DA	–	Cllr R Du Toit (Chairperson)
DA	–	Cllr E Vermeulen
DA	–	Cllr X Mdemka
ANC	–	Cllr E Masimini
GOOD	–	Cllr M Van Stade

5. **Infrastructure Services**, total 5 members:

DA	–	Cllr R Pheiffer (Chairperson)
DA	–	Cllr R van Rooyen
DA	–	Cllr N Mcombring
ANC	–	Cllr N Ntsunguzi
EFF	–	Cllr Z Ndalasi

6. **Protection Services**, total 5 members:

DA	–	Cllr J Fasser (Chairperson)
DA	–	Cllr C Manuel
DA	–	vacant (Ward 8 Cllr)
ANC	–	Cllr A Tomose
EFF	–	Cllr N Mkhontwana

7. **Rural Management and Environment**, total 4 members:

DA	–	Cllr J Williams (Chairperson)
DA	–	Cllr JP Serdyn
DA	–	Cllr C Manuel
ANC	–	Cllr J Davids

8. **Sport, Youth and Culture**, total 5 members:

DA – Cllr J Fasser (Acting Chairperson)
 DA – Cllr R Van Rooyen
 DA – Cllr N Mcombring
 GOOD – Cllr G Petersen
 PA – Cllr J Andrews

9. **Parks & Open Spaces** total 4 members

DA – Cllr N Olayi (Chairperson)
 DA – Cllr E Vermeulen
 DA – Cllr Z Dalling
 ANC – Cllr M Nkopane

10. **Community Services** total 5 members:

DA – Cllr X Kalipa (Chairperson)
 DA – Cllr N Mcombring
 DA – Cllr R Van Rooyen
 ANC – Cllr M Nkopane
 EFF – Cllr N Mkhontwana

- (c) that it be noted that the Executive Mayor has amended the appointment of the Chairpersons of Committees as from 4 September 2024 as per **APPENDIX 2**;
- (d) that the Terms of Reference for the following Section 80 Committees be amended to reflect the changes in the Committees:
- (i) Rural Management that now has Environment added; and
 - (ii) Parks & Open Spaces that no longer deals with Environment;
- (e) that the amended Terms of References be referred to the relevant Section 80 Committees for revision and adoption.
- (f) that Council appoints the members of the Section 80 Committees as per **APPENDIX 3**.
- (h) that the members of the Section 79 Committee – MPAC be amended as follows:

Cllr Chairperson - W Pietersen (PDM) – Full time Councillor
 Cllr S Schaffer (DA)
 Cllr A Ferns (DA)
 Cllr R Adams (DA)
 Cllr J Joon (DA)
 Cllr N Gugushe (ANC)
 Cllr O Jooste (ACDP)

6.7 **Risk Implications**

Risks has been addressed through the item.

6.8 Comments from Senior Management:

The item was not circulated for comment.

ANNEXURES

Appendix 1 – Executive Mayor announcement of the new Mayoral Committee as part of his inauguration speech (2024-11-29)

Appendix 2 – Proposed appointments for section 80 Committees.

FOR FURTHER DETAILS CONTACT:

NAME	Donovan Muller
POSITION	<i>Manager: Council Support</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 808 8314</i>
E-MAIL ADDRESS	<i>Donovan.Muller@ Stellenbosch.gov.za</i>
REPORT DATE	<i>24 January 2025</i>

APPENDIX 1

7.1.2

ACCEPTANCE SPEECH BY THE NEWLY ELECTED EXECUTIVE MAYOR

INAUGURAL SPEECH BY THE EXECUTIVE MAYOR OF STELLENBOSCH MUNICIPALITY**CLLR JEREMY FASSER**

"Honourable Speaker, Cllr Quintin Smit

Alderman Advocate Cllr Gesie van Deventer

All Councillors Present

Municipal Manager of Stellenbosch Municipality, Ms Geraldine Mettler

All Our Honoured Guest Present

Members of the Media

And most importantly All our residents, of Stellenbosch

Ladies and gentlemen, good morning, molweni, goeie more.

Honourable Speaker,

Before I start my address, please allow me to express my sincere respect for our outgoing Executive Mayor, Alderman Advocate Gesie van Deventer, for her dedicated and, at times, unapologetic commitment to the residents of Stellenbosch Municipality.

