



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2025-01-17

MAYORAL COMMITTEE MEETING
WEDNESDAY, 2025-01-22 AT 10:00

TO The Executive Mayor, Cllr J Fasser
The Deputy Executive Mayor, Cllr M Slabbert

COUNCILLORS JC Anthony
R du Toit
X Kalipa
T Kumm
L Nkamisa
C Manuel
R Pheiffer
N Olayi
J Williams

Notice is hereby given that a Mayoral Committee Meeting will be held **in Council Chamber** on **Wednesday, 2025-01-22 at 10:00** to consider the attached agenda.

EXECUTIVE MAYOR, CLLR J FASSER

CHAIRPERSON

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2025-01-22
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7.11	MUNICIPAL MANAGER	
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	NONE	1072
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	NONE	1072
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	NONE	
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APPENDIX 1

Confirmation of Minutes: Mayoral Committee Meeting: 2024-11-21



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

Ref no.3/4/2/5

2024-11-21

MINUTES

MAYORAL COMMITTEE MEETING:

2024-11-21 AT 10:00

MINUTES
MAYORAL COMMITTEE MEETING
2024-11-21
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PRESENT: Executive Mayor, Ald GM Van Deventer(**Chairperson**)
Deputy Executive Mayor, J Fasser(excused at 10:50)

Councillors: JC Anthony
R du Toit(joined at 11:50)
X Kalipa(joined at 11:50)
L Nkamisa
R Pheiffer
N Olayi
M Slabbert (excused at 10:50)
J Williams

Also Present: Councillor P Crawley (Chief Whip)
Councillor Q Smit (Speaker)
Councillor W Pietersen (MPAC Chairperson)
Councillor A Ferns

Officials: Acting Municipal Manager (K Carolus)
Director: Infrastructure Services (S Chandaka)
Director: Corporate Services (A de Beer (Ms))
Director: Community & Protection Services (G Boshoff)
Director : Planning and Economic Development (A Barnes)
Chief Audit Executive (F Hoosain)
Senior Administration Officer (B Mgcushe (Ms))

1.	OPENING AND WELCOME
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The Chairperson, The Executive Mayor welcomed everyone present at the Mayoral Committee Meeting.

2.	COMMUNICATION BY THE EXECUTIVE MAYOR
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- Vanoggend een van my laast amptelike pligte uitgevoer by 'n titelakte oorhandiging in Kayamandi. 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 waardasiekennisgewing 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.

3.	DISCLOSURE OF INTERESTS
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NONE

4.	APPLICATIONS FOR LEAVE OF ABSENCE
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The following applications for leave of absence was approved in terms of the Rules and Order By-law of Council: -

G Mettler (Municipal Manager)

5.	CONFIRMATION OF PREVIOUS MINUTES
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5.1 The minutes of the Mayoral Committee Meeting held on 2024-10-16 were **confirmed as correct without any amendments.**

6.	STATUTORY MATTERS
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6.1	INTEGRATED DEVELOPMENT PLAN (IDP) COMMUNITY INPUTS AND COMMENTS SUBMITTED WITHIN THE PUBLIC PARTICIPATION PERIOD IN 09 – 30 SEPTEMBER 2024
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 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. The table below lists the late submissions:

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 6.1

- (a) that the Council takes note of the community inputs and comments received during 09 – 30 September 2024 public participation process, attached as **ANNEXURE A**;
- (b) that the Council takes note that the ward councillor will, in consultation with the ward committee, review the ward priorities of the respective ward; and
- (c) that the Council takes note that 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

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

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 6.2

that the Council notes with the deviations approved for the month of 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

6.3	GRANTS ADJUSTMENTS BUDGET 2024/2025
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 6.3

- (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

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [ALD G VAN DEVENTER]
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7.1	PROTECTION SERVICES: (PC: CLLR J FASSER)
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7.1.1	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

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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.1.1

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

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

7.1.2	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

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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.1.2

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

7.1.3	FIRE MANAGEMENT PLAN (OCTOBER 2024)
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Collaborator No:	776252
IDP KPA Ref No:	Safe Valley
Meeting Date:	21 November 2024

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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.1.3

- (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.

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

7.2	SPORTS, YOUTH AND CULTURE: [ACTING PC: CLLR J FASSER]
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7.2.1	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
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.2.1

that Council consider the item.

FOR FURTHER DETAILS CONTACT:

NAME	Albert van der Merwe
POSITION	Senior Manager Community Services
DIRECTORATE	Community and Protection Services
CONTACT NUMBERS	021-8088165
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REPORT DATE	20 November 2024

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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7.3.1	RETURN ITEM: RENEWAL OF LEASE AGREEMENT APPLICATION: USE OF COUNCIL-OWNED LAND FOR TELECOMMUNICATIONS BASE STATION ON A PORTION OF ERF 6847 STELLENBOSCH (CLOETESVILLE POOL)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 November 2024

1. SUBJECT: RETURN ITEM: RENEWAL OF LEASE AGREEMENT APPLICATION: USE OF COUNCIL-OWNED LAND FOR TELECOMMUNICATIONS BASE STATION ON A PORTION OF ERF 6847 STELLENBOSCH (CLOETESVILLE POOL)

2. PURPOSE

To provide feedback to the Executive Mayoral Committee after the public participation process was followed after the in-principle decision to lease of a portion of Council-owned land for an existing Telecommunications Base Station to Helios Towers (previously leased by Eagle Towers).

3. DELEGATED AUTHORITY

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

4. EXECUTIVE SUMMARY

A lease agreement was entered into between the Municipality and Eagle Towers on 15 June 2018 for a period of 9 years 11 months where the initial period will be 5 years with the option to renew for a further 4 years and 11 months. The lease agreement pertains to a portion of Erf 6847 Stellenbosch, also known as Cloetesville pool. This lease agreement was ceded over to Helios Towers by Eagle Towers and the lease is up for renewal as from July 2023 for a further period of 4 years and 11 months. The property Management Department was informed about the cession agreement between Eagle Towers and Helios Towers during May 2020. Helios Towers has brought an application for the extension of the lease of municipal land, and they have also provided a lease agreement subject to the approval of Council.

The matter was before the Executive Mayoral Committee on 24 July 2024 where the application was approved in principle. It was further resolved that the municipality follows a public participation process and obtain a valuation report whereafter the matter should be brought back to the Executive Mayoral Committee for a final decision.

An Official Notice was published in Die Burger on 10 September 2024 and no comments were received from the public. A valuation report was obtained that indicates that the market related rental for this portion of land is R9 850.00 (excluding VAT) per month.

EXECUTIVE MAYORAL COMMITTEE: 2024-11-21: ITEM 7.3.1**RESOLVED**

- (a) that the Executive Mayoral Committee takes note of the Official Notice that was published and that no comments were received;
- (b) that the Executive Mayoral Committee approves the application for lease for a period of 4 years and 11 months;
- (c) that the monthly rental be set at R9 850.00 (excluding VAT) as per the valuation report received; and
- (d) that the rental escalates with 6% per annum from 1 July 2025.

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene de Beer</i>
POSITION	<i>Director: Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-8088073</i>
E-MAIL ADDRESS	<i>annalene.debeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>25/10/2024</i>

7.3.2	PROPOSED LEASE AGREEMENT: ERF 1222 STELLENBOSCH (23 PLEIN STREET), THE HUSSAR GRILL STELLENBOSCH
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 November 2024

1. SUBJECT: PROPOSED LEASE AGREEMENT: ERF 1222 STELLENBOSCH (23 PLEIN STREET), THE HUSSAR GRILL STELLENBOSCH

2. PURPOSE

To consider an application from The Hussar Grill, to enter into a Lease Agreement with Stellenbosch Municipality, in terms of where they would be able to use a portion of Council-owned property for outdoor dining purposes.

3. DELEGATED AUTHORITY

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

The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality.

4. EXECUTIVE SUMMARY

An application to use a portion of the street reserve for Outdoor Dining purposes has been received from The Hussar Grill of erf 1222, Stellenbosch. The establishment has an entrance on Plein Street that offers outdoor dining as well as an entrance from the back of the property, which is situated adjacent to the Mill stream. The application is in line with the provisions /requirements of the Outdoor Dining Policy and sufficient walkway is left open for pedestrian use. The applicant does not currently have a lease agreement with the Municipality and is therefore not paying for the use of the area. The application does not state the term they are applying for and the area they are interested in is 20 m².

The applicant has submitted a diagram of the area situated on the Mill Stream and they have indicated that they are of the intention to attend to certain upgrades on the existing deck. This means that they will have to submit building plans in the event that the Mayoral Committee approves the application for Outdoor Dining. They have not submitted a diagram for the area in Plein Street.

The entrance to the property is via wooden bridges over the Mill Stream. They have been trading from these premises for ten years.

EXECUTIVE MAYORAL COMMITTEE: 2024-11-21: ITEM 7.3.2**RESOLVED**

- 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;

The measurement of the are area to be amended to include the Plein street side.

- 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:

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.

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.

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.

5.2.3 That a site development plan be submitted for approval which must address at least the following requirements:

- (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.
- (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.

5.2.4 Demarcation must be provided and maintained by the lessee.

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 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.

5.2.6 All umbrellas to be used has to be at least 2.2m high. and may not have any signage on them.

5.2.7 Any awnings will require pre-approval from council.

5.2.8 Council is indemnified against all possible 3rd party claims.

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.

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.

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.

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 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.

5.5The lease agreement with the municipality must be signed within 30 days after receipt of the letter of approval and the draft agreement.

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.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director: Corporate Services
DIRECTORATE	CORPORATE SERVICES
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REPORT DATE	2024-10-17

7.3.3	CLOSURE OF MUNICIPAL OFFICES DURING THE FESTIVE SEASON
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.3.3

- (a) that Council approve 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 ensure 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	<i>Annalene De Beer</i>
POSITION	<i>Director Corporate Services</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>12 November 2024</i>

7.3.4	APPLICATION FOR WAIVING OF PRE-EMPTIVE AND BUY-BACK RIGHTS: ERF 3395 FRANSCHHOEK (FAIR DONNE ESTATE)
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 November 2024

1. SUBJECT: APPLICATION FOR WAIVING OF PRE-EMPTIVE AND BUY-BACK RIGHTS: ERF 3395 FRANSCHHOEK (FAIR DONNE ESTATE)

2. PURPOSE

For Council to consider the application from the registered owner of Erf 3395 Franschhoek to waive its pre-emptive right as well as its buy-back right as registered in the Title Deed.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

Erf 3395 Franschhoek is situated in the Fair Donne Estate in Reservoir Street. The registered owner of the property has filed an application to request Council to consent to waiving its pre-emptive right as well as its buy-back rights in order for the owner to sell the property to a third party.

The Fair Donne estate was developed with the intention to provide medium cost housing opportunities in the Franschhoek Valley. It was developed as a result of the Franschhoek Land and Housing Development Policy Framework signed in 1998 and the Franschhoek Social Accord of 2001 which dictated the future residential development in the Franschhoek Valley. A total of 56 erven were developed and the allocation of the properties were initially done in terms of a scoring criteria as approved by Council in 2010. As there were not enough beneficiaries who complied with the criteria or did not have the financial means the 2010 resolution was set aside and a new resolution was taken in 2014. More people applied for properties in the estate, and it is important to note that the list of qualifying applicants on the 2014 allocation has not been depleted.

The Property Management Department did a site inspection at the estate at the end of 2023 and from the 56 erven only 15 were fully constructed, 8 were half constructed, 25 were vacant. 8 erven have not been allocated of which 1 is zoned public open space. The latter should not be allocated as open spaces are needed for general wellness and use by communities. The sales agreements and Title Deeds of the properties has given rise to certain rights for the Municipality in terms of the state of the property – whether it has been developed or not.

In terms of the resolution for 2010 it was resolved that in the sales agreement there will be a clause indicating that:

- a) The owner will be obliged to complete building works within a period of 3 years, failing which he / she will be liable to pay rates as liquidated damages equal to the value of the approved building plan (deemed valuation);

- b) The owner will be obliged to start building work within a period of 5 years, failing which the municipality will have a pre-emptive right to buy back the undeveloped site at the sales price, as per the sales agreement.

The sales agreement, however, reads as follows:

Clause 12.5 provides that the purchaser and/or his successor in title shall, within a period of 36 months after the date of the first registration of transfer of the property from the seller to the purchaser (or such later date as the seller may direct in writing), complete building operations in respect of a dwelling house on the property (the plans and specifications of which shall have been approved in terms of clause 12.1 and clause 12.3). In the event that the purchaser fails to comply with the provisions of clause 12.5, then for the purpose of rates, the property shall be deemed to be improved, by the construction of a residential dwelling of the purchasers choice in terms of clause 12.3, or in the absence of such choice having been made by the purchaser, by a dwelling similar to the smallest of the choices in terms of clause 12.3.

Clause 13 provides a right to buy back the property in the event that the purchaser fails to comply with the provisions of clause 12.5 after 60 months after the date of the first registration of the transfer of the property from the seller to the purchaser (or such later date as the seller may direct in writing) then the seller will have a right to buy back the property at the same price as the purchaser has paid for it, plus a reasonable escalation.

Clause 13.2 provides that should the seller exercise its right in terms of clause 13.1 two independent valuers, appointed by the seller, determine a reasonable escalation. The weight average of the two valuers will be used as a basis to determine the fair escalation. The parties agree that the determination of the fair escalation, so determined, shall be binding on the parties.

Erf 3395 was never developed and is still vacant which means that the Municipality has the right to buy back the property on the terms set out above as well as the pre-emptive right as registered in the Title Deed. The council needs to consider the request of the applicant to sell the property to a third party and the Municipality therefore denouncing its buy back right.

It is important to note that there are still beneficiaries on the list waiting for allocation of properties and that the development was done to provide housing opportunities at a medium cost.

EXECUTIVE MAYORAL COMMITTEE: 2024-11-21: ITEM 7.3.4

RESOLVED

that this item be referred back to administration to obtain legal advice.

NAME	Annalene de Beer
POSITION	Director
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088018
E-MAIL ADDRESS	annalene.debeer@stellenbosch.gov.za
REPORT DATE	2024-11-07

7.3.5	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:

Meeting Date:

Good Governance

21 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, and old age home and correspondence would have been sent in this regard. We however received an email to which the same letter in 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-10-16: ITEM 7.3.5

that Council consider the item.

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

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

IDP KPA Ref No:

Meeting Date:

Good Governance

21 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 conduct 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 sub division.

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. An 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-10-16: ITEM 7.3.6

RECOMMENDATIONS FOR CONSIDERATION:

- (a) that those properties required for Municipal Services be subdivided from the bigger property (marked as building 1, 6 and 7 below) 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 below), 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>
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REPORT DATE	<i>2024-11-12</i>

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

IDP KPA Ref No:

Meeting Date:

Good Governance

21 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 fall-back 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.

The owners withdrew the application for rezoning on 18 March 2024 and indicated that they will retain the Light Industrial Zoning will retain. The property has not been developed within the two years provided.

The municipality wrote a letter to the owners that given that the provision as resolved on in May 2022 has not been completed by the owners the item will return to Council for re-consideration (**Appendix A**). The owner responded to the letter (**Appendix B**). The allegations against the municipality are denied. The owners had all the opportunities but are not making any progress.

A portion of the property is needed for the dualling of Bird Street as was reported in 2022 already. Following further discussions, it was established and confirmed by both Infrastructure Services as well as the Developer's Consultant in its Site Development Plan that the planned dualling of Bird Street was taken into consideration. See **APPENDIX C**, page 5/11 **Diagram 1: Bird Street dualling with Tennant Road link – extract of Conceptual Design**.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-10-16: ITEM 7.3.7

That Council consider the item.

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

7.3.8	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:

Meeting Date:

Good Governance

21 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:

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-10-16: ITEM 7.3.8

- (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.

<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>	<i>Annalene.deBeer@ Stellenbosch.gov.za</i>
<i>REPORT DATE</i>	<i>2022 – 07-11</i>

7.3.9	REVIEW OF STELLENBOSCH MUNICIPAL HONOURS BYLAW
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance

21 and 27 November 2024

1. **SUBJECT: REVIEW OF STELLENBOSCH MUNICIPAL HONOURS BYLAW**

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**.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.3.9

that council adopts the revised Honours Bylaw (2024).

NAME	Annalene de Beer
POSITION	Director
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021 808 8018
E-MAIL ADDRESS	Annalene.deBeer@ Stellenbosch.gov.za
REPORT DATE	15 November 2024

7.4	FINANCIAL SERVICES: (PC: CLLR JC ANTHONY)
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7.4.1	WRITE-OFF OF IRRECOVERABLE DEBT IN RESPECT OF SPORT GROUNDS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-10-16: ITEM 7.4.1

- (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.
 - (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;
- (b) 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
- (c) 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

7.4.2	WRITE-OFF OF IRRECOVERABLE AND PRESCRIBED INDIGENT DEBT OLDER THAN 90 DAYS
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 November 2024

1. SUBJECT: WRITE-OFF OF IRRECOVERABLE AND PRESCRIBED INDIGENT DEBT OLDER THAN 90 DAYS

2. PURPOSE

Council to approve the write-off of irrecoverable and prescribed indigent debt as discussed below.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The attached **APPENDIX 1** contains instances where:

- Outstanding indigent 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 these outstanding debt as it will be extremely costly, time consuming and ineffective.

To prevent the municipality from incurring further expenditure that may be regarded as wasteful, it is recommended that the outstanding balances as per **APPENDIX 1 (R 35 326 041.74)**, plus any costs/interest levy after date of this report, be written off as irrecoverable.

EXECUTIVE MAYORAL COMMITTEE: 2024-11-21: ITEM 7.4.2

RESOLVED

that this item be referred to the Debt Review Committee and return to Mayco and Council via the Finance section 80 committee.

NAME	JP Wagener
POSITION	Manager Revenue
DIRECTORATE	Finance
CONTACT NUMBERS	021 808 8016
E-MAIL ADDRESS	Pieter.wagener@ Stellenbosch.gov.za
REPORT DATE	15 November 2024

7.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
7.5.1	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:

Meeting Date:

Good Governance and Compliance

21 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.5.1

- (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	

7.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
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7.6.1	STATUS REPORT ON THE ALTERNATIVE ENERGY GENERATION PROGRAMME – NOVEMBER 2024
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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. 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.

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 contract for the Stellenbosch Fire Station battery storage system is in construction with a contractual completion date of end November 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 Provincial Initiatives

4.6.1 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 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.

4.6.2 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.6.1

that Council notes the Alternative Energy Generation project updates identified by the AEG Committee and the latest progress with the Alternative Energy Generation projects in implementation at present.

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>

7.6.2**SPECIAL PEDESTRIAN ROUTES PROGRAM**

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 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's primary strategy is to create a safer environment for all who live, work in and visit Stellenbosch. Other Municipal strategies include the promotion and prioritizing of Non-Motorized Transport (NMT), this is currently being achieved through continuous improvement and expansion of the NMT network.

Taking into account the importance of a safer environment, the municipality is embarking on an investigation to make NMT routes safer for vulnerable pedestrians and cyclists who use NMT routes and roadways. The Municipality therefore proposes to commence and roll-out the Safer Pedestrian Routes Program focussed on improving safety for pedestrians and cyclist on the Municipality's pedestrian routes and roadways.

The Municipality has proceeded with the identification of routes used by pedestrians and cyclist travelling to Stellenbosch Central. The Provincial Department has assisted with their GIS system. The identified routes will form the basis of the Safer Pedestrian Routes Program. See attached **ANNEXURE A: Diagrams of Safer Routes to Stellenbosch Town Centre (A1 – A10).**

The Special Pedestrian Routes Program has the following objectives:

- Creating awareness to road uses
- Grass cutting and vegetation control
- Improve visibility
- Improve safety

To commence the roll-out of the Program, a plan detailing the phased roll-out must be compiled. To further aid implementation of the program, its objectives are to be listed as agenda items on existing engagement platforms such as the:

- Community Safety Forum (CSF)
- NMT Working Group
- Joint Meetings between the University and the Municipality

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.6.2

- (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.

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

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

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.6.3

- (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

7.6.4

STELLENBOSCH PUBLIC TRANSPORT INTERCHANGE PROGRESS REPORT

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

21 November 2024

1. SUBJECT: STELLENBOSCH PUBLIC TRANSPORT INTERCHANGE PROGRESS REPORT**2. PURPOSE**

To inform Council of the progress made as per the Council Resolution taken in November 2023 regarding the **Stellenbosch Public Transport Interchange progress report**.

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 taxis 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 taxi operations would have been relocated.

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

- Bergzicht Taxi Rank was considered not suitable since it will not be able to accommodate the large volumes of taxi operators which need to be relocated.
- The PRASA property next to the railway line (Erf RE265) was considered suitable and pursued further. 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 taxi operators to the new facility will commence.

- The 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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.6.4

that Council notes 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	13 November 2024

7.7	PARKS AND OPEN SPACES: (PC: N OLAYI)
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NONE

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: CLLR M SLABBERT)
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7.8.1	APPROVAL TO ADVERTISE THE DRAFT STELLENBOSCH MUNICIPALITY OUTDOOR ADVERTISING & SIGNAGE BY-LAW, 2024 FOR PUBLIC PARTICIPATION
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Collaborator No: 776709
 IDP KPA Ref No: Good Governance and Compliance
 Meeting Date: 21 November 2024

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.

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.

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

7.8.2	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

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.8.2

- (a) that Council approves the extension of the Mobile Trading Pilot for another year;
- (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

7.8.3	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:

Meeting Date:

Good Governance and Compliance

21 November 2024

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.

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.

NAME	Joh-ne Jansen
POSITION	Senior Economic Development Officer
DIRECTORATE	Planning and Economic Development
CONTACT NUMBERS	021 808 8144
E-MAIL ADDRESS	joh-ne.jansen@ Stellenbosch.gov.za
REPORT DATE	11 November 2024

7.8.4	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:

Meeting Date:

Good Governance and Compliance

21 November 2024

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, which did not meet the qualifying criteria.

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.

EXECUTIVE MAYORAL COMMITTEE: 2024-10-16: ITEM 7.8.4

RESOLVED

that this item be referred back to administration for further discussion.

<i>NAME</i>	Lesley van Gensen
<i>POSITION</i>	<i>Local Economic Development Officer</i>
<i>DIRECTORATE</i>	<i>Planning and Economic Division</i>
<i>CONTACT NUMBERS</i>	<i>021 808 8179</i>
<i>E-MAIL ADDRESS</i>	<u>Lesley.vangensen@ Stellenbosch.gov.za</u>
<i>REPORT DATE</i>	<i>11 November 2024</i>

7.9	COMMUNITY SERVICES:(PC: CLLR X KALIPA)
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7.9.1	GRANT IN AID POLICY REVIEW
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Collaborator No: 776174
 IDP KPA Ref No: Dignified Living
 Meeting Date: 21 November 2024

1. SUBJECT: GRANT IN AID POLICY REVIEW

2. PURPOSE

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

3. DELEGATED AUTHORITY

For approval by Council.

4. EXECUTIVE SUMMARY

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**:

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.9.1

- (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.

7.9.2	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

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**).

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.9.2

- (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 R 1 481.00,
- (c) 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;
- (d) that the Franschhoek Rugby Club be instructed to pay back the amount of R 40 000,00
- (e) 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 8.5and,
- (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

7.10	RURAL MANAGEMENT AND ENVIRONMENT: (PC: CLLR J WILLIAMS)
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7.10.1	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.

RECOMMENDATIONS FROM THE EXECUTIVE MAYOR, IN CONSULTATION WITH THE EXECUTIVE MAYORAL COMMITTEE, TO COUNCIL: 2024-11-21: ITEM 7.10.1

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.

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

7.11	MUNICIPAL MANAGER
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NONE

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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NONE

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

The meeting adjourned at 12:45

CHAIRPERSON:

DATE:

Confirmed on

6.	STATUTORY MATTERS
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6.1	TABLING OF THE DRAFT ANNUAL REPORT 2023/24
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 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

The 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.

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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MUNISIPALITEIT • UMASIPALA • MUNICIPALITY

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 councils provide regular and predictable reporting on programme performance and the general state of affairs in their locality.

The report reflects on the performance of the Stellenbosch Municipality for the period of 01 July 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 areas.



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, it is with immense pride that I present this Annual Report, which 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

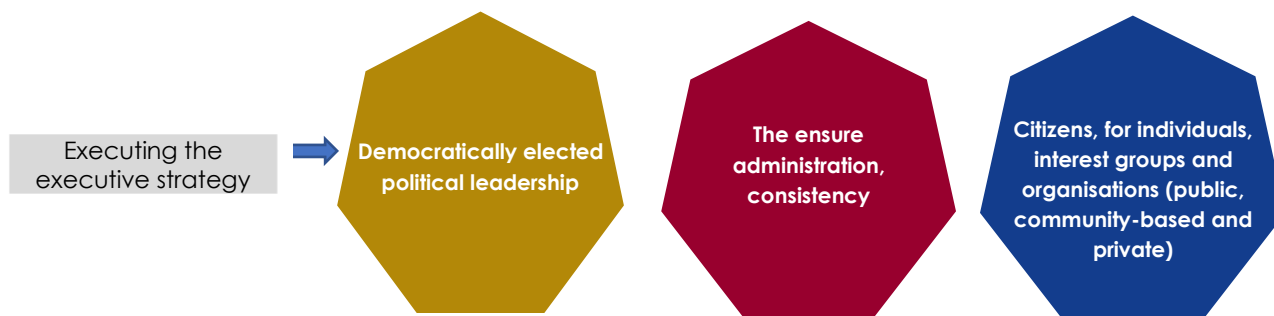
SFA 1: Valley of Possibility	Predetermined Objectives <ol style="list-style-type: none"> 1.1 Create an environment conducive to business development and job creation. 1.2 To facilitate and coordinate support for emerging entrepreneurs by utilising internal SCM processes and linking SMMs with opportunities 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.

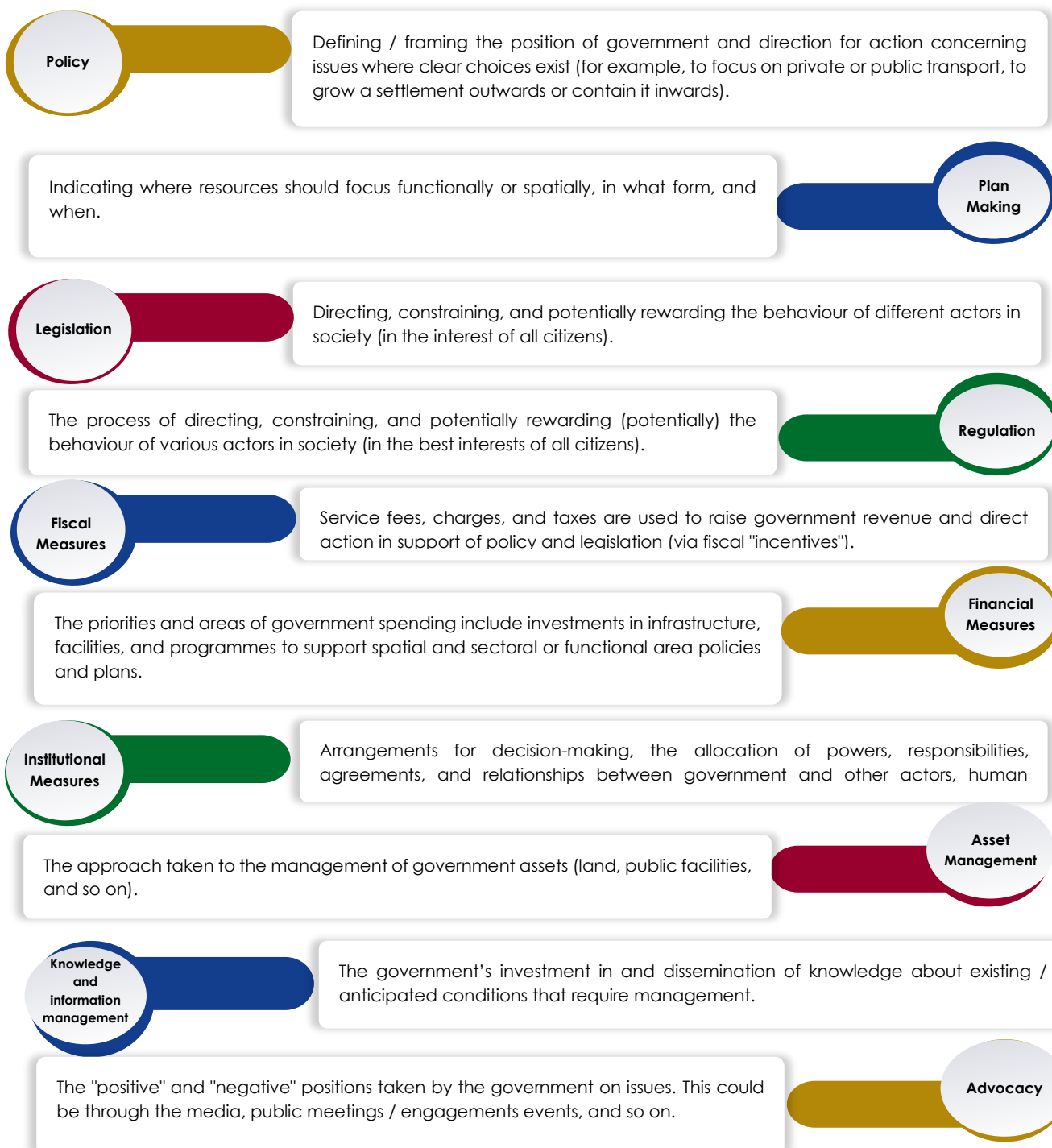
Participatory processes present an opportunity for visionary local leaders to implement a shared agenda and show tangible and measurable results through collectively addressing the ward priorities.



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



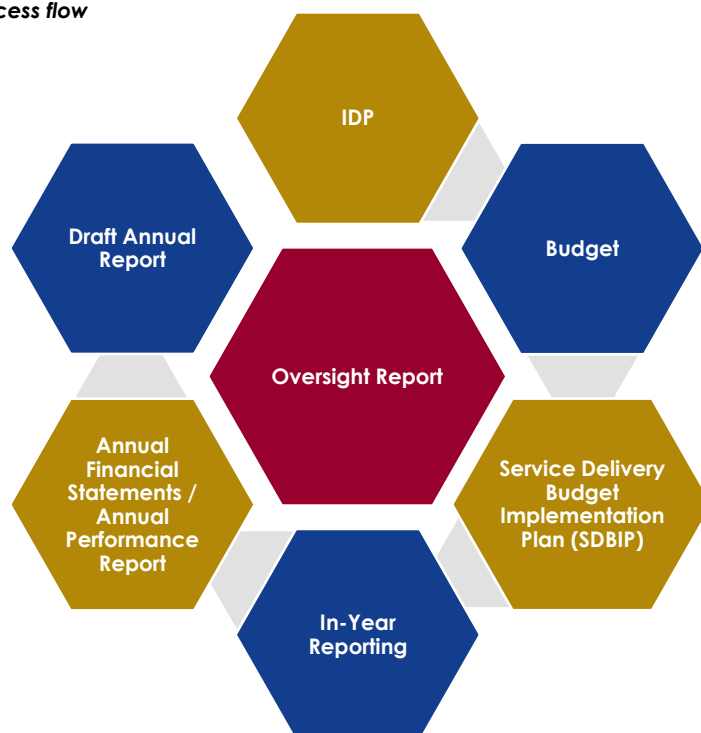


Planning techniques are used to bridge the gap between local experiential knowledge, the technical needs of strategy development, and the demand for strategic frameworks to be ready to cope with rapid decision-making to reduce the risk of unforeseen issues.

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 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 metropolis. Aside from being a mere 50 km from Cape Town's central business district (CBD) and being flanked by the N1 and N2 main routes, Stellenbosch is also just 30 km away from the sea (at Somerset West / Strand) and only a few kilometres away from one of the most attractive mountain ranges of the Boland.

In addition, Stellenbosch is a mere 28 km from Cape Town International Airport, one of South Africa's top (air) links to the global economy, and not much further away from Cape Town harbour, the shipping portal to both the Atlantic and the Indian Oceans.

This convergence of environmental resources, scenic quality and business opportunities has two other mutually reinforcing spin-offs: The largest number of JSE-listed companies based in any small South African town have their headquarters in Stellenbosch and the town is home to a disproportionately high number of corporate CEOs and executives, which in turn means that it can sustain a comparatively high level of economic activity and consumer services for a town of its size. This results in other benefits throughout the value-add chain and for employment. The municipal area covers approximately 900 km².

The municipality's area of jurisdiction includes the towns of Stellenbosch and Franschhoek, as well as several rural communities such as Wemmershoek, La Motte, De Novo, Kylemore, Pniël, Johannesdal, Lanquedoc, Groot Drakenstein, Muldersvlei, 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.

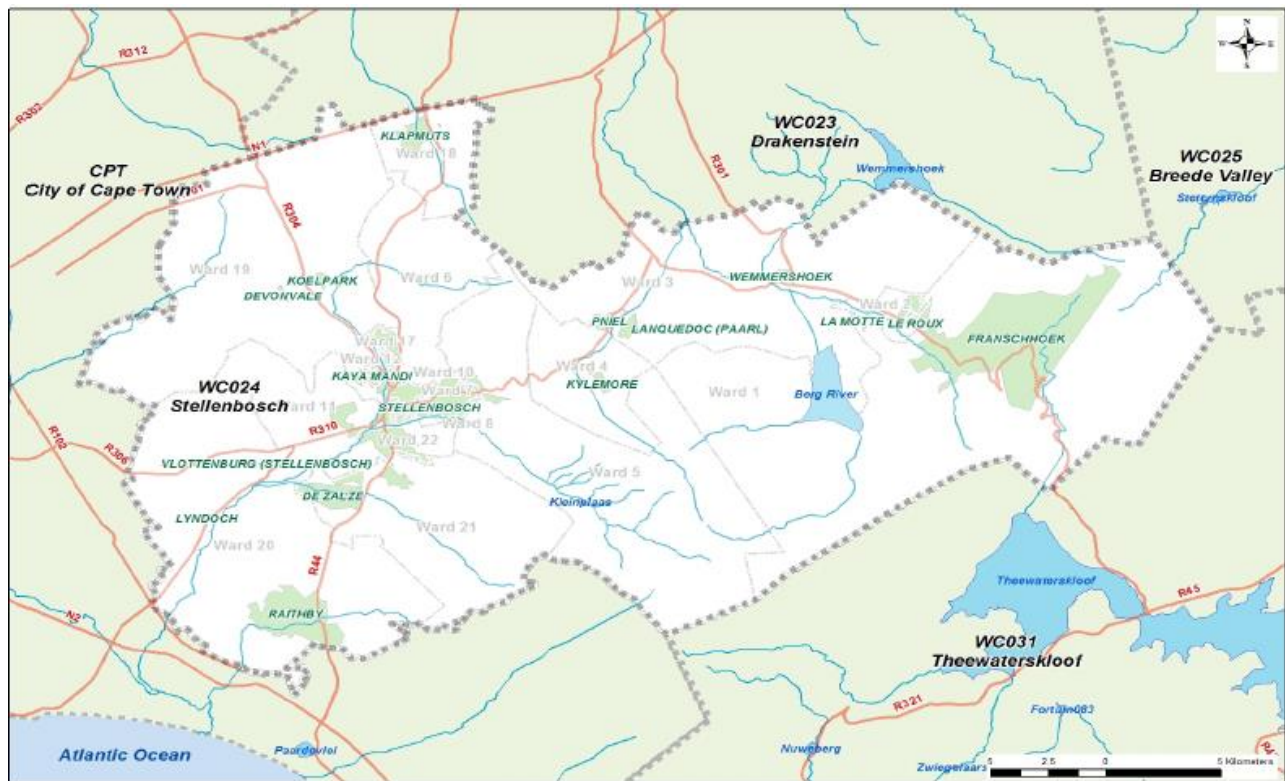
Stellenbosch town is the second oldest town in South Africa, dating back to 1679 when an island in the Eerste River was named Stellenbosch by the then Governor of the Cape, Simon van der Stel. The first farming activities in the area were started in 1679. Today, the area has become primarily known for 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 University of Stellenbosch and several prestigious schools as well as Boland College and the surrounding schools in the area. It has a strong business sector, varying from major South African businesses and corporations to smaller enterprises and home industries. The tourism industry alone is responsible for the creation of about 18 000 jobs in the area. Wine farms and cellars abound, and the area is the home of the very first Wine Route in South Africa.

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

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

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 Cloeterville (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).

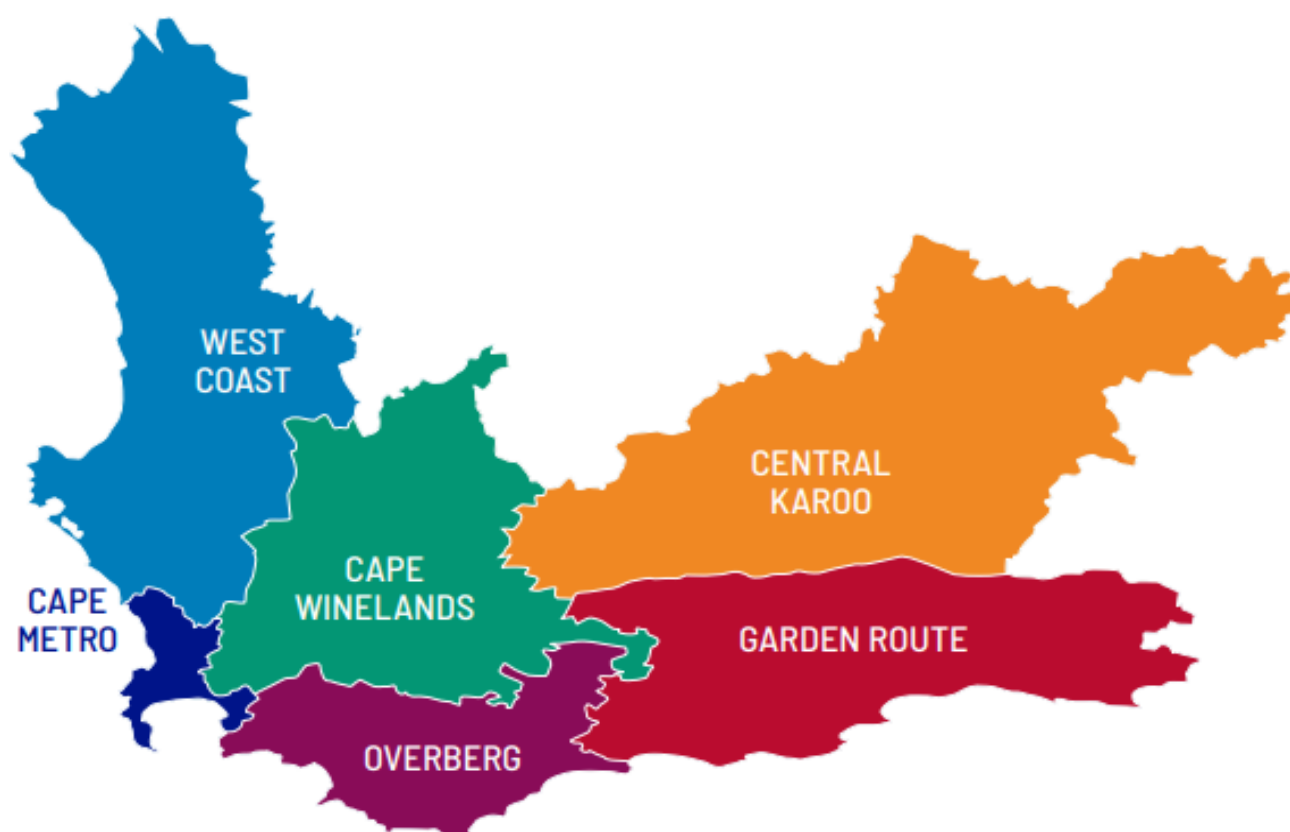


Ward	Areas
19	De Novo, Kromme Rhee, Vaaldraai, Muldersvlei, Koelenhof and surrounding Farms, Koelenhof Station, Slayley, Hunting, Koelenhof Farms, Poutrey / Mariendahl, De Hoop, Nooitgedacht Village, Bottelary and Surrounding Farms, De Waalshof, Weltevrede 1, Weltevrede 2, Smartie Town.
20	Vlottenberg,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

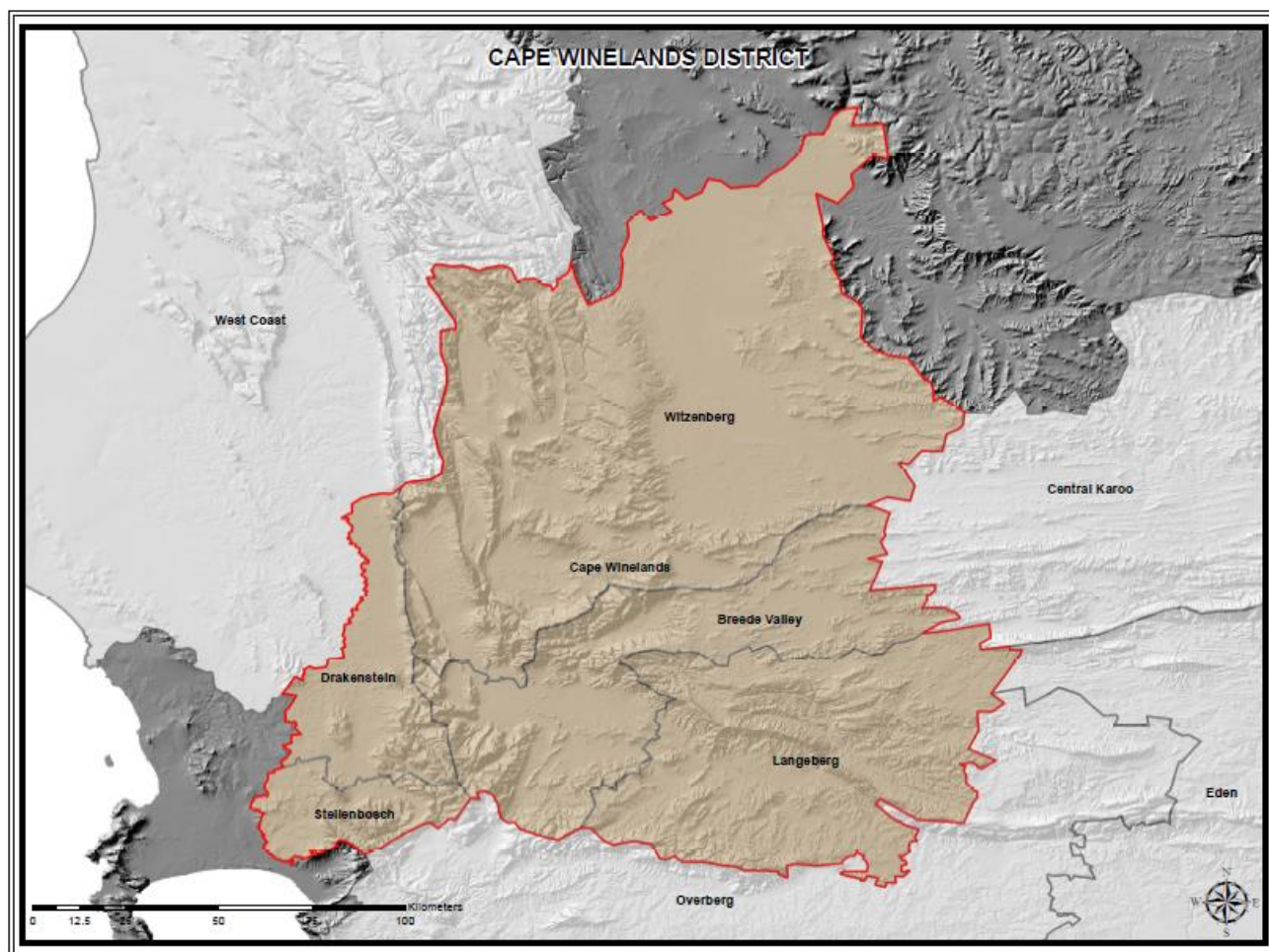
Map 2: Locality of Cape Winelands in relation to Provincial Boundaries





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.