Under the leadership of Advocate van Deventer, I had the privilege not only to serve my town as a councillor but to actively participate and execute a shared vision that enabled us to position Stellenbosch Municipality as one of the most sought-after towns in South Africa for living, business, employment, and leisure activities.

Honourable Speaker,

Leadership is an opportunity, a direction, a vision and a goal to create relationships, to build and establish partnerships.

And I quote: "Leadership is not about being in charge, Leadership is about taking care of those in your charge" by Simon Sinek.

Alderman Advocate Gesie van Deventer,

Ek staan vandag hier as 'n inwoner van Stellenbosch wat groot geword het in Cloeteville. Ek staan vandag hier as ons dorps nuwe Uitvoerende Burgemeester. Ek staan vandag hier, omdat u dit moontlik gemaak het vir my om te groei en ontwikkel as 'n leier. Ek het struikelblokke oorkom en 'n harde pad geloop van waar ek vandaan kom. Maar dit het my geïnspireer om hard te werk en te glo dat waar ons vandaan kom, soos u weet, nie bepaal wat ons kan bereik nie.

Agbare Speaker, dit bring my tot my taak wat voor my staan. Daar is geen twyfel dat die standaard deur ons uittredende burgemeester gestel is nie. En agbare Speaker, die standaard is baie hoog gestel.

This period in our political history presents significant developments as we embark on a new phase of multiparty efforts aimed at addressing the consequences of prolonged maladministration and corruption at a national government level, which have resulted in unprecedented levels of unemployment and poverty and

Stellenbosch Municipality was not exempt during this era which showed a troubling indifference to the struggles faced by the unemployed, vulnerable, and marginalised individuals within our communities.

In addressing this Honourable Speaker, I find myself confronted with the following challenges:

1. To uphold exceptional standards of service delivery;
2. To enhance the inadequate living conditions of our marginalised communities;
3. Adjust to increasingly limited financial resources;
4. Demonstrate our empathy as a municipality towards the struggles of the underprivileged;

5. Fostering and building relations with all stakeholders to address the safety issues in our town, and
6. To foster and sustain the trust of our communities in our capacity to address their challenges.

The foundation of our municipality's success lies in the engaged involvement of our residents. We have endeavoured to guarantee that the perspectives of our community are acknowledged and integrated into our decision-making processes. Over the course of the past few years, we actively interacted with the public through a multitude of channels, such as written submissions, public meetings, Integrated Development Plan (IDP) open days, online platforms, and direct communication via email and telephone.

The IDP serves as the motherboard from which all initiatives should emerge, supported by a comprehensive financial plan and enabling policies to guarantee that the IDP continues to be a key and actionable resource in the municipality's approach to service delivery.

Honourable Speaker, while the current government at Stellenbosch Municipality and opposition parties may hold differing political views, it is essential that we approach our interactions with mutual respect. I firmly believe that collaboration enhances our capabilities. And this council is testament that we continuously work together in the best interest of our Town.

The DA government in Stellenbosch Municipality will always commit to represent the interests of all citizens, irrespective of their voting choices. This objective can be most effectively achieved when each constituency is represented by a credible and constructive voice within this Council. I will continue, as my predecessor did, to guarantee a political environment conducive to the fulfilment of our civic duties as representatives of our communities.

Therefore, Honourable Speaker, in the spirit of stability and continuity, I present to you the Executive Mayoral Committee:

1.	Cllr Jeremy Fasser	Executive Mayor
2.	Cllr Maynard Slabbert	Planning, LED, and Tourism
3.	Cllr Reginal Pheiffer	Infrastructure Services
4.	Cllr James Williams	Protection Services
5.	Cllr Lwando Nkamisa	Corporate Services
6.	Cllr Xolile Kalipa	Community Services
7.	Cllr Rozette du Toit	Human Settlements
8.	Cllr Charles Manuel	Rural and Environmental Management
9.	Cllr John Cornelius Anthony	Finance
10.	Cllr Tamryn Kumm	Sport, Youth, and Culture
11.	Cllr Ndipwe Olayi	Parks and Open Spaces

7.1.3 POLITICAL PARTIES' RESPONSES

An opportunity is afforded to the political parties to offer brief responses.

SPECIAL COUNCIL MEETING: 2024-11-29: ITEM 7.1.3

RESOLVED

that it be noted that the DA, ANC, GOOD, EFF, ACDP, FF+, PA and PDM offered congratulatory remarks.

FOR FURTHER DETAILS CONTACT:

NAME	Garaldine Mettler
POSITION	Municipal Manager
DIRECTORATE	Municipal Manager
CONTACT NUMBERS	021 8088018
E-MAIL ADDRESS	Geraldine.Mettler@ Stellenbosch.gov.za
REPORT DATE	27.11.24

APPENDIX 2

<u>FINANCIAL SERVICES</u> 1) JC Anthony (DA) 2) W. Petersen (DA) 3) E. Groenewald (DA) 4) A. Tomose (ANC) 5) R. Hendrikse (GOOD)	<u>INFRASTRUCTURE</u> 1) R. Pheiffer (DA) 2) R. Van Rooyen (DA) 3) N. Mcombring (DA) 4) N. Ntsunguzi (ANC) 5) Z. Ndalasi (EFF)	<u>PLANNING, LED AND TOURISM</u> 1) M. Slabbert (DA) 2) A. Hanekom (DA) 3) S. Heneke (DA) 4) M. Danana (ANC) 5) G Petersen (GOOD)	<u>PROTECTION SERVICES</u> 1) J. Williams (DA) 2) S. Heneke (DA) 3) R. Cupido (DA) 4) A Tomose (ANC) 5) N. Mkhontwana (EFF)
<u>SPORT, YOUTH AND CULTURE</u> 1) T. Kumm (DA) 2) R. Van Rooyen (DA) 3) N. Mcombring (DA) 4) G. Petersen (GOOD) 5) J. Andrews (PA)	<u>RURAL MANAGEMENT AND ENVIRONMENT</u> 1) C. Manuel (DA) 2) J. Serdyn (DA) 3) R. Cupido (DA) 4) J. Davids (ANC)	<u>CORPORATE SERVICES</u> 1) L. Nkamisa (DA) 2) Z. Dalling (DA) 3) J. Serdyn (DA) 4) M. Rataza (ANC) 5) I. De Taillerfer (VF)	<u>HUMAN SETTLEMENT</u> 1) R. Du Toit (DA) 2) E. Vermeulen (DA) 3) X. Mdemka (DA) 4) E Masimini (ANC) 5) M. Van Stade (GOOD)
<u>PARKS AND OPEN SPACES</u> 1) N. Olayi (DA) 2) E Vermeulen (DA) 3) Z. Dalling (DA) 4) M. Nkopane (ANC)	<u>COMMUNITY SERVICES</u> 1) X. Kalipa (DA) 2) N. Mcombring (DA) 3) R. van Rooyen (DA) 4) M. Nkopane (ANC) 5) N. Mkhontwana (EFF)		<u>MPAC</u> 1) W. Pietersen (PDM) 2) S. Schaffer (DA) 3) A. Ferns (DA) 4) R. Adams (DA) 5) J Joon (DA) 6) N. Gugushe (ANC) 7) O. Jooste (ACDP)

Approved by Executive Mayor:

Date: 16 January 2025

Received by the office of the Speaker:

Date: 16 January 2025

12.6	APPOINTMENT OF REPRESENTATIVES TO SALGA PROVINCIAL WORKING GROUPS – WESTERN CAPE
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

29 January 2025

1. SUBJECT: APPOINTMENT OF REPRESENTATIVES TO SALGA PROVINCIAL WORKING GROUPS – WESTERN CAPE

2. PURPOSE

For Council to appoint representatives and secondi to serve on the various SALGA Provincial Working Groups.

3. DELEGATED AUTHORITY

Council

4. EXECUTIVE SUMMARY

Following the appointment of a new Mayoral Committee on 29 November 2024, as well new councillors appointed to Council, it is imperative that Council must review the nominated representatives to serve on the various SALGA provincial working groups.