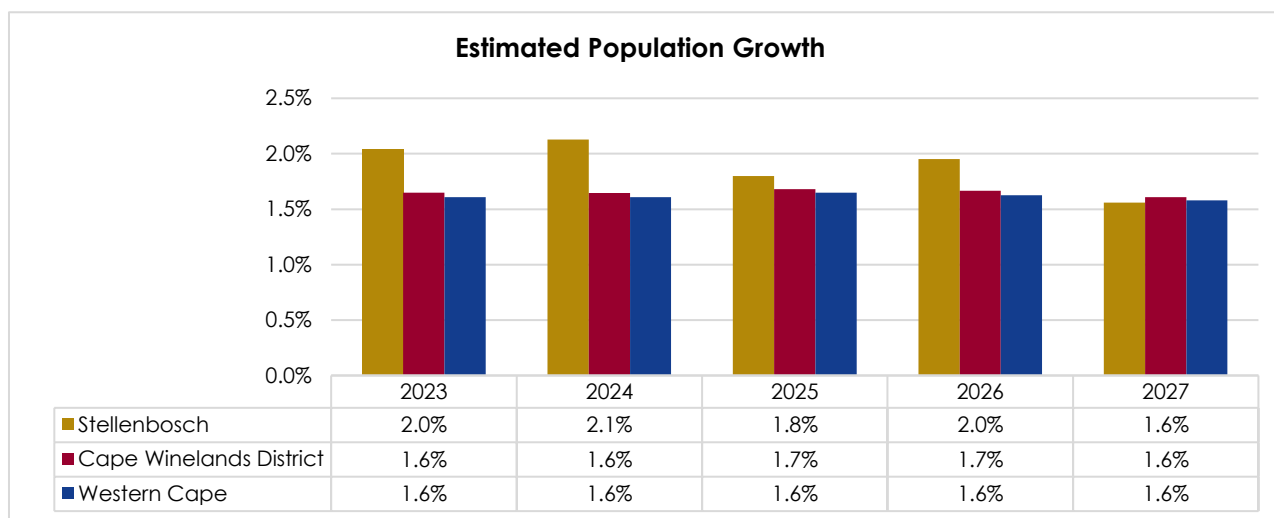
The GDPR performance, risk, and vulnerability factors can be read in detail within the Local Government Socio-economic Profile 2023 for the Stellenbosch municipal area.



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.

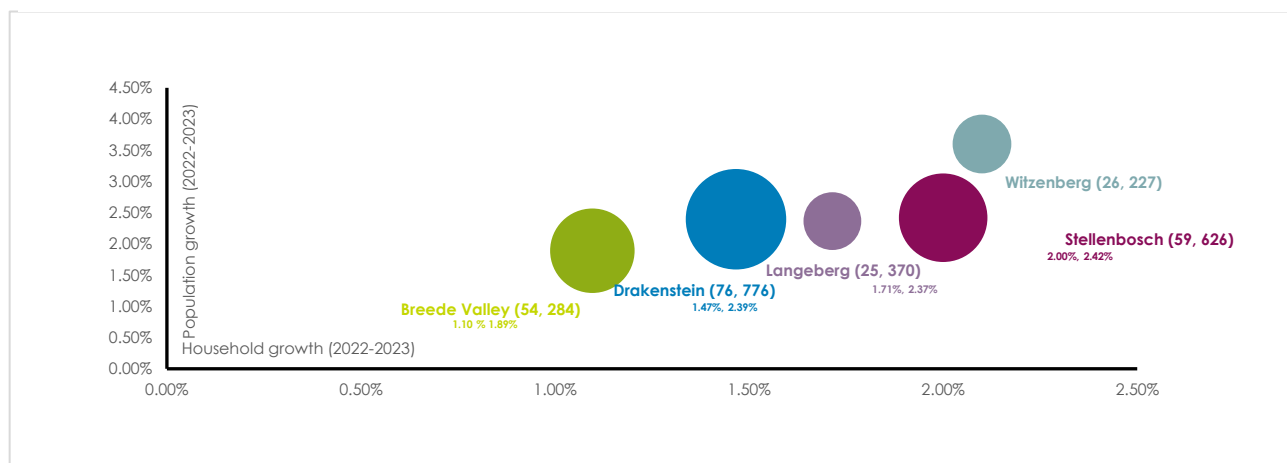
Graph 1: Estimated Population Growth



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.



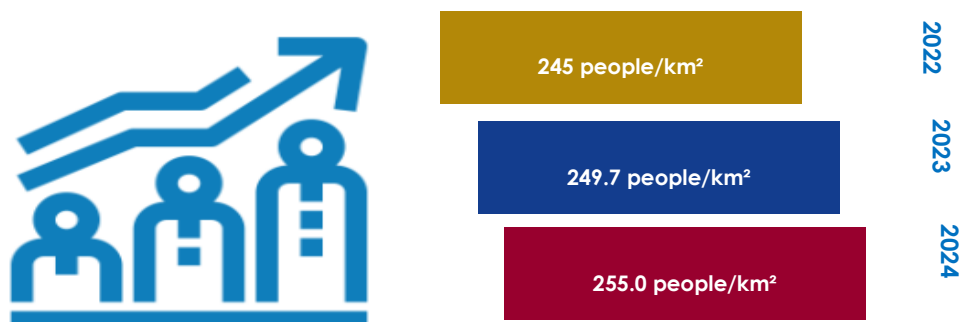
Amidst rapid urbanisation across the Western Cape, population density figures will aid public sector decision-makers in mitigating environmental, health, and service delivery risks. In 2022, the population density for WC024 was 245 recorded persons per square kilometer.

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



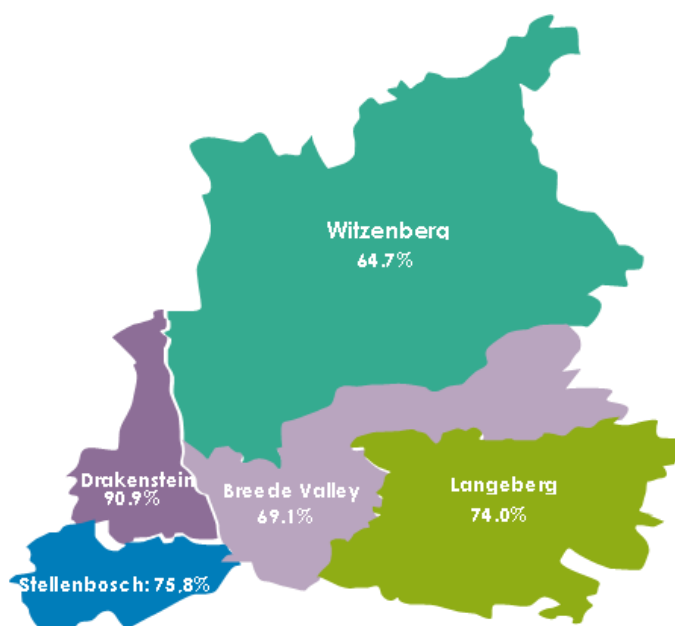
According to the above comparison, Stellenbosch has the highest density in the Cape Winelands District. This is helped a lot by the fact that the Municipal Spatial Development Framework (MSDF) says that urban development should stay within the limits of the urban edge.

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.

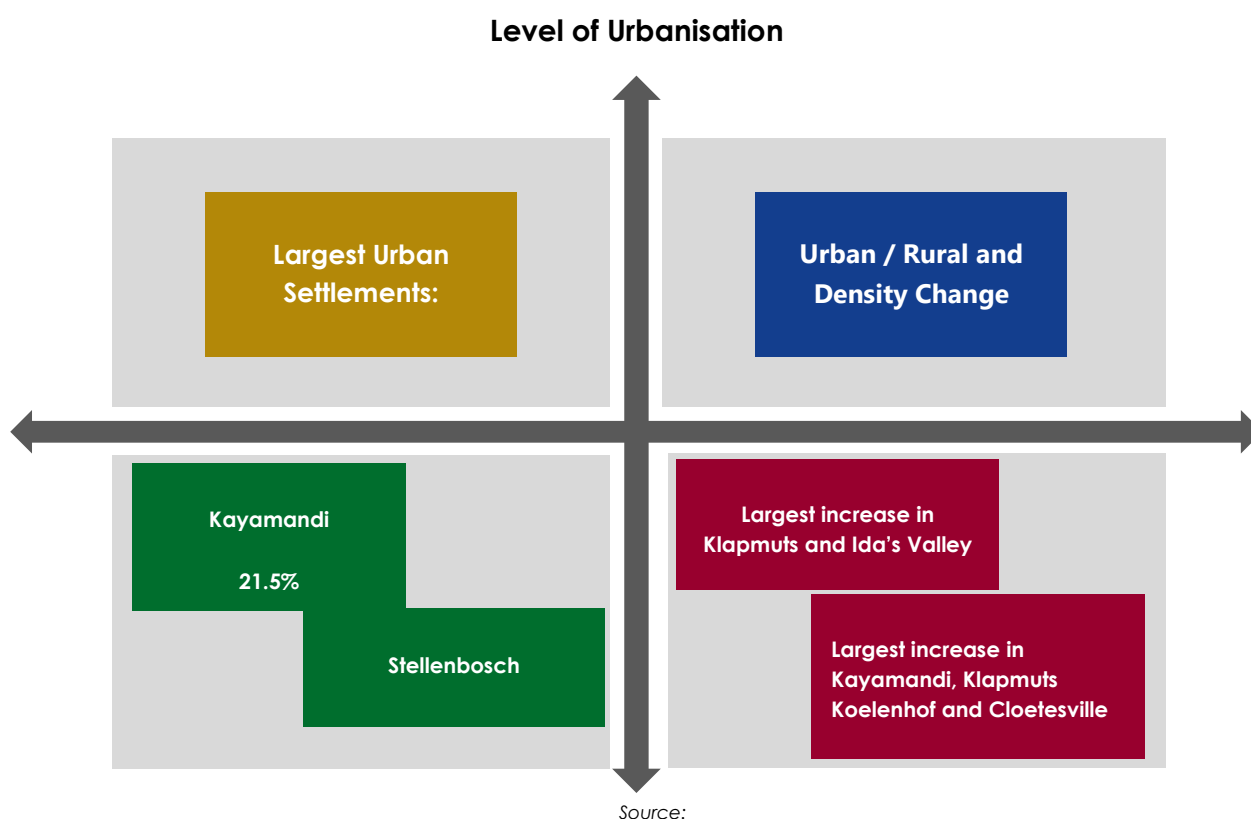
Noteworthy urbanisation growth has been observed in specific areas such as Klapmuts, Ida's Valley, Koelenhof, Cloetesville, Paradyskloof, and Franschhoek, while a population decline has been noted in Dalsig.



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



Figure 4: Level of urbanisation



Source:

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

1.2.6.6 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.

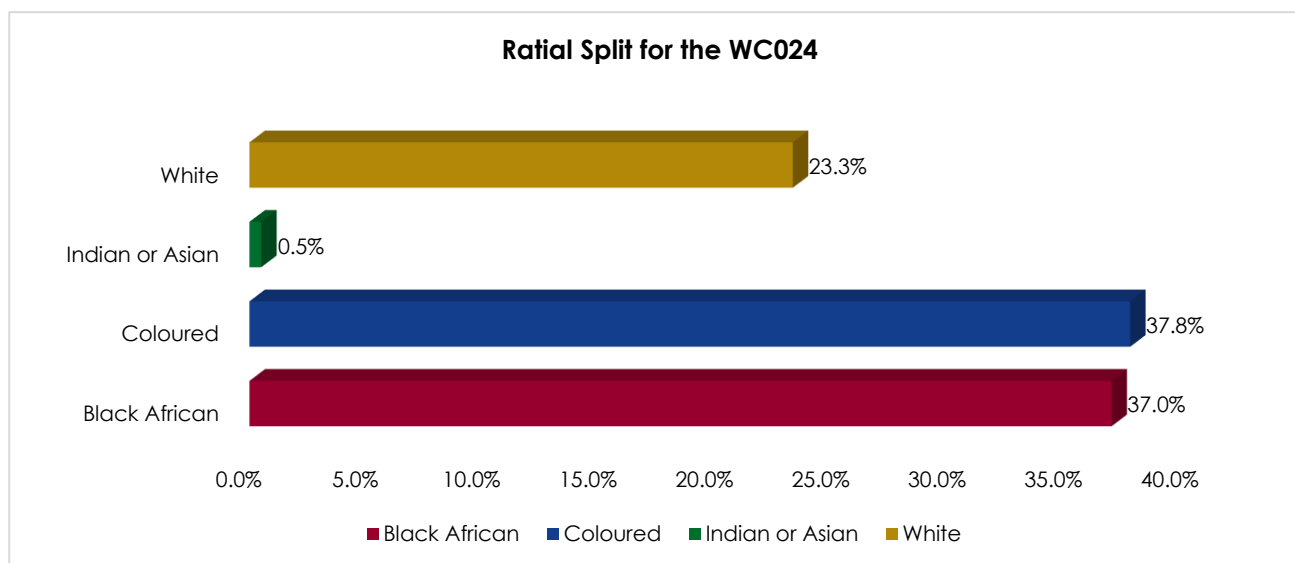
This cross-analysis highlights the intricate racial composition within the Stellenbosch community, underscoring the significance of cultural diversity and its potential impact on economic and social interactions.

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.

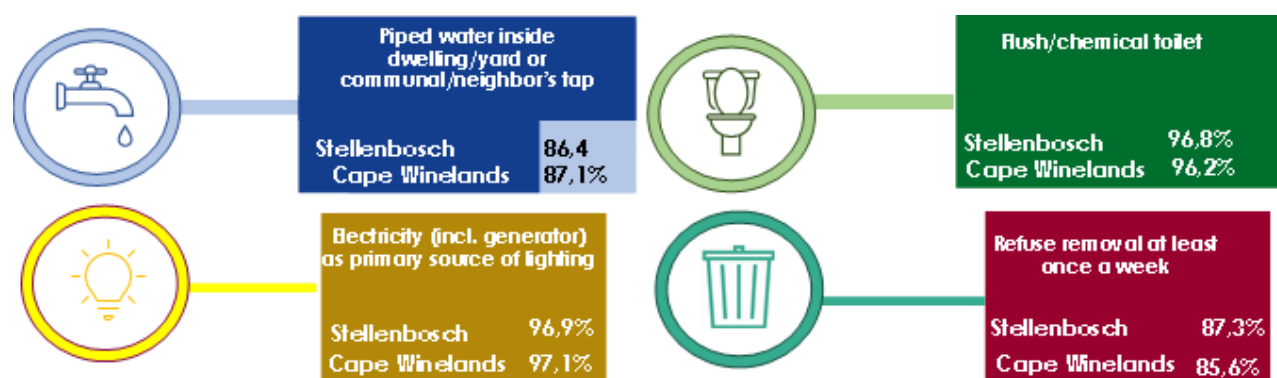
Housing and Household Services

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%	7283	100%
2021/22	4 681	100%	4 681	100%	4 982	84.25%	4 681	100%
2022/23	5 744	100%	5 744	100%	5 744	100%	5 744	100%
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.



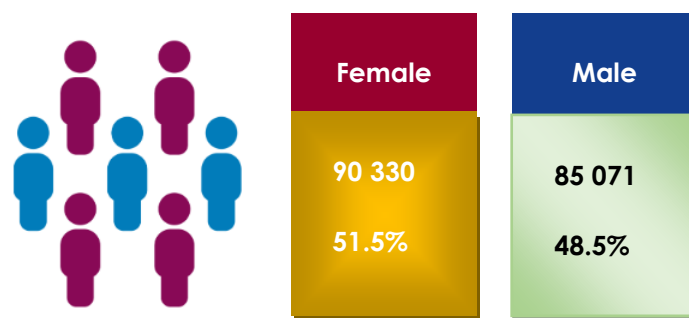
The table and figure below reflect the gender ratio within the Stellenbosch municipal area.

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

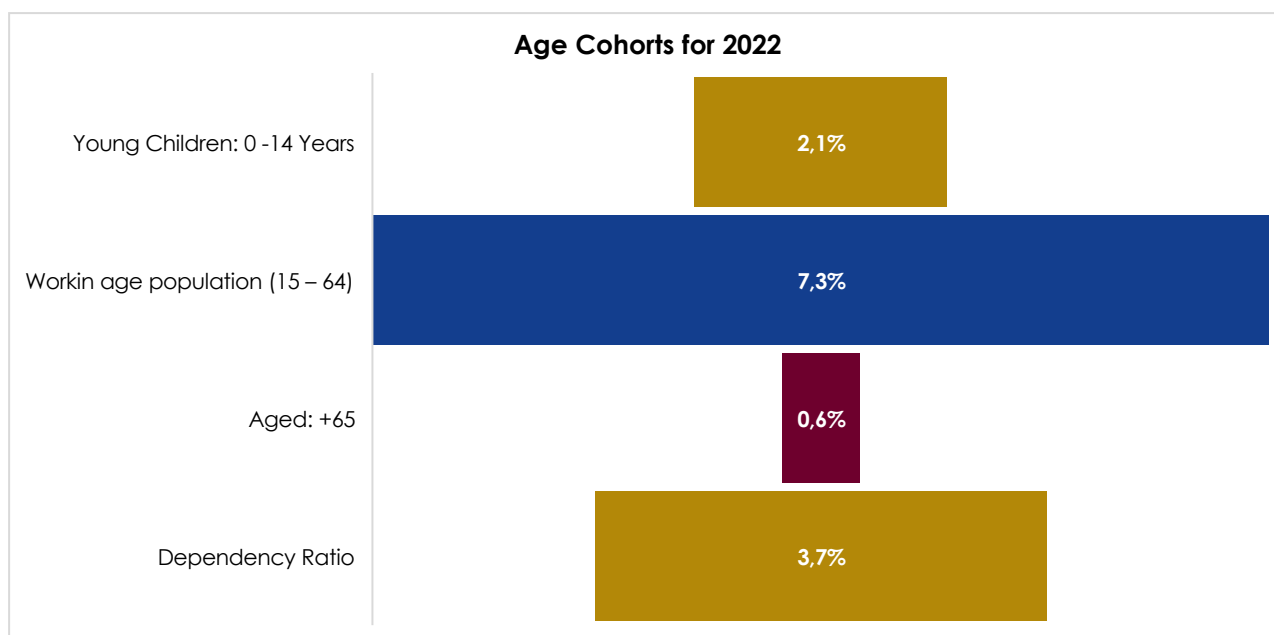
Source: Western Cape Local Government Social-Economic Profile 2023 and Statistics South Africa 2022

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

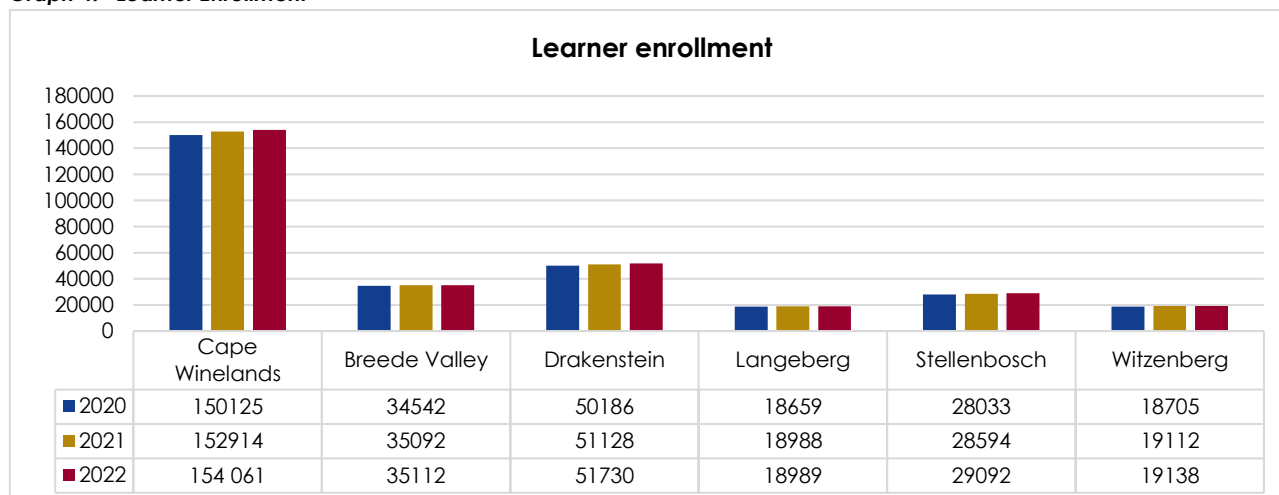
The socio-economic impact of education within municipalities is profound and complex, touching various aspects of community development and individual well-being. Quality education equips individuals with essential skills, knowledge, and critical thinking abilities, empowering them to participate meaningfully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

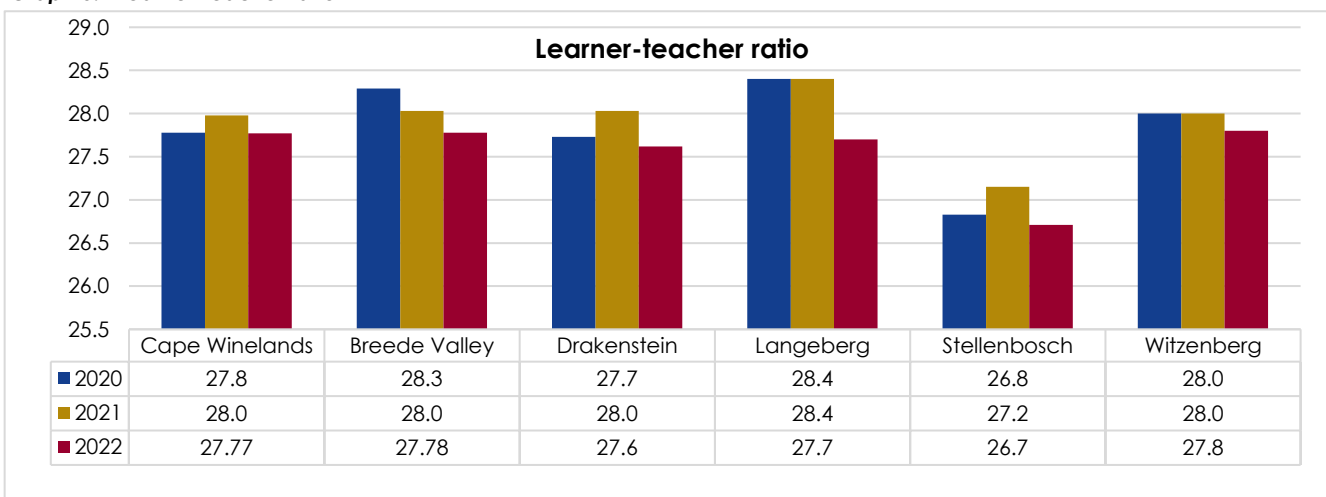
Learner enrollment in Stellenbosch experienced a notable surge from 28 033 enrolments in 2020 to 29 092 in 2022 which reflects an increase of 1 059 learners. It is evident that educational growth depicts a positive socio-economic trend within the region, presenting an enhanced emphasis on education and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

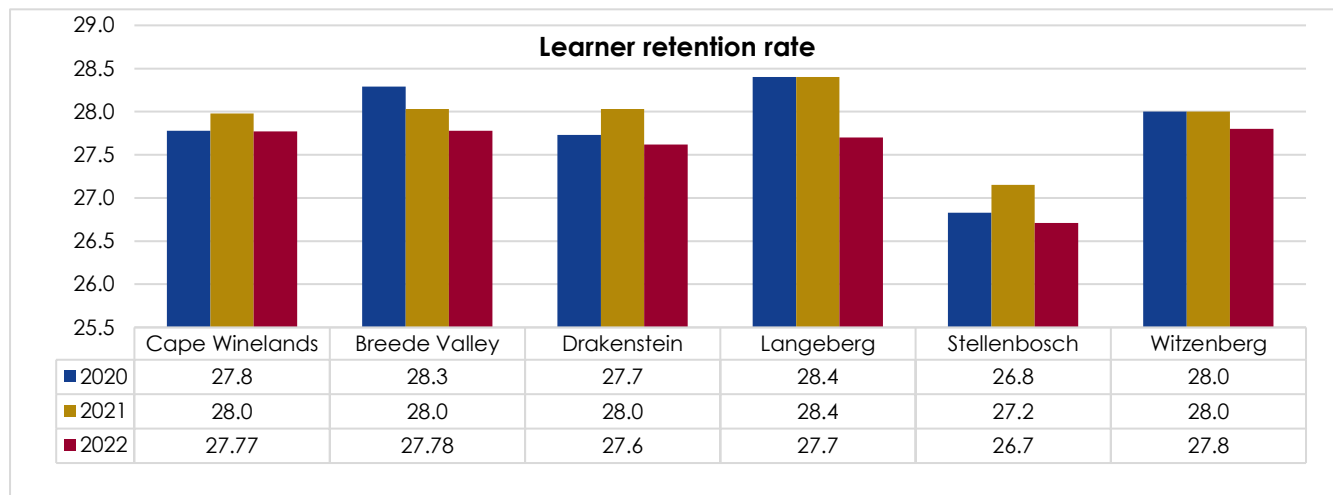
The learner retention rate measures the proportion of learners in Grade 12 who remained in Grade 10 two years prior. This can reflect essential socio-economic factors and personal circumstances that have a significant impact on education.

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.

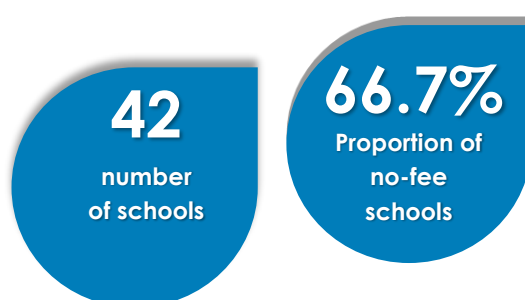
Graph 6: Learner retention rate



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 Klipmuts 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

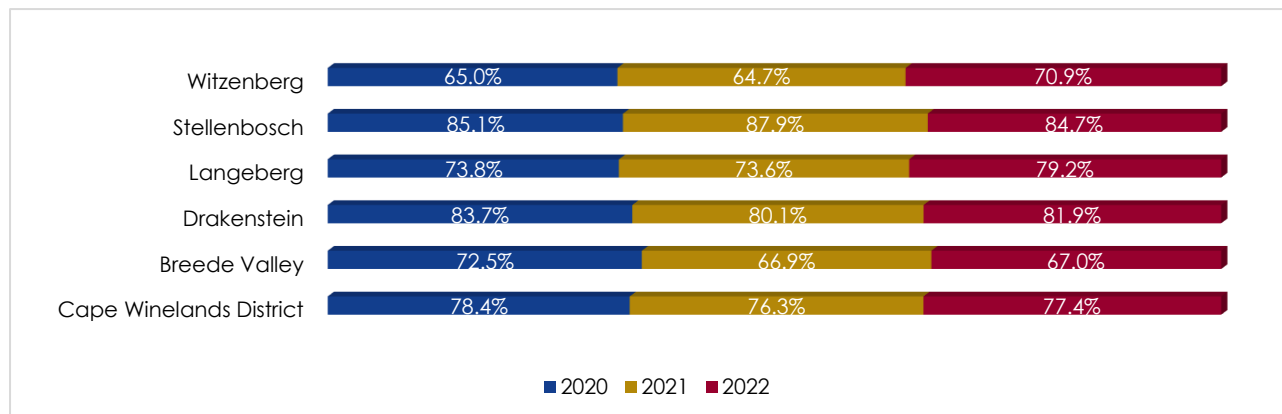
Education remains one of the key avenues through which the state is involved in the economy. In preparing individuals for future engagement in the labour market, policy choices and decisions in the sphere of education play a critical role in determining the extent to which future economic and poverty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

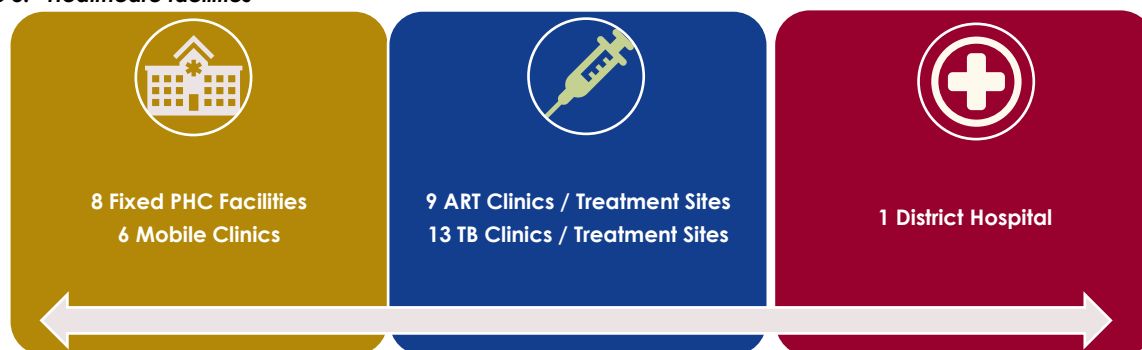
According to the LGSEP 2023, the Stellenbosch municipal area had 8 fixed primary healthcare facilities, comprising 7 fixed clinics, 1 community day centre as well as 6 mobile / satellite clinics. In addition to these primary healthcare facilities, there is one district hospital, 9 ART treatment sites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

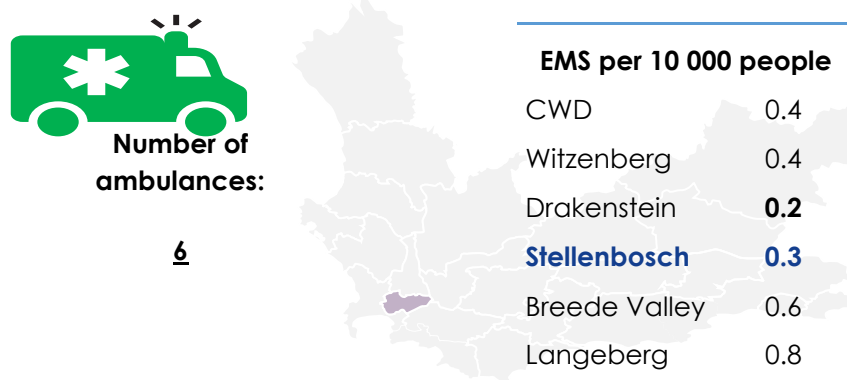


Emergency Medical Services

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

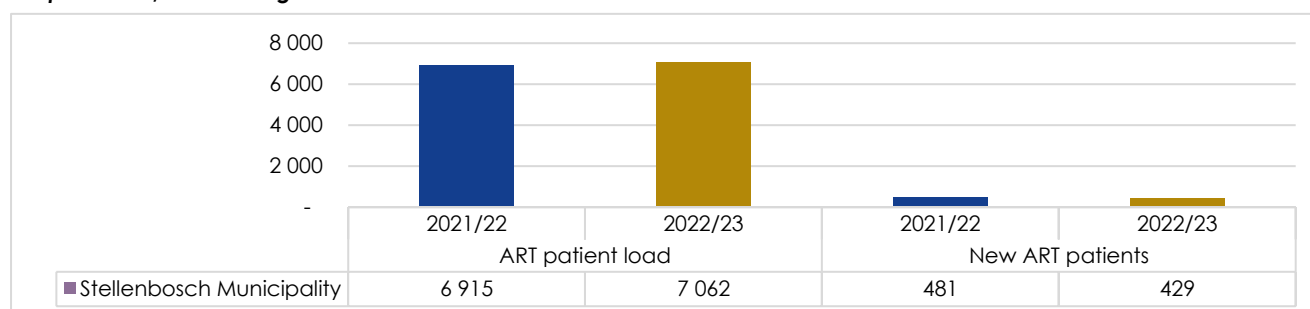


HIV / AIDS and TB

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.

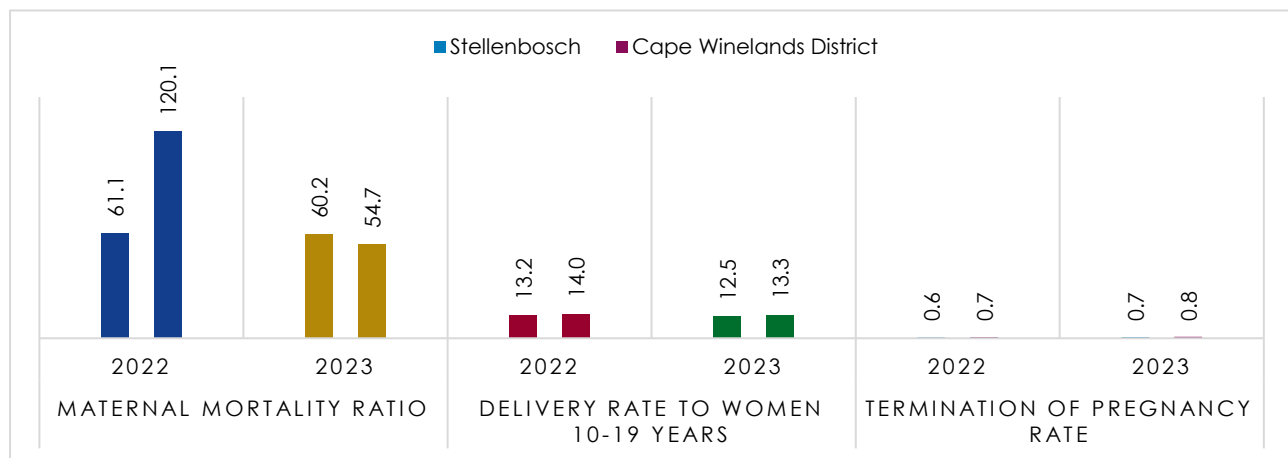


The CWD also increased from 1.8 per cent to 2.2 per cent while the provincial average changed from 0.9 to 1.3 per cent. The neonatal mortality rate (deaths per 1 000 live births before 28 days of life) for the municipal area declined from 6.3 in 2020/21 to 3.1 in 2021/22. The rate was still notably below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

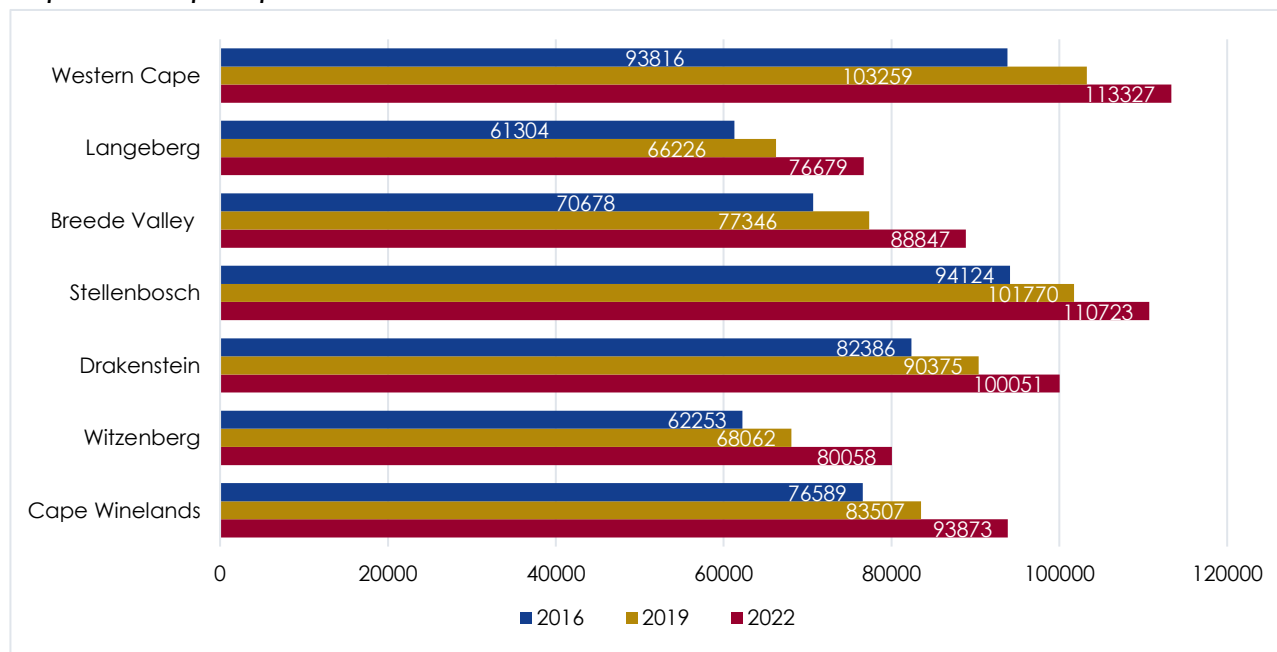
A stable atmosphere is conducive to economic growth and development in Stellenbosch. In Stellenbosch, the crime rate per 100 000 people for malicious damage to property demonstrated a consistent downward trend over the analysed period. In 2020/21, there were 434 reported incidents per 100 000 people,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

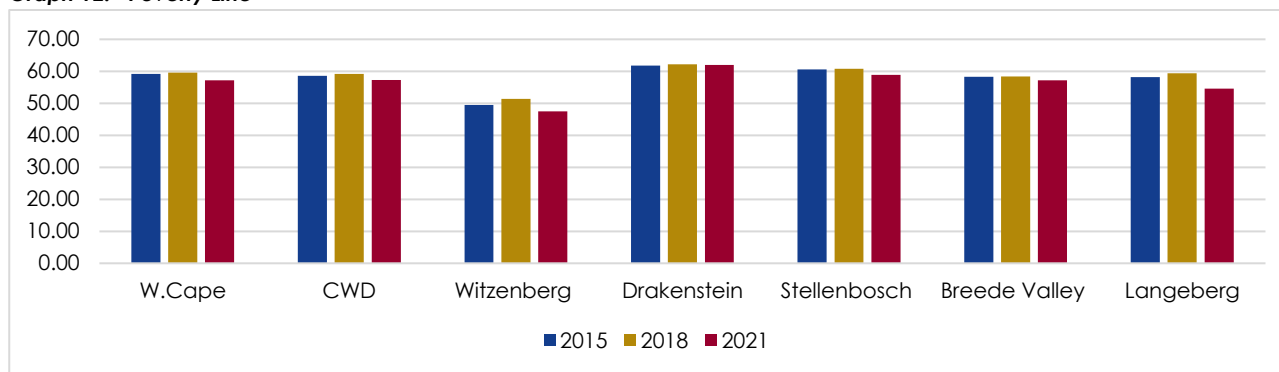
The Upper Bound Poverty Line² (UBPL) headcount ratio is the proportion of the population living below the UBPL i.e. that cannot afford to purchase adequate levels of food and non-food items.