The following are the SALGA Working Groups on which a nominated councillor from Stellenbosch Municipality must serve:

SALGA Provincial Working Groups	
1	Municipal Capability and Institutional Resilience
2	Community Development and Security
3	Governance and Intergovernmental Relations
4	Economic Development and Job Creation
5	Electricity and Energy, and Public Works
6	Water and Sanitation
7	Human Settlements and Urban Agenda
8	Health
9	Emergency Services and Disaster Management
10	Municipal Finance and Fiscal policy
11	Municipal Digital Solutions
12	Public transport and Roads
13	Environmental Management and Climate Resilience
14	Development Planning and Rural Development

5. RECOMMENDATION

that Council approves the appointment of the following councillors and secondi to serve on the respective SALGA Provincial Working groups:

SALGA Provincial Working Groups		Councillor and Secundi (in brackets)
1	Municipal Capability and Institutional Resilience	Cllr L Nkamisa (Cllr N Olayi)
2	Community Development and Security	Cllr J Williams (Cllr X Kalipa)
3	Governance and Intergovernmental Relations	Cllr Q Smit (Cllr L Nkamisa)
4	Economic Development and Job Creation	Cllr M Slabbert (Cllr A Hanekom)
5	Electricity and Energy, and Public Works	Cllr R Pheiffer (Cllr R van Rooyen)
6	Water and Sanitation	Cllr R Pheiffer (Cllr R van Rooyen)
7	Human Settlements and Urban Agenda	Cllr R du Toit (Cllr E Vermeulen)
8	Health	Cllr X Mdemka (Cllr J Serdyn)
9	Emergency Services and Disaster Management	Cllr J Williams (Cllr S Heneke)
10	Municipal Finance and Fiscal policy	Ald JC Anthony (Cllr W Petersen)
11	Municipal Digital Solutions	Cllr L Nkamisa (Cllr T Kumm)
12	Public transport and Roads	Cllr R Pheiffer (Cllr R van Rooyen)
13	Environmental Management and Climate Resilience	Cllr C Manuel (Cllr J Serdyn)
14	Development Planning and Rural Development	Cllr M Slabbert (Cllr C Manuel)

6. DISCUSSION / CONTENTS**6.1 Background**

Council elected a new Executive Mayor on 29 November 2024, after the resignation of the previous Mayor. After his election as new Executive Mayor, Cllr JS Fasser also announced a new mayoral committee. The new Mayoral Committee brings about changes to the representation of Stellenbosch councillors on the SALGA Provincial Working Groups.

6.2 Discussion

Council elected a new Executive Mayor on 29 November 2024, after the resignation of the previous Mayor. Section 60 of the Structures Act allows the Executive Mayor to appoint a mayoral committee from amongst the councillors to assist the Executive Mayor.

The Executive Mayor appointed a new Mayoral Committee from 29 November 2024. The appointment of the new Mayoral Committee, as well as a number of new councillors appointed to Council necessitates the amendment of the list of councillors and secondi to the respective SALGA Provincial Working groups.

6.3 Financial Implications

Subsistence and travel costs to meetings are paid by SALGA.

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

The risks are addressed through the content of the report.

6.8 Comments from Senior Management:

None requested

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	<i>Director</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021 8088018</i>
E-MAIL ADDRESS	<i>Annalene.deBeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>23 January 2025</i>

12.7	CONSIDERATION ON APPLICATIONS RECEIVED: 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 2024/2025
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**KINDLY NOTE: THE ITEM AND APPENDICES WILL BE
DISTRIBUTED UNDER SEPARATE COVER IN DUE
COURSE**

12.8	CONSIDERATION ON APPLICATIONS RECEIVED: 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 2024/2025
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**KINDLY NOTE: THE ITEM AND APPENDICES WILL BE
DISTRIBUTED UNDER SEPARATE COVER IN DUE
COURSE**

13.	CONSIDERATION OF NOTICES OF QUESTIONS AND NOTICES OF MOTIONS RECEIVED BY THE SPEAKER
	NONE
14.	CONSIDERATION OF URGENT MOTIONS
15.	URGENT MATTERS SUBMITTED BY THE MUNICIPAL MANAGER

16.	REPORTS SUBMITTED BY THE SPEAKER
16.1	QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 2 ND QUARTER OF 2024/2025 FINANCIAL YEAR

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

29 January 2025

1. **SUBJECT: QUARTERLY REPORT – WARD COMMITTEE FUNCTIONING 2ND QUARTER OF 2024/2025 FINANCIAL YEAR**

2. **PURPOSE**

For Council to take note of the Functioning of Ward Committees within the Stellenbosch municipal areas.

3. **DELEGATED AUTHORITY**

For Notification by Municipal Council

4. **EXECUTIVE SUMMARY**

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

The system of delegations of the Stellenbosch Municipality (S6 and S7) designates the Speaker of Stellenbosch Municipality to facilitate the establishment of Ward Committees in line with the provisions and stipulations of the Municipal Structures Act and Council's policy for the establishment of Ward Committees.

At the Council meeting of 30 March 2022, Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality.

Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees. All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as **ANNEXURE A** is a table outlining the functioning of all Ward Committees for the period October to December 2024, including dates and number of Ward Committee meetings held to date.

5. **RECOMMENDATIONS**

(a) that Council note the functioning of Ward Committees in all 23 wards

(b) that Council take note of the number of Ward Committee and Sector meetings held to date in all 23 wards from October to December 2024.

(c) that Council note and consider the reasons submitted by the Ward Councillor for Ward 3 for non-compliance of the Ward Committee for the 4th quarter of 2024.

6. DISCUSSION / CONTENTS**6.1 Background**

In terms of the Policy and Procedures for Ward Committees amended and adopted by Council on 23 November 2021, the Speaker of Council is the custodian of Ward Committees. The Speaker must, in collaboration with Ward Councillors, regulate and monitor the frequency of ward committee and community report back meetings and must through his/her office ensure functionality of ward committees, as outlined in paragraphs 15(1) and 15(3 and 4) of Council's Policy and Procedures for Ward Committees.

In terms of section 73 of the Local Government: Municipal Structures Act, no 117 of 1998 and Regulations, Ward Committees must be established for each ward within the municipal area within 120 days after the election.

6.2 Discussion

At the meeting of 30 March 2022 Council noted the establishment of Ward Committees for all 23 wards within the Stellenbosch Municipality.

Wards who did not have the full complement of Ward Committees members were allowed to co-opt members in line with Council Policy and Procedures for Ward Committees.

All ward committees are fully functional and are performing all duties as set out in the Policy and Procedures for Ward Committees.

Attached herewith as ANNEXURE A is a table outlining the functioning of all Ward Committees, including dates and number of Ward Committee meetings for the period October to December 2024.

Council should note that the Ward Committee of Ward 3 failed to meet in the 4th quarter of 2024 as per their meeting schedule.

With reference to Chapter 2 of the Ward Committee Policy 2024-2025 (see attached extract), section 11 (1) it states that:

(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;

This renders the Ward Committee of Ward 3 non-compliant.

The office of the Speaker was informed about the status of the Ward Committee for Ward 3 (see appendix 1). The Ward Councillor responded and gave reasons why the Ward Committee was not able to meet during the 4th quarter of 2024

6.3 Financial Implications

As per the approved budget.

6.4 Legal Implications

The recommendations in this report comply with approved delegations, legislation and Council policies.

6.5 Staff Implications

Ward Administrators have been appointed to assist with the functioning of Ward Committees. Where vacancies exist, there are processes in place to fill the vacancies.

6.6 Previous / Relevant Council Resolutions

26th COUNCIL MEETING: 2024-10-30: ITEM 9.2.1

6.7 Risk Implications

This report addresses the risk implications for the Municipality.

6.8 Comments from Senior Management

The report was not circulated for comment

ANNEXURES

Annexure A: Summary of Ward Committee and Public Meetings held: October – December 2024

FOR FURTHER DETAILS CONTACT:

NAME	Jacqueline Beerwinkel
POSITION	EXECUTIVE SUPPORT OFFICER
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021808 8618
E-MAIL ADDRESS	Jacqueline.Beerwinkel@ Stellenbosch.gov.za
REPORT DATE	29 January 2025

ANNEXURE A

**ANNEXURE A: SUMMARY OF WARD COMMITTEE AND PUBLIC MEETINGS HELD:
OCTOBER - DECEMBER 2024.**

WARD COMMITTEE MEETINGS: OCTOBER - DECEMBER 2024					
Wards	No of WC Members	No of WC Meetings	Meeting dates (WC)	Public / Report back meetings	IDP attendance of w comm
1	7	2	05/11/2024; 21/11/2024	28/11/2024	
2	10	2	24/10/2024; 28/11/2024		
3	8	0			
4	9	3	29/10/2024; 19/11/2024; 09/12/2024		
5	10	2	01/10/2024; 05/11/2024	14/11/2024	
6	8	2	02/10/2024; 06/11/2024	27/11/2024	
7	10	1	06/11/2024	09/10/2024	
8	6	1	14/11/2024		
9	10	2	01/10/2024; 05/11/2024		
10	8	3	14/10/2024; 04/11/2024; 02/12/2024	10/10/2024	
11	10	2	22/10/2024; 19/11/2024		
12	10	2	16/10/2024; 06/11/2024		
13	10	2	14/11/2024; 02/12/2024	03/12/2024	