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

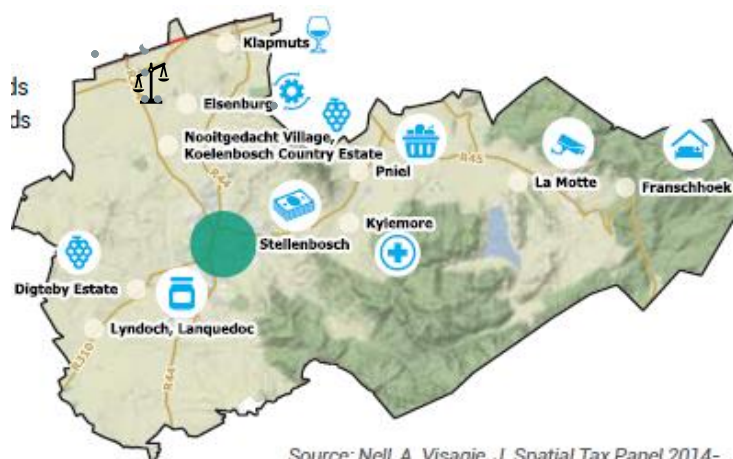
Sectors	Number of FTE Jobs
Monetary Intermediation	14 117
Manufacturing of beverages	7 142
Higher Education	5 450
Restaurants and mobile food service activities	4 864
Growing of perennial crops	4 761

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.

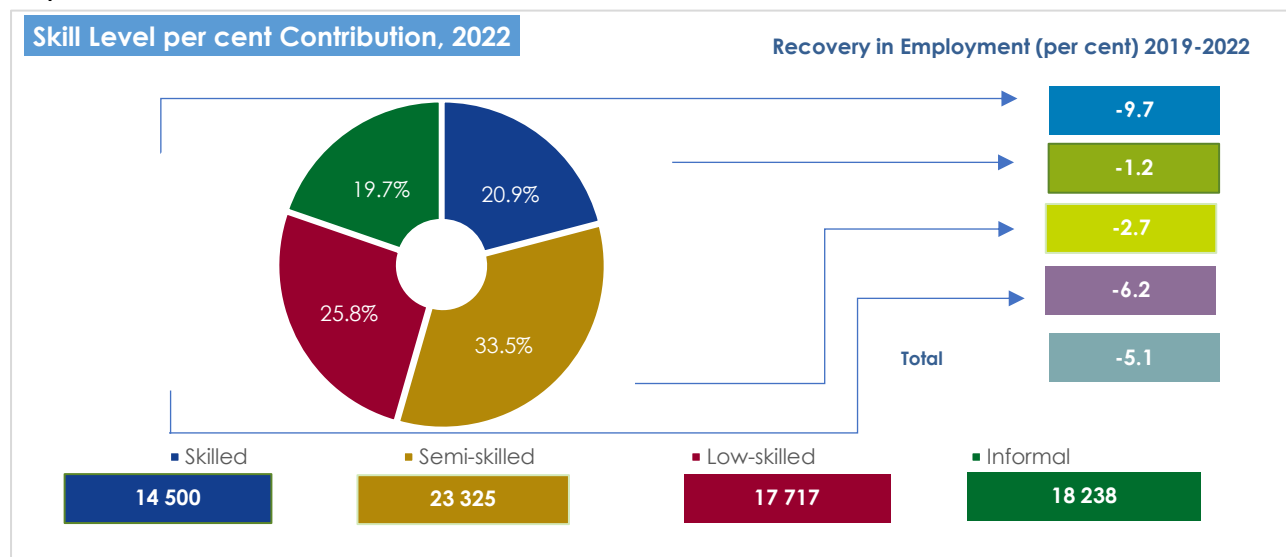
Formal and Informal Employment

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



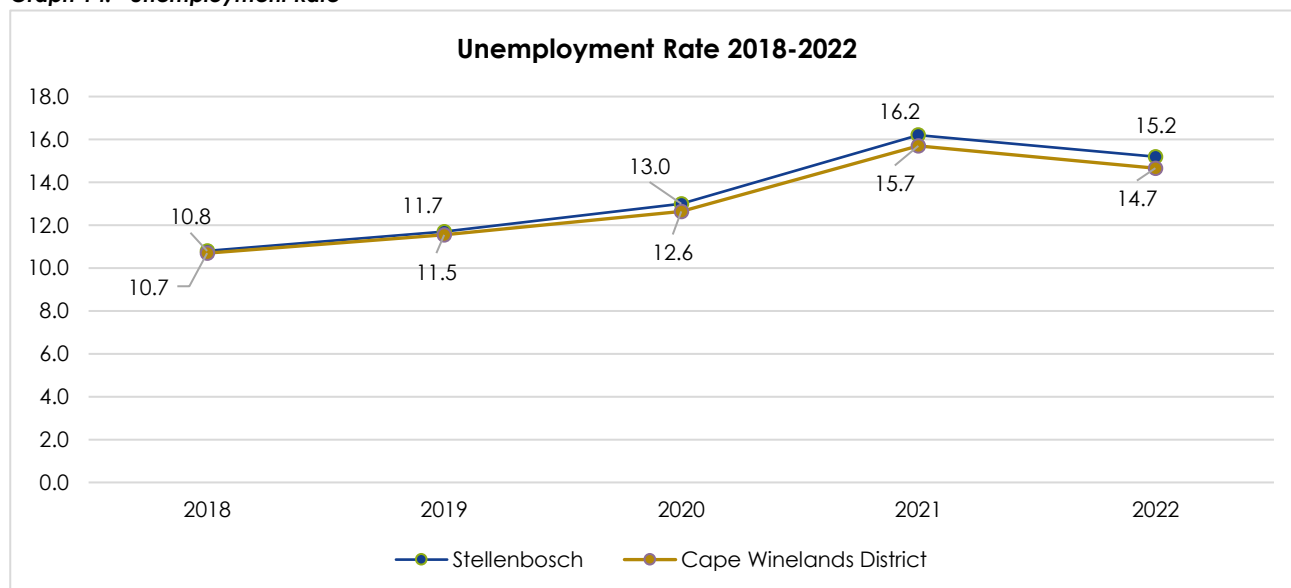
Source: Western Cape Local Government Social-Economic Profile 2023 (Stellenbosch Municipality)

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: Vlottenburg – 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 Franschhoek	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 Franschhoek 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	
	Consultants not always keep to agreed deadlines which contributes to delays in projects	
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 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%.



Highlight	Description
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



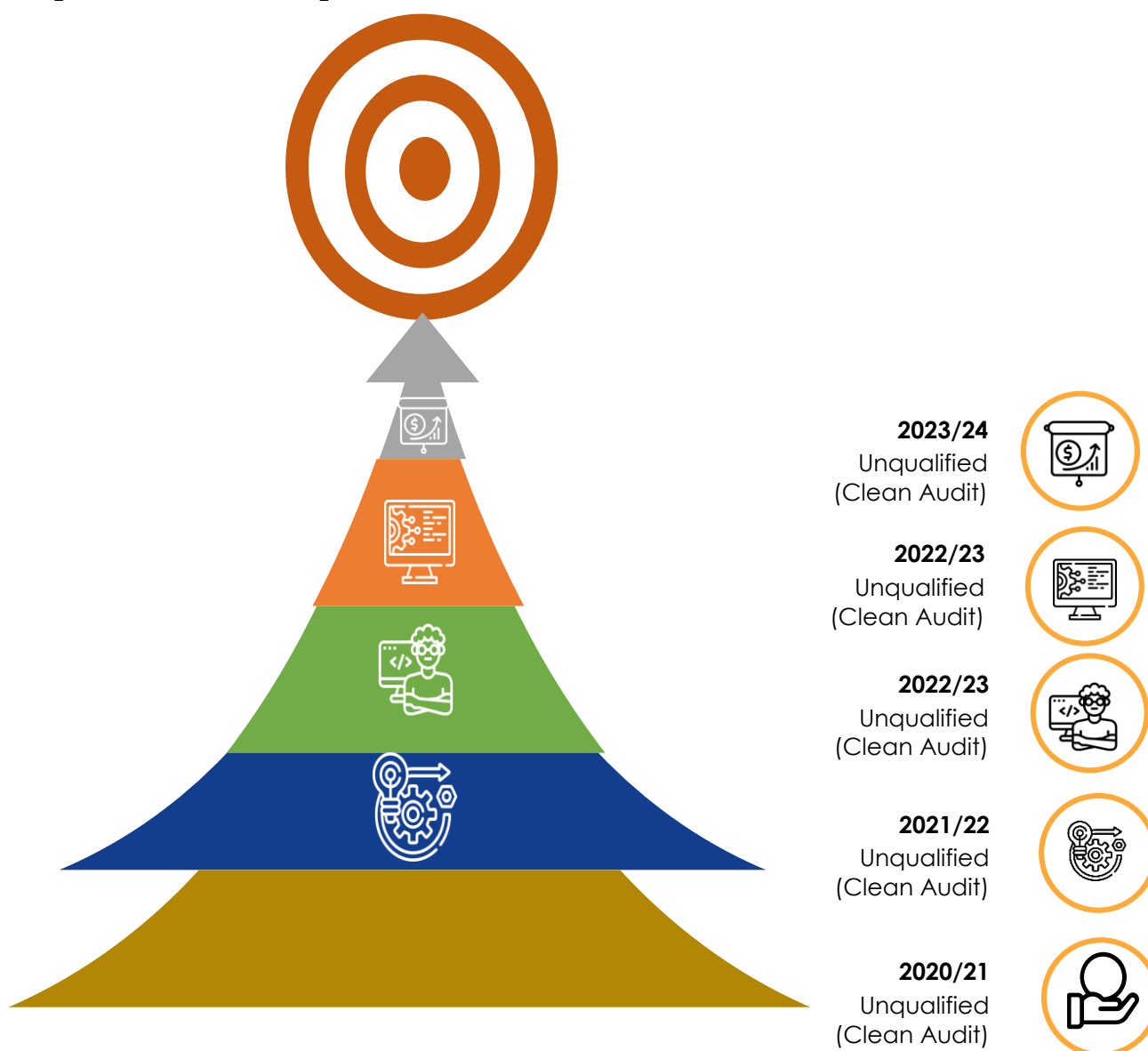
1.2.16 AUDITOR GENERAL OF SOUTH AFRICA'S REPORT

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

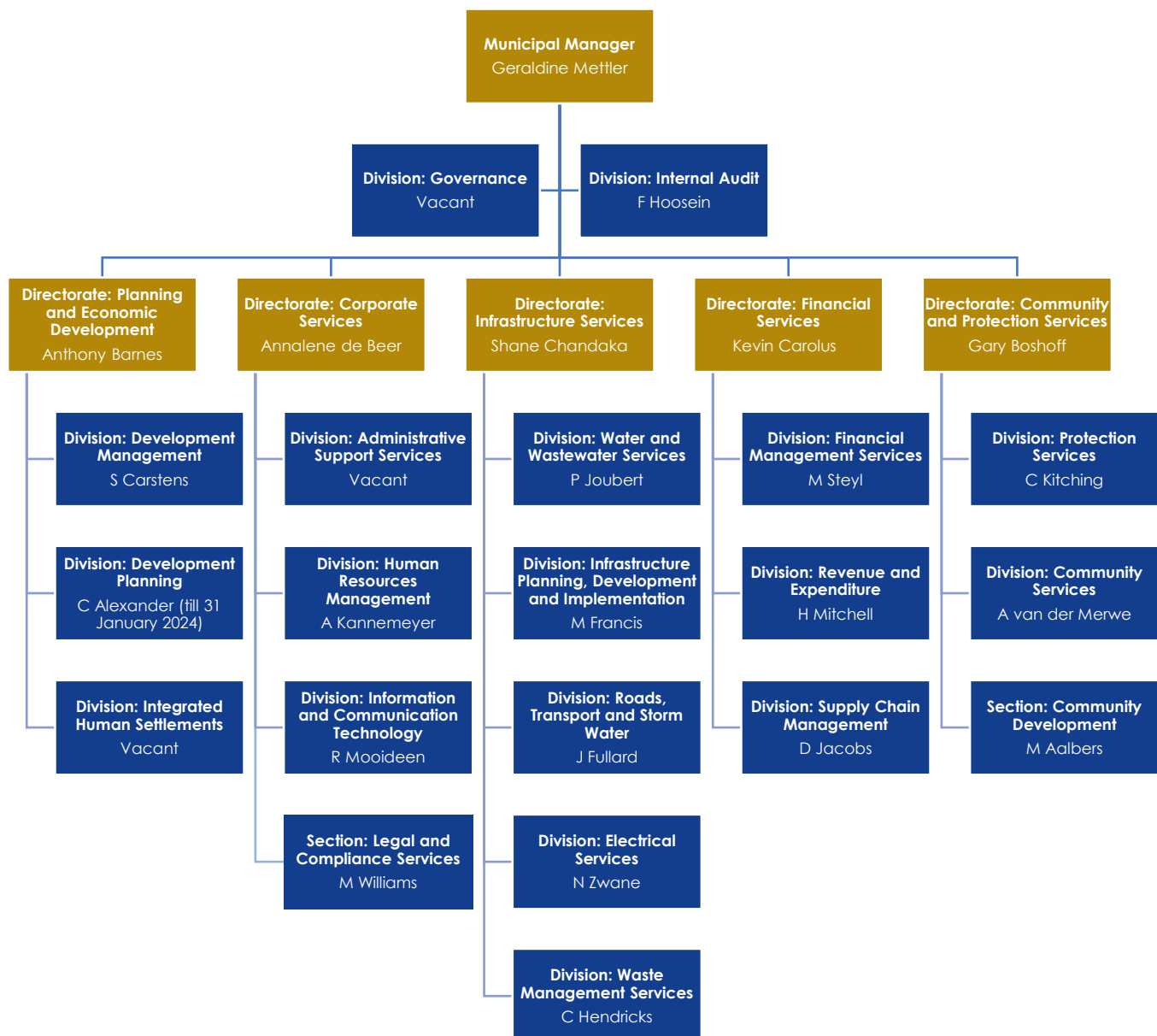
The Municipal Manager is the Chief Accounting Officer of the municipality. The Municipal Manager is the head of the administration and primarily serves as the chief custodian of service delivery. The Municipal Manager is assisted by the Management Team, which reports directly to the Municipal Manager.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

Figure 12: Top Management Structure





Figure 13: Macro Structure



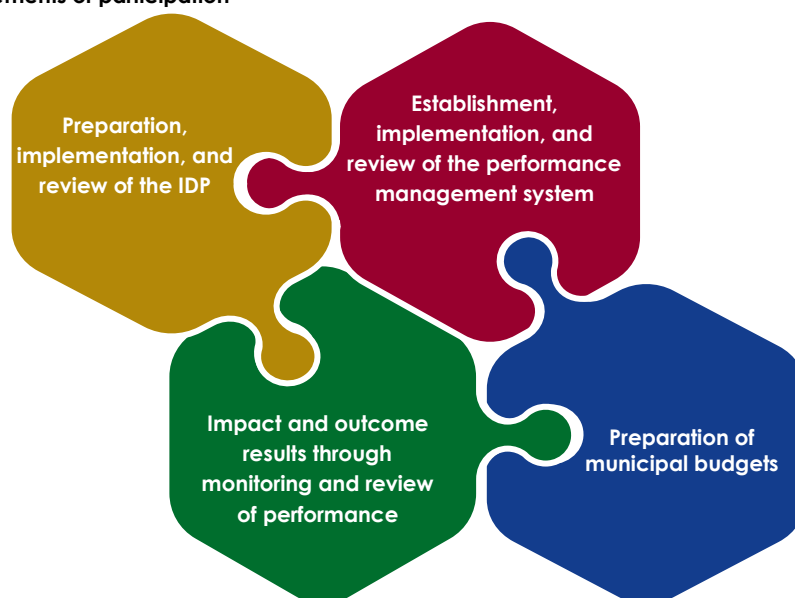


COMPONENT B: PUBLIC ACCOUNTABILITY

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.
MinMay Technical	
MinMay	



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

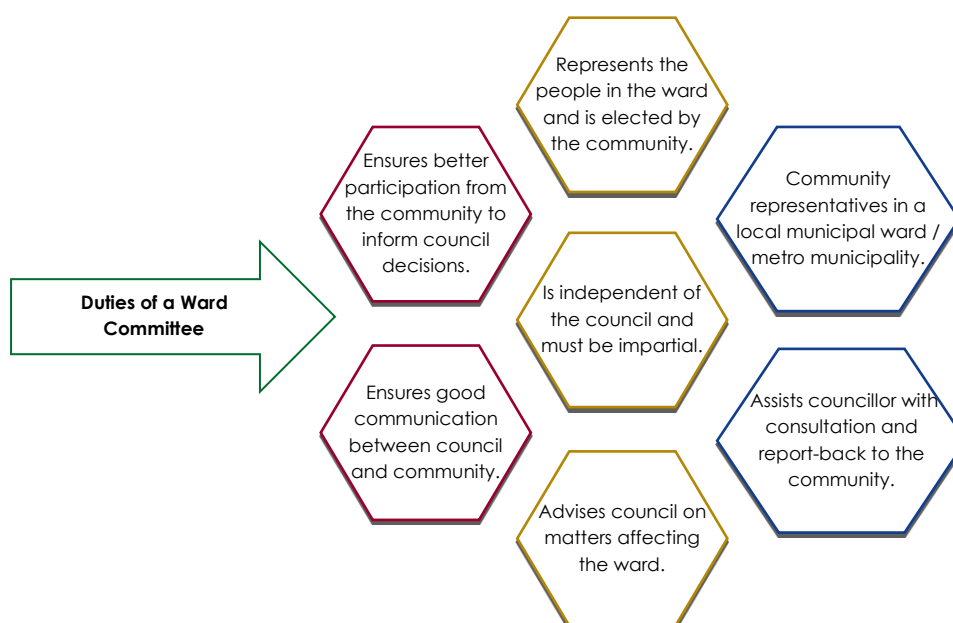


Name of Partner / Partnership	Purpose
	<p>Special focus and attention were given to communities in rural areas. The Stellenbosch, Drakenstein, and Breede Valley municipalities have participated in various indigenous games that were hosted by the Cape Winelands Municipality. The relationship between Stellenbosch Municipality and the district 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 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

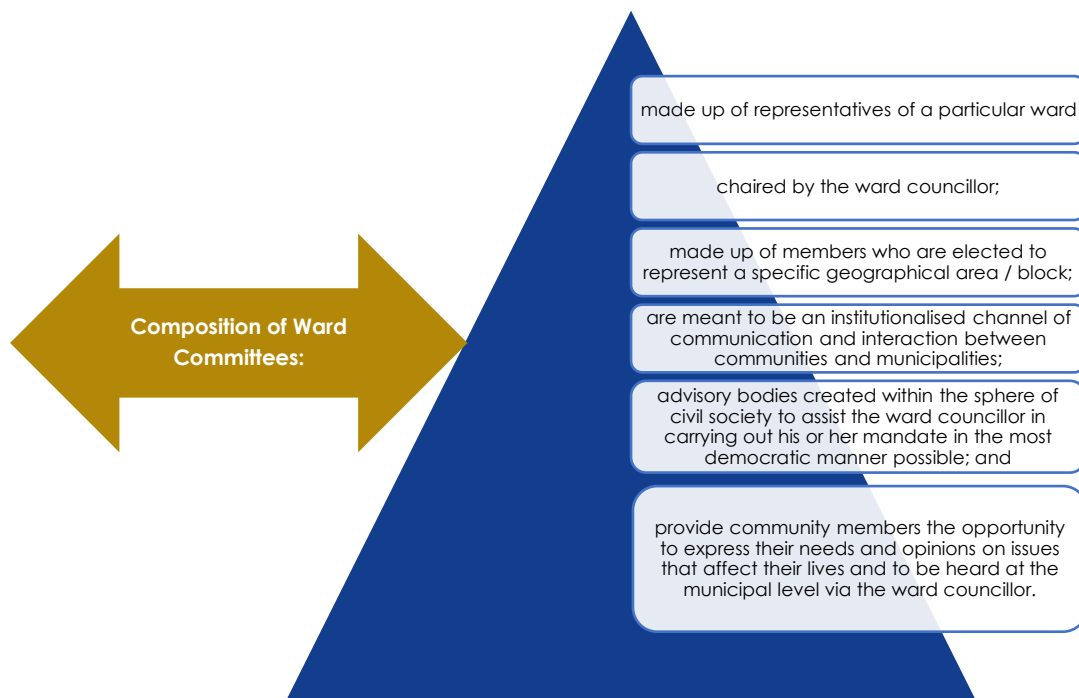


Participation remains a key pillar of good governance and constitutes an integral component in the policymaking process, development planning, and budgeting. Section 152 of the Constitution places the participation of communities at the centre of service delivery and other matters of local government. 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 coordination of ward developmental initiatives and 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 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 on a quarterly basis.

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			



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)
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- Boonzaaier 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 Slingers [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 Block 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 Cillie [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 Rhee	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.

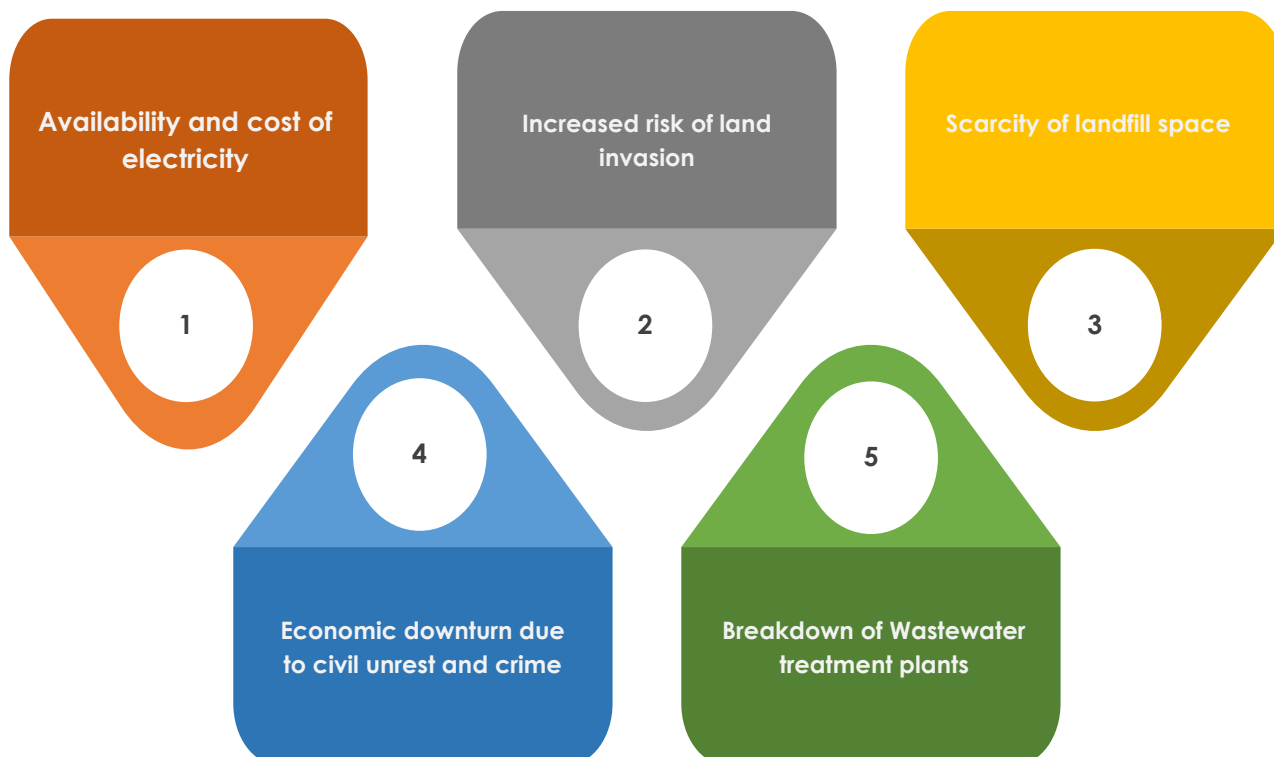
As the new financial year started, conversations and assessments turned to the impact of the ongoing electricity and energy crisis. This was necessary as the municipality started to focus on the impact of continuous and persistent loadshedding, the sustainability of the national power supply, and how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

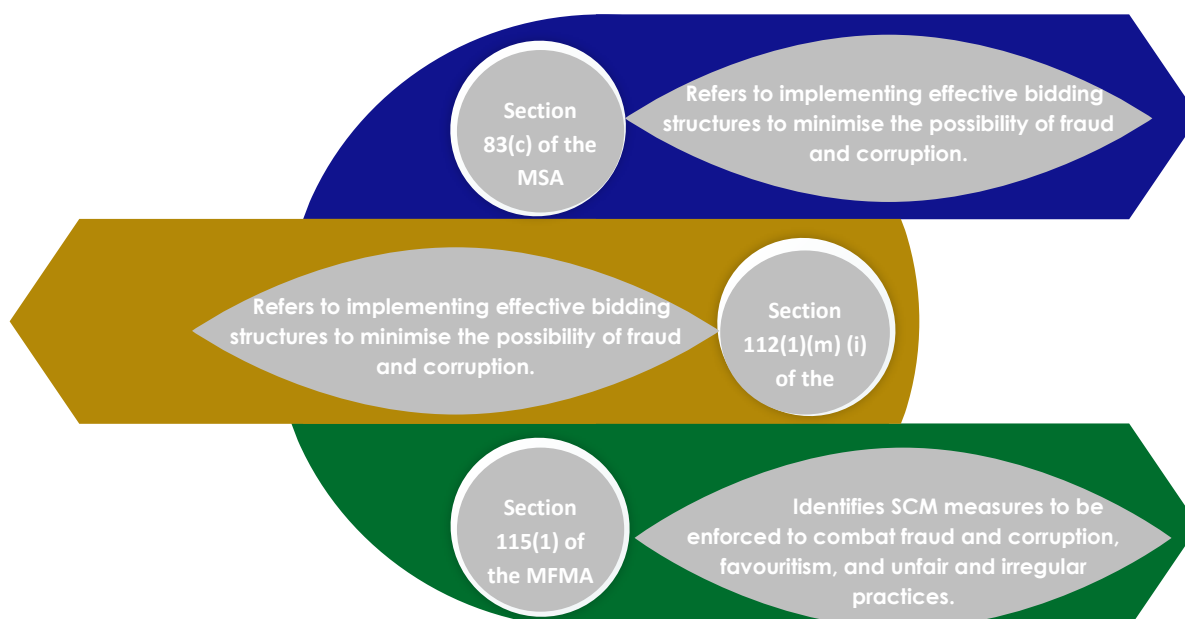
2.5.2 ANTI-CORRUPTION AND ANTI-FRAUD

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

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 remain 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 continue 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, Klappmuts, 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
Voëlvllei	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):

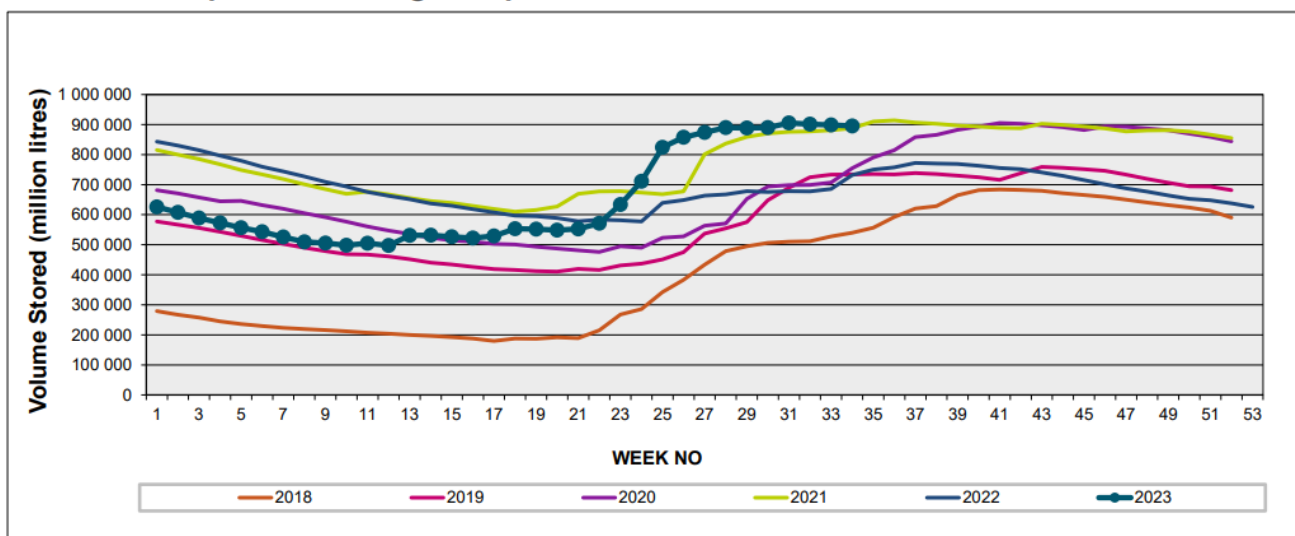
Stellenbosch's own Dams

Table 89: Stellenbosch dams

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

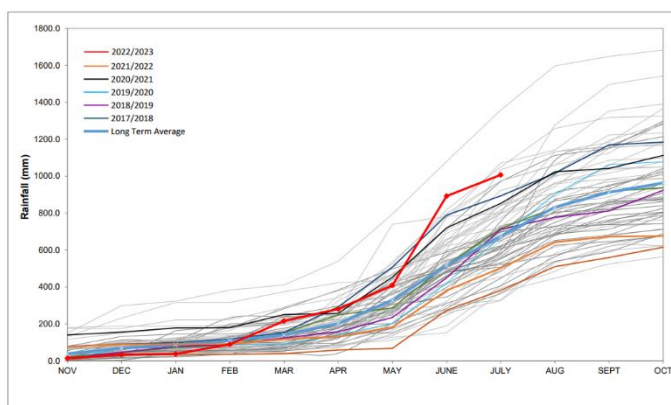


WCWSS Comparative Storage Graph

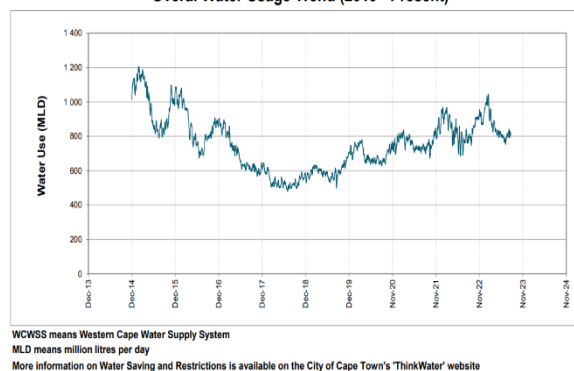


Accumulated Monthly Rainfall at Wemmershoek

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, Cloeteville substation, Franschhoek substation, Pappegaaiberg, Highsite Matoppie, Highsite Fire Station, and Highsite. Jan Marais substation, Golf substation, Cloeteville 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 Hugene.

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 Amount 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 RFG 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 Klappmuts 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

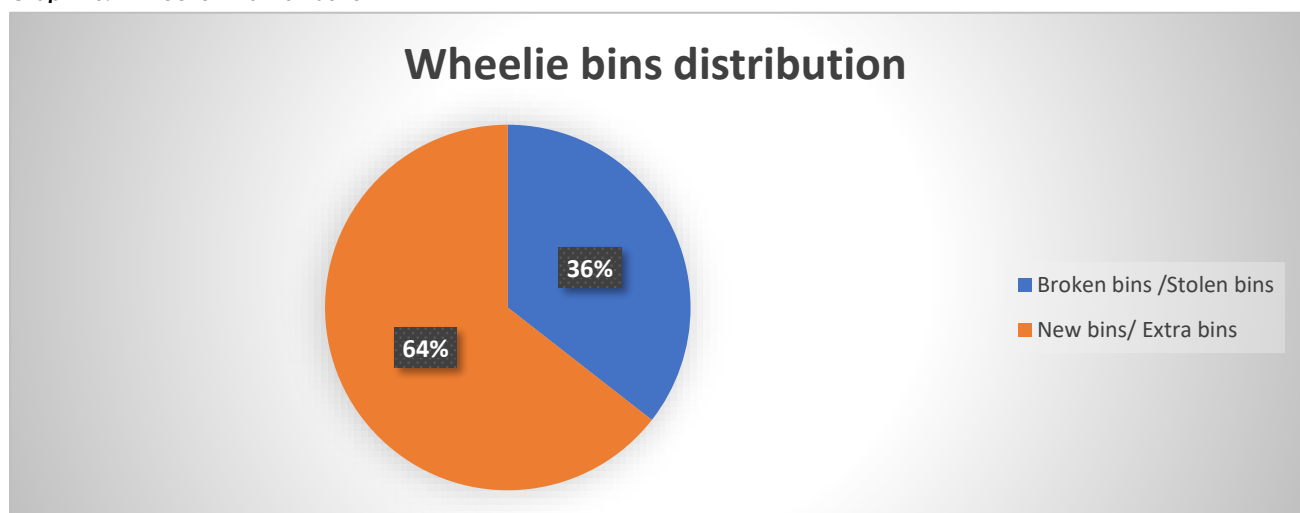
The following information is drawn from the available data regarding wheelie bin distribution for the 2023/24 financial year:

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.

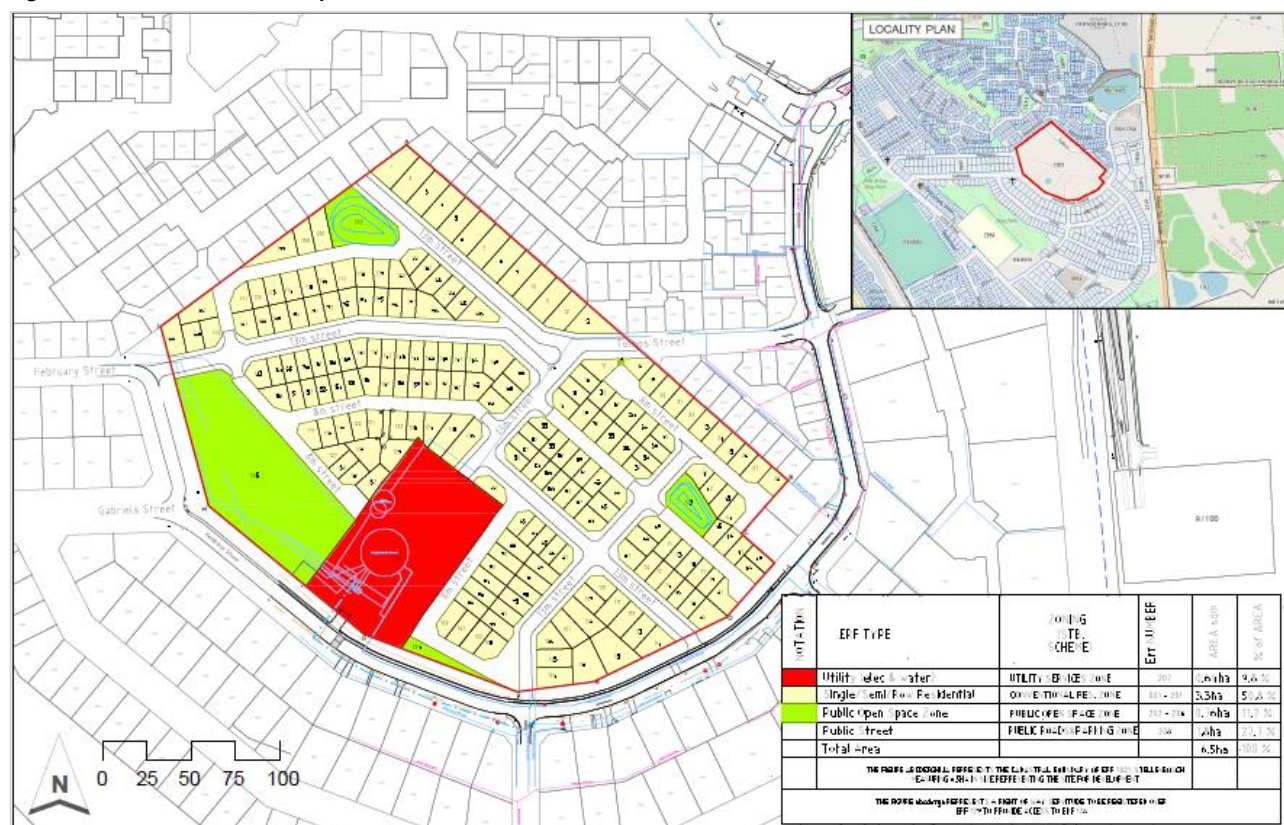
Stellenbosch Municipality is essentially making the land available (via the ATR processes) to a developer to develop housing opportunities in the GAP market.

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)

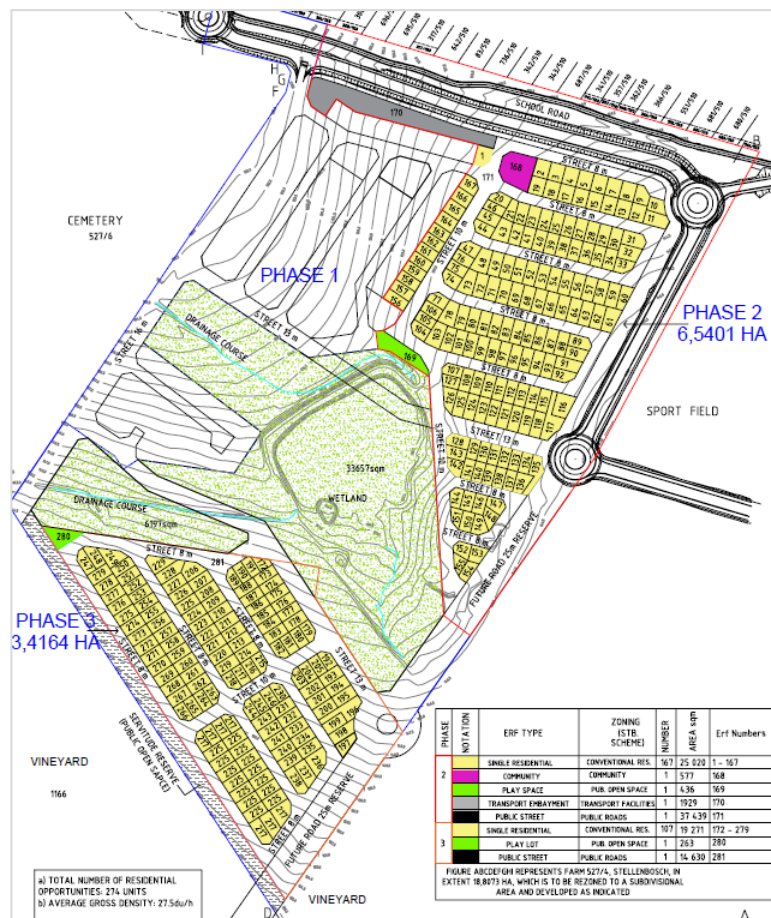
The subject property is located on the southern edge of the suburb of Jamestown, east of the R44 between Stellenbosch and Somerset West. It is flanked by an existing cemetery on its western boundary and a sports field located centrally on its northern edge.

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 Cloetesville 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.



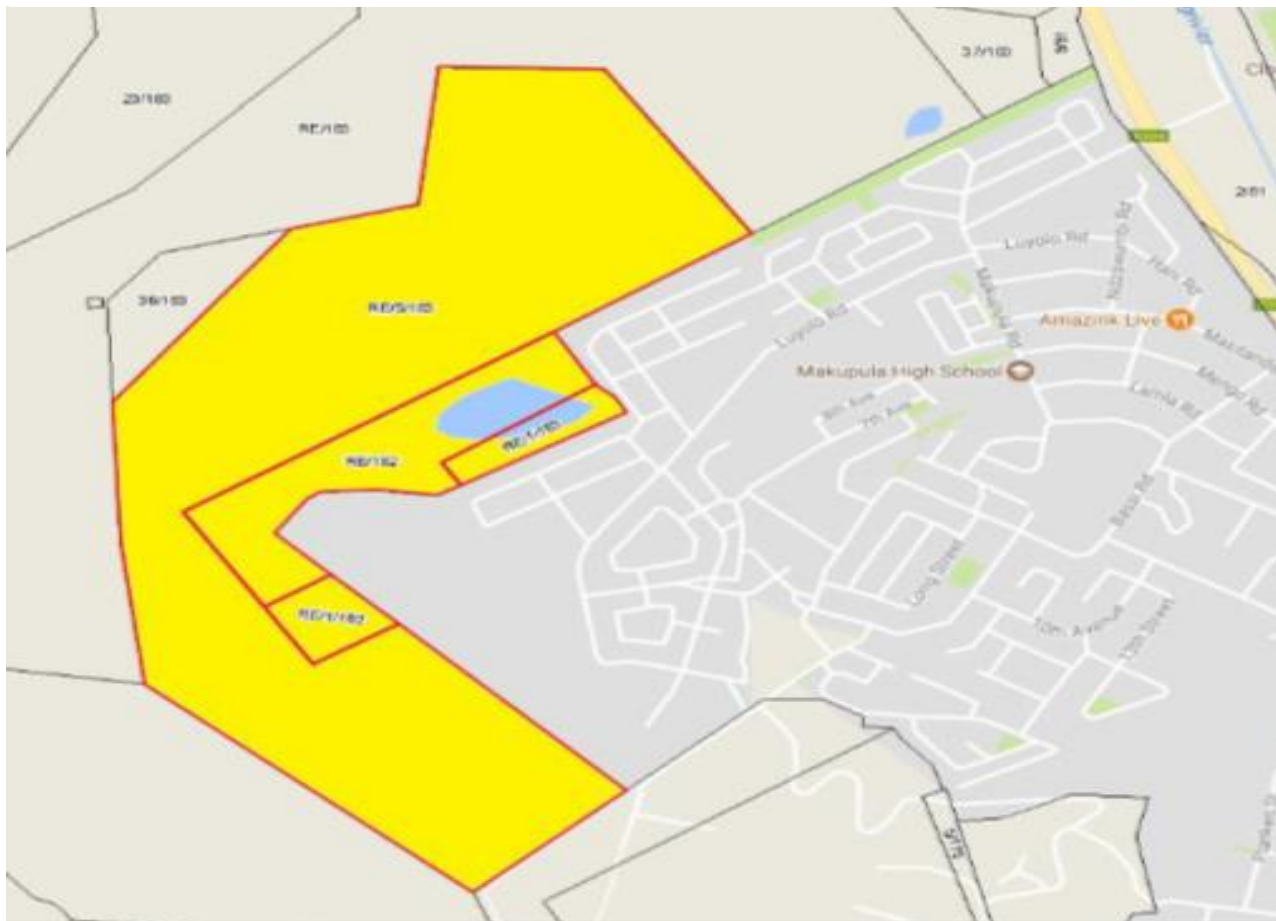
It should be noted that a portion of the development has been identified as a possible relocation area for the redevelopment of the Kayamandi Town Centre and other related projects.

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, Klapmuts, 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

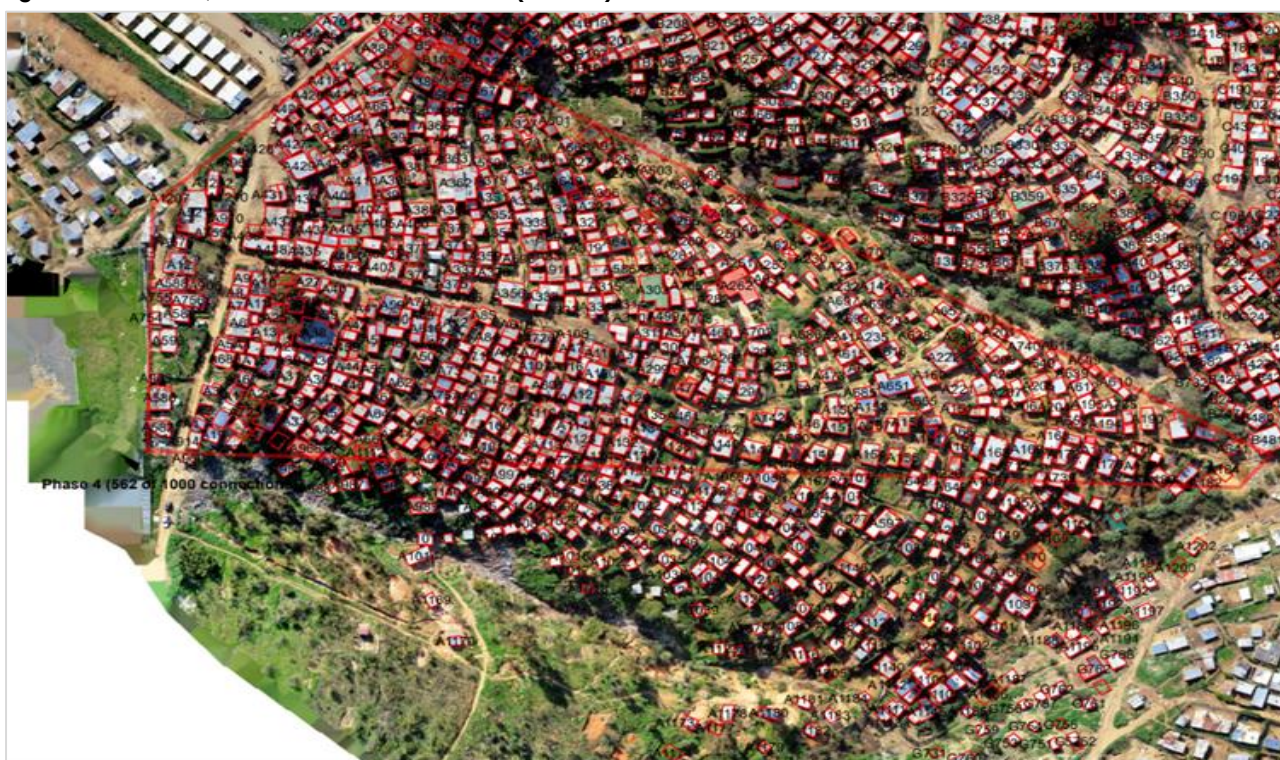
To make sure that planned brownfield projects go smoothly, this section oversees coordinating with the community and involving stakeholders in several upgrading projects in WC024.

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.

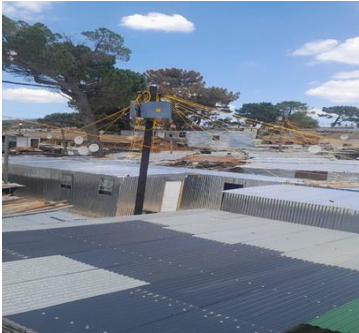
Budgetary constraints were often the main reason why maintenance issues of municipal rental stock could not be resolved. It should be noted that provision has been made for the 2024/25 financial year, which will address the backlog on maintenance work reported.

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, Klappmuts	243
La Rochelle, Klappmuts	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	2911
	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	1092
	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 |
|----------------------|--------------|

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
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Stellenbosch

	Papegaai 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
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Longlands

	Roos Crescent	6x speedhump
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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

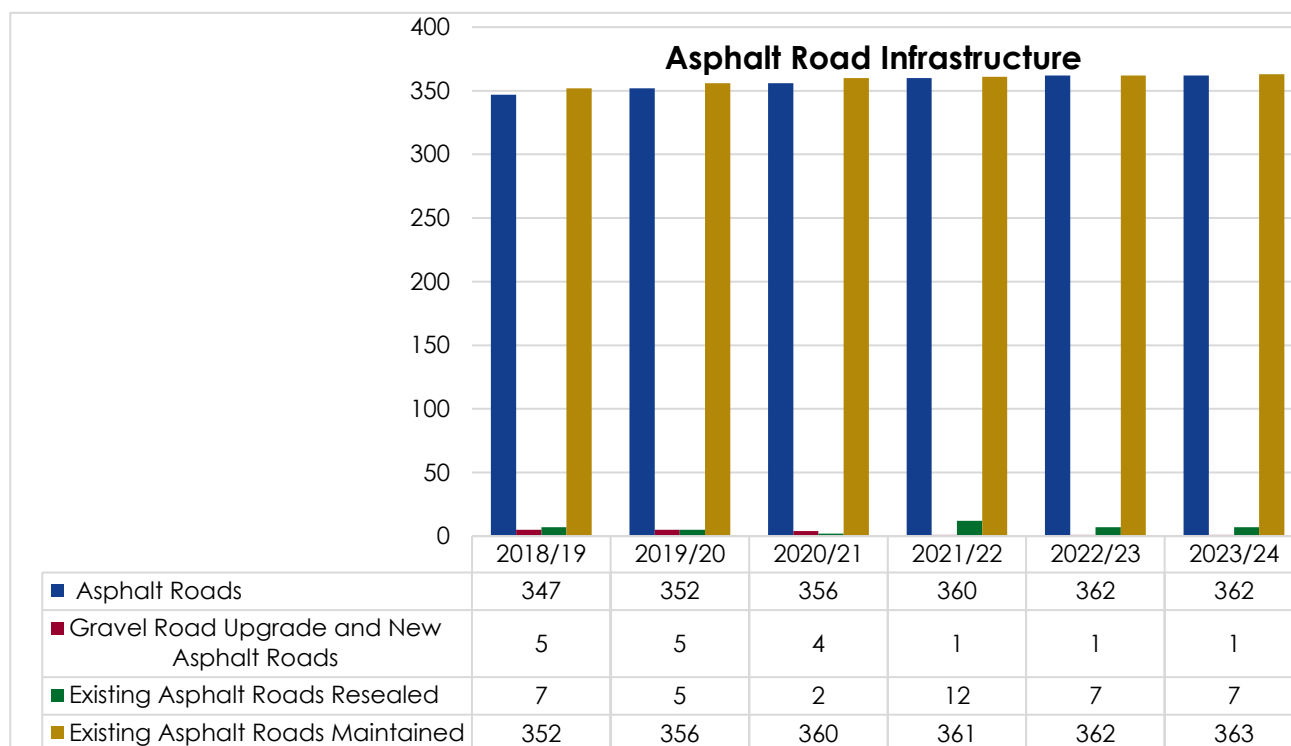
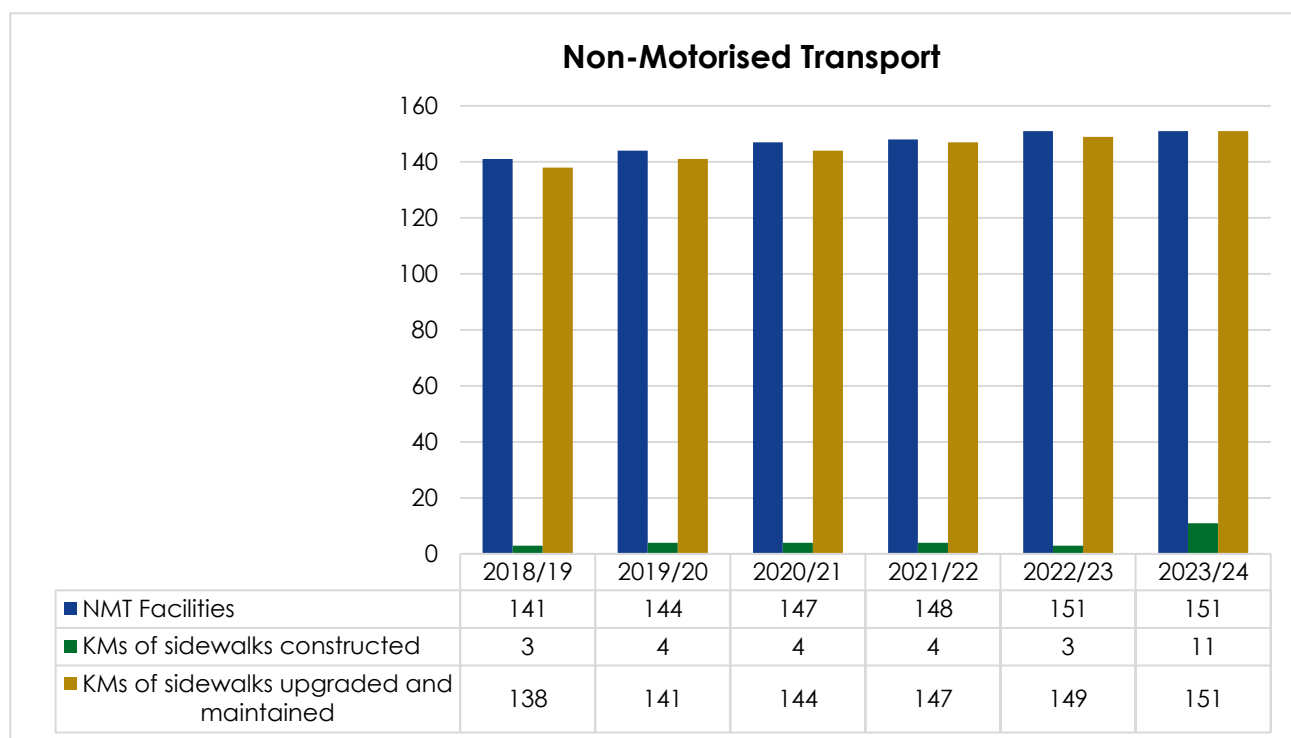


Figure 37: Non-Motorised Transport



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 FY, 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;
- ✚ Vloottenburg New Reservoir and Pipeline;
- ✚ Construction of the Stellenbosch 10ml Reservoir, Bulk Water Supply, and Associated Works;
- ✚ Vloottenburg 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.



Voltenburg 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.



Stellenbosch 10ml Reservoir and Associated Works Project Overview Image

The project is currently on the procurement stage of the contractor who will carry out construction works. The project's estimated duration is eighteen (18) and it is a multi-year project planned to commence in the 2024/25 FY. The figure below provides the locality and overview extent of the project crossing the Baden Powell Rd from the Vlottenburg Rd site towards the east.

Vlottenburg Outfall Sewer: Construction Of Bulk Sewer And Associated Infrastructure

The municipality's objective for this project is to provide bulk sewer services to augment the capacity of the existing municipal infrastructure and meet the needs of current and future development in the Vlottenburg area.

The masterplan studies of the municipality identified a need for new bulk sewer infrastructure to support the growing Digtebij / Vlottenburg area. The project involves the construction of a 1.2 km, 315 mm diameter bulk sewer main, along with related ancillary works. The scope includes civil works, mainly new bulk sewer pipeline, microtunneling, and connecting the new infrastructure to the existing sewer system. .



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



Job Level	Posts	Employees	Vacancies (full-time equivalents)	Vacancies (as a % of total posts)
	Number			
9 – 13	6	5	1	16.7
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 "Bosdorp," 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
	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"> • Cloeteville; • 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



Achievement / Highlight	Description	Financial years					
		2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
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.	The Directorate: Planning and Economic Development has since filled two critical positions within the unit, namely the Senior Economic Development Officer: Rural Development and Agricultural Support position and the Senior Economic Development Officer: Business Development position. The only concern now is that the current salary offering does not retain the required experienced, qualified, and well-trained staff to enable the section to perform its functions for a substantial period.

3.12.2 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



EPWP Projects	Number of jobs created
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
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

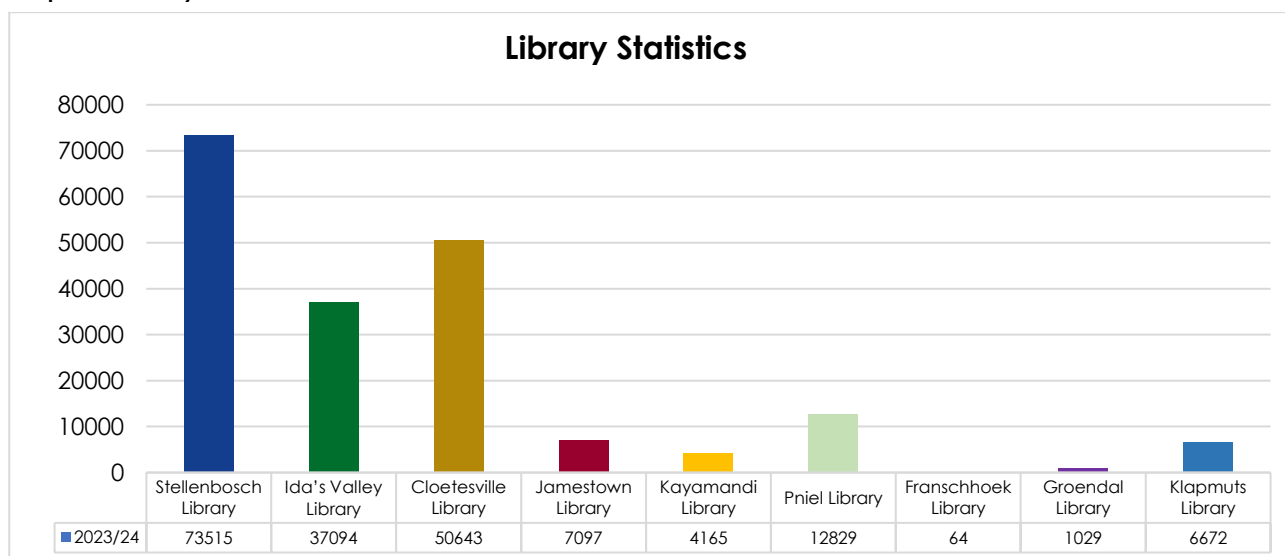
Organisation	Type of partnership	Current Activities
Khula Development Group	Informal	Facilitated talk on Father's Day Programme
Right to Care	Informal	LGBTQIA awareness programme
Usiko	Informal	Yeboneers assist with holiday programme
Right to Care	Informal	Weekly health awareness programmes and testing – 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, Cloetessville, 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 conditional (including 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.			

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		All	90 people with disabilities participated in the



Focus area	Description	Ward	Activity
	Awareness and Wellness programmes Universal Access		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.
		All	✚ 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.
Older Persons	Special Events, Awareness programmes and Capacity Building	1-6, 10, 12-17, 20	✚ 400 elderly people participated in the Golden Games programme.
		2-4, 6, 13, 20	✚ 7 elderly received technical official training for Golden Games.
		18	✚ 10 elderly received capacity-building training to form a club.
		19	✚ 17 elderly were introduced to issues affecting them and the availability of services through an awareness programme.
		3-6, 12-15, 18, 20	✚ 130 members of elderly clubs benefitted from the CWDM Adult Diaper Relief Programme.
		1-6, 13, 16-18, 20	✚ 37 elderly people participated in the Elderly Month programme
		1-6, 13, 16-18, 20	✚ 63 elderly people participated in the Elderly Abuse Awareness Day.
Gender	Special Events and Awareness programmes	2	✚ Women's Day with 100 women.
		4, 12-15	✚ Fatherhood Programme with 70 men
		2, 12-15	✚ 120 widows participated in an empowerment programme.
		All	✚ The local VEP Forum was launched by DSD and was attended by 50 persons.
		12-15, 18	✚ 1 000 girls were reached through the Help a Girl campaign.
		All	✚ 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.
		All	✚ Officials attended Roses on the River, the World AIDS Day commemoration of @heart.
		All	✚ 100 women participated in general GBV and SUD awareness programmes.
		12-15, 16	✚ 22 unemployed youth were trained in the SSCF programme
Youth	Youth Empowerment programmes	3-6, 16-18, 20, 21	✚ 98 youth were reached through a career expo.



Focus area	Description	Ward	Activity
	Youth Capacity Building Transversal committees / Ad hoc programmes	12-15, 20	39 youth received business development training over two days.
		19	9 youth were trained at the e-Centre in basic MS applications.
		12-15, 20	25 youth participated in an entrepreneurship training.
		1, 2, 12-15, 20	41 youth participated in the DCAS Cape Winelands Drama Festival.
		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.



Focus area	Description	Ward	Activity
			<ul style="list-style-type: none"> 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.
		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.



Pictorial view of the focus areas:





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 risk. 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	1615
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 call outs	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

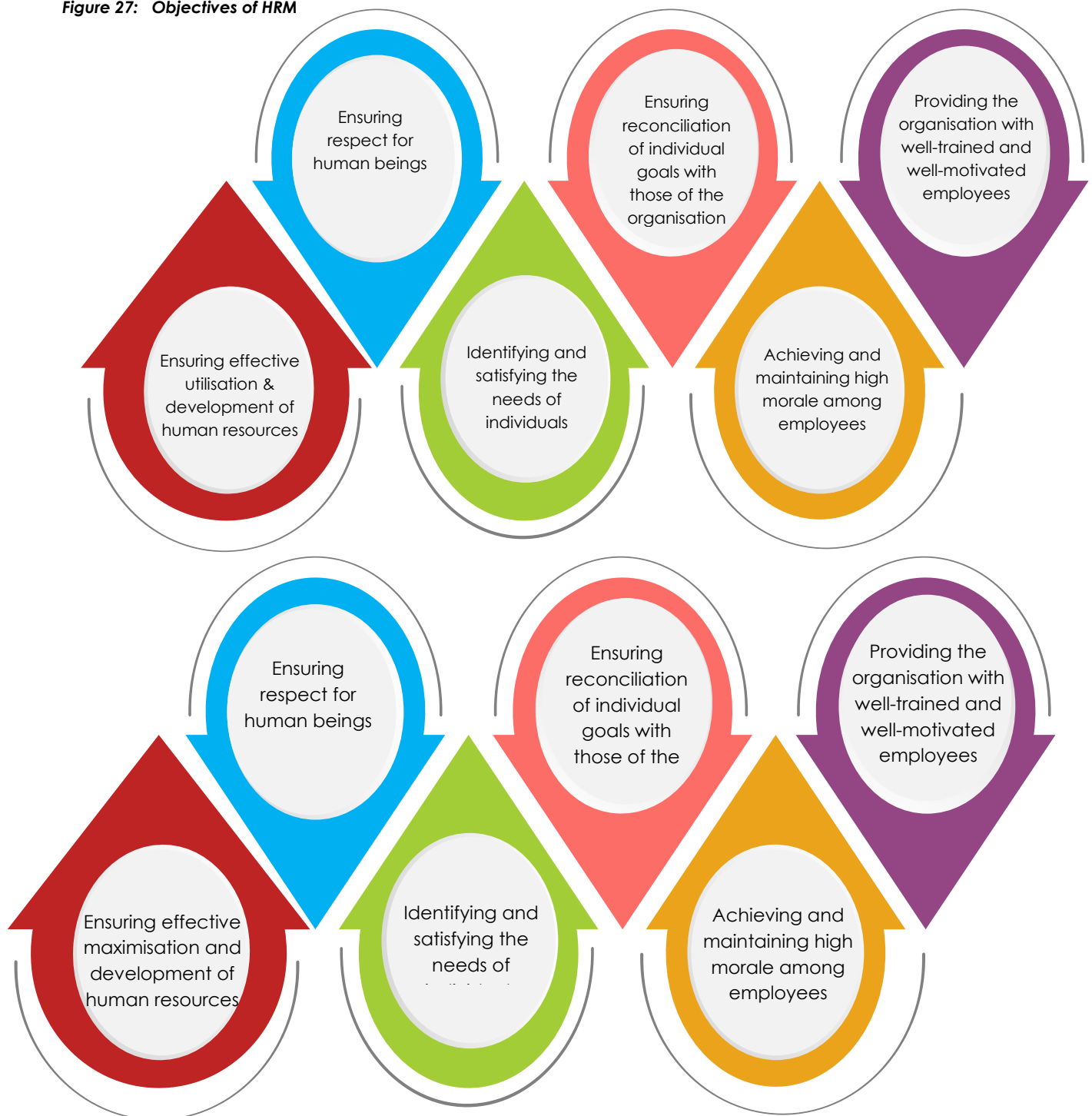
The vision of the Department: Human Resources Management is undoubtedly to build partnerships with management at all levels of the organisation, to create a culture or working environment where employees are valued or appreciated, and to ensure a diverse, qualified, healthy, and highly motivated workforce 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.

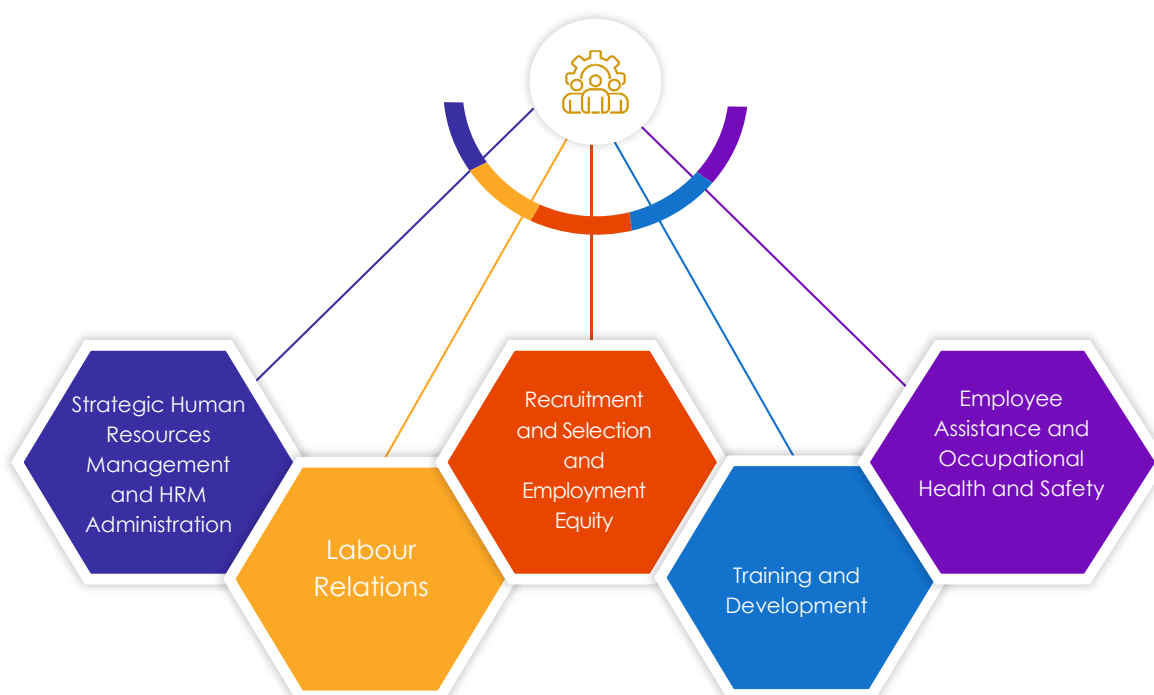
Figure 27: Objectives of HRM





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



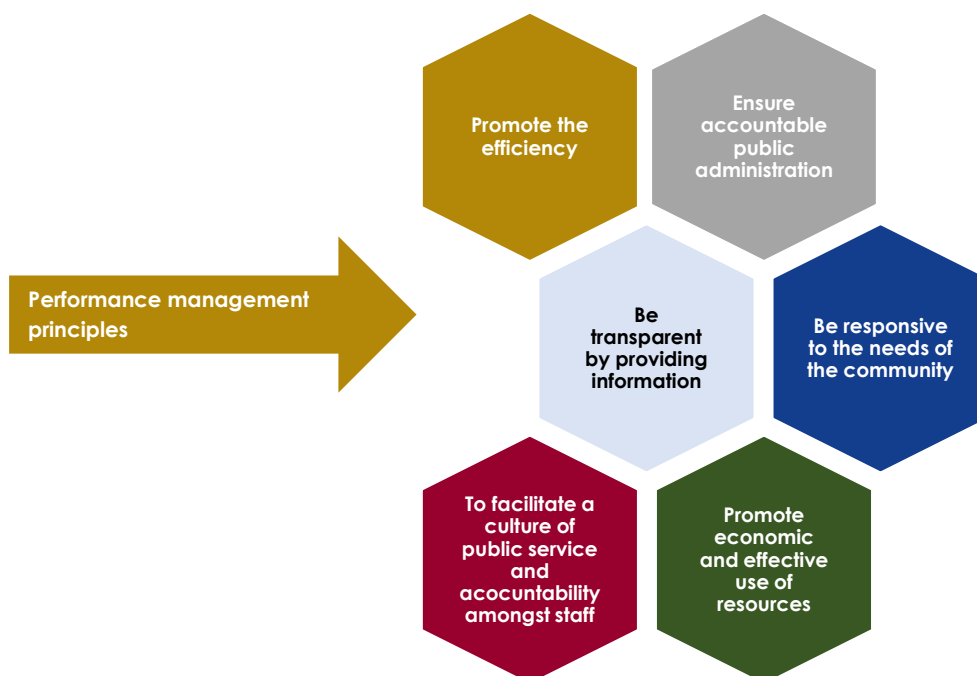
COMPONENT H: ORGANISATIONAL PERFORMANCE SCORECARD

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 provide it 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

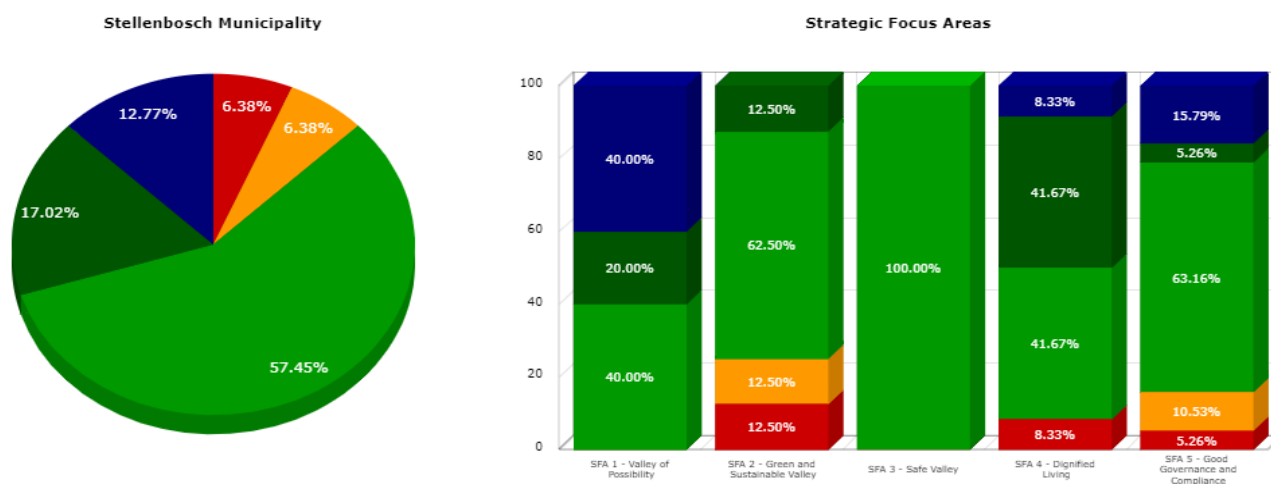
Colour	Category	Explanation
	KPI Not Yet Measured	KPIs with no targets or actual results for the selected period
	KPI Not Met	Actual vs. target less than 75%
	KPI Almost Met	Actual vs. target between 75% and 100%
	KPI Met	Actual vs. target 100% achieved
	KPI Well Met	Actual vs. target more than 100% 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%	#DIV/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%
Total Revenue by Vote	2 201 123	2 388 783	2 456 089	2 464 726	-3.18%	-0.35%

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	–	–	–	–	#DIV/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	-	–	–	–	#DIV/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				
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					
DBSA Grant	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 /	2.18	2.02	2.09	1.82	1.48	1.68	1.90	2.03



Description	Basis of calculation	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24
	current liabilities								

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
Capital Spares			
Housing	1 000	1 320	1 016



Description	2023/24		
	Original Budget	Adjustment Budget	Actual Expenditure
	R'000		
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%
Housing	7 894	3 457	3 262	5.65%
Roads and Stormwater	71 750	97 699	73 507	24.76%



Details	2023/24			
	Original Budget (OB)	Adjustment Budget	Actual	Adjustment Budget Variance
	R'000			%
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: Vloottenburg	46 000	35 901	35 222	23%	1.89%
Lattera 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%
Expansion of the landfill site (New cells)	-	2 189 569	2 189 569	0%
Northern Extension: Feasibility	-	-	-	0%



Details	Budget	Adjustment Budget	Actual	Variance Budgets
	R'000			%
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
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				
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



Description	2022/23	2023/24		
	Actual (Audited Outcome)	Original Budget	Adjusted Budget	Actual
	R'000			
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:

Stellenbosch Municipality

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

Audited Annual Financial Statements for the year ended 30 June 2024

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

Audited Annual Financial Statements for the year ended 30 June 2024

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.

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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

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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

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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.

Stellenbosch Municipality

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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.

Stellenbosch Municipality

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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

Audited Annual Financial Statements for the year ended 30 June 2024

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

Audited Annual Financial Statements for the year ended 30 June 2024

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

Audited Annual Financial Statements for the year ended 30 June 2024

Accounting Policies

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

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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:

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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

Audited Annual Financial Statements for the year ended 30 June 2024

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

Audited Annual Financial Statements for the year ended 30 June 2024

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

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	

Stellenbosch Municipality

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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30 November 2024

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

2024 2023

4. Receivables from exchange transactions

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
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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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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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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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Audited Annual Financial Statements for the year ended 30 June 2024

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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Notes to the Audited Annual Financial Statements

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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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Notes to the Audited Annual Financial Statements

	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

Audited Annual Financial Statements for the year ended 30 June 2024

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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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.

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Notes to the Audited Annual Financial Statements

2024

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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.

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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

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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

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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

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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

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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

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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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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.

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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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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

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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.

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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:

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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

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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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Notes to the Audited Annual Financial Statements

2024 2023

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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2024 2023

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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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)

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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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)

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.



Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

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.

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

	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

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

		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

Audited Annual Financial Statements for the year ended 30 June 2024

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

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

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

Audited Annual Financial Statements for the year ended 30 June 2024

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

Stellenbosch Municipality

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

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

Audited Annual Financial Statements for the year ended 30 June 2024

Notes to the Audited Annual Financial Statements

		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 parametres:

- 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

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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

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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



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Stellenbosch Municipality

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Notes to the Audited Annual Financial Statements

2024

2023

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	Lamahlubi 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	rates, no actual spending	-
	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
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
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



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

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

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 (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
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.		
Contingency arising out of mediation	250 000	250 000
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.		
Contingency arising out of arbitration	1 000 000	-
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.		
Municipal landfill site	-	-
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.		
VAT on library grants	11 808 695	9 868 979
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.		
	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

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Notes to the Audited Annual Financial Statements

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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

Community and public safety

Governance and administration

Economic and environmental services

Trading services

Goods and/or services

Primary services providing community safety, crime prevention and law enforcement.

Primary services in relation to financial management, financial and governance decision making.

Urban and developmental planning in accordance with the relevant laws and regulations. Environmental planning and protection for long term sustainability.

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: Supplus 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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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

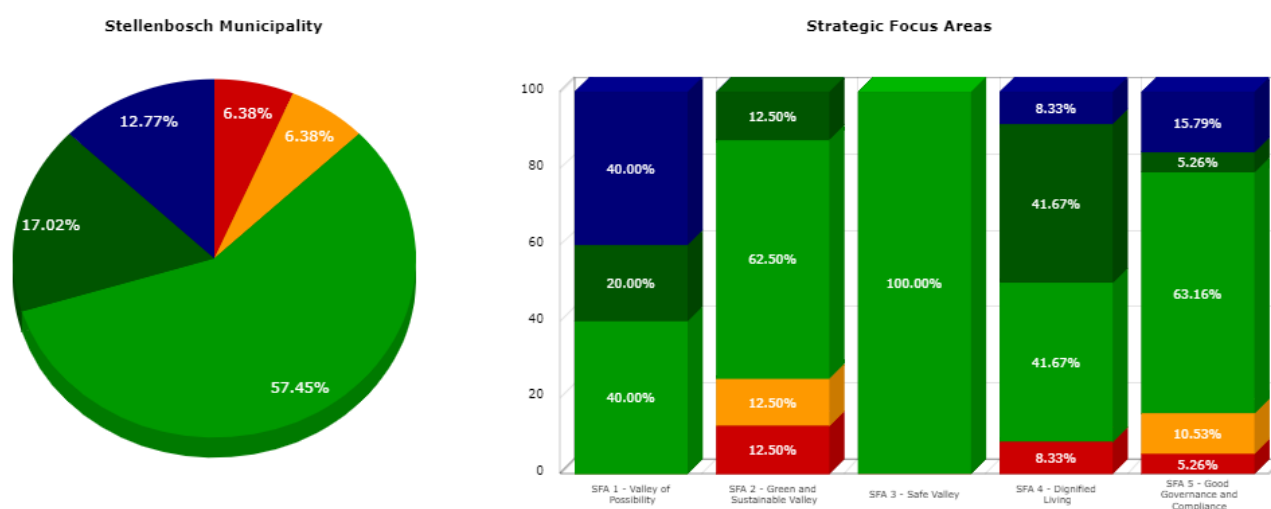
5.1.5 Good Governance and Public Participation

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 upgrade 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		
											The Stellenbosch WWTW license amendment application has already been submitted to the Department of Water and Sanitation. Limiting stormwater ingress into the sewer system programme started. This is a long-term programme.
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 into 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.	involves designing and earmarking sections of high-risk pipelines for replacement in the 2024/25 financial year. 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. The municipality continually implements these measures, specifically ramping up the Waterpipe Replacement programme.
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

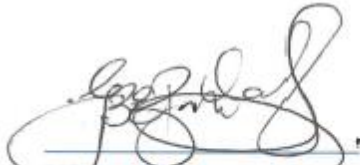
Ref	IDP Ref	KPI Name	Description of Unit of Measurement	Past Year Performance	Original Annual Target	Revised Annual Target	Overall Performance 01 July 2023 to 30 June 2024			Performance comments / Reason(s) for deviation from the target (under over-performance)	Improvement Plan(s) to correct deviation 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)

6.2	REVISED TOP LAYER SERVICE DELIVERY AND BUDGET IMPLEMENTATION PLAN 2024/25
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Financial Sustainability

22 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.

ANNEXURES**Annexure A:** Revised Top Layer Service Delivery and Budget Implementation Plan 2024/25**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	16 January 2025

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 ADV GESIE VAN DEVENTER
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 30 November</u>	Programme	ALL	1 per annum	1	1 updated CITP 2023 - 2028 submitted to the <u>Municipal Manager MayCo</u> by <u>31 May 30 November</u>	n/a	$\frac{n/a}{1}$	n/a	$\frac{1}{n/a}$	Output

6.4	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:

Meeting Date:

Financial Sustainability

22 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.

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.

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	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)	<p>To procure goods or services for the municipality under a contract secured by another organ of state, but only if –</p> <p>(a) The contract has been secured by that organ of state by means of a competitive bidding process applicable to that organ of state.</p> <p>(b) The municipality has no reason to believe that such contract was not validly procured.</p> <p>(c) there are demonstrable discounts or benefits for the municipality; and</p> <p>that other organ of state and the provider have consented to such procurement in writing.</p>	Accounting Officer	Bid Adjudication Committee	YES	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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	(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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
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

REG. NO.	CRYPTIC DESCRIPTION OF POWER OR DUTY	POWER CURRENTLY RESIDING	DELEGATED	IMPLEMENTED	COMMENTS
	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

6.5	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:

Meeting Date:

Good Governance and Compliance

22 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.

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

6.6	MONTHLY FINANCIAL STATUTORY REPORTING: DEVIATIONS FOR NOVEMBER & DECEMBER 2024
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Collaborator No:

IDP KPA Ref No:

Meeting Date:

Good Governance and Compliance

22 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 De Kock & Cronje (Pty) Ltd	Emergency Appointment of Service Providers to do Repairs work of the Vandalized	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	R 26 277,56 Inc. Vat R 256 860,44 Inc. Vat

AGENDA

MAYORAL COMMITTEE MEETING

2025-01-22

			Groendal Substation		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.	
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	R52203.10 Inc. Vat

					<p>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 & 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</p>	
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AGENDA

MAYORAL COMMITTEE MEETING

2025-01-22

					contribute to a smoother handover process	
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 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</p>	R386946.25 incl. VAT

AGENDA

MAYORAL COMMITTEE MEETING

2025-01-22

					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..	
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	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 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 proved fruitless as there were various	R 481 451.61 incl. VAT

					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.	
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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.