Wards	No of WC Members	No of WC Meetings	Meeting dates (WC)	Public / Report back meetings	IDP attendance of w comm
14	10	2	30/10/2024; 06/12/2024	21/11/2024	
15	10	2	08/10/2024; 05/11/2024	29/10/2024	
16	8	3	16/10/2024; 27/11/2024; 06/12/2024		
17	7	2	28/10/2024; 27/11/2024		
18	10	3	08/10/2024; 04/11/2024; 09/12/2024		
19	8	1	03/10/2024		
20	9	1	12/11/2024	08/10/2024	
21	7	2	01/10/2024; 05/11/2024		
22	9	3	09/10/2024; 13/11/2024; 12/12/2024		
23	10	1	05/11/2024	09/10/2024	



MEMORANDUM

MEMORANDUM TO: Cllr Quintin Smit
SPEAKER

MEMORANDUM FROM: Ms Jacqueline Beerwinkel
(Executive Support Officer)

DATE : 13 December 2024

NON COMPLIANCE: WARD COMMITTEE (WARD 3)

1. Purpose

To report on Ward 3 ward committee meetings.

2. Discussion

This communication serves to inform you that the Ward Committee for Ward 3 failed to meet in the 4th quarter of 2024. (Please see attached detail for payment).

Chapter 2 of the Ward Committee Policy 2024-2025 (see attached extract), section 11 (1) states that:

- (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;**

This renders the Ward Committee non-compliant.

.....
Jacqueline Beerwinkel
EXECUTIVE SUPPORT OFFICER

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:

WARD 3: DETAIL OF PAYMENT FOR PERIOD 01 OCTOBER 2024 TO 30 DESEMBER 2024

Name / surname	Ward committee meetings			Other functions		
	OCTOBER 2024	NOVEMBER 2024	DESEMBER 2024			
Melissa Pieterse	Resign	Resign	Resign			
Marion Adams	No Meeting	No Meeting	No Meeting			
Wilmarie Moses	No Meeting	No Meeting	No Meeting			
Linda Plaatjies	No Meeting	No Meeting	No Meeting			
Marius Krediet	No Meeting	No Meeting	No Meeting			
Constance Stuurman	No Meeting	No Meeting	No Meeting			
Noxolo Mkosana	No Meeting	No Meeting	No Meeting			
Johanna Williams	No Meeting	No Meeting	No Meeting			
Gregory Moody	No Meeting	No Meeting	No Meeting			

I hereby confirm the above information is correct.

Signature & date: Ward councillor



MEMORANDUM

MEMORANDUM TO: Cllr Quintin Smit
SPEAKER

MEMORANDUM FROM: Cllr Charles Manuel
(Ward Councillor – Ward 3)

DATE : 13 January 2025

REPLY TO NON COMPLIANCE: WARD COMMITTEE (WARD 3)

1. Purpose

To report on Ward 3 ward committee meetings which could not take place in the 4th quarter of 2024.

2. Reply to non-compliance

I acknowledge your communication regarding the ward committee meetings for the last quarter of 2024.

Please note that the Ward Committee for Ward 3 could not meet due to the following logistical problems:

- a) Ward 3 is a rural ward which is very vast and only one member has transport. The other members (from various farms) rely on the Ward Administrator and the Councillor to bring them to and from meetings. During this period I also did not have transport and could not expect from the Ward Administrator to transport all the members.
- b) I fell ill during October and could not be out in public, hence the cancellation of the meeting scheduled for October.

3. Possible Solution

- We plan to move the meeting venue to a place more central and accessible for all members.
- We also envisage to have meetings via social platforms if and when transport should be a problem.



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I trust you understand the predicament I found myself in and I apologise for any inconvenience this situation may have caused.

.....
Charles Manuel

Ward Councillor: Ward 3.

17.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

18.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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SEE PINK DOCUMENTATION

***THE AGENDA HAS BEEN DISCUSSED WITH THE SPEAKER,
CLLR Q SMIT AND HE AGREES WITH THE CONTENT.***