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	24 December 2024

7.	CONSIDERATION OF ITEMS BY THE EXECUTIVE MAYOR: [CLLR J FASSER]
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7.1	PROTECTION SERVICES: (PC: CLLR J WILLIAMS)
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NONE

7.2	SPORTS, YOUTH AND CULTURE: [PC: CLLR T KUMM]
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NONE

7.3	CORPORATE SERVICES: (PC: CLLR L NKAMISA)
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7.3.1	RETURN ITEM: DISPOSAL OF ERF 4810 (3 SWAWELAAN) STELLENBOSCH
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Collaborator No: 779038
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 January 2025

1. SUBJECT: RETURN ITEM: DISPOSAL OF ERF 4810 (3 SWAWELAAN) STELLENBOSCH

2. PURPOSE

To provide feedback and obtain Council's final approval for the sale of erf 4810, Stellenbosch also known as Swawelaan 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.

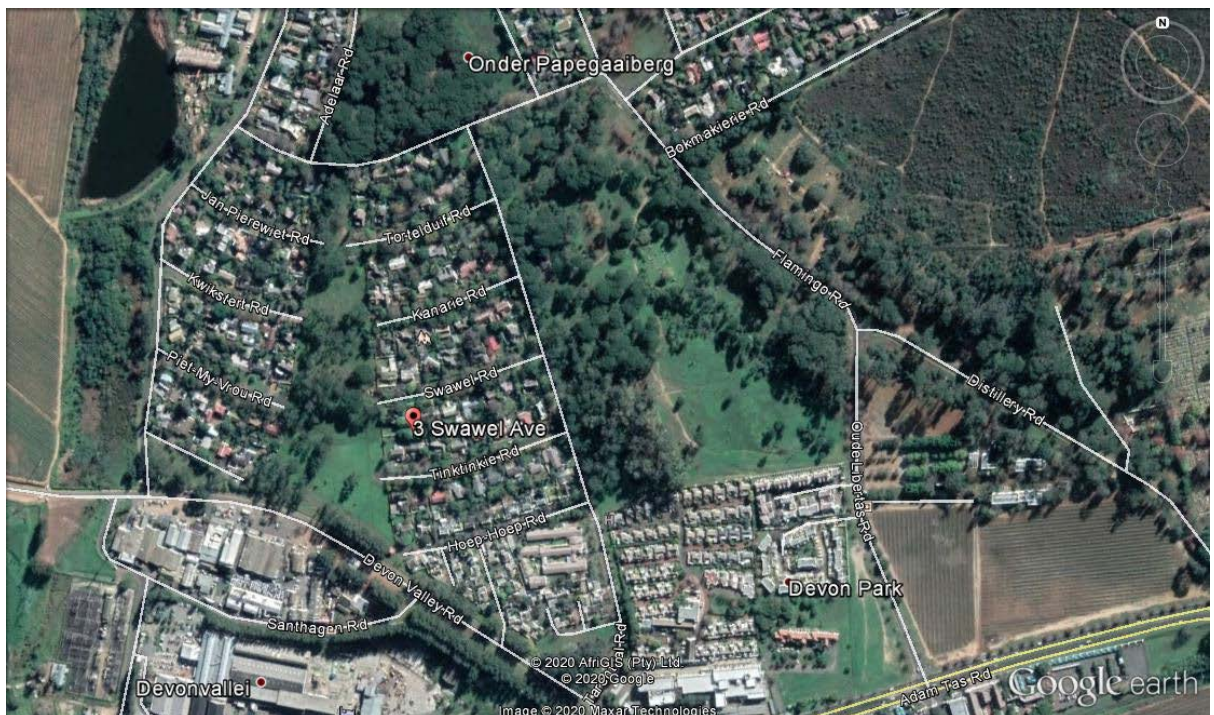
6.2. DISCUSSION

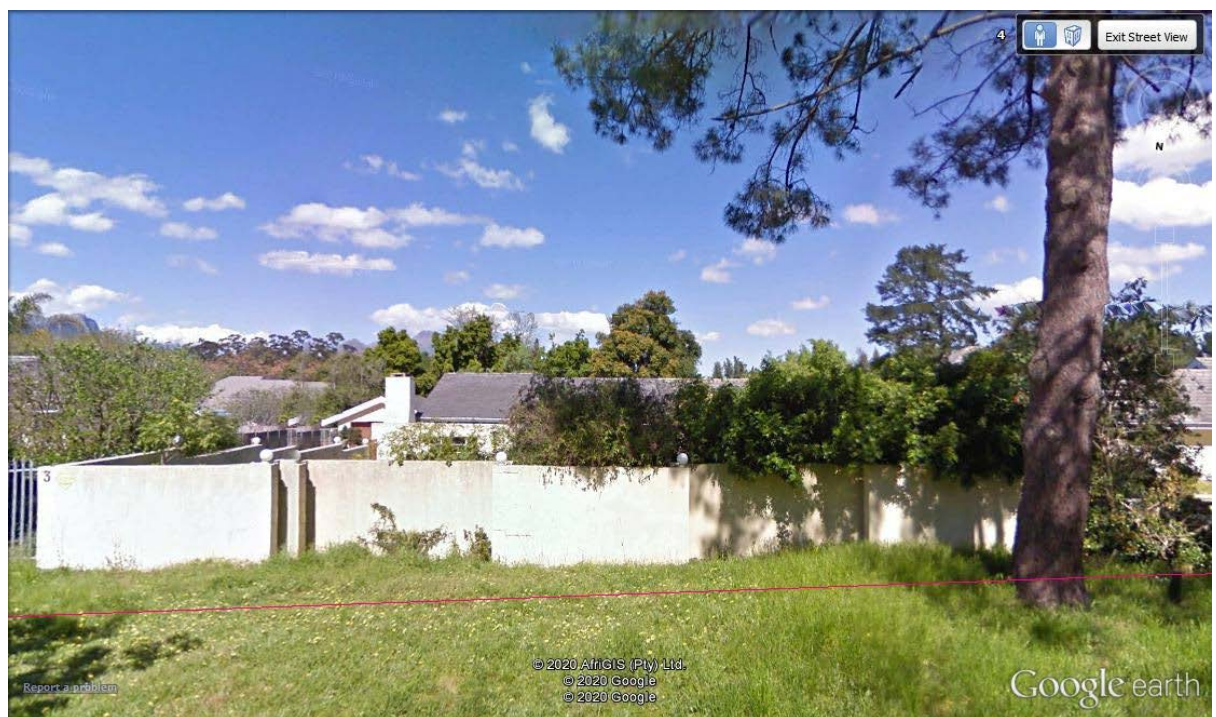
6.2.1 Location and context

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 Swawelaan (erf 4810) – 987 square meters.





Street view from google street view of Swawelaan 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.

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.

Handwritten signatures:
 All
 Hu
 [Signature]
 [Signature]



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]

[Signature]

The Purchaser, or the Purchaser's duly authorised representative, warranting his authority

[Signature]



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

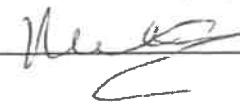
EXPRESS AUCTIONS

"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 MUNISIPALITY

Of (*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

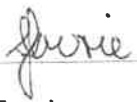
Good day Mr. Kotze,

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.

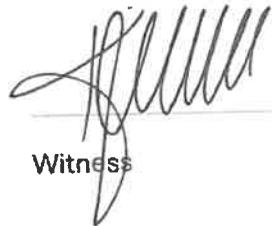

CJ Hanekom

04/12/2024
Date


SJ Fourie

04/12/2024
Date


Witness


Witness

Rene Grothboom
Witness Name

KENDYLLE MULDER
Witness Name

7.3.2	PROPOSED LEASE AGREEMENT: ERF 8394 STELLENBOSCH (19 ANDRINGA STREET), REPUBLIQUE CAFÉ (PTY) LTD
-------	--

Collaborator No: 779039
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 January 2025

1. SUBJECT: PROPOSED LEASE AGREEMENT: ERF 8394 STELLENBOSCH (19 ANDRINGA STREET), REPUBLIQUE CAFÉ (PTY) LTD

2. PURPOSE

To consider an application from Republique Café, to enter into a Lease Agreement with Stellenbosch Municipality, in terms whereof they would be able to use a portion of Council-owned property for outdoor dining purposes.

3. DELEGATED AUTHORITY

In terms of the approved System of Delegations, Council has delegated the authority to consider applications for Lease Agreements, for a period of less than 10 years and property value not exceeding R5M the Executive Mayor, in consultation with the Executive Mayoral Committee,

The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality and may approve agreements of less than 3 years.

4. EXECUTIVE SUMMARY

An application to use a portion of the street reserve for Outdoor Dining purposes has been received from Republique Café situated on erf 8394, Stellenbosch. The application is not in line with the provisions /requirements of the Outdoor Dining Policy. Although sufficient walkway is left open for pedestrian use there is currently not sufficient space next to the road for car doors to open when parking in the street next to the establishment. The area left open for pedestrian use is not against the shopfront as is the preference in the approved Council resolution. There are however exceptional circumstances as can be seen on the photographs as the sidewalk has built up areas which is not conducive to unobstructed pedestrian use.

The applicant does not currently have a lease agreement with the Municipality and is therefore not paying for the use of the area. The application does not state the term they are applying for and the area they are interested in is 14 m². The applicant has submitted a diagram of the area.

The department has taken the photos provided under 6.2 below.

The department does support the application provided that the applicant must move their tables to allow the 0.8 m area for car doors to be opened.

5. RECOMMENDATIONS

- 5.1. That the land (erf 8394) measuring approximately 14m² 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;
- 5.2 That the application for outdoor dining be considered, for a period of three (3) years, if the applicant complies with the provisions of the Councils resolution on outdoor dining namely:
- 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.
- 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.

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.

- 5.2.3 That a site development plan be submitted for approval which must address at least the following requirements:
- (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.
- (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.
- 5.2.4 Demarcation must be provided and maintained by the lessee.
- 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 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.
- 5.2.6 All umbrellas to be used has to be at least 2.2m high. and may not have any signage on them.

- 5.2.7 Any awnings will require pre-approval from council.
- 5.2.8 Council is indemnified against all possible 3rd party claims.
- 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.
- 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.
- 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.
- 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 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.
- 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.
- 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.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Application for lease

An application was received from Republique Café situated on 19 Andringa Street, Stellenbosch to enter into a lease agreement for Outdoor Dining purposes. A copy of the application together with the diagram is attached hereto as **APPENDIX 1**.

6.2 DISCUSSION.

6.2.1. Locality and context

Erf 8394, Stellenbosch is located at 19 Andringa Street, Stellenbosch, as shown on Fig 1.and Fig 2, below as well as photographs of how area is currently used under Fig 3.





Fig. 3 Current areas being used

6.2.2 Legal requirements

6.2.2.1 Municipal Asset Transfer Regulations

In terms of Section 36 of the Municipal Asset Transfer Regulation, when considering an application for an approval of a right to use municipal property, the following needs to be taken into account, *inter alia*:-

- a) whether the capital asset may be required for the municipality's own use during the period for which the right is to be granted;
- b) the extent to which any compensation to be received for the right, together with the estimated value of improvements or enhancements to the asset, will result in a significant financial benefit to the municipality;
- c) the (possible) risks and rewards associated with the use in relation to the municipality's interests;
- d) Any comments received from the local community, and
- e) compliance with the legislative regime applicable to the proposed granting of the right.

6.2.2.2 Stellenbosch By-Law on Roads and Streets

In terms of section 4 of the Stellenbosch By-Law on Roads and Streets, no person may, **without prior written permission of the Municipality**, cause an encroachment on a street, sidewalk or road reserve forming part thereof.

6.2.2.3 Property Management policy

Section 9 2.2 deals with deviations from the competitive process, and reads as follows:

The Municipal Council **may dispense with the competitive processes** established in this policy and may enter into a Private Treaty Agreement through any convenient process, which may include direct negotiations, including in response to an unsolicited application, but only in the following circumstances, and only after having advertised Council's intention so to act. Should any objections be received as a consequence of such a notice, such objections first be considered before a final decision is taken to dispense with the competitive process established in this policy. However, should any objections be received from potential, competitive bidders, then a public competitive process must be followed. The advertisement referred to above should also be served on adjoining landowners, where the Municipal Manager is of the opinion that such transaction may have a detrimental effect on such adjoining land owner(s):

- (h) where encroachment applications are received from adjoining owners, including applications for outdoor dining permits, subject to approved tariff structure.

6.2.2.4 Outdoor Dining Policy**6.2.2.4.1 Policy Objective**

To regulate the use of sidewalks or road reserves for the purpose of outdoor dining and trading, and the temporary use of Public Places for commercial ventures and displays.

6.2.2.4.2 Suitable Locations

Outdoor cafes, restaurants and traders may apply for lease where local conditions are favourable for their operation, including areas of Council e.g. road reserves, sidewalks, Public Open Spaces. All applications in locations of high pedestrian usage, e.g. a retail center, will be required to take pedestrian needs into consideration.

6.2.2.4.3 Assessment Criteria

The most important local conditions to be considered when an application for lease of the road reserve area is received will be those issues pertaining to pedestrian (including pedestrians who are using wheelchairs, baby prams or are visually impaired) and vehicular circulation, convenience and safety of patrons and the general public, existing streetscape elements and residential amenity.

The ground surface must be sufficiently level to support a proper layout and safe use.

6.2.2.4.4 Layout

The style, layout and orientation of furniture should be chosen according to the extent and shape of the available space in the leased area.

The size of an outdoor cafe or placement of any object on the sidewalk will depend on the width of the sidewalk

6.2.2.4.5 Defined Area

The applicant will be required to define the area with appropriate markers. (ie a single galvanized steel nail inserted in between the pavers, or a paint spot no larger than 5cm in diameter placed at the corners of the defined area in a semi- permanent paint) to the satisfaction of the Council.

6.2.2.4.6 Lease Conditions

The applicant must comply with the conditions set out in the lease agreement and this policy. The lease will be for a period of not more than 5 years with an option to renew. These conditions would also generally require that the local environmental factors be reviewed annually and adjustments to the lease agreement may be required.

If the lease agreement that is entered into is seen as not providing long term rights, there is no need to advertise the proposed agreement for public input/comments or objections. Should the municipality receive any complaints the lease agreement may be terminated due to objections.

6.3 Financial Implications

In terms of the current, approved tariff structure for outdoor dining lease agreements a fee of R159.00 per m² per month is charged. In this instance the monthly rental will be R2 226.00.

6.4 Legal Implications

The legal implications are discussed under 6.2.2 above. As the proposed term of the lease agreement is five (5) years and when the value of the lease and property is considered the asset transfer regulations are not applicable as it is not seen as long-term rights on council property that are being given.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions**SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.2.5 RESOLVEND (nem con)**

- (a) That council takes note of the intended communication to the public;
- (b) That Council takes note that all restaurants and business will be given notice to apply / re-apply for a lease to use council property for outdoor dining purposes; and
- (c) That the approval of the leases of three (3) years and less be delegated to the Municipal Manager for approval.

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

- (a) that Council takes note of the report; and
- (b) that the amended General Conditions on Outdoor dining be approved.

6.7 Risk Implications

The risks are addressed in the item.

6.8 Comments from Senior Management**6.8.1 Director Planning and Economic Development**

Supports the item.

6.8.2 Municipal Manager

Supports the recommendations.

ANNEXURES: 1. Application and Diagram

2. General conditions for outdoor dining.

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director: Corporate Services
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Annalene.debeer@ Stellenbosch.gov.za
REPORT DATE	2025-01-08

ANNEXURE 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**APPLICATION FOR LEASE OF MUNICIPAL LAND
APPLICATION FORM**

A: APPLICANT'S DETAILS

Name : Republique Cafe (Pty) Ltd

Physical address: 19 Andringa Street
Stellenbosch

Postal code: 7600

Mailing address: SAME

Postal code:

E-mail address: [REDACTED]

Telephone: [REDACTED]

Cell phone: [REDACTED]

B: PROPERTY DETAILS OF APPLICANT

Erf/farm number : 8394

Suburb: Stellenbosch Central

Town: Stellenbosch

C: PROPERTY DETAILS OF LEASE AREA APPLYING FOR

Erf/farm number :

Suburb:

Town:

Area applying form²

* To be supplemented with a sketch-plan with dimension in m²

D: TYPE OF APPLICATION:

Please mark the appropriate block

For commercial purposes, other than for parking

☐

For commercial parking purposes

☐

For residential parking purposes

☐

For non-commercial purposes ☐

For projecting structures onto street reserves ☐

For projecting structures onto other council-owned land ☐

Other: please provide description: ☒

Bistro tables & chairs outside
the cafe, a portable bike rack & portable
chalk board

Brief description of application:

.....
We are trading as a Café & at
times a pop-up wine bar.

Motivation: Sitting outside under
the oaks, enjoying a good
cup of coffee + having a
beautiful time with family/friends,
eating good food & creating
community is wonderful. It boosts
tourism + our economy in
Stellenbosch

E: LIST OF ATTACHEMENTS AND SUPPORTING DOCUMENTS

Please mark the appropriate box

Special Power of Attorney, where Applicant is not the owner ☐

Diagram of proposed area of the lease area

☐

Letters of consent (affected neighbours)

☐

Application fee (non-refundable)

I hereby certify that the information supplied in this application form is correct
and that I am properly authorized to make this application.

Applicant's signature: Mandi Hart

Date: 7/1/2025

Full name: Mandi Hart

Antique
Shop



Republique



Boundary



Fiddlers



Tables & chairs

1.5m



Pot
plant

existing
oak
tree

Bike
rack

Page 6170
existing
oak
tree

Andinga Street

ANNEXURE 2

GENERAL CONDITIONS FOR OUTDOOR DINING

- 5.1. That the land....., measuring approximatelym² 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;
- 5.2 That the application for outdoor dining be approved for an initial period of 3 years with the option of a renewal subject to the following conditions:
 - 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.
 - 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.

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.

- 5.2.3 That a site development plan be submitted for approval which must address at least the following requirements:
 - (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 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.
 - (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.
- 5.2.4 Demarcation must be provided and maintained by the lessee.
- 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 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.

- 5.2.6 All umbrellas to be used has to be at least 2.2m high.
- 5.2.7 Any awnings will require pre-approval from council.
- 5.2.8 Council is indemnified against all possible 3rd party claims.
- 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.
- 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.
- 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.
- 5.4 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.
- 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.
- 5.6 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.
- 5.7 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.

7.3.3	PROPOSED LEASE AGREEMENT: ERF 13830 STELLENBOSCH (109 DORP STREET), GELATO LAB
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Collaborator No: 779041
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 January 2025

1. SUBJECT: PROPOSED LEASE AGREEMENT: ERF 13830 STELLENBOSCH (109 DORP STREET), GELATO LAB

2. PURPOSE

To consider an application from Gelato Lab, to enter into a Lease Agreement with Stellenbosch Municipality, in terms of where they would be able to use a portion of Council-owned property for outdoor dining purposes.

3. DELEGATED AUTHORITY

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

The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality and also approve lease agreements for up to 3 years.

4. EXECUTIVE SUMMARY

An application to use a portion of the street reserve for Outdoor Dining purposes has been received from Gelato Lab situated on erf 13830, Stellenbosch. The application is in line with the provisions /requirements of the Outdoor Dining Policy and sufficient walkway is left open for pedestrian use, although they are making use of both sides of the walkway. The walkway on this piece of Dorp Street is much larger than most walkways in Stellenbosch CBD. There is also sufficient space for car doors to open when parked next to the establishment.

The applicant does not currently have a lease agreement with the Municipality and is therefore not paying for the use of the area. The application does not state the term they are applying for and the area they are interested in is 14 m². The photos reflected under 6.2.1 was taken by the department.

The applicant has submitted a diagram of the area. The department supports the application.

5. RECOMMENDATIONS

For consideration:

- 5.1. That the land (erf 13830) measuring approximately 14m² 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;
- 5.2 That the application for outdoor dining be approved for a period of 3 years with the option of a renewal if both parties agrees, subject to the following conditions:

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.

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.

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.

5.2.3 That a site development plan be submitted for approval which must address at least the following requirements:

(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.

(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.

5.2.4 Demarcation must be provided and maintained by the lessee.

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 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.

5.2.6 All umbrellas to be used has to be at least 2.2m high. and may not have any signage on them.

5.2.7 Any awnings will require pre-approval from council.

5.2.8 Council is indemnified against all possible 3rd party claims.

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.

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.

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.

5.4 Where the lessee does not comply with the conditions attached to the lease 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.

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.

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.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Application for lease

An application was received from Gelato Lab situated at 109 Dorp Street, Stellenbosch to enter into a lease agreement for Outdoor Dining purposes. A copy of the application is attached hereto as **APPENDIX 1**. The applicant has filed a diagram, and a copy of the diagram is attached hereto as **APPENDIX 2**.

6.2 DISCUSSION.

6.2.1. Locality and context

Erf 13830, Stellenbosch is located at 109 Dorp Street, Stellenbosch, as shown on Fig 1. and Fig 2, below as well as photographs of how area is currently used under Fig 3.



Fig 1. Location and context

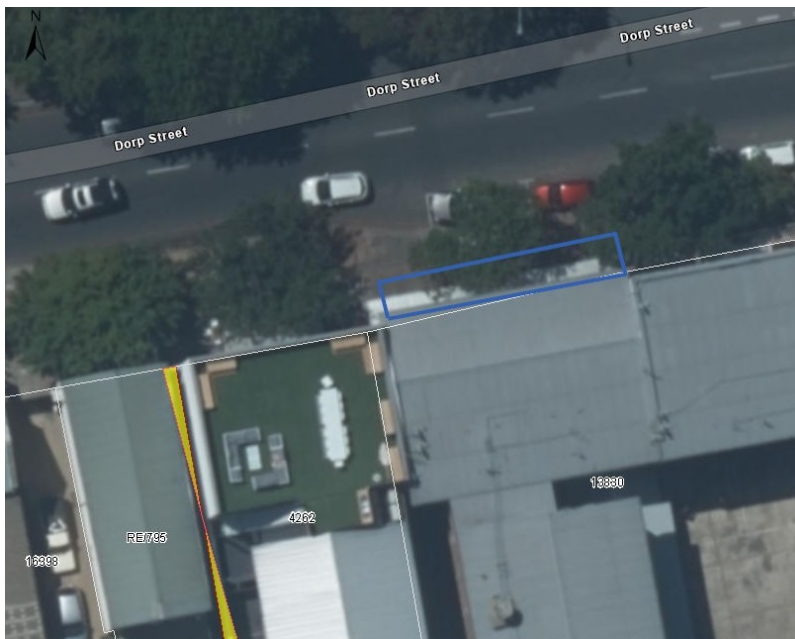


Fig 2 .Extent of area





Fig. 3 Current areas being used

6.2.2 Legal requirements

6.2.2.1 Municipal Asset Transfer Regulations

In terms of Section 36 of the Municipal Asset Transfer Regulation, when considering an application for an approval of a right to use municipal property, the following needs to be taken into account, *inter alia*:-

- a) whether the capital asset may be required for the municipality's own use during the period for which the right is to be granted;
- b) the extent to which any compensation to be received for the right, together with the estimated value of improvements or enhancements to the asset, will result in a significant financial benefit to the municipality;
- c) the (possible) risks and rewards associated with the use in relation to the municipality's interests;
- d) Any comments received from the local community, and
- e) compliance with the legislative regime applicable to the proposed granting of the right.

6.2.2.2 Stellenbosch By-Law on Roads and Streets

In terms of section 4 of the Stellenbosch By-Law on Roads and Streets, no person may, **without prior written permission of the Municipality**, cause an encroachment on a street, sidewalk or road reserve forming part thereof.

6.2.2.3 Property Management policy

Section 9 2.2 deals with deviations from the competitive process, and reads as follows:

The Municipal Council **may dispense with the competitive processes** established in this policy, and may enter into a Private Treaty Agreement through any convenient process, which may include direct negotiations, including in response to an unsolicited application, but only in the following circumstances, and only after having advertised Council's intention so to act. Should any objections be received as a consequence of such a notice, such objections first be considered before a final decision is taken to dispense with the competitive process established in this policy. However, should any objections, be received from potential, competitive bidders, then a public competitive process must be followed. The advertisement referred to above should also be served on adjoining land owners, where the Municipal Manager is of the opinion that such transaction may have a detrimental effect on such adjoining land owner(s):

(h)where encroachment applications are received from adjoining owners, including applications for outdoor dining permits, subject to approved tariff structure;

6.2.2.4 Outdoor Dining Policy

6.2.2.4.1 Policy Objective

To regulate the use of sidewalks or road reserves for the purpose of outdoor dining and trading, and the temporary use of Public Places for commercial ventures and displays.

6.2.2.4.2 Suitable Locations

Outdoor cafes, restaurants and traders may apply for lease where local conditions are favourable for their operation, including areas of Council e.g. road reserves, sidewalks, Public Open Spaces. All applications in locations of a high pedestrian usage, e.g. a retail centre, will be required to take pedestrian needs into consideration.

6.2.2.4.3 Assessment Criteria

The most important local conditions to be considered when an application for lease of the road reserve area is received will be those issues pertaining to pedestrians (including pedestrians who are using wheelchairs, baby prams or are visually impaired) and vehicular circulation, convenience and safety of patrons and the general public, existing streetscape elements and residential amenities.

The ground surface must be sufficiently level to support a proper layout and safe use.

6.2.2.4.4 Layout

The style, layout and orientation of furniture should be chosen according to the extent and shape of the available space of the leased area.

The size of an outdoor cafe or placement of any object on the sidewalk will depend on the width of the sidewalk

6.2.2.4.5 Defined Area

The applicant will be required to define the area with appropriate markers. (ie a single galvanized steel nail inserted in between the pavers, or a paint spot no larger than 5cm in diameter placed at the corners of the defined area in a semi- permanent paint) to the satisfaction of Council.

6.2.2.4.6 Lease Conditions

The applicant must comply with the conditions set out in the lease agreement and this policy. The lease will be for a period of not more than 5 years with an option to renew. These conditions would also generally require that the local environmental factors be reviewed annually and adjustments to the lease agreement may be required.

If the lease agreement that is entered into is seen as not providing long term rights, there is no need to advertise the proposed agreement for public input/comments or objections. Should the municipality receive any complaints the lease agreement may be terminated due to objections.

6.3 Financial Implications

In terms of the current, approved tariff structure for outdoor dining lease agreements a fee of R159.00 per m² per month is charged. In this instance the monthly rental will be R2 226.00.

6.4 Legal Implications

The legal implications are discussed under 6.2.2 above. As the proposed term of the lease agreement is five (5) years and when the value of the lease and property is taken into account the asset transfer regulations are not applicable as it is not seen as long-term rights on council property that are being given.

6.1 Staff Implications

No additional staff implications.

6.2 Previous / Relevant Council Resolutions

SPECIAL COUNCIL MEETING: 2022-06-22: ITEM 9.2.5 RESOLVEND (nem con)

- (a) That council takes note of the intended communication to the public;
- (b) That Council takes note that all restaurants and business will be given notice to apply / re-apply for a lease to use council property for outdoor dining purposes; and
- (c) That the approval of the leases of three (3) years and less be delegated to the Municipal Manager for approval.

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

- (a) that Council takes note of the report; and
- (b) that the amended General Conditions on Outdoor dining be approved.

6.7 Risk Implications

The risks are addressed in the item.

6.8 Comments from Senior Management**6.8.1 Director Planning and Economic Development**

Supports the item.

6.8.2 Municipal Manager

Supports the recommendations.

ANNEXURES: 1. Application**2. Diagram****FOR FURTHER DETAILS CONTACT:**

NAME	Annalene de Beer
POSITION	Director: Corporate Services
DIRECTORATE	CORPORATE SERVICES
CONTACT NUMBERS	021-8088073
E-MAIL ADDRESS	Annalene.debeer@ Stellenbosch.gov.za
REPORT DATE	2025-01-06

ANNEXURE 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

**APPLICATION FORM:
APPLICATION FOR LEASE OR MUNICIPAL LAND**

A: APPLICANT'S DETAILS

Name : Cgs. Coffee Gelato Solutions t/a
Gelato LAB

Physical address:

109 DOLF Street
Stellenbosch

Postal code: 7600

Mailing address:

109 DOLF Street
Stellenbosch

Postal code: 7600

E-mail address:

[REDACTED]

Telephone:

[REDACTED]

Cell phone:

[REDACTED]

B: PROPERTY DETAILS OF APPLICANT

Erf/farm number : 13830

Suburb: Stellenbosch Central

FOR OFFICIAL USE

- The application was considered onby.....
- The application was

☐	APPROVED
--------------------------	-----------------

☐	NOT APPROVED
--------------------------	---------------------

Conditions (if any):

.....

.....

Applicant was informed of outcome on

.....
SIGNATURE OF RESPONSIBLE OFFICIAL

.....
DATE

Name:.....

***If approved**

- ☐ Lease Agreement signed
- ☐ Agreement/Permit processed

.....
SIGNATURE OF RESPONSIBLE OFFICIAL

.....
DATE

Name:.....

Town:
C: PROPERTY DETAILS OF PROPOSED LEASE AREA

Erf/farm number : 13830

Suburb: Stellenbosch Central

Town: Stellenbosch

Area to be leased: 8 m²

To be supplemented motivation

D: TYPE OF APPLICATION:

Please mark the appropriate block

For commercial purposes, other than for parking

☒

For commercial parking purposes,

☐

For residential parking purposes

☐

For non-commercial purposes (such as garden purposes, gates, ect)

☐

For projecting structures onto street reserves

☐

For projecting structures onto other council-owned land

☐

Other: please provide description:

☐

Brief description of application:

We Currently have a Gelato Store
 And require space for tables.

Motivation:

Awning has been put up to prevent the sun
 from shining directly into the store
 onto our fridges.

E: LIST OF ATTACHEMENTS AND SUPPORTING DOCUMENTS

Please mark the appropriate box

Special Power of Attorney, where Applicant is not the owner

☐

Diagram of proposed area of the lease area

☒

Letters of consent (affected neighbours)

☒

Application fee (non-refundable)

☐

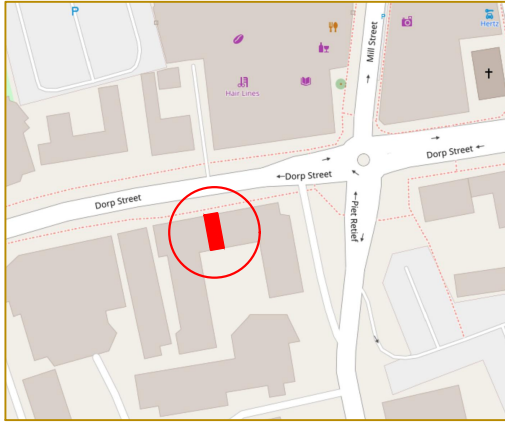
I hereby certify that the information supplied in this application form is correct and that I am properly authorized to make this application.

Applicant's signature:

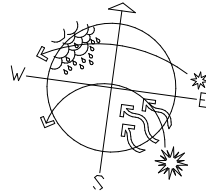
Date: 15/11/24

Full name: Anastasios Myrmyzas

ANNEXURE 2



Location Plan

**27 STUDIO**

Arch. Riccardo Panzeri Pr. Arch. 2012
(M.Arch. Univ. Venice-ITA)

Stellenbosch
p.o. box 7254 stellenbosch 7599
South Africa

cell +27 82 374 9832
riccardo@27studio.co.za

CLIENT

Limnos Bakers
Tel: 021 903 8889
Fax: 021 903 4151
www.limnosbakers.co.za

Drawing

109 DORP STREET SHOP NO. 8
PROPOSED MUNICIPAL SIDE WALK-WAY
USAGE

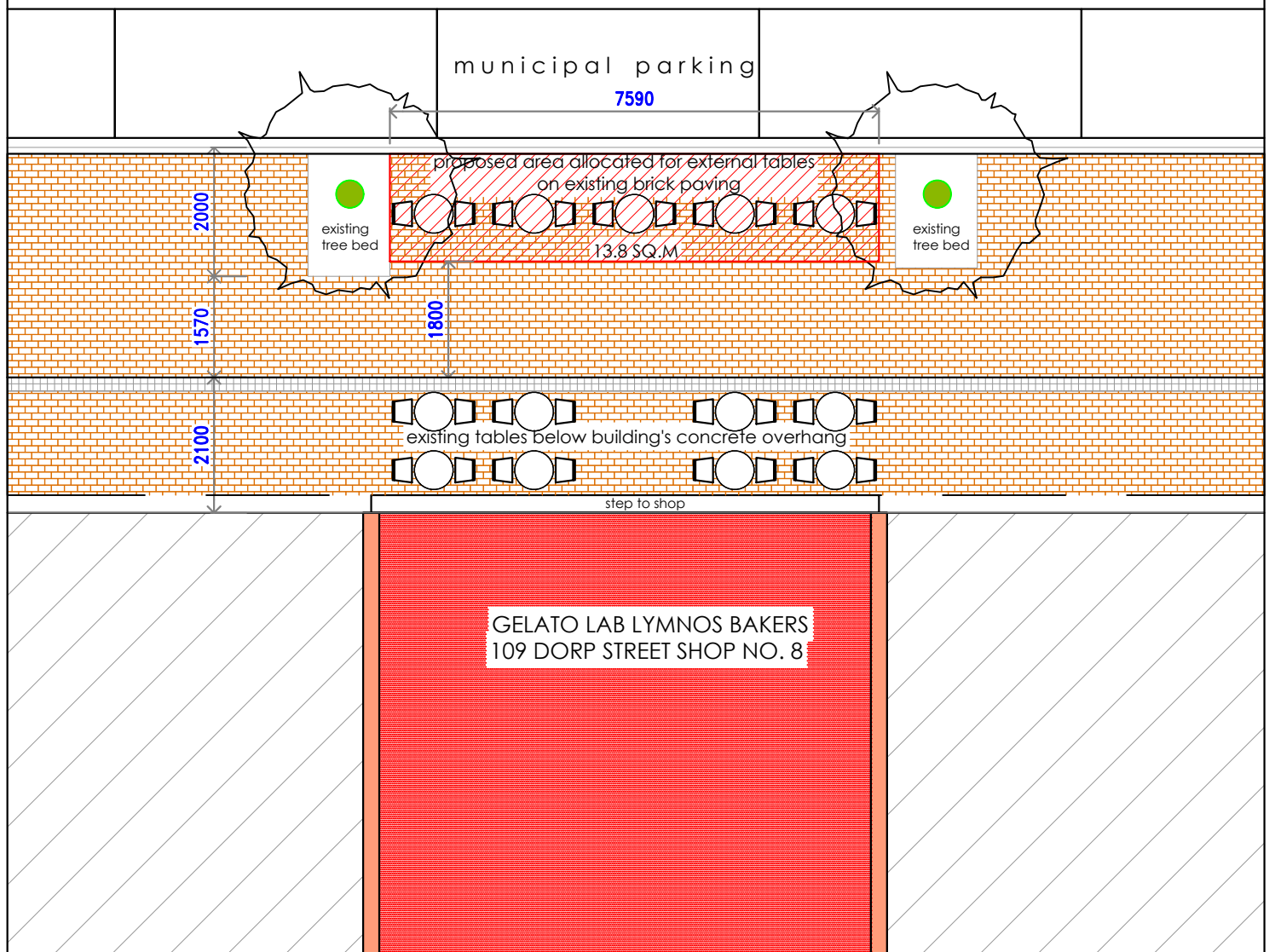
PRINT A4

Drawing No.
S-1002

Revision
01

Date
06.05.2022

DORP STREET



7.3.4	APPLICATION TO ACQUIRE A PORTION OF ERF 342 KLAPMUTS FOR THE PURPOSE OF ERECTING A POLICE STATION
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Collaborator No: 779042
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 January 2025

1. SUBJECT: APPLICATION TO ACQUIRE A PORTION OF ERF 342 KLAPMUTS FOR THE PURPOSE OF ERECTING A POLICE STATION

2. PURPOSE

To consider an application received from the South African Police Service to acquire a portion of Erf 342 Klapmuts for the purpose of erecting a Police Station.

3. DELEGATED AUTHORITY

Council.

4. EXECUTIVE SUMMARY

The South African Police Service has filed an application to acquire a portion of Erf 342 Klapmuts for the purposes of erecting a new Police Station. They have identified a need to establish a new police station to serve the Klapmuts area as the existing Klapmuts police station does not adequately serve the community and requires upgrading to a fully-fledged facility. The current facility is a leased premises and cannot be upgraded due to certain physical constraints.

They are interested in 1.5 hectares of land which forms a portion of Erf 342 Klapmuts. They further request that Council considers donating the land to them and if this is not possible they will consider a purchase option alternatively a land swap as there is state owned land in Klapmuts.

The application was made in October 2019. It is unclear why the process was not proceeded with. Colonel Govender attended a meeting with the Property Management Department during the last week of November 2024 and indicated that they are still interested in this portion of land and requested that the application be processed for consideration by Council.

Erf 342 Klapmuts is a large property that currently has our multi-purpose centre on it as well as the clinic and Teletubbies Playschool. A new road has been constructed on the property which serves the upcoming development known as Stellenbosch Bridge.

The property must be subdivided to accommodate the request and if Council will be donating the land the department it would only be fair that SAPS must pay for the costs of the subdivision and registration especially as they can use the State Attorney's for this purpose. The current zoning appears to be "utility services" which means municipal use. The responses we received from the Directorate Planning and Economic Development indicate that the Municipality has intentions to use the land for municipal purposes. The ward Councillor also provided input to indicate that the community has indicated in IDP meetings that they do not support the use of that land for the new police station.

In terms of Chapter 3 of the Municipal Asset Transfer Regulations (R878/2008) the transfer of certain assets to another organ of state may be exempted from the provisions of Section 14 of the MFMA.

The department does not support the application given the inputs received from the ward councillor as well as the Directorate Planning and Economic Development.

5. RECOMMENDATION

For consideration

6. DISCUSSION / BACKGROUND

6.1 Background

The South African Police Service has filed an application to acquire a portion of Erf 342 Klapmuts for the purposes of erecting a new Police Station. They have identified a need to establish a new police station to serve the Klapmuts area as the existing Klapmuts police station does not adequately serve the community and requires upgrading to a fully-fledged facility. The current facility is a leased premises and cannot be upgraded due to certain physical constraints.

6.2. DISCUSSION

6.2.1 Location and context

They are interested in 1.5 hectares of land which forms a portion of Erf 342 Klapmuts. They further request that Council considers donating the land to them and if this is not possible, they will consider a purchase option alternatively a land swap as there is state owned land in Klapmuts. Colonel Govender attended a meeting with the Property Management Department during the last week of November 2024 and indicated that they are still interested in this portion of land and requested that the application be processed for consideration by Council. A copy of the application is attached hereto as **APPENDIX 1**.

Erf 342 Klapmuts is a large property that currently has our multi-purpose centre on it as well as the clinic and Teletubbies Playschool. A new road has been constructed on the property which serves the upcoming development known as Stellenbosch Bridge.

A subdivision and rezoning plan for the property was drawn up by Stephen Old Land Surveyors and is attached hereto as **APPENDIX 2**. The portion that the applicant is interested in is called PTN 1 on the plan. To put it into context, Portion 5 on the plan is where the current multi-purpose centre is.

The ward councillor provided the following feedback to the administration:

We are thankful for the opportunity to have a police Station finally built in Klapmuts.

The portion of land of erf 342 is **not** the most suitable portion of land for the following reasons.

1. The Klapmuts Police Station in its current form serves the whole Klapmuts area including both farms within Stellenbosch and Drakenstein areas of jurisdiction.
2. The Klapmuts Community within the IDP Process for the past 18 years identified a portion of land for the development of the Klapmuts New Police Station as farm 739, Klapmuts currently opposite the current Police Station, in Groenfontein Road, Klapmuts.
3. This portion of land is also Council land previously part of the Tender 34 proposals and in the middle of the town. All Water, electricity and sewerage services is available to the site. No congestion or other community pressures will be foreseen if this site is used.
4. The use of erf 342 option is used attacks on the police station may than happen more often.
5. Council (2012 – 2015) and (2017 – 19) previously also agree to build it in the centre of town on this portion of land on Farm 737, Klapmuts.
6. Please note that this idea has been workshopped and discussed at lengths in previously meetings of the IDP and at Ward Committee meetings. The Community wants the Police station but not at the wrong place as was the situation with other services in the area.
7. Municipal Land is available for the Klapmuts Police and proper planning has been put into it that Farm 739, Klapmuts be used for the Building of the New Klapmuts Police Station.

The property is located in Merchant street in Klapmuts as per the photographs in Fig. 1 and Fig. 2 below.



Fig 1. Location



Fig 2. View of Portion of Property

6.2.3 Ownership

The ownership of the property's vests with Stellenbosch Municipality.

6.3 Financial Implications

The financial implications are dependent on whether Council decides to donate the land alternatively to sell the land. The costs for the subdivision and registration of the property will be for the applicant. A valuator will have to be appointed which costs will be paid by the Municipality.

6.4 Legal requirements

6.4.1 Municipal Finances Management Act and Municipal Asset Transfer Regulations

In terms of Section 14(2) of the Municipal Finances Management Act a Municipality may dispose of a capital asset, 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 Chapter 3 of the Municipal Asset Transfer Regulations (R878/2008) the transfer of certain assets to another organ of state may be exempted from the provisions of Section 14 of the MFMA.

Sub-regulation 20(1)(a) to (e) of the Regulations define the circumstances in which such transfer is exempted. The property in question does not fall within these provisions.

In terms of sub-regulation 20(f)(i) however, section 14(1) to (5) of the MFMA does not apply if a municipality transfer a capital asset to organ of state in any other circumstances not provided in (a) to (e), provided that –

- (i) the capital asset to be transferred is determined by resolution of the Council to be not needed for the provision of minimum level of basic municipal services and to be surplus to the requirements of the Municipality; and
- (ii) if the capital asset is to be transferred for less than fair market value, the municipality has taken into account, inter alia, the expected loss or gain that is to result from the proposed transfer.

Further, in terms of Section 29 of the Regulations, the value of a capital asset to be transferred to an organ of state (as contemplated in section 20) must be determined in accordance with the accounting standards that the Municipality is required by legislation to apply in preparing its annual financial statements.

In the absence of such guidelines, any of the following valuation method must be applied:

- (a) Historical cost of the asset;
- (b) Fair market value of the asset;
- (c) Depreciated replacement of cost of the asset; or
- (d) Realizable value of the asset.

From the above it is clear that, although the property under discussion does not fall in the categories described in Section 20(a) to (e), Council can indeed regard it as exempted provided that the provisions of Section 20(f)(i) and (ii) have been considered.

Council should consider selling the property at market value unless Council is of the opinion that the benefit for the community out-ways the anticipated loss in income.

6.4.2 Property Management Policy

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions

None.

6.3 Risk Implications

There are currently local farmers making use of a portion of the property adjacent to where the intended police station is located, and it is a possibility that the farming area might extend to include this portion of land if the land is left vacant.

6.4 Comments from Senior Management

6.4.1 Director: Planning and Economic Development

During the IDP process for the past 2 years the Ward Councillor and Ward Committee indicated that this particular portion of land should be investigated for Social Housing (affordable rental) purposes. The Section: Housing Development has requested the consultants to investigate the possibility of establishing Klapmuts as a Restructuring Zone (RZ) and if Gazetted to follow a competitive process to appoint a Social Housing Agent.

The Ward Councillor and his Ward Committee have suggested a request to repurpose the remainder of Erf 342, Klapmuts for a SAPS station.

An application for the subdivision of Erf 342 Klapmuts was submitted and decided by the MPT on 27 January 2023. The decision letter is attached as **APPENDIX 3**.

The applicant (on behalf of the Municipality) applied for a licensing / vehicle testing area on the vacant 1.3 ha of land which appears to be the same site as indicated in the request from SAPS.

Below is an extract from the applicant's motivation report for this purpose.

Remainder erf 342 Klapmuts				
Property	Land Use	Zoning	(m ²)	Description
Portion 1	Licensing/vehicle testing centre	Authority Zone		Vacant site
Portion 2	Existing taxi rank	Transport Zone 1		Built not operational
Portion 3	Library	Authority Zone		Vacant site
Portion 4	Vacant Site (tbd)	Authority Zone		Vacant site
Portion 5	Multipurpose Centre	Authority Zone		Built operational
Portion 6	Vacant Site (tbd)	Authority Zone		Vacant site
Portion 7	Public road	Transport Zone 2		Constructed

Clarity will need to be obtained regarding the future use of the vacant portion of land.

It should also be noted that the various erven have not yet been registered, and that the subdivision will lapse if the conditions are not met.

6.4.2 Municipal Manager

The Zoning is for municipal services, and it cannot at this stage be ruled out that it would be used by the Municipality themselves. The use of the suggested alternative should be investigated and discussed with SAPS.

- Appendix: 1. Application
 2. Subdivision plan

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088018
E-MAIL ADDRESS	annalene.debeer@stellenbosch.gov.za
REPORT DATE	13 -01-2025

APPENDIX 1

SUID-AFRIKAANSE POLISIEDIENS



SOUTH AFRICAN POLICE SERVICE

Privaat Sak/Private Bag X94, PRETORIA, 0001

Verwysing
Reference: 21/1/1Navrae
Enquiries: Col GovenderTelefoon
Telephone: [REDACTED]Faksnommer
Fax number: [REDACTED]E-pos
Email: [REDACTED]**DIVISIONAL COMMISSIONER
SUPPLY CHAIN MANAGEMENT**

Stellenbosch Municipality
Property Management
P.O Box 17
Stellenbosch
7600

Att: Mr P. Smit

Dear Sir,

**APPLICATION TO ACQUIRE LAND FOR THE FUTURE ESTABLISHMENT OF A
NEW POLICE STATION TO SERVE KLAPMUTS**

The abovementioned matter refers.

The South African Police Service (SAPS) has identified a need to establish a new police station to serve Klapmuts.

The existing Klapmuts police station does not adequately serve the community and requires upgrading to a fully-fledged facility; however, the facility is a leased premises and cannot be upgraded due to certain physical constraints. SAPS has identified Erf 342 Klapmuts belonging to the Stellenbosch Municipality as a potential site option.

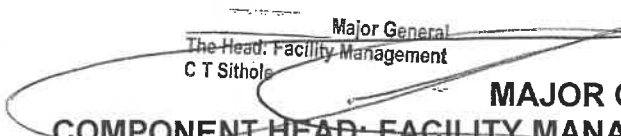
Application is hereby submitted to acquire a portion of Erf 342 Klapmuts measuring approximately 1,5 hectares in extent for the future establishment of a police station. Erf 342 is currently vacant and situated on a main mobility route that will provide good access to the Klapmuts housing extensions.

Considering that SAPS is a national government department, the desired form of tenure is a donation of the identified portion subject to the approval of your Council.

Should a donation not be possible then SAPS will consider a purchase option or a land swap as there is state owned land in Klapmuts. You are advised that any land swap involving state owned land will first require the approval of the Department of Public Works and its allocated user department.

**APPLICATION TO ACQUIRE LAND FOR THE FUTURE ESTABLISHMENT OF A
NEW POLICE STATION TO SERVE KLAPMUTS**

Yours faithfully,


Major General
The Head: Facility Management
C.T Sithole

**MAJOR GENERAL
COMPONENT HEAD: FACILITY MANAGEMENT
C.T SITHOLE**

Date: 2019/10/25

APPENDIX 2

SUBDIVISION AND REZONING PLAN ERF 342 KLAPMUTS



REMAINDER 342

PTN 1
AREA = 1,5004 HA
UTILITY SERVICES ZONE

PTN2
AREA = 0,6599 HA
UTILITY SERVICES ZONE

PTN 3
AREA = 0,2635 HA
UTILITY SERVICES ZONE

PTN 6
AREA = 0,1201HA
UTILITY SERVICES ZONE

PTN 5
AREA = 0,5859 HA
UTILITY SERVICES ZONE

PTN 4
AREA = 0,5102HA
UTILITY SERVICES ZONE

PTN 7 (ROAD)
UTILITY ZONE

MERCHANT STREET

5/744

PROJECT	ERF 342 KLAPMUTS
CLIENT	STELLENBOSCH MUNICIPALITY
DATE	MAY 2020
DRAWING	SUBDIVISION & REZONING PLAN REV0
	STEPHEN OLD LAND SURVEYORS
Tel +	
Fax +	
	www.surveyland.co.za
file:	c:\jobs\klapmuts taxi\sub plan
	Rev0 Jan2019 / Rev1 May 2020

7.3.5	WAY FORWARD: STELLENBOSCH DISTRICT RIDING CLUB: LEASE AREA 502N
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Collaborator No: 779045
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 January 2025

1. SUBJECT: WAY FORWARD: STELLENBOSCH DISTRICT RIDING CLUB: LEASE AREA 502N

2. PURPOSE

The Stellenbosch District Riding Club's lease agreement expired on 31 March 2021 and was renewed on a month-to-month basis until the Sports Council's process was completed. The Riding Club however is not affiliated with the Sports Councils that uses the different Sport Facilities and the process regarding the sport clubs have been completed. The riding club have requested a longer lease also.

3. DELEGATED AUTHORITY

The Executive Mayor in consultation with the Executive Mayoral Committee where the lease is less than 10 years, and the value is less than R5 million. The Municipal Manager has delegations for rental agreements for three years and less.

4. EXECUTIVE SUMMARY

Stellenbosch Municipality and the Stellenbosch District Riding Club concluded a Lease Agreement 17 February 1992 for the period 1 April 1991 to 31 March 2021. The Club applied for a renewal of the agreement for a further period of 9 years and 11 months. On 17 February 2021 council resolved that the current lease agreement be extended on the same terms and conditions on a month-to-month basis until the process for the Sports Councils has been finalised and a property register has been compiled and considered by council to determine the future of Council properties per category. Such property register has now been adopted by council.

The Riding Club is not affiliated with the Sports Councils that uses the different Sport Facilities. That process has also been dealt with. The riding club enquired when Council will now consider their original renewal application for a longer term.

The Stellenbosch District Riding Club has applied for the renewal of the Lease Agreement for a further period of 9 years and 11 months. A copy of their latest application as well as amotivation letter is attached as **APPENDIX 2 and 2.1**.

The application served before Mayco in October 2024 and was referred back to Administration for further discussions and a new property evaluation. The property department only requested a valuation after the opening of offices in January and are still awaiting a response. We have however been requested to resubmit the item to Mayo in January. If there is an intention to provide a longer lease agreement that will have to follow a public participation process, and the rental amount can be determined when the item returns to Council after the public participation process.

5. RECOMMENDATIONS

For consideration:

- (a) that Council identifies Area 502N as land not needed to provide basic municipal services during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;
- (b) that the request for a longer lease period from the riding club be considered;
- (c) that it be noted that if a longer lease is approved in principle the intention will be subject to a public participation process; and
- (d) that it be noted that the administration is awaiting the market related rental valuation.

6. DISCUSSION / CONTENT

6.1 Background

6.1.1 Lease Agreement

Stellenbosch Municipality and the Stellenbosch District Riding Club concluded a 30-year Lease Agreement on 17 February 1992. This agreement will lapse on 31 March 2021. The Lease Agreement has no automatic option of renewal. A copy of the Lease Agreement is attached as **APPENDIX 1**. On 17 February 2021 council resolved that the current lease agreement be extended on the same terms and conditions on a month-to-month basis until the process for the Sports Councils has been finalised and a property register has been compiled and considered by council to determine the future of Council properties per category. Such property register has now been adopted by council.

6.1.2 Application for renewal

The Stellenbosch District Riding Club has applied for the renewal of the Lease Agreement for a period of 9 years and 11 months. A copy of their latest application as well as a motivation letter is attached as **APPENDIX 2 and 2.1**.

6.2 DISCUSSION

6.2.1 Location and context

Lease Area 502N is situated off the R44, as indicated on Fig 1 and 2 below.

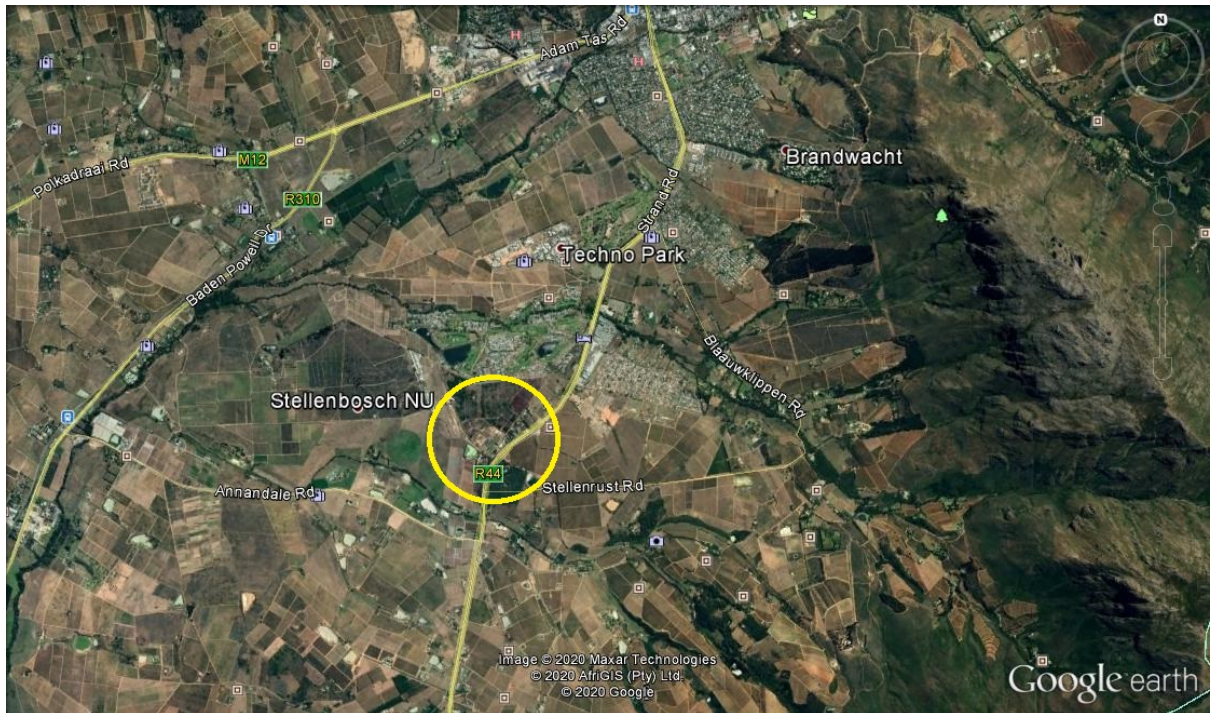


Fig 1: Location and context



Fig 2: Extent of property

6.2.2 Extent of property and zoning

Lease Area 502N is 4.2ha in extent. The zoning of the property is agricultural / rural and falls under the Rural Scenic Overlay Zone. There is 1,5 hectares of water rights allocated to this portion.

6.2.3 Ownership:

Ownership of Remainder Farm 502, Stellenbosch vest with Stellenbosch Municipality by virtue of a Title Deed STF5-34/1883. See Windeed record attached as **APPENDIX 3**.

6.3 Financial Implications

The current rental is R11 384.31 per year. It is not market related in the opinion of the administration.

It should also be noted that since May 2024 there has been an outstanding account of R15 320.88. We are awaiting clarification from the finance department as to what this is for.

6.4 Legal Implications**6.4.1 Asset Transfer Regulation**

In terms of Section 34 (1) of the ATR a Municipality may grant a right to use, control or manage a capital asset only after-

- a)** The Accounting officer has concluded a public participation process*; and
- b)** The municipal council has approved in principle that the right may be granted.

*Sub regulation (1) (a) (public participation process), however, must be complied with only if-

- The capital asset in respect of which the right is to be granted has a value in excess of R10M*; and
- A long-term right is proposed to be granted (i.e. longer than 10 years).

*This property's value is not in excess of R10M and the proposed term is less than 10 years. For this reason the prescribed public participations process is not required.

In terms of Regulation 36, the municipal council must, when considering such approval, take into account:

- a) whether such asset may be required for the municipality's own use during the period for which such right is to be granted;
- b) the extent to which any compensation to be received will result in a significant economic or financial benefit to the municipality;
- c) the risks and rewards associated with such right to use; and
- d) the interest of the local community

In terms of Regulation 41, if an approval in principle has been given in terms of regulation 34 (1)(b), the municipality (read Mayco) may grant the right only in

accordance with the disposal management system* of the municipality, irrespective of:-

- a) the value of the asset; or
- b) the period for which the right is granted

*The policy on the Management of Council owned property is deemed to be Stellenbosch Municipality's disposal management System.

6.4.2.1. Policy on the Management of Council owned property

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

One of the circumstances listed in (l) is lease contracts with existing tenants of immovable properties, not exceeding ten (10) years. Such agreements may be renegotiated where the Council is of the opinion that public competition would not serve a useful purpose, subject to such renewal being advertised, calling for public comment.

Further, in terms of paragraph 9.2.2.2, the reasons for any such deviation from the competitive process must be recorded.

In terms of paragraph 22.1.4 the fair market rentals will be determined by the average of the valuations sourced from two (2) service providers, unless determined otherwise by the Municipal Manager, taking into account the estimated rental(s) *vis-à-vis* the cost of obtaining such valuations. Under the circumstances it is suggested that one(1) valuer be appointed to determine a fair market rental.

6.5 Staff Implications

No additional staff implications.

6.6 Previous / Relevant Council Resolutions**EXECUTIVE MAYORAL COMMITTEE: 2021-02-17: ITEM 7.2.2****RESOLVED**

- (a) that the lease area 502N be identified as land not needed to provide basic services during the period for which such rights are to be granted, as provided for in Regulation 36 of the Asset Transfer Regulations;
- (b) that the current lease agreement be extended on the same terms and conditions on a month-to-month basis until the process with the Sports Councils has been finalised and a property register has been compiled and considered by Council to determine the future of Council properties per category;
- (c) that the District Riding Club pay their municipal account and that the Municipal Manager be mandated to determine the lease amount;
- (d) that the Municipal Manager be mandated to take the necessary steps to ensure the drafting and finalisation of the property register and to submit it to Council by not later than December 2021; and
- (e) that the item be brought back to Council as soon as the property register has been adopted by Council.

EXECUTIVE MAYORAL COMMITTEE: 2024-10-16: ITEM 7.3.1**RESOLVED**

that this item be referred back to Administration for further discussions and a new property evaluation.

6.7 Risk Implications

The risks are addressed in the content of the item.

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

This directorate has no problem with extending or renewing the contract, but we need to ensure that all internal maintenance within any buildings is for the account of the renter. This includes also the responsibility to maintain an Electricity Certificate of Compliance as prescribed by Regulation 2(3) of the Electrical Installation Regulations of the Occupation Health and Safety Act. This was already resolved on 17 February 2021.

6.8.2 Chief Financial Officer

No objections against application

6.8.3 Municipal Manager

Takes note of the application

ANNEXURES:

Annexure 1: Lease Agreement

Annexure 2 and 2.1 : Application from Riding Club and motivation letter

Annexure 3: Windeed record

FOR FURTHER DETAILS CONTACT:

NAME	ANNALENE DE BEER
POSITION	<i>Director: Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-8086066</i>
E-MAIL ADDRESS	Annalene.deBeer@ Stellenbosch.gov.za
REPORT DATE	<i>14 -01-2025</i>

APPENDIX 1

STELLENBOSCH

UNISIPALITEIT



MUNICIPALITY

POSBUS 17
 POSKODE 7600
 TELEFOON: 02231-2111
 FAX: 02231-3993

P.O. BOX 17
 POSTCODE 7600
 TELEPHONE: 02231-2111
 FAX: 02231-3993

U Verw		Your Ref
My Verw	7/2/1991 (M.v. EF Sippel)	My Ref

Departement van die Stadsekreteraris

01-06-26

o Voorsitter
 Stellenbosch District Riding Club
 Posbus 1157
 NERSET-VES
 20

Hierby

JURKONTRAK VIR 30 JAAR

ingeleg word asseblief die nuwe huurooreenkoms.

diens saam met twee getuies elke bladsy te sertifiseer en voelst dit teke
 in day 16. Ek ontvang graag die kontrak daarna so spoedig moontlik
 rug saam met die besluit van u komitee waarby ons u oorspronklike
 d en in tuel vir R1.12 vynde u pro rata-huurpand nog verskuldig vir
 e jaar 1991-01-01 tot 1992-01-30

o Twee

UITVOERENDE HOOF / STADSHEF

MEMORANDUM VAN HUUROOREENKOMS

Aangegaan deur en tussen

DIE MUNISIPALITEIT STELLENBOSCH

hierin verteenwoordig deur

ERASMUS PETRUS SMITH TALJAARD EN GERHARDUS MATTHYS STRYDOM

in hul onderskeie hoedanighede as Burgemeester en/of Uitvoerende
Hoof/Stadsklerk van gemelde Munisipaliteit

("die VERHUURDER")

en

STELLENBOSCH DISTRICT RIDING CLUB EN HOTTENTOTS HOLLAND KENNEL
CLUB

hierin verteenwoordig deur *JOHN ALBERT STEVENS for HOTTENTOTS HOLLAND KENNEL CLUB*
MICHAEL STARKER for STELLENBOSCH DISTRICT RIDING CLUB
as synde die gevolmagdigde verteenwoordiger ingevolge 'n besluit van die
RESPECTIVE CLUBS gedateer 92.02.17 waarvan 'n afskrif as Bylae A
aangeheg is.

("die HUURDER")

NADEMAAL die VERHUURDER die eienaar is van die eiendom bekend as

Perseelnommer : 502N

Groot : 4,20 hektaar

soos aangedui op die aangehegte kaart

("die EIENDOM")



EN NADEMAAL die VERHUURDER begerig is om die EIENDOM aan die HUURDER te verhuur vir die uitsluitlike gebruik van 'n sportklub en om 'n gedeelte van die verhuurde eiendom van nywerheidswater te voorsien kragtens 'n ooreenkoms of ooreenkomste tussen die VERHUURDER en die Departement van Waterwese en Bosbou en/of die Helderberg Besproeiingsraad (DIE OOREENKOMS), die terme en voorwaardes van die ooreenkoms waarvan aan die HUURDER bekend is.

EN NADEMAAL die HUURDER begerig is om die EIENDOM te huur en om die water wat as gevolg van sodanige ooreenkoms ten opsigte van die verhuurde eiendom verkry word, op die verhuurde eiendom aan te wend.

EN NADEMAAL die verhuring van die EIENDOM aan die HUURDER onder voorwaardes van DIE OOREENKOMS op 'n vergadering van die Stadsraad gehou op 1991-05-14 (item 5.1.B) goedgekeur is.

NOU DERHALWE KOM DIE PARTYE ONDERLING SOOS VOLG OOREEN

1. TERMYN VAN VERHURING

Die VERHUURDER verhuur hiermee aan die HUURDER die eiendom, wat deur die HUURDER in huur aangeneem word, vir 'n tydperk wat begin op die eerste (1) dag van April 1991 en afsluit op die 31ste dag van Maart 2021 -dog is steeds onderworpe aan die bepalinge van subklousules 4.4 (laat betaling), 13.1 (sessie), klousule 20 (opsegging) en die bepalinge van Bylae B hiervan.

2. Die VERHUURDER onderneem om alles te doen, of te laat doen, om 1,5 ha van die EIENDOM, of sodanige gedeelte wat goedgekeur mag word, soos uitgewys tussen die partye, kragtens die ooreenkoms van nywerheidswater te laat voorsien.

3. Die HUURDER sal geregtig wees om gedurende die huurtermyn in klousule 1 bepaal die water wat as gevolg van sodanige

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op die verhuurde eiendom aan te wend op sodanige wyse soos goedgekeur deur die VERHUURDER en onderhewig aan alle terme en voorwaardes kragtens die bepalinge van DIE OOREENKOMS, of andersins bepaal, welke terme en voorwaardes aan die HUURDER bekend is.

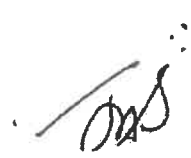
HUURGELD, KOSTE VAN WATER, MUNISIPALE BELASTING

Die HUURDER betaal voor of op die eerste dag van Augustus 1991 by die kantoor van die Stadstesourier die huurgeld vir die bedrag van R100,00 (EENHONDERD RAND) (welke bedrag bereken is vir die tydperk vanaf die datum waarop die ooreenkoms 'n aanvang neem tot die 31ste dag van Maart wat daarop volg) en daarna jaarliks vooruit voor of op die 31ste dag van Maart van elke daaropvolgende jaar die huurgeld plus verhoging soos bereken volgens die voorwaardes wat as Bylae B hierby aangeheg is.

Die HUURDER sal verder aanspreeklik wees om op aanvraag deur die VERHUURDER die volgende bedrae aan die VERHUURDER, of sy genomineerde, te betaal, naamlik:

enige en alle belastinge en vorderings gehef te word deur die Helderberg Besproeiingsraad wat jurisdiksie het oor die verhuurde eiendom. Die Departement van Waterwese en Bosbou, of enige ander owerheidsliggaam, vir of ten opsigte van, maar nie uitsluitend nie -

- 4.2.1.1 basiese bydrae vir rente en delging van die beoogde nywerheidswatervoorsiening;
- 4.2.1.2 administratiewe koste;
- 4.2.1.3 verpligte bydraes ten opsigte van 'n reserwefonds;
- 4.2.1.4 verpligte bydraes tot die Waternavorsingsraad;



- 4.2.1.5 koste van die gelewerde water soos gemeter deur die Beproeilingsraad en bereken teen die aankoopkoste van water soos van tyd tot tyd deur die Departement van Waterwese bepaal; en
- 4.2.1.6 enige en alle belastings of ander heffings of vorderings, van welke aard en omvang ookal gehef deur voormelde liggame.
- 4.2.2 voorlopige uitgawes en tussentydse heffings wat deur die Besproeilingsraad of die Departement van Waterwese en Bosbou opgelê word.
- 4.3 Die VERHUURDER beskou die voorlegging van 'n rekening van die Besproeilingsraad en/of die Departement van Waterwese en Bosbou as afdoende stawende bewys van die bedrag wat deur die HUURDER verskuldig is, opvallende foute en weglatings uitgesluit.
- 4.4 Enige huurgeld of gelde verskuldig kragtens klousule 4.1 en 4.2 wat na die vervaldatum deur die HUURDER aangebied word ten opsigte van enige jaar, indien die VERHUURDER dit aanvaar, is onderworpe aan 'n rente wat maandeliks vooruit bereken sal word teen die standaardrentekoers, soos deur die Munisipale Ordonnansie, Ordonnansie nr 20 van 1974, of enige vervanging of wysiging daarvan of enige ander toepaslike Ordonnansie van tyd tot tyd bepaal ten opsigte van elke maand of gedeelte daarvan.
- 4.5 Dit is 'n spesiale voorwaarde van hierdie ooreenkoms dat die VERHUURDER die reg voorbehou om hierdie ooreenkoms summier te kanselleer, sonder enige voorafgaande skriftelike kennisgewing, indien die HUURDER sou versuim om enige verskuldigde huurgeld of gelde verskuldig kragtens klousule 4.1. en 4.2 binne sewe dae vanaf die vervaldatum te vereffen, en so 'n kansellering affekteer generwyse die reg van die VERHUURDER om enige bedrag wat die HUURDER skuld of verskuldig aan word, geregtelik van hom te vorder nie.
- 4.6 Die HUURDER sal aanspreeklik wees om enige wetlike verpligte heffing sowel as die eiendomsbelastings en/of diensgelde deur die



Stadsraad op die EIENDOM gehef te betaal, onderworpe aan die voorwaardes en vereistes soos bepaal mag word in terme van die toepaslike wetgewing of die Munisipale Ordonnansie, Ordonnansie nr 20 van 1974, of enige vervanging of wysiging daarvan, of enige ander toepaslike Ordonnansie.

5. STREEKSDIENSTERAADHEFFING

Die HUURDER onderneem om alle heffings wat deur die Streeksdiensteraad op die EIENDOM gehef word, regstreeks aan daardie owerheid te betaal.

6. MYN- EN ANDER REGTE

Die VERHUURDER behou voor alle regte op metale, minerale, steenkool, klip van alle soorte, klei en gruis, met inbegrip van die reg van toegang tot die eiendom te alle tye om sodanige metale, minerale of steenkool te myn of om klei, gruis en klip te verwyder, onderworpe aan 'n vermindering van die huurgeld in verhouding tot die oppervlakte wat deur die VERHUURDER vir sodanige mynwerk of verwydering teruggeneem word.

7. BESKERMING VAN BOME

7.1 Alle bome, wingerde of dergelike verbeteringe op die verhuurde perseel bly die eiendom van die VERHUURDER en mag nie deur die HUURDER beskadig of verwyder word nie.

7.2 Die HUURDER moet die geskrewe toestemming van die VERHUURDER vooraf verkry vir die verwydering van enige bome, wingerde en dergelike verbeteringe op 'n terrein wat hy vir verbouing nodig het, en as sodanige toestemming verleen word, behou die VERHUURDER die reg voor om oor die hout vir sy eie voordeel te beskik.

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7.3 Die VERHUURDER behou die reg oor om deur sy amptenare periodieke inspeksies van bome, en ander verbeteringe op die eiendom uit te voer en om sodanige stappe ter beskerming daarvan te doen as wat hy nodig mag ag.

7.4 Die VERHUURDER behou die reg voor om self enige bome op die eiendom wat nie deur die HUURDER aangeplant is nie, te kap en te verwyder, en hiervoor het hy vrye toegang tot die eiendom.

8. WATERBRONNE

8.1 Die VERHUURDER waarborg geen voorraad van oppervlakte- of ondergrondse water nie.

8.2 Die HUURDER onderneem om nie met fonteinne of met die natuurlike vloei van oppervlakte afloopwater in te meng nie deur kanale, vore of damme te bou of om enige ander werke uit te voer sonder die voorafverkreë skriftelike toestemming van die VERHUURDER nie, en vir die toepassing van hierdie subklousule is 'n opinie van die betrokke Staatsdepartemente en/of onderafdelings daarvan bindend en finaal.

8.3 Die VERHUURDER behou die reg voor om water op die EIENDOM op te gaar of om die gebruik van water uit fonteinne of strome te beperk, indien sodanige opgaring of beperking na sy mening noodsaaklik is ter beskerming van die regte van derde partye.

8.4 Die HUURDER onderneem om alle strome, fonteinne of opgaardamme teen besoedeling te beskerm, en om sodanige instruksies uit te voer as wat die VERHUURDER periodiek te dien einde mag uitreik.

9. GRONDBEWARING

9.1 Die HUURDER onderneem om die EIENDOM op 'n versigtige en sorgsame wyse, te gebruik en ook om verswakking van die natuurlike vrugbaarheid en kwaliteit van die grond teen te werk.

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9.2 Die HUURDER onderneem om gronderosie teen te werk en om stiptelik uitvoering te gee aan die bepalings van enige grondbewaringskema wat volgens wet op die EIENDOM van toepassing mag wees, en te dien einde behou die VERHUURDER die reg voor om periodieke instruksies uit te reik.

9.3 Die VERHUURDER behou die reg voor om sodanige werke uit te voer as wat hy nodig mag ag vir die bestryding van gronderosie, en wel op die koste van die HUURDER as laasgenoemde versuim om dit op die VERHUURDER se versoek te doen.

9.4 Die HUURDER onderneem om geen sand, grond, gruis, klip of ander grondstof vanaf die EIENDOM vir verkoping of gebruik elders te verwyder nie.

9.5 Die HUURDER onderneem om toe te sien dat geen vullis, rommel of afval op die EIENDOM gestort word nie.

10. SKADELIKE GEWASSE

10.1 Die HUURDER onderneem om die EIENDOM van skadelike gewasse skoon te hou.

10.2 Die VERHUURDER behou die reg voor om sodanige stappe as wat hy dienlik mag ag, te doen ter verwydering van dergelike geproklameerde onkruid, en wel op die koste van die HUURDER in geval laasgenoemde versuim om dit op die VERHUURDER se versoek te doen.

11. BRANDBESTRYDING

11.1 Die HUURDER onderneem om die uiterste sorg uit te oefen ter beskerming van die EIENDOM teen veldbrande, en die VERHUURDER kan vereis dat die HUURDER op sy eie koste sodanige brandpaaie bou as wat die VERHUURDER nodig mag ag.

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- 11.2 Die HUURDER is aanspreeklik vir vergoeding aan die VERHUURDER vir enige uitgawe aangegaan om brande te voorkom of te blus. Brandskade aan bome of ander plante op die EIENDOM wat aan die VERHUURDER behoort word deur 'n taksateur wat deur die VERHUURDER aangestel en wie se bevinding bindend is, aangeslaan, en aan die VERHUURDER deur die HUURDER vergoed.

12. OMHEINING

- 12.1 Die HUURDER is verantwoordelik vir die oprigting en koste van enige omheining wat hy vir die beskerming van sy onderneming op die EIENDOM nodig mag ag.

- 12.2 Omheining wat deur die HUURDER opgerig word, kan binne een maand na die afloop van die huurooreenkoms verwyder word, maar die VERHUURDER kan uitstel vir sodanige verwydering verleen totdat die EIENDOM weer verhuur is om onderhandelinge met die opvolger vir die verkoping of oordrag daarvan moontlik te maak, met dien verstande dat die VERHUURDER eienaar van sodanige omheining word indien geen finale reëlins binne sestig dae vanaf die datum van herverhuring deur die HUURDER getref is nie, en in so 'n geval is die HUURDER nie geregtig tot enige vergoeding vir die omheining wat aldus deur hom verbeur is nie.

13. ONDERVERHURINGS, SESSIES OF OORDRAGTE, ENS

- 13.1 Die HUURDER sal nie hierdie huurooreenkoms seeder of oordra nie, en onderverhuur nie die EIENDOM of enige deel daarvan sonder die voorafverkreë skriftelike toestemming van die VERHUURDER nie.

- 13.2 Die VERHUURDER kan 'n sertifikaat as bewys vereis dat die maatskappy wat 'n HUURDER is, wel as 'n maatskappy geregistreer is.



13.3 By verandering van die beherende aandeelhouding of belange in 'n maatskappy of beslote korporasie wat 'n HUURDER is of by verandering van direkteure of by likwidasie van die maatskappy of beslote korporasie of ingeval die maatskappy onder geregtelike bestuur geplaas word, bly die oorspronklike borge ten behoeve van die maatskappy of beslote korporasie gesamentlik en afsonderlik en as mede-hoofskuldenaars teenoor die VERHUURDER aanspreeklik, tensy die VERHUURDER op skriftelike aansoek van die HUURDER toestem tot vervanging van sodanige borge.

13.4 Verandering van die beherende aandeelhouding of verandering van ledebelaang, direkteure of Trustees vir 'n Maatskappy, Beslote Korporasie of 'n Trust wat 'n HUURDER is, word geag 'n onderverhuring te wees.

14. GEBOUE EN STRUKTURELE VERBETERINGE

14.1 Enige gebou of strukturele verbeteringe wat op die EIENDOM by die aanvang van die huurooreenkoms bestaan, of mettertyd gedurende die huurtermyn opgerig mag word, sal deur die HUURDER op sy eie koste hetsy binne of buite in 'n goeie toestand gehou word en wel tot die bevrediging van die VERHUURDER en indien die HUURDER versuim om dit te doen kan die VERHUURDER sodanige reparasies as wat hy nodig mag ag, laat aanbring terwyl die HUURDER vir die uitgawe aanspreeklik bly.

14.2 Geen nuwe gebou, struktuur of ander permanente verbetering sal op die EIENDOM aangebring, opgerig of uitgevoer word sonder die voorafverkreë skriftelike toestemming van die VERHUURDER nie, en sonder dat bouplanne ten opsigte van sodanige verbeteringe vooraf deur die VERHUURDER goedgekeur is nie en laasgenoemde kan gelas dat sodanige gebou, struktuur of verbetering wat inderdaad sonder sy skriftelike goedkeuring en toestemming opgerig, aangebring of gebou is deur die HUURDER op sy eie koste verwyder word.

ONS
10/1

- 14.3 Goedgekeurde verbeteringe van 'n permanente aard sal deur die HUURDER op sy eie risiko aangebring of opgerig word.
- 14.4 Die VERHUURDER sal enige geboue of ander verbeteringe wat by die aanvang van die huurtermyn op die EIENDOM is teen skade verseker en sodanige versekering instand hou, met dien verstande dat die HUURDER verantwoordelik sal wees vir die volle kostes verbonde aan sodanige versekering, en die VERHUURDER sal derhalwe die premies direk van die HUURDER vorder.
- 14.5 Indien die VERHUURDER kontant van 'n versekeringsmaatskappy sou ontvang ter vergoeding van 'n eis ten opsigte van skade aan enige verbetering op die EIENDOM soos in subklousule 14.4 van hierdie ooreenkoms genoem, kan hy die verbetering herstel of die kontant hou, na gelang hy dit dienlik ag.
- 14.6 Behuising kan, met behoud van die bepalinge van subklousules 14.1, 14.2, 14.3 en 14.4 van hierdie ooreenkoms aan werkers wat die HUURDER op die EIENDOM in diens het, met inbegrip van hul onmiddellike afhanklikes, op die EIENDOM voorsien word, onderworpe aan die voorafverkreeë skriftelike toestemming van die VERHUURDER, en die stiptelike nakoming van die bepalinge en vereistes van die toepaslike wetgewing met betrekking tot behuising.
- Enige plakkery op die EIENDOM is ten strengste verbode.
- 14.7 Die HUURDER sal geen reg of aanspraak hê of vergoeding kan eis ten opsigte van verbeteringe, met inbegrip van landboukundige verbeteringe wat tydens die huurtermyn op die EIENDOM aangebring is nie, en die VERHUURDER behou die reg voor om, by beëindiging van hierdie ooreenkoms ingevolge die bepalinge van klousule 3, subklousules 4.4, 20.1.1, 20.1.2 en 20.2 of andersins volgens sy eie diskresie en goeddunke te besluit of die VERHUURDER bereid is om die HUURDER enigsins te vergoed vir sodanige verbeteringe. Voorts kan die VERHUURDER in die alternatief toestem tot die verwydering van enige verbetering binne 'n tydperk soos deur die VERHUURDER voorgeskryf, by gebreke waar-



van die HUURDER enige reg op verwydering van sodanige verbeteringe of enige verdere aanspraak van walter aard ookal sal verbeur, ten gevolge waarvan die betrokke verbeteringe sonder enige aard van vergoeding die EIENDOM van die VERHUURDER word.

- 14.8 Die Kennelklub mag hondehokke wat met VERHUURDER se goedkeuring opgerig is, slegs vir die aanbod van hoogstens vier nasionale hondeskoue per jaar gebruik vir tydperke wat na die oordeel van die VERHUURDER redelikerwys daarmee verband hou en vir geen ander doel hoegenaamd nie.

15. BAKENS

- 15.1 Deur die huurooreenkoms te onderteken erken die HUURDER dat hy bewus is van die werklike ligging van alle bakens wat die EIENDOM se grense bepaal en enige onkunde of misverstand aan sy kant in hierdie verband raak nie die geldigheid van die huurooreenkoms of maak hom nie geregtig tot 'n vermindering van die huurgeld of tot kompensasie en enige vorm nie.

- 15.2 Indien enige baken wat die grense van die EIENDOM bepaal na ondertekening van hierdie ooreenkoms nie gevind kan word nie, is die HUURDER aanspreeklik vir alle opmetings- en ander kostes verbonde aan die herplasing van sodanige baken.

16. PAAIE

Die HUURDER onderneem om alle bestaande paaie op die EIENDOM in 'n goeie toestand te hou, en voorts om geen verdere paaie te bou of oop te maak sonder die voorafverkreë skriftelike toestemming van die VERHUURDER nie.

Ans.
10/1.

Die gemagtigde amptenare van die VERHUURDER kan te eniger tyd die EIENDOM betree om sodanige inspeksies as wat hulle nodig mag ag, uit te voer en om vas te stel of die voorwaardes en bepalinge van die huurooreenkoms stiptelik nagekom word.

18. ADVERTENSIE TEKENS

Die HUURDER sal geen advertensietekens hoegenaamd op die EIENDOM oprig nie, en sal ook nie toelaat dat sulke tekens opgerig word sonder die voorafverkreë skriftelike toestemming van die VERHUURDER nie.

19. ERFDIENSBAAARHEID EN VERJARING

19.1 Die huur is onderworpe aan enige erfdienbaarheid wat aan die EIENDOM kleef, en as dit te eniger tyd sou blyk dat die VERHUURDER nie daartoe geregtig was om die EIENDOM of enige deel daarvan te verhuur nie, het die HUURDER geen eis vir skadevergoeding behalwe dat die huurgeld *pro rata* verminder word ten opsigte van daardie deel van die EIENDOM wat nie vir okkupasie of gebruik deur die HUURDER beskikbaar is nie.

19.2 Die HUURDER erken hiermee dat hy geen aanspraak op eiendomsreg by wyse van verjaring ten opsigte van die EIENDOM wat verhuur word sal verkry nie.

20. OPSEGGING EN BEËINDIGING VAN HUUROOREENKOMS

20.1 Die VERHUURDER kan, sonder om afbreuk te doen aan enige bepaling of vereistes van hierdie ooreenkoms, met spesifieke verwysing na die bepalinge van klousule 4 hiervan, en nadat 'n skriftelike kennisgewing op die HUURDER gedien is, hierdie ooreenkoms beëindig -

Das / 1

- 20.1.1 indien die HURDER versuim om enige voorwaarde of bepaling ten opsigte van hierdie ooreenkoms na te kom: of
- 20.1.2 indien die VERHURDER daarvan oortuig is dat die HURDER die grond en op onbehoorlike of onverantwoordelike wyse benut; of
- 20.1.3 indien die VERHURDER daarvan oortuig is dat die HURDER deur sy handeling op die EIENDOM 'n oorlas vir ander uitmaak; of
- 20.1.4 indien die HURDER teenstrydig met enige bepaling van die Dorpsaanlegskemaregulasies van die Munisipaliteit van Stellenbosch afgekondig by PK 73 van 1979-07-20, soos gewysig, optree; of
- 20.1.5 indien die EIENDOM in sy geheel of gedeeltelik vir *bona fide* munisipale doeleindes, waarby dorpsstigting ingesluit is, benodig word:

met dien verstande dat 'n grasiëperiode van hoogstens een (1) jaar in die gevalle soos in subklousules 20.1.1; 20.1.2; 20.1.3; 20.1.4 en 20.1.5 genoem aan die HURDER verleen word, op voorwaarde dat die HURDER gedurende die grasiëperiode aan al die bepalings en vereistes van hierdie ooreenkoms, of ander voorwaardes wat die VERHURDER in hierdie verband mag stel moet voldoen, by gebreke waarvan die toegestane grasiëperiode sonder verdere kennisgewing deur die VERHURDER in heroorweging geneem sal word.

- 20.2 die HURDER kan, sonder om afbreuk te doen aan enige bepaling of vereiste van hierdie ooreenkoms en nadat 'n skriftelike kennisgewing van ses (6) maande deur die HURDER aan die VERHURDER gegee is, hierdie ooreenkoms beëindig.
- 20.3 Wanneer subklousule 20.1.5 toegepas word sal die HURDER kwytgeskeld word van alle oorblywende verpligtinge soos in paragraaf 4.2.1 bepaal word en geregtig wees op vergoeding van die koste

On
let

direkte gevolg van die voorsiening van die nywerheidswater aangebring is (pypleiding, kleppe, krane en meters), wat soos volg vanaf vestigings- tot huuropseggingsdatum bereken word:

bedrag betaalbaar ten opsigte van infrastruktuur is gelyk aan die historiese vestigingskoste - volgens die gemiddelde waardasie van twee onafhanklike buitestaanders wat vir die VERHUURDER aanvaarbaar is - minus die waardevermindering wat in gelyke paaielemente oor twintig (20) jaar bereken is. Koste vir voorlegging ter staving van eise deur HUURDER en alle uitgawe verbonde aan die aanstelling van buitestaanders berus by die HUURDER.

21 SKADELOOSSTELLING

Die HUURDER onderneem hierby om die VERHUURDER te vrywaar en gevrywaar te hou teen alle gedinge, stappe, eise, vorderings, koste, skadevergoeding en uitgawes wat gehef, gebring of gemaak mag word teen die VERHUURDER of wat die VERHUURDER mag betaal, opdoen of aangaan as gevolg van enige handeling aan die kant van die HUURDER, sy werknemers of persone wat onder sy beheer handel.

22 KOSTE VAN OOREENKOMS

Alle kostes wat deur die VERHUURDER aangegaan is vir die voorbereiding en opstel van hierdie ooreenkoms, plus die koste van die verhuringsadvertensie, opmetingskoste en ander toevallige uitgawes sal deur die HUURDER gedra word, en die HUURDER kan nie die korrektheid van die bedrag wat deur die VERHUURDER in hierdie verband geëis word, betwis nie. Die Huurooreenkoms sal slegs op die uitdruklike versoek van die HUURDER en op sy koste notarieël verly en in die Aktekantoor geregistreer word. Die HUURDER moet in sodanige geval 'n deposito betaal soos deur die VERHUURDER bepaal ten opsigte van die kostes hierbo vermeld.



verhand met enige aangeleentheid voortspruitende uit hierdie ooreenkoms, sal onderwerp word aan en besleg word deur arbitraste.

Iedere sodanige arbitrasie moet plaasvind

23.2.1 te Stellenbosch;

23.2.2 op 'n informele summiere wyse sonder enige pleitstukke of blootlegging van dokumente en sonder die noodsaaklikheid om aan die strenge reëls van die bewysreg te voldoen;

23.2.3 onverwyld, met die oog daarop om dit af te handel binne drie (3) maande vanaf die datum waarop die geskil na arbitrasie verwys is; en

23.2.4 onderworpe aan die bepalinge van die Wet op Arbitrasie, No 42 van 1986, of sodanige ander Arbitrasiewette as wat van tyd tot tyd mag geld, behalwe waar die bepalinge van hierdie klousule anders voorskryf.

Die arbiter moet 'n persoon wees op wie deur die partye onderling ooreengekom is en by onstentenis van 'n ooreenkoms, een aangestel deur die diensdoenende President van die Wetsgenootskap van die Kaap die Goeie Hoop.

Die partye kom hiermee onherroeplik ooreen dat die beslissing van die arbiter in sodanige arbitrasieverrigtinge finaal en bindend op hulle sal wees.

24. INVORDERINGSKOSTE

Indien die VERHUURDER opdrag aan sy prokureurs sou gee om enige gelde wat kragtens hierdie ooreenkoms betaalbaar is, op die HUURDER te verhaal, is die HUURDER aanspreeklik vir die betaling van alle koste deur die VERHUURDER in hierdie verband aangegaan, bereken op 'n prokureur/kliëntbasis, insluitende sodanige heffings wat betaalbaar is kragtens Regulasie 62 van die Wet op Prokureursordes nr 41 van 1975, of enige vervanging of wysiging daarvan, of enige soortgelyke heffings.

GETEKEN TE STELLENBOSCH HIERDIE _____ DAG VAN _____ 1991

GETUIE

TEN BEHOEWE VAN DIE VERHUURDER

1. _____

BURGEMEESTER

2. _____

UITVOERENDE HOOF/
STADSKLERK

GETEKEN TE STELLENBOSCH HIERDIE 17TH DAG VAN FEBRUARY 1992

GETUIE

TEN BEHOWE VAN DIE HUURDER

1. _____

W. Stank

2. _____

W. Stevens

1991-06-25

(/KONTRAK/BC)

W. Stank
W. Stevens

BELEID EN TOEPASSING VAN DIE HUURGELDBEREKENING

1. Vir die doeleindes van hierdie ooreenkoms word die aanvanklike huurgeld van 'n sportklub vanaf 1991-04-01 deur die Raad op R100,00 per jaar bepaal.
2. *Huurgeld betaalbaar in eerste termyn van tien (10) jaar*
Die huurgeld sal jaarliks met 15 %, saamgesteld bereken met aanvangsdatum 1992-04-01, eskaleer.
3. *Aangepaste huurgeld na tien (10) jaar*
Die huurgeld sowel as die persentasie aanpassing soos beskryf in paragraaf 1 en 2 sal elke tien (10) jaar herbepaal word by wyse van onderlinge ooreenkoms. Indien die partye nie konsensus kan bereik nie, sal 'n arbiter die aangeleentheid beslis welke beslissing finaal en bindend sal wees.

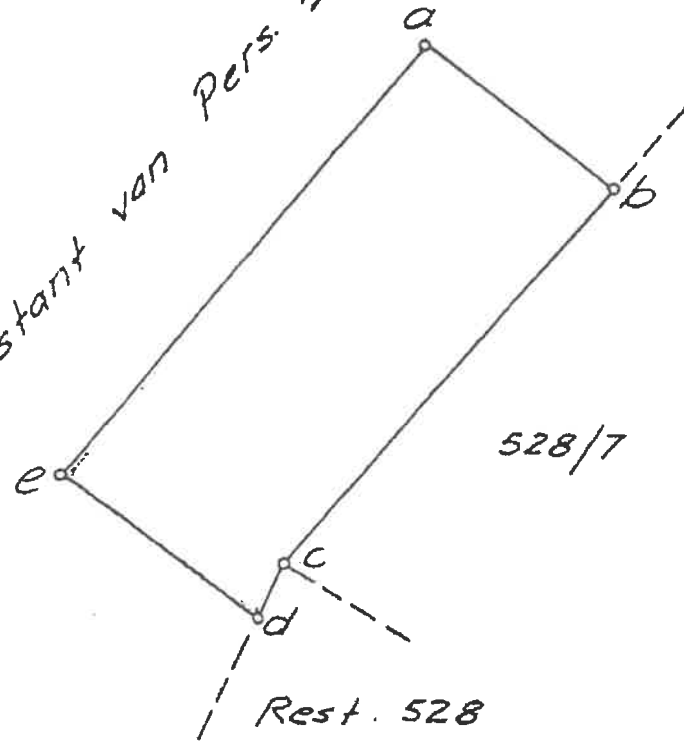
1991-06-25

(ESAP/KONTRAK/mc)

Two handwritten signatures are visible in the bottom right corner of the page. The top signature appears to be 'Lal.' and the bottom signature appears to be 'OAS.'.

W N

Restant van Pers. XIII



Skaal: 1/5000

Die figuur *abcde* stel voor
 4,2 Ha (benaderd tot die naaste 0,2 Ha) grond synde

Munisipale Huurgrond Perseel XIII J

geleë in die Munisipaliteit en Afdeling Stellenbosch
 Provinsie Kaap die Goeie Hoop.

Opgestel deur my in Aug. 1976

Heinrich J. Volkmann
 Landmeter.

Oorspronklike Kaart

Nr. 9133/1957

T/A Stel. F 5-34

BH-8DCD

Burgermeester

Stadsklerk

Getuie

1.

2.

Getuie

1.

2.

APPENDIX 2

STELLENBOSCH DISTRICT RIDING CLUB*(Affiliated to the SAEF, SA Show Jumping, Dressage SA, Eventing SA, Equitation SA, SA Showing, CDSA)***SECRETARY: TEL 083 638 8608****Email: sdridingclub@gmail.com****Fax: 0866 631 756****Website www.sdrc.co.za****SAEF CLUB REGISTRATION NO WC0002
127-132 NPO****P O BOX 1157
SOMERSET WEST
7129****JOIN US ON Facebook
STELLENBOSCH DISTRICT RIDING CLUB****11 April 2019**

Stellenbosch Municipality
PO Box 17, Stellenbosch, 7600
Town House Complex, Plein Street, Stellenbosch, 7600

ATTENTION PIET SMIT**Erf Nr 502N****Contract nr 7/2/1/2/51 (Mev BF Sippel)**

Dear Piet

Further to our telephone conversation last month, as discussed, we would like to extend the lease for SDRC for a further 9 years and 11 months.

I have put together some information about the Club, and a motivation as well.

Stellenbosch District Riding Club (SDRC) has been in existence for 30 years, and during this time continually kept their facilities in a good condition and upgraded and expanded whenever possible or necessary to be able to host regular equestrian events for our local community, as well as National and International Events.

SDRC is now the only equestrian sports club in the Boland and Cape Winelands District that supports all the SAEF and FEI equestrian disciplines at one venue.

As a club we support a very large rural community, especially people from previously disadvantaged backgrounds and poor communities because we not only provide numerous jobs during our shows and events, employ permanent staff, but we also give people the opportunity to participate in competitions and the equestrian sport which they would otherwise not be able to do and provide bursaries to ride through the club as a sponsored member.

SDRC has an ongoing partnership with the WP Disabled Riding Association, who uses our sports club for their Regional and National events. Therefore, SDRC is a disabled-friendly club; all of our current facilities are wheelchair assessable and this means that we cater to all of the disabled and para-athletes in our sport, which few to none other equestrian clubs can provide in the District. SDRC also assist the local communities holding their carriage driving shows at SDRC. SDRC allows community members to not only part take in normal competitions, but also have competitions for the younger generation teaching them how to drive carriages and look after horses, and by doing this it keeps them off the streets and out of trouble.

STELLENBOSCH DISTRICT RIDING CLUB

(Affiliated to the SAEF, SA Show Jumping, Dressage SA, Eventing SA, Equitation SA, SA Showing, CDSA)

SECRETARY: TEL 083 638 8608

Email: sdridingclub@gmail.com

Fax: 0866 631 756

Website www.sdrc.co.za

SAEF CLUB REGISTRATION NO WC0002

127-132 NPO



P O BOX 1157

SOMERSET WEST

7129

JOIN US ON Facebook

STELLENBOSCH DISTRICT RIDING CLUB

A major part of our community is children and young adults through their school equestrian clubs. SDRC provides usage of the club on a monthly base to the Boland Region of SANESA (South African National Equestrian Schools Association) to enable them to hold District and Regional events that build and develop the children and young adults.

We support other non-profit organisations whose objectives, like SDRC's, are to nurture and develop our sport for children and the youth from all different walks of life. These organizations include:

- Helderberg Branch of the South African Pony Club,
- Western Province Dressage and the Western province Para-Dressage Society (disabled equestrian athletes)
- SA Show Jumping and Western Cape Show Jumping
- Eventing SA and Western Cape Eventing
- Showing SA and Equitation SA
- Boland Region of SANESA (South African National Equestrian Schools Association), which is acknowledged by the South African Equestrian Federation (SAEF) and SASCO.

We provide such organisations with reduced fees, full access to all of our facilities and the opportunity to advance their objectives using SDRC to make it happen. Through the cooperation between organisations like these and SDRC our community can participate in sports to a far greater extent than if SDRC did not support such organisations.

Throughout the years SDRC's has remained consistent with providing facilities and opportunities from grass roots level participants up to international professional athletes to help develop and nurture their abilities and capabilities to nurture and develop the sport.

SDRC has also received support from the LOTTO which in return, not only enables SDRC to continually keep facilities in a good condition, but also allows the club to have upgraded and expanded whenever possible or necessary to be able to host regular equestrian events for our local community, as well as National and International Events. Therefore, SDRC relies on the Stellenbosch Municipality to uphold and support the Equestrian Sport in the Region.

Many Thanks

TERESA FORRESTER

(SPECIAL PROJECTS – SDRC COMMITTEE)



Cape Winelands Equestrian Federation

P O Box / Posbus 4038

Email/Epos: capewinelandsequestrian@gmail.com

**Durbanville
7551**

29 March 2019

TO WHOM IT MAY CONCERN

This letter is to confirm that the Stellenbosch District Riding Club is affiliated to the Cape Winelands Region Equestrian Federation for the current financial year 1 Jan 2019 to 31 December 2019.

We hereby confirm that we fully support Stellenbosch District Riding Club in all its equestrian activities as the club plays an integral role in developing and supporting equestrian sport as being the only club in the Cape Winelands District that can accommodate multi-discipline events

Yours Sincerely

Gail L. Canovi

Chairman Cape Winelands Equestrian



NATIONAL OFFICE

Email: info@sanesa.co.za

Fax: 086 653 1071

Stellenbosch District Riding Club
PO Box 1157
Somerset West
7129

15 April 2019

Dear Teresa and Di

Western Cape and Boland branches of SANESA would like to thank the committee of SDRC for their on going support.

SANESA is a vibrant and dynamic organization, acknowledged by the South African Equestrian Federation (SAEF) and SASCOC, and has dedicated itself to promoting all forms of Equestrian sport within the South Africa's schools' community. Every Province/Region holds up to 4 multi-discipline competitions in the first 7 months of the year and then the top 8 riders with the most accumulated points in each discipline go forward to represent their Province at the annual SANESA National Championships during September/October.

It is not essential for anyone to actually own their own horse or pony to participate in SANESA – many riding school pupils compete with success at our events on borrowed horses/ponies. SANESA is striving to ensure that it is an all inclusive organisation and that anyone who wishes to compete is not disadvantaged in any way. We strive on equity, access for all people and to the development of the sport at all levels. We assist youths from the rural underprivileged communities, to become more involved in sport and one of its main objectives is to identify and nurture talent in rural areas.

In 2018 we have held 4 multi-discipline shows at SDRC which included Dressage, Show Jumping, Equitation, Jumping, Showing. We are hoping to extend these disciplines to include Eventing and Vaulting as well as Para Dressage. In 2019 we are holding 5 Winelands/ Overberg Qualifiers which would not be possible without the SDRC facilities as SDRC is the only club the Winelands / Overberg District that can cater for our multi-discipline events.

SDRC is in the perfect location and its facilities make it an ideal training venue in the Western Cape. The care and maintenance you have put into the grounds really shows. SANESA is very excited with the recent upgrades that have been made to the club and look forward to using SDRC for more events and enabling students from grass roots level to learn about sportsmanship.

SDRC is one of the friendliest grounds in the Western Cape; we are very privileged to have it as part of our Community.

Thank you very much for your club's generosity.

Sincerely

Vittoria Versace

Chairman SANESA WESTERN CAPE

& Chairmain SANESA CAPE WINELANDS DISTRICT



STELLENBOSCH

STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

APPLICATION FOR LEASE OF MUNICIPAL LAND APPLICATION FORM

A: APPLICANT'S DETAILS

Stellenbosch District Riding Club
 Name :
 Physical address: Cnt R44 and Aerodrome Rd, Stellenbosch

 Postal code:
 PO Box 4 , Somerset West
 Mailing address:

 Postal code:..... 7129.....
 E-mail address:
 Telephone:
 Cell phone:

B: PROPERTY DETAILS OF APPLICANT

STELLENBOSCH DISTRICT RIDING CLUB
 Erf/farm number :
 Stellenbosch
 Suburb:

Town: Stellenbosch

C: PROPERTY DETAILS OF LEASE AREA APPLYING FOR 502N

Erf/farm number :
STELLENBOSCH

Suburb:
STELLENBOSCH

Town:
4,2HA

Area applying form²

* To be supplemented with a sketch-plan with dimension in m²

D: TYPE OF APPLICATION:

Please mark the appropriate block

For commercial purposes, other than for parking ☐

For commercial parking purposes ☐

For residential parking purposes ☐

For non-commercial purposes ☐

For projecting structures onto street reserves ☐

For projecting structures onto other council-owned land ☐

Other: please provide description: ☐

Brief description of application: Horse roiding shows which we have
Been doing on these grounds for over 40 years with our lease through the
Stellenbosch Municipality

Motivation: To continue seving the horse riding community and support our
local rural community (Motivation Letter attached)

.....

.....

.....

.....

.....

.....

.....

E: LIST OF ATTACHEMENTS AND SUPPORTING DOCUMENTS

Please mark the appropriate box

- | | |
|--|--------------------------|
| Special Power of Attorney, where Applicant is not the owner
Stellenbosch Municipality has been our landlord for over 70 years | ☐ |
| Diagram of proposed area of the lease area
Attached | ☐ |
| Letters of consent (affected neighbours) | ☐ |
| Application fee (non-refundable) | ☐ |

I hereby certify that the information supplied in this application form is correct and that I am property authorized to make this application.



Applicant's signature:

23 April 2024
Date:

Dianne Valerie Arnold for SDRC

Full name:

APPENDIX 3

WinDeed Database Deeds Office Property

FARM 502, 502, 0 (REMAINING EXTENT) (CAPE TOWN)

GENERAL INFORMATION

Date Requested 2020/03/20 12:57
Deeds Office CAPE TOWN
Information Source WINDEED DATABASE
Reference -



PROPERTY INFORMATION

Property Type FARM
Farm Name FARM 502
Farm Number 502
Portion Number 0 (REMAINING EXTENT)
Local Authority STELLENBOSCH MUN
Registration Division STELLENBOSCH RD
Province WESTERN CAPE
Diagram Deed STF5-34/9/1883
Extent 9.9894H
Previous Description -
LPI Code C06700000000050200000

OWNER INFORMATION

Owner 1 of 2

Type LOCAL AUTHORITY
Name MUN STELLENBOSCH
ID / Reg. Number -
Title Deed STF5-34/1883
Registration Date -
Purchase Price (R) 0
Purchase Date -
Share 0.00
Microfilm 2006 1881 1465
Multiple Properties NO
Multiple Owners NO

Owner 2 of 2

Type LOCAL AUTHORITY
Name MUN STELLENBOSCH
ID / Reg. Number -
Title Deed T36696/2006
Registration Date -
Purchase Price (R) TRANSFER BY ENDO
Purchase Date -
Share 0.00
Microfilm 2006 1869 1425
Multiple Properties NO
Multiple Owners NO

ENDORSEMENTS (8)

#	Document	Institution	Amount (R)	Microfilm
1	I-1064/93LG	-	UNKNOWN	-
2	K211/1962S	-	UNKNOWN	-
3	K925/1965S	-	UNKNOWN	-
4	K5211/2006S	-	UNKNOWN	2006 1869 1430
5	VA5665/2006	MUN STELLENBOSCH	UNKNOWN	2006 1869 1399
6	FARM ST 502	-	UNKNOWN	1985 0072 0330
7	PTNS ST RD 502/1-3&6	-	UNKNOWN	-
8	I-2562/2014LG	-	UNKNOWN	-

7.3.6	APPLICATION TO LEASE A PORTION OF ERF 286 GROENDAL (LE ROUX)
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Collaborator No:	779066
IDP KPA Ref No:	Good Governance
Meeting Date:	22 January 2025

1. SUBJECT: APPLICATION TO LEASE A PORTION OF ERF 286 GROENDAL (LE ROUX)

2. PURPOSE

For the Executive Mayoral Committee to consider an application from Efata Educare Centre to lease a portion of Erf 286 Groendal for an Early Childhood Development Centre.

3. DELEGATED AUTHORITY

The Executive Mayor in consultation with the Executive Mayoral Committee has the delegated authority to consent to lease agreements for a period not exceeding 9 years 11 months and property value less than 5 Million.

The Municipal Manager has the delegation to enter into the lease agreements approved by the Executive Mayoral Committee on behalf of the Municipality and to approve agreements up to 3 years.

4. EXECUTIVE SUMMARY

Erf 286 Groendal (Le Roux) is an unregistered erf which has been sub-divided from Erf 233 Groendal (Le Roux), which was acquired from the Western Cape Government in terms of Section 19 of the Western Cape Housing Development Act. Erf 233 Groendal (Le Roux) is registered in the name of the Municipality (mother erf). Erf 286 is an unregistered portion of erf 233 which is registered in the name of the Stellenbosch Municipality.

Erf 286 has a long history with another Early Child Development Centre, Kabouterland, and an item was before Council in October 2024 to report on the history and current status of Kabouterland. It was mentioned in this item that Efata Educare is currently also making use of the premises however they do not have full and free access to the premises as Kabouterland has locked the gate and are refusing to provide them with a key. Council resolved that if this refusal continues the administration can continue with evicting Kabouterland Crèche. The portion of the building that Efata is interested in was built using money from donations from Cape Winelands Biosphere Reserve NPO and Athenee Action Humanitaire NGO with approval from the Executive Mayor on 21 April 2017. Efata ECD moved into the premises in April 2019. The two creches share bathrooms but have their own kitchen and classroom facilities.

Efata Educare has filed an application for a formal lease agreement for their portion of the premises. According to the applicant they were advised by the previous Manager Property Management to sub-lease from Kabouterland however they have not been able to. Since Kabouterland has also shown no interest in entering into a lease agreement with the Municipality it will not be a possibility in future.

Efata has not indicated the timeline that they are interested in to lease the premises. An official lease is required for the crèche to register with the Department that regulates early childhood development.

5. RECOMMENDATIONS

For consideration:

- (a) that the portion of Erf 286 Groendal (Le Roux) be identified on which Efata creche is build, as land not needed to provide the minimum basic level of municipal services;
- (b) that Efata Educare be, in principle, allowed to lease the premises for a period of 9 years 11 months;
- (c) that a public participation process be followed whereafter the matter will return to the Executive Mayoral Committee for a final decision after consideration of the inputs; and
- (d) that a valuator be appointed to determine the fair market rental of the premises and that Efata be allowed to pay 10% of the fair market value as monthly rental.

6. DISCUSSION / BACKGROUND

6.1 Background

Erf 286 Groendal (Le Roux) is an unregistered erf which has been sub-divided from Erf 233 Groendal (Le Roux), which was acquired from the Western Cape Government in terms of Section 19 of the Western Cape Housing Development Act. Erf 233 Groendal (Le Roux) is registered in the name of the Municipality (mother erf). Erf 286 is an unregistered portion of erf 233 which is registered in the name of the Stellenbosch Municipality.

Erf 286 has a long history with another Early Child Development Centre, Kabouterland, and an item was before Council in October 2024 to report on the history and current status of Kabouterland. It was mentioned in this item that Efata Educare is currently also making use of the premises however they do not have full and free access to the premises as Kabouterland has locked the gate and are refusing to provide them with a key. The portion of the building that Efata is interested in was built using money from donations from Cape Winelands Biosphere Reserve NPO and Athenee Action Humanitaire NGO with approval from the Executive Mayor on 21 April 2017. Efata ECD moved into the premises in April 2019. The two creches share bathrooms but have their own kitchen and classroom facilities.

6.2. DISCUSSION

6.2.1 Location and context

Efata Educare has filed an application for a formal lease agreement for their portion of the premises. A copy of the application is attached hereto as **APPENDIX 1**. According to the applicant they were advised by the previous Manager Property Management to sub-lease from Kabouterland however they have not been able to. Since Kabouterland has also shown no interest in entering into a lease agreement

with the Municipality it will not be a possibility in future. It is however important for Efata to obtain a legal lease agreement in order for them to register with the Department of Education in order to qualify for the yearly grants.

There has been many engagements between the Municipality and the two entities currently using the property. Efata has also shown their co-operation and willingness to legalise the agreement between them and the Municipality. They receive monthly invoices for water which they pay.

Efata has not indicated the timeline that they are interested in to lease the premises.

The property is located at 25 Stiebeuel Street, Groendal as indicated in Fig. 1 and Fig. 2. Take note that the imaging does not yet reflect the second phase that Efata is currently occupying.

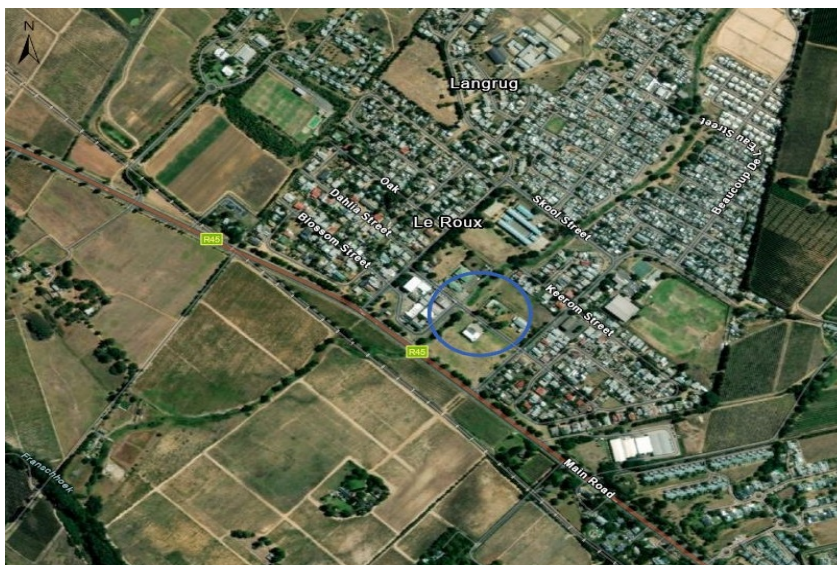


Fig 1. Location



Fig 2. View of Property

6.2.3 Ownership

The ownership of the property's vests with Stellenbosch Municipality.

6.3 Financial Implications

A valuator will have to be appointed to determine the fair market monthly rental. The valuator will be paid by the Municipality. The full financial implications will only be addressed after the valuation report has been obtained. The policy makes provision that Council may allow an institution like this to pay a reduced market related rental.

6.4 Legal Implications

Legal requirements

6.4.1 Municipal Asset Transfer Regulations

In terms of Section 36 of the Municipal Asset Transfer Regulation, when considering an application for an approval of a right to use municipal property, the following needs to be taken into account, *inter alia*:-

- a) whether the capital asset may **be required for the municipality's own use** during the period for which the right is to be granted;
- b) the extend to which any compensation to be received for the right, together with the estimated value of improvements or enhancements to the asset, will result in a significant financial benefit to the municipality;
- c) the (possible) risks and rewards associated with the use in relation to the municipality's interests;

- d) Any comments received from the local community, and
- e) Compliance with the legislative regime applicable to the proposed granting of the right.

6.4.2 Property Management Policy

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

6.5 Staff Implications

No additional staff implications.

6.7 Previous / Relevant Council Resolutions

None.

8.7 Risk Implications

Kabouterland's actions to use the premises without paying and further refusing access to the Municipality as well as the staff and children of Efata.

8.8 Comments from Senior Management

No comments were received from Director's after circulating the item.

8.8.1 Municipal Manager

Supports the recommendations

Appendix: 1. Application

FOR FURTHER DETAILS CONTACT:

NAME	Annalene de Beer
POSITION	Director
DIRECTORATE	Corporate Services
CONTACT NUMBERS	021-8088018
E-MAIL ADDRESS	annalene.debeer@ Stellenbosch.gov.za
REPORT DATE	2025 – 01 - 13

APPENDIX 1



STELLENBOSCH

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MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

APPLICATION FOR LEASE OF MUNICIPAL LAND APPLICATION FORM

A: APPLICANT'S DETAILS

Name : Efata Eduwile Centre

Physical address: 26 Stiebevel Street
Groendal
Franschhoek

Postal code: 7690

Mailing address: as above

Postal code:

E-mail address:

~~efata@efata.co.za~~

Telephone:

.....

Cell phone:

~~083 995 53 45~~

B: PROPERTY DETAILS OF APPLICANT

Erf/farm number : ERF 287

Suburb: Groendal

Town: Franschhoek

C: PROPERTY DETAILS OF LEASE AREA

Erf/farm number : 287

Suburb: Groendal

Town: Franschhoek

Area of encroachment:m²

* To be supplemented with a sketch-plan with dimension in m²

D: TYPE OF APPLICATION:

Please mark the appropriate block

For commercial purposes, other than for parking ☐

For commercial parking purposes, ☐

For residential parking purposes ☐

For non-commercial purposes (such as garden purposes, gates,ect) ☐

For projecting structures onto street reserves ☐

For projecting structures onto other council-owned land ☒

Other: please provide description: ☐

Brief description of application: Efata ECD is a Centre who cares

for children between the ages of two - five years and
employ 6 local residents.

Motivation: Efata ECD wants to use this land because

we want our children to be expose to other
cultures and races and to live in social cohesion with

With them

E: LIST OF ATTACHEMENTS AND SUPPORTING DOCUMENTS

Please mark the appropriate box

Special Power of Attorney, where Applicant is not the owner

☐

Diagram of proposed area of the lease area

☐

Letters of consent (affected neighbours)

☐

Application fee (non-refundable)

☐

I hereby certify that the information supplied in this application form is correct and that I am properly authorized to make this application.

Applicant's signature:

Date: *X*

Full name: *X*

FOR OFFICIAL USE

- The application was considered onby.....
- The application was

☐	APPROVED
--------------------------	-----------------

☐	NOT APPROVED
--------------------------	---------------------

Conditions (if any):

.....

.....

Applicant was informed of outcome on

.....
SIGNATURE OF RESPONSIBLE OFFICIAL

.....
DATE

Name:.....

***If approved**

- ☐ Encroachment fee paid
- ☐ Lease Agreement signed
- ☐ Agreement/Permit processed on Contract Management System

.....
SIGNATURE OF RESPONSIBLE OFFICIAL

.....
DATE

Name:.....

ACKNOWLEDGEMENT OF RECEIPT

.....
NAME OF THE BUSINESS

.....
SIGNATURE
TENANT/OWNER

.....
DATE

WITNESS 1:

WITNESS 2:

7.3.7	APPLICATION TO LEASE PORTION OF FARM 528, STELLENBOSCH(MOUNTAIN BREEZE) FOR EXISTING TELECOMMUNICATIONS BASE
-------	--

Collaborator No: 779045
 IDP KPA Ref No: Good Governance
 Meeting Date: 22 January 2025

1. SUBJECT:APPLICATION TO LEASE PORTION OF FARM 528, STELLENBOSCH(MOUNTAIN BREEZE) FOR EXISTING TELECOMMUNICATIONS BASE

2. PURPOSE

To obtain approval to enter into a Lease Agreement with Mast Services (Pty) Ltd for the use of a portion of Council-owned land for an existing Telecommunications Base Station on a portion of farm 528 (Mountain Breeze).

3. DELEGATED AUTHORITY

In terms of the approved System of Delegations the Executive Mayor, in consultation with the Executive Mayoral Committee, has the delegated authority to consider applications for Lease agreements, up to a contract value not exceeding R5M and not exceeding a period of 10 years. The Municipal Manager has the delegated authority to sign lease agreements on behalf of the Municipality and may approve lease agreements up to 3 years.

4. EXECUTIVE SUMMARY

An application has been received from Mast Services (Pty) Ltd for the lease of a portion of municipal land (farm 528) which is more commonly known as a portion of Mountain Breeze for an existing telecommunications base station. The application does not state the duration that they are interested in, however, there is an intention to dispose of the Mountain Breeze property that is currently in a public participation process. The base tower forms part of the Mountain breeze property. An advertisement has been placed calling on the public to provide comments on the possible disposal of the Mountain Breeze property and the closing date for comment is on 7 February 2025 whereafter the matter will return to Council for a in principal decision.

It is therefore recommended that the application for lease only be approved on a month-to-month basis until such time that the property is disposed of. Should Council decide to not dispose of the property then the application can be brought back to the Executive Mayoral Committee to consider a longer lease period.

A previous lease agreement for this telecommunications base was signed by Vodacom and the previous tenant on the property in 2004. That lease was taken over when the lease of Mountain Breeze was seeded. The lease was signed in 2004 for an initial period of 9 years 11 months with an option to renew for a further 5 years. The lease therefore terminated in March 2019. The administration has not been able to locate any further agreements, and it appears that there has been no formal agreement in place since 2019. Payments were made to the previous tenant and in 2024 to the municipality in line with the previous agreement. The amount paid in 2024 was the result of increases that was added to the original amount. The administration is currently busy collecting information on payments.

5. RECOMMENDATIONS**For consideration**

- (a) that the portion on which the telecommunication base station is situated be identified as land not needed for basic municipal services;
- (b) that the Executive Mayoral Committee consider the application taking into account the future use of the property;
- (c) that a valuator be appointed to determine the monthly rental payable by the applicant; and
- (d) that the Municipal Manager be authorised to determine the monthly rental based on the valuation report and enter into negotiations with the applicant to finalise the agreement.

6. DISCUSSION / CONTENT**6.1 Background****6.1.1 Farm 528, Stellenbosch (Mountain Breeze)**

The Stellenbosch Municipality is the owner of a portion of Farms 528 and 529 Stellenbosch, more commonly known as Mountain Breeze. There is an in-principle resolution made by Council in November 2024 to dispose of this property by way of public auction. The administration is currently busy with the public participation process and the matter will be brought back to Council in February 2025 for a final decision. The property does not currently have a tenant, and the only income derived from the premises is for the existing telecommunications base station.

6.1.2 Application from Helios Towers (Pty) Ltd to lease Remainder of Erf 2149, Stellenbosch

Hereto attached as **APPENDIX 1** is an application received from Mast Services (Pty) Ltd to lease the area where the existing telecommunications base station is located. The initial lease agreement was between Vodacom and Mountain Breeze Caravan Park. A copy of the lease is attached hereto as **APPENDIX 2**. This lease terminated in March 2019 however Vodacom attended to payments towards the previous tenant of Mountain Breeze until March 2023.

6.2 DISCUSSION**6.2.1 Location and context**

The property under discussion is situated at the Mountain Breeze Caravan Park.



Fig 1: Location and context



Fig 2: The site

A letter dated 19 August 2022 requesting that a new lease agreement be entered into between the Municipality and Vodacom is attached hereto as **APPENDIX 3**. In this letter Vodacom confirms that the payment for 1 April 2022 to 31 March 2023 was made to the previous tenant.

The current application for lease is made by Mast Services (Pty) Ltd who has taken over the leases for Vodacom. As there is currently no lease in place the Municipality can enter into a lease agreement with Mast Services (Pty) Ltd. Mast Services (Pty) Ltd has also paid directly to the Municipality for the lease period 01 April 2023 to 31 March 2024.

6.2 Legal requirements

6.2.1 Municipal Asset Transfer Regulations

In terms of Section 36 of the Municipal Asset Transfer Regulation, when considering an application for an approval of a right to use municipal property, the following needs to be taken into account, *inter alia*-:

- f) whether the capital asset may be required for the municipality's own use during the period for which the right is to be granted;
- g) the extent to which any compensation to be received for the right, together with the estimated value of improvements or enhancements to the asset, will result in a significant financial benefit to the municipality;
- h) the (possible) risks and rewards associated with the use in relation to the municipality's interests;
- i) Any comments received from the local community, and
- j) Compliance with the legislative regime applicable to the proposed granting of the right.

6.2.2 Property Management Policy

In terms of paragraph 9.2.2 of the Policy, the Municipal Council may dispense with the prescribed, competitive process, and may enter into a private treaty agreement through any convenient process, which may include direct negotiations, but only in specific circumstances, and only after having advertised Council's intention so to act.

6.3 Financial implications

A valuator will have to be appointed to determine the market related monthly rental. There has been no valuation since the implementation of the Asset Transfer Regulations in 2008. The Municipality will have to pay for the valuation report and the monthly income will only be determined after the valuation report is received. There is no standard rate for the rental per m². Using rates of other agreements may not bring us the most suitable results and be defensible.

A previous lease agreement for this telecommunications base was signed by Vodacom and the previous tenant on the property in 2004. That lease was taken over when the lease of Mountain Breeze was seeded. The lease was signed in 2004 for an initial period of 9 years 11 months with an option to renew for a further 5 years. The lease therefore terminated in March 2019. The administration has not been able to locate any further agreements and it appears that there has been no formal agreement in place since 2019. Payments were made to the previous tenant and in 2024 to the municipality in line with the previous agreement. The amount paid in 2024 was the result of increases that was added to the original amount. The administration is currently busy collecting information on payments. After all information has been obtained we may appoint an attorney to provide us with advice should we need to recover money from the previous lessee.

6.5 Legal Implications

The legal implications are discussed above. As the proposed term of the lease agreement is on a month-to-month basis and the value of the leased property is taken into account the asset transfer regulations are not applicable as it is not seen as long-term rights on council property that are being given.

6.6 Staff Implications

No additional staff implications.

6.7 Previous / Relevant Council Resolutions

Writer has not been able to allocate any previous Mayoral Committee or Council resolutions in respect of the telecommunications base station and the previous agreements were dealt with by the former Manager: Property Management.

26TH MEETING OF COUNCIL: ITEM 10.3.2: RESOLVED (nem com):

(a) that the Council resolutions taken on 2022-07-27 be reviewed and rescinded;

(b) that Portions 528 and 529C, Stellenbosch (also known as Mountain Breeze Caravan Park) be identified as land not needed for basic Municipal Services;

(c) that an information statement be prepared for approval by council to indicate Council's intention to sell the property on auction to the highest bidder and that the item and information statement returns to Council for approval of the information statement;

(d) that provision be made for a fall-back clause if the buyer wants to sell the property within 10 years;

(e) that the property must be used as per the current zoning and will be sold voetstoots; and

(f) that an updated property valuation report be obtained before the item be resubmitted to Council

6.8 Risk Implications

The risks are addressed in the item.

6.9 Comments from Senior Management

The item was circulated, but no feedback was received from the directors.

6.9.1 Municipal Manager

Supports that we put an agreement in place for the base station.

ANNEXURES:

Appendix 1: Application

Appendix 2: Previous lease agreement

Appendix 3: Correspondence from Vodacom

FOR FURTHER DETAILS CONTACT:

NAME	<i>Annalene de Beer</i>
POSITION	<i>Director: Corporate Services</i>
DIRECTORATE	<i>Corporate Services</i>
CONTACT NUMBERS	<i>021-8088073</i>
E-MAIL ADDRESS	<i>annalene.debeer@ Stellenbosch.gov.za</i>
REPORT DATE	<i>2025-01-07</i>

APPENDIX 1



STELLENBOSCH
STELLENBOSCH • PNIEL • FRANSCHHOEK

MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

APPLICATION FOR LEASE OF MUNICIPAL LAND APPLICATION FORM

A: APPLICANT'S DETAILS

Name : Mast Services (Pty) Ltd

Physical address:

[REDACTED]

[REDACTED]

[REDACTED]

Postal code: [REDACTED]

Mailing address:

For the attention of

1.the Executive Head: Legal Affairs in respect of any
legal process

e-mail: [REDACTED]

2.the Executive Head: Finance Operations in
respect of all notices for billing disputes and
remittance advices

e-mail: [REDACTED]

E-mail address:

[REDACTED]

Telephone:

.....

Cell phone:

[REDACTED]

B: PROPERTY DETAILS OF APPLICANT

Erf/farm number : N/A

Suburb: N/A

Town: N/A

C: PROPERTY DETAILS OF LEASE AREA APPLYING FOR

Erf/farm number : 538A/ 527 C (Mountain Breeze Vodacom)

Suburb: Stellenbosch Vodacom

Town: Stellenbosch

Area applying for 100 .m²* To be supplemented with a sketch-plan with dimension in m²**D: TYPE OF APPLICATION:**

Please mark the appropriate block

For commercial purposes, other than for parking

☐

For commercial parking purposes

☐

For residential parking purposes

☐

For non-commercial purposes

☐

For projecting structures onto street reserves

☐

For projecting structures onto other council-owned land

☐

Other: please provide description:

☐ x

Brief description of application: New application for existing telecommunications base station.

Motivation: We would like to continue with being able to provide connectivity for the community, therefore request that the Municipality allows us to lease the portion where we have Vodacom and equipment live on our Base Station.

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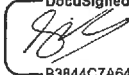
.....

E: LIST OF ATTACHEMENTS AND SUPPORTING DOCUMENTS

Please mark the appropriate box

Special Power of Attorney, where Applicant is not the owner	☐
Diagram of proposed area of the lease area	☒
Letters of consent (affected neighbours)	☐
Application fee (non-refundable)	☐

I hereby certify that the information supplied in this application form is correct and that I am property authorized to make this application.

<div>Signed by: </div>	<div>DocuSigned by: </div>	
Applicant's signature: 46E8F264B60D480...	B3B44C7A644748B...	Date: 12/10/2024
Full name: Neo Moroe	Gerard Naidoo	12/9/2024
Regional Estates Manager:WR &	EHOD: Estates	

APPENDIX 2

DocuSign Envelope ID: D3F51A51-425F-4459-8DA3-AC6045EAF9D6

vodafone		SCEAF FORM - Site Confirmation and Expenditure Approval Form					
Date:	26-Mar-2004	Revision:		LEASE Number:	243938	SCEAF Number:	243938
The undermentioned site is hereby authorised and all expenditures listed, including electricity, are approved. All amounts exclude VAT							
SITE INFORMATION							
Site Number:	NEG0658	Main/Sec Classification:	Macro/Container				
Site Name:	Nuutbegin	Route:	Metro				
Site Owner:	Mountain Breeze Caravan Park CC. (Nuutbegin)	Site Type:	Macro				
Address:	Mountain Breeze Caravan Park Somerset West Road, R44 Stellenbosch	Network:	GSM				
Contact:		Region:	Western Region				
Telephone:		Sq. Metres:	100				
		Erf No:	TBD				
		Fax No:					
RENT PAYEE DETAILS							
Payee Name:	MOUNTAIN BREEZE CARAVAN PARK CC			Bank Name:			
Postal Address:	P O BOX 786 BELLVILLE			Branch Name:			
	7535			Branch Code:			
City:	NUUTBEGIN			Account Number:			
				Account Type:			
ELECTRICITY PAYEE DETAILS							
Supplier:	Eskom			Electricity Payment Date:	1th of the month		
Payee Name:	Eskom			Bank Name:			
Postal Address:	TBD			Branch Name:			
	TBD			Branch Code:			
City:	TBD			Account Number:			
				Account Type:			
CONTRACTUAL INFORMATION							
Contract Dates	Escalation		Cellphone Quantity Details				
Contract Start:	01-May-2004	Method:	CMI	Vodacom:	0		
Contract End:	31-Mar-2014	Frequency:	Annually	Other Party:	0		
Contract Period:	9 Y 11 M	Start Date:	01-May-2005	Total:	0		
Option Period:	0 Y 0 M	Value (%):		Phone Type:			
Monthly Rental Amounts (excl VAT)							
	Vodacom	MTN	Cell-C	Telkom	SNO	Other	Total
Contract Start Date	01-May-2004	01-May-2004	01-May-2004				
Site Rental	2,400.00	2,400.00	2,400.00	0.00	0.00	0.00	7,200.00
Site Access Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity Access Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Electricity Consumption	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	R2,400.00	R2,400.00	R2,400.00	R0.00	R0.00	R0.00	R7,200.00
Once Off Payment	0.00	0.00	0.00	0.00	0.00	0.00	0.00
VAT Payable:	Yes			VAT Registration:		4480101171	
STAMP DUTY							
Stamp Duty:	Payable by Vodacom			Amount:	R 1611.41		
NOTES							
NEW LEASE - VAT NUMBER INSERTED MANUALLY ON SCEAF, PROC WILL INSERT IT.							
APPROVAL							
Property Manager	Executive Head of Region or Senior Regional Executive	Operations Director	Finance Director	Managing Director	Chief Accountant	NOE Accounting	
Rental Amounts up to R15000 per annum at the standard escalation rate, maximum period of 9 years 11 months.	Rental Amounts over R15000 per annum.	Rental Amounts over R36 000 and below R100 000 per annum.	Rental Amounts over R100 000 per annum.	Rental Amounts over R100 000 per annum.	Stock Accounting For cell phone issuing.		
C. Barnes	D. J. H. H. H.						
Date: 26/03/2004	Date: 26/03/2004	Date:	Date:	Date:	Date:	Date:	



SITE IDENTIFICATION NUMBER :	0656
SITE IDENTIFICATION NAME :	NUUTBEGIN

AGREEMENT OF LEASE
BETWEEN

MOUNTAIN BREEZE CARAVAN PARK

the Lessor described more fully in "Annexure 1" a

AND *UH 242938*

VODACOM (PROF
(Reg. No. 19

BH NB 0656

the Lessee described more fully in Clau

Initial here:

Page

1 of 12

N.T.
[Signature]

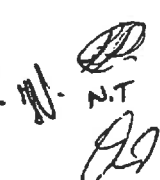
LEASE AGREEMENT

1. The parties to this agreement are -
 - 1.1 Vodacom (Proprietary) Limited ("the Lessee"); and
 - 1.2 **Mountain Breeze Caravan Park** ("the Lessor").
2. In this agreement and any appendices thereto, unless inconsistent with or otherwise indicated by the context, -
 - 2.1 "the contract starting date" means the commencement date of the lease as set out in Annexure 1 hereto;
 - 2.2 "the property" means the Lessor's property upon which the premises are situated as described in Annexure 1;
 - 2.3 "the hut / container" means the hut / container on the premises in which the Lessee's equipment, referred to in 7, is situated;
 - 2.4 "the building" means the Lessor's building or structure upon which the premises are situated as described in Annexure 1;
 - 2.5 "the premises" means the portion of the property selected by the Lessee pursuant to the Lessee's option which preceded this agreement, as referred to in Annexure 1;
 - 2.6 "the contract ending date" means the date set out as such in Annexure 1.
- 3.1 The Lessor lets the premises/building to the Lessee, subject to the provisions of this agreement.
- 3.2 This lease shall commence on the contract starting date and expire on the contract ending date.
- 3.3 Should the Lessee's licence to operate a mobile radio telecommunications system be suspended or cancelled for whatever reason, or should the equipment on the premises become outdated owing to technological development, or should the Lessee's network be rearranged or any major changes made to the network, or should buildings be erected adjacent to the premises which measurably interfere with the Lessee's radio telecommunications network, then the Lessee shall be entitled to cancel this agreement on 30 (thirty) days' notice.
4. The Lessee shall have an option to renew this agreement on the same terms and conditions for the further period, reckoned from the contract ending date, set out in Annexure 1.
- 5.1 Unless otherwise approved in writing by the Lessor, which approval shall not unreasonably be withheld, the premises shall only be used for the purposes of a telecommunications base station and related and ancillary purposes as the Lessee may deem expedient, and shall be used and occupied by persons in the employ of the Lessee or such other persons as approved by the Lessee.



Initialed here:



- 5.2 The Lessee shall be entitled to, allow any other entities and/ or suppliers of telecommunication services and / or any other company and / or entity associated with Vodacom to use, share and / or occupy the premises, on terms not in conflict with this agreement, subject to the approval thereto by the Lessor, such approval not to be unreasonably withheld. In relation to each such allowance the rental amount referred to in 6.2 **shall be increased by an amount equal to the initial basic rental** and subject to this increase having being requested by the Lessor.
- 5.3 The Lessee shall be liable for and indemnify the Lessor against any loss or damage that any entity or supplier referred to in 5.2 shall cause to the Lessor on the premises in the exercise of its rights conferred by the Lessee in relation to this agreement.
- 5.4 The Lessor undertakes not to allow any other supplier of telecommunications services on the property without the Lessee's written consent, save as may be compelled by law.
- 6.1 Any costs in relation to the consumption, supply, installation and upgrading of electricity on the premises, as well as all expenses relating to the metering of such consumption, shall be paid by the Lessee.
- 6.1.1 The AC line for the provision of electricity shall be determined by Eskom and/or the relevant authority and the Lessor shall not unreasonably object thereto.
- 6.1.2 Subject to clause 11, in the event that the electricity supply to the premises is for any reason whatsoever unavailable, suspended and/or terminated, Vodacom shall be entitled to use a generator(s) at the premises; to this end, the Lessee shall be entitled to send a generator(s) to the premises and to operate and fill same for the period and at the times required by the Lessee.
- 6.2 The Lessee shall pay to the Lessor the rental and amounts set out in the terms of **Annexure 1**. All rental and other amounts payable to the Lessor in terms of this agreement shall be paid in accordance with the provisions set out in **Annexure 1**, in advance on or before the first day of each period, as set out in **Annexure 1**, free of bank exchange and without deduction at the Lessor's domicile address in terms of this agreement, provided that the first due payment date in respect of the aforesaid rental and amounts shall be 30 (thirty) days after date of last signature of this agreement or 30 (thirty) days after the contact starting date, whichever is the later date.
- 6.3 When applicable the Lessee shall be liable for the payment of Value Added Tax and any other taxes, (save for the Lessor's normal income tax) in relation to the rental payable in terms of this agreement. The Lessor shall issue VAT certificates to the Lessee in accordance with the payment requirements of the lease.
- 6.4 Escalation in respect of rental is applicable and shall be effected annually; the aforesaid escalation shall be based on the latest core monthly inflation rate published and issued prior to the escalation date by the Central Statistic Services ~~but shall not be greater than 10% per annum.~~ 
- 6.4.1 For the purposes of this clause, the escalation date shall mean the anniversary date of this agreement.
- 7.1 Without limiting the generality of clause 5.1, the Lessee shall be entitled, at its own cost and expense, to erect, construct, affix, and / or install any of the following equipment and / or structures on / to / at :-
- 7.1.1 the premises :- 

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- 7.1.1.1 a radio mast and antennas; mast height totalling 35 m,
- 7.1.1.2 the hut / container;
- 7.1.1.3 such fences and/or other structures or equipment for security and / or safety purposes, if applicable or necessary, and
- 7.1.1.4 foundations, flooring, paving and other related and accessory structures thereto if applicable or necessary, and / or
- 7.1.1.5 the Lessee's signage with dimensions ...N/A..... x ...N/A.....
- 7.1.1.6 all warning signs for security and / or safety purposes.

7.1.2 the building :-

- 7.1.2.1 antennas,
- 7.1.2.2 the hut / container
- 7.1.2.3 cabling and other accessory structures thereto
- 7.1.2.4 the Lessee's signage with dimensions ...N/A..... x ...N/A.....
- 7.1.2.5 all warning signs for security and / or safety purposes.

and the Lessor shall allow any other entity or supplier referred to in clause 5.2 to do the same.

- 7.2** The Lessee shall at its own cost use all reasonable endeavours to obtain the municipal and other relevant consents necessary for the construction, erection, installation and / or fixture referred to in 7.1.

Should any municipal or other consent not be obtained within a reasonable time after the Lessee has applied therefore, or should such consent, having been granted, be suspended or revoked by the relevant authority, the Lessee shall be entitled to cancel this agreement forthwith.

- 7.3** Any construction, affixture, installation and / or erection done in terms of this clause 7 shall be and remain the property of the Lessee and the parties agree that the same shall at all times be regarded as movable property, and that the Lessee may, at the termination of this agreement, when required by the Lessor, and at the Lessee's own cost remove such equipment and / or structures within a period of 90 (ninety) days after termination of this agreement.

- 7.4** The Lessor shall allow the Lessee or its employees, agents or contractors to bring, lay and relay cables, pipes, telephone and earth wires and other equipment across the property to the premises.

- 7.5** The Lessor shall be entitled to install transmission equipment on the radio mast erected in terms of 7.1, subject to the prior written consent thereto by the Lessee in respect of the

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positioning and the type of radio equipment and antenna to be installed, and provided that any such transmission equipment shall not in any way negatively effect or impair the use by the Lessee of the radio mast erected in terms of 7.1, and equipment ancillary thereto or the telecommunications network operated by the Lessee. The installation of such transmission equipment shall be effected under the supervision of the Lessee's employees or agents and to the satisfaction of the Lessee. The Lessor shall at its own cost and expense keep and maintain such transmission equipment ancillary thereto in good order and repair and in safe and clean condition. The Lessee shall not be liable for any loss or damage suffered by the Lessor in relation to any such transmission equipment, unless the Lessor proves the contrary.

- 8.1 The Lessee shall at all times ensure that the entrance to the property shall be locked during the construction and maintenance of the premises, should the Lessor so require.
- 8.2 The Lessor does not warrant that the premises and all electrical and other utility services thereto are fit and adequate for the purposes of the business of the Lessee as set out in 5.1, and that it shall remain so throughout the currency of this agreement.
- 8.3 Subject to clause 11, the Lessor hereby grants to the Lessee, or any other said company associated with Vodacom (Pty) Ltd, the right to use the access road across the property to the base station as detailed in Annexure 2 (sketch plan of leased premises).
 - 8.3.1 The Lessee shall be responsible only for the normal maintenance to the portion of the said access road to the base station, which was constructed by the Lessee. The Lessor shall be responsible for the maintenance of the existing portion of the said access road on the property.
 - 8.3.2 The Lessee shall be entitled to construct an access road (or the relevant portion) over the property to gain access to it's base station as per the route set out in Annexure 2 (sketch plan of leased premises).
- 9.1 Save as provided for in 7, the Lessee shall not make any additions or alterations whatsoever to the premises without the prior written consent of the Lessor, provided that should the Lessor grant such consent, then and in such event such additions or alterations shall be effected by the Lessee at the Lessee's own cost and expense, provided further that should the Lessor so require at the termination of this lease, the Lessee shall restore the premises to the good order and condition in which they were at the contract starting date, fair wear and tear excepted.
- 9.2 Any damage caused to the premises as a result of any dismantling or removal of equipment or as a result of the Lessee's failure to maintain the premises in such good order and condition, shall be made good by the Lessee at the Lessee's own cost and expense within 30 (thirty) days after written notice is received from the Lessor.
- 9.3 The Lessor shall not change, move, alter or interfere with any installation, construction, erection, structure or equipment in or upon the premises constructed and / or erected, affixed, installed by the Lessee in terms of 7, without the prior written consent of the Lessee, nor shall the Lessor attach any electrical appliances to the electric system in the premises supplied for the purposes of any such installation, construction, erection, structure, affixture or equipment, or interfere, alter or do any repairs to the electric system referred to above, without the prior written consent of the Lessee. The Lessor shall not appoint any person other than such persons that may from time to time be approved by the Lessee for the execution of any such works, whether in relation to wiring, the repair of equipment or the joining of cabling or otherwise.
- 10.1 The Lessee shall at all times comply with all laws, by-laws, ordinances, proclamations and regulations relating to the tenancy of the premises and to fire appliances in the premises.

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STDCON(05/2003)

NA
[Handwritten signatures]

10.2 The Lessee shall not contravene any conditions of the title deed(s) of the property.

11. The Lessor shall at all reasonable times allow the Lessee and its employees, agents and contractors access to the premises for the purpose of scheduled and/or special maintenance. The Lessor is aware that system failure may well necessitate that work be conducted other than the normal six (6) weekly maintenance, calling for twenty four (24) hour access should the situation so require.

12. Save as set out in 5.2 the Lessee shall not for whatever reason during the currency of this agreement cede, assign, transfer, or make over any of the Lessee's rights in terms of this lease, nor sub-let the premises or any part thereof, nor give up occupation or possession of the premises or any portion thereof, without the Lessor's prior written consent, which consent shall not unreasonably be withheld.

13. In the event that the premises/building be damaged or destroyed by fire or through any other cause, the Lessee reserves its rights to terminate this agreement forthwith; should the Lessee fail to do same within 60 (sixty) days of such occurrence this agreement shall not terminate and the Lessee shall continue to pay all rental and other amounts.

14.1 Should the Lessee -

14.1.1 fail to pay rental or any other monies due by the Lessee in terms of this lease on the due date and thereafter fail to make payment thereof within 30 (thirty) days after receipt of the Lessor's demand to such effect.

14.1.2 commit any breach of any material term of this lease and fail to remedy such breach within 14 (fourteen) days after receipt of the Lessor's notice to the Lessee requiring such breach to be remedied; or

14.1.3 be liquidated or sequestrated or be placed under judicial management (whether provisionally or finally),

then and in such event the Lessor shall be entitled, without prejudice to any other claim of any nature whatsoever which it may have against the Lessee as a result of such breach, to cancel this lease forthwith and to evict the Lessee from the premises and to claim compensation for any damages suffered by the Lessor.

14.2 Should the Lessor breach any material term of this agreement and fail to remedy such breach within 14 (fourteen) days of receipt of the Lessee's written notice to the Lessor requiring such breach to be remedied, or should the Lessor be liquidated or sequestrated (whether finally or provisionally), the Lessee shall be entitled in any such event and without prejudice to any other claim of any nature whatsoever which it may have against the Lessor as a result of such breach, to cancel this lease forthwith and to claim compensation for any damages suffered by the Lessee.

15.1 Should the Lessor cancel this lease and the Lessee dispute the Lessor's right to do so and remain in occupation of the premises pending the determination of such dispute, the Lessee shall continue to pay all amounts due to the Lessor in terms of this lease on the due dates thereof, and the Lessor shall be entitled to accept and recover such payments, without prejudice to the Lessor's claim for cancellation then in dispute.

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N.T


- 15.2 Should such dispute between the Lessor and the Lessee be determined in favour of the Lessor, such payments shall be deemed to be amounts paid by the Lessee on account of damages suffered by the Lessor of the unlawful holding over of the premises by the Lessee.
16. Should any party request the registration of this agreement in any Deeds Registry against the title deed of the property, the parties shall procure that the necessary land surveyor's diagram shall be drawn up (if necessary), that this agreement be notarially executed, and that such notarial deed shall be registered against such title deed, so as to effect such registration on the basis that the cost will be born by the party requesting such registration.
- 17.1 The parties choose as their *domicilia citandi et executandi* their respective addresses set out or referred to in this clause for all purposes arising out of or in connection with this agreement at which addresses all processes and notices arising out of or in connection with this agreement, its breach or termination may validly be served upon or delivered to the parties.
- 17.2 For purposes of this agreement the parties' respective addresses shall be-
- 17.2.1 as regards the Lessor at the address set out in Annexure 1 hereto;
- 17.2.2 as regards the Lessee at Vodacom Corporate Park, 082 Vodacom Boulevard, Vodavally, Midrand;
- or at such other address, not being a post office box or poste restante, of which the party concerned may notify the other in writing.
- 17.3 Any notice given in terms of this agreement shall be in writing and shall-
- 17.3.1 if delivered by hand shall be presumed, until the contrary is proved, to have been duly received by the addressee on the date of delivery;
- 17.3.2 if posted by prepaid registered post shall be presumed, until the contrary is proved, to have been duly received by the addressee on the 14th (fourteenth) day following the date of such posting;
- 17.4 Notwithstanding anything to the contrary contained in this agreement, a written notice or communication actually received by one of the parties from another, including by way of facsimile transmission, shall be adequate written notice or communication to such party.
18. No addition to or variation, consensual cancellation or novation of this agreement and no waiver of any right arising from this agreement or its breach or termination shall be of any force or effect unless reduced to writing and signed by all the parties or their duly authorised representatives.
19. This agreement constitutes the whole agreement between the parties as to the subject matter and no agreements, representations or warranties between the parties regarding the subject matter hereof other than those set out herein are binding on the parties.
20. The Lessee shall pay all its costs incurred in the drafting of this agreement, as well as all stamp duty payable in respect hereof.
21. The Lessor warrants to the Lessee that all amounts due, owing and payable in respect of electricity for the supply of electricity at the premises/property payable by the Lessor to the relevant supplier thereof shall be timeously paid at all times; this clause constitutes a material term of this agreement.

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N.B.



22. Indemnity :

The Lessee shall keep the Lessor indemnified at all times against any loss, cost, damage, injury or liability suffered by the Lessor resulting from any action, proceeding or claim made by any person against the Lessor caused by the fault or negligence of the

Lessee, its employees, agents or contractors in relation to this agreement.

23. Insurance :

The Lessee shall, during the lease period take out an insurance policy with an insurance company selected by the Lessee in respect of public liability risks arising from or associated with the premises, the value of which shall not be less than two million rand (R 2 000 000,00) for any one claim.

24. Force Majeure :

Neither party shall be liable to the other for inability to perform or delayed performance in terms of the agreement, should such inability or delay arising from any cause beyond the reasonable control of such party, provided that the existence happening of such cause has been drawn to the attention of the other party within a reasonable time of occurrence of such cause (hereinafter referred to as "a force majeure event").

For the purposes of this clause a force majeure event shall without limitation of the generality of the foregoing, be deemed to include strikes, lock outs, accidents, fires, explosions, theft, war (whether declared or not), invasion, ex or foreign enemies, hostilities rights, civil insurrection, flood, earthquake, lightning, act of local or national Government Martial Law or any other cause beyond the reasonable control of the party effected.

25. Site Sketch Plan of Leased Premises :

See Annexure 2.

26. Cellular Mobile Terminal Equipment Usage:

Any usage of any cellular mobile terminal equipment by any person in/on/at the property/building shall be the Lessor's responsibility and at the Lessor's sole risk; under no circumstances whatsoever shall the Lessor employ the use of any jamming devices of whatsoever nature to prevent the use of said equipment at said property/building.

Handwritten signatures and initials, including what appears to be 'N.T.' and 'EG'.

FOR THE LESSOR:SIGNED at CENTURY CITY on 18 MARCH 2004LESSOR:
(Who warrants his authority)

Name in block letters:

RUDOLPH PHILIPPUS VISSERWITNESS:FOR VODACOM (PROPRIETARY) LIMITED:

SIGNED at _____ on _____ 2004

LESSEE:_____
(Who warrants his authority)

Name in block letters: _____

WITNESS:

ANNEXURE 1

SCHEDULE OF LEASE AGREEMENT			
SITE INFORMATION			
SITE IDENTIFICATION NUMBER		0656	
SITE IDENTIFICATION NAME		NUUTBEGIN	
REGION: (WESTERN, CENTRAL, EASTERN, KWAZULU NATAL, GAUTENG NORTH, GAUTENG SOUTH, NORTHERN BORDERS EAST, NORTHERN BORDERS WEST)		WESTERN	
PLEASE INITIAL			
SITE ADDRESS		SOMERSET WEST ROAD, R44	
		STELLENBOSCH	
SQUARE METERS OF LEASED PROPERTY		100	
ERF NUMBER		528 A / 529 C	
ROUTE		METRO	
PLEASE INITIAL			
SITE TYPE: (VDC/MTN, MTN/VDC, TELKOM, PRIVATE, OTHER)		VDC	
NETWORK: (GSM / C450)		GSM	
PLEASE INITIAL			
OWNER AND PAYMENT DETAILS			
SITE OWNER NAME		MOUNTAIN BREEZE CARAVAN PARK	
OWNER DOMICILIUM EXECUTANDI		R44 ROAD STELLENBOSCH DISTRICT	
POSTAL ADDRESS		P.O BOX 367	
		STELLENBOSCH	
		7599	
PLEASE INITIAL			
CONTACT NAME #1	[REDACTED]	CONTACT NAME #2	[REDACTED]
TELEPHONE NUMBER	[REDACTED]	TELEPHONE NUMBER:	[REDACTED]
FAX NUMBER:	[REDACTED]	FAX NUMBER:	[REDACTED]
CELL NUMBER:	[REDACTED]	CELL NUMBER:	[REDACTED]
CHEQUE PAYEE NAME	MOUNTAIN BREEZE CARAVAN PARK		
POSTAL ADDRESS	[REDACTED]		
	STELLENBOSCH		
	7599		
BANK NAME	[REDACTED]		
BRANCH NAME	[REDACTED]		
BRANCH CODE	[REDACTED]		
ACCOUNT TYPE	[REDACTED]		
ACCOUNT NUMBER	[REDACTED]		

ANNEXURE 1 (Continued)

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ANNEXURE 1 (Continued)

ELECTRICITY SUPPLIER					
SUPPLIER:	ESKOM				
PAYEE NAME:	ESKOM				
PLEASE INITIAL					
CONTRACTUAL DETAILS					
CONTRACT STARTING DATE	01 MAY 2004				
CONTRACT ENDING DATE	31 MARCH 2014				
CONTRACT PERIOD	9 YEARS & 11 MONTHS				
OPTION PERIOD	5 YEARS				
PLEASE INITIAL					
ESCALATION METHOD	CMI				
ESCALATION FREQUENCY	ANNUALLY				
ESCALATION STARTING DATE	01 MAY 2005				
ESCALATION PERCENTAGE					
PLEASE INITIAL					
ACCESS HOURS FOR CONSTRUCTION AND MAINTENANCE PURPOSES:					
NORMAL HOURS	24 HRS				
AFTER HOURS	24 HRS				
WEEKENDS	24 HRS				
MONTHLY RENTAL AMOUNTS (EXCL VAT)					
	VODACOM	OTHER	TOTAL	PERIOD (Frequency of payment: Annually or Monthly)	METHOD
SITE RENTAL	7200.00		7200.00		DEPOSIT
ACCESS RENTAL					
ELECTRICITY ACCESS RENTAL					
ELECTRICITY CONSUMPTION					
TOTAL	7200.00		7200.00		
SUNDRY AMOUNT				ONCE-OFF	
PLEASE INITIAL					
VAT PAYABLE: (YES OR NO)	YES				
VAT REGISTRATION NUMBER	4	4	8	0	1
	0	1	1	7	1
PLEASE INITIAL					
STAMP DUTY					
VODACOM TO PAY	YES				
VODACOM TO REIMBURSE OWNER	N/A				
EXEMPT	N/A				
PLEASE INITIAL					
NOTES:					
RENTAL INCLUDES MTN & CELL C ON AN EQUAL BASIS i.e. VDC - R2400 + MTN R2400 + CELL C R2400 = R7200.00.					
PLEASE INITIAL					

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ANNEXURE 2

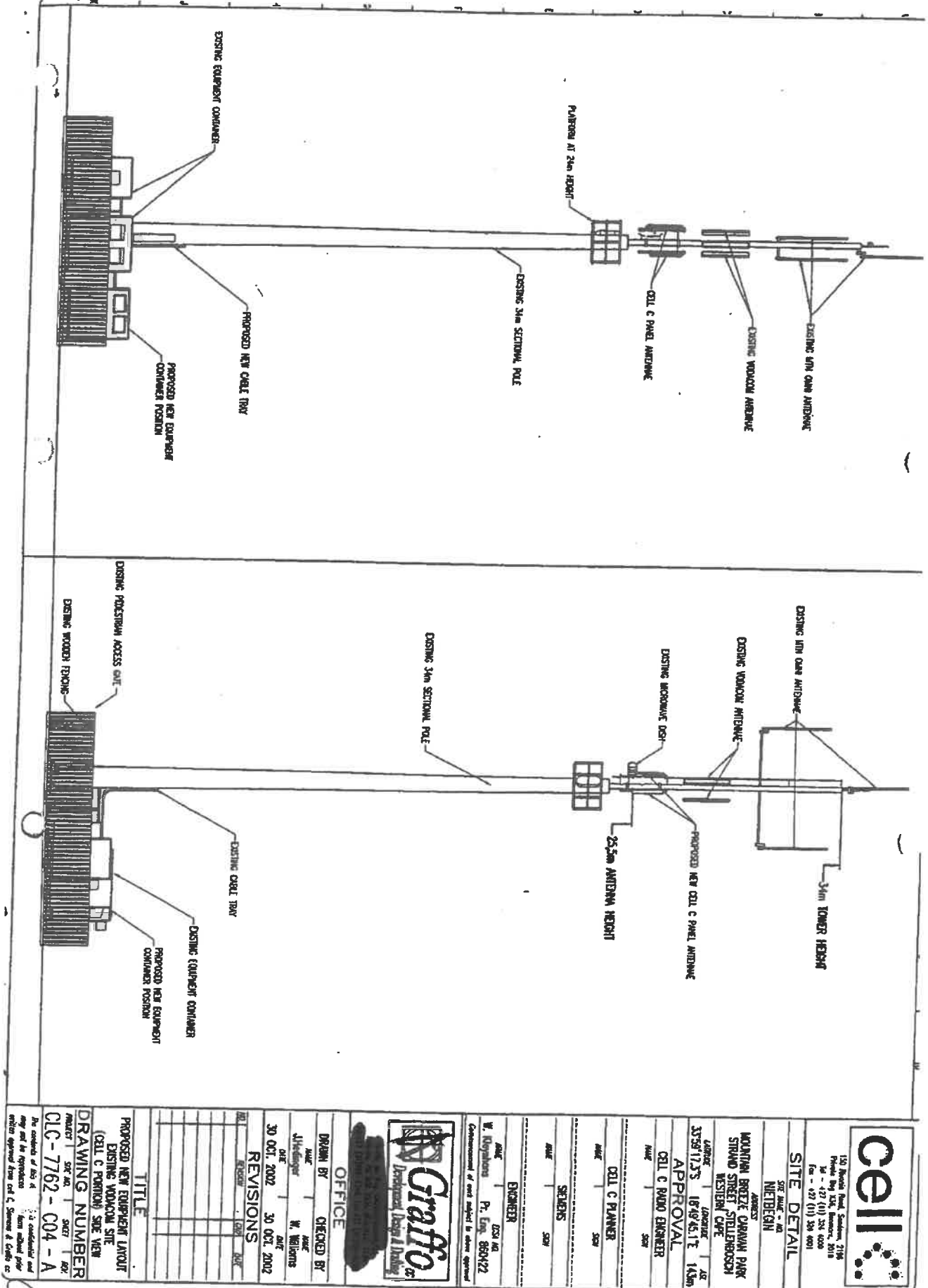
SKETCH PLAN OF LEASE PREMISES

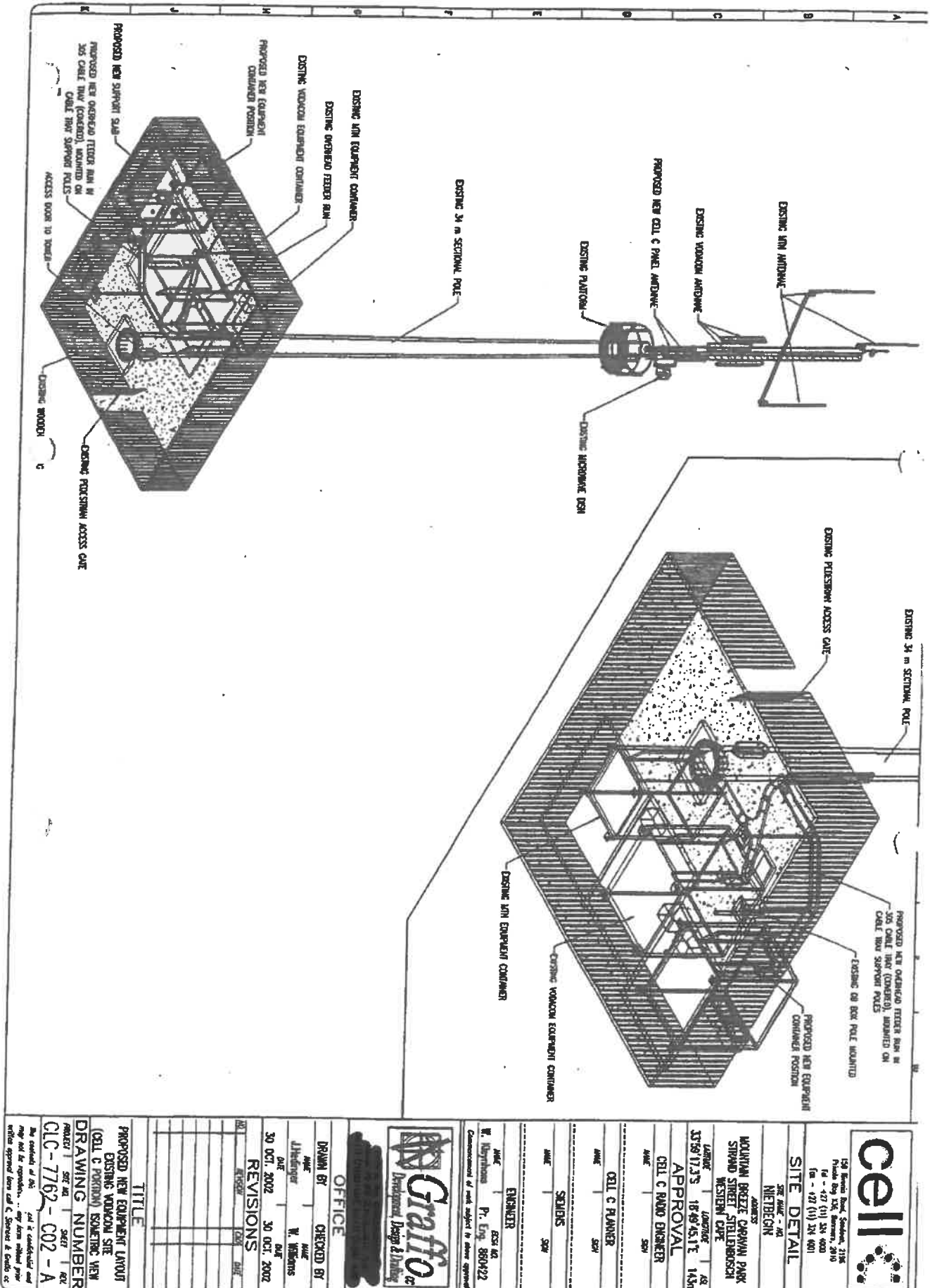
SEE ATTACHED

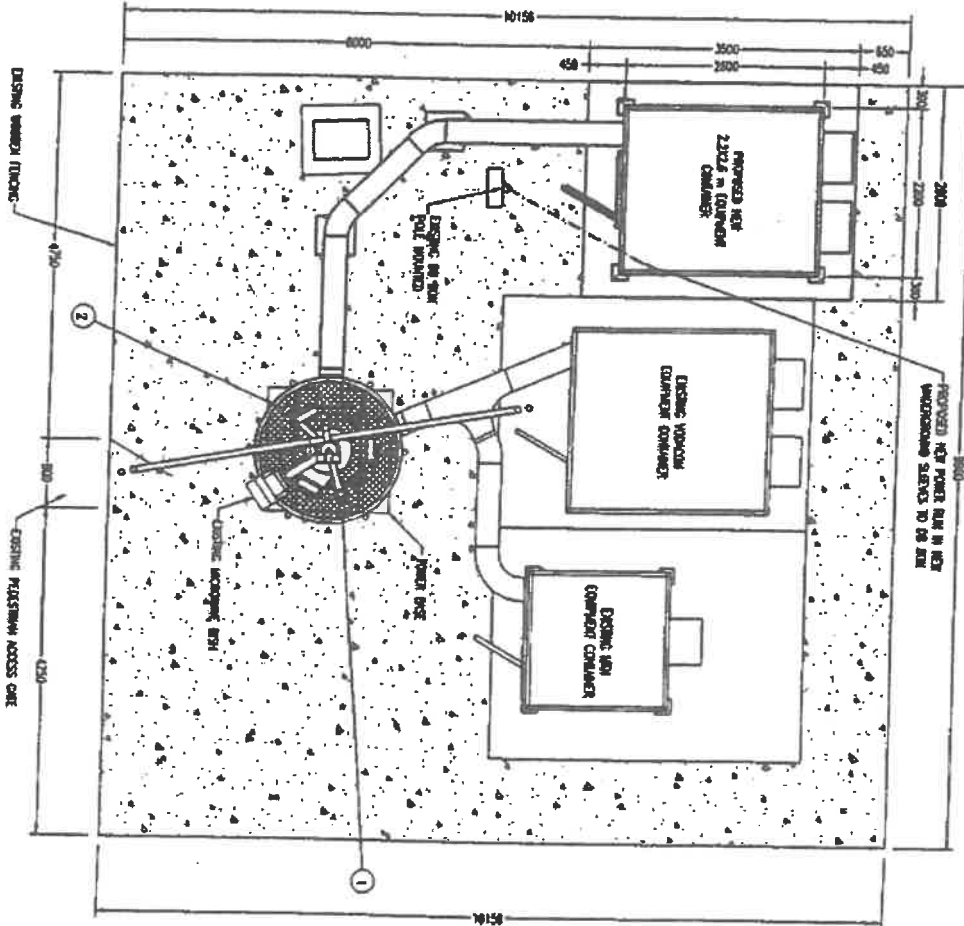
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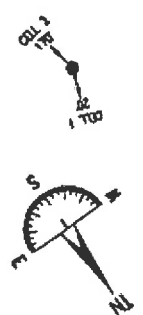
W. [Signature] NJ







POSED NEW CELL, C ANTENNA DETAIL							
CELL #REQ.	NUMBER	LT	AC.	FEEDER	FEEDER LG.	ANT. TYPE	ANT. COMP.
1	1000	20'	6"	25 m	7/8"	132.0m	4.00m PVC
2	1000	170'	6"	25 m	1/8"	137.0m	4.00m PVC

[illegible]

	
120 Howard Road, Souderton, 18966 Phone: 610-255-3900 Telex: 157 000 Fax: 610-251-0001	
SITE DETAIL SEE SHEET - A0 SEE SHEET - B0	
ADDRESS MOUNTAIN BREED CAMPAN PARK STROUD STREET, STOLENBOSCH WESTERN OAK	
(LENGTH) 375'0" (11.53) (WIDTH) 18'0" (5.17) 14.5m	(AREA) 6750 SQ. FT. (625 SQ. M) 11.53 x 5.17
APPROVAL CELL C ROAD ENGINEER SEE SHEET - B001	
CELL C PUMPER SEE SHEET - B001	
SEE SHEET - B001	
SEE SHEET - B001	
ENGINEER SEE SHEET - B001	
M. Thompson P.E. License 0604122 Commencement of work subject to design approval	
	
OFFICE DRAWN BY: [blank] CHECKED BY: [blank] DATE: [blank] DATE: [blank]	
REVISIONS NO. [blank] DATE [blank] BY [blank]	
TITLE PROPOSED NEW EXHIBITION LAYOUT EXHIBITION WOODCOU SITE (CELL C PERIOD) TOP VIEW DRAWING NUMBER CLC-7762-C03-A	

APPENDIX 3



19 August 2022

To Mr. Mandlenkosi Mgogoshe

RE: BS NBG0656 AT NUTTBEGIN FARM LEASE RENEWAL

This communication serves as request for the lease renewal request at Nuutbegin Farm where Vodacom has a Base Station. The previous Landlord Mountain Breeze Caravan Park and Vodacom (Pty) Ltd entered a lease agreement on 1 May 2004. On 1 April 2014 a renewal agreement was signed which lease expired on 1 March 2021.

An amount of R259 561,80 was paid to the previous Landlord, this was paid for the period 1 April 2022 till 31 March 2023. The amounts are for Vodacom, MTN and Telkom equipment on the tower. We pay our rental annually in advance. With that said Mrs Visser will have to pay the monies into the Municipal accounts as she is no longer the Landlord of where the Vodacom tower is erected.

Going forward I request that we have an agreement with the Municipality starting the 1st April 2023 with the Municipals tariffs taken into consideration, for a period of 5 years with a renewal option of 4 years.

Should you require further information, please do not hesitate to contact Pheladi Harkers on 0663030006

A handwritten signature in black ink, appearing to read 'Pheladi Harkers', written over a circular stamp.

Yours sincerely
Pheladi Harkers
Vodacom Western Region
Property Specialist

7.4	FINANCIAL SERVICES: (PC: CLLR JC ANTHONY)
-----	---

NONE

7.5	HUMAN SETTLEMENTS: (PC: CLLR R DU TOIT)
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NONE

7.6	INFRASTRUCTURE SERVICES : (PC : R PHEIFFER)
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7.6.1	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

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.

Stellenbosch Municipality compiled an IWMP and appointed JG Afrika (Pty) Ltd to review and finalize this draft IWMP. This revised IWMP was internally reviewed, circulated for public comment from 14 January 2021 – 15 February 2021. A notice was published on 14 January in the Eikestad Nuus newspaper and on the Municipal website requesting comments.

Comments were received for 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 IWMP was also endorsed by the Member of the Provincial Executive Council (MEC) on 12 November 2024 (Copy Attached as **APPENDIX A**).

5. RECOMMENDATIONS

- (a) that Council adopts the final 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 IWMP will be implemented over the period 2024 - 2029 and will be reviewed annually.

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 have 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 in the process of being 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 Klappmuts 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 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 Municipality utilises eleven (11) refuse collection trucks, operated by more than 60 crew members in a 30-hour working week. 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 beneficiated 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 and 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. This process will be initiated and followed by the IWMP advisory committee.

The implementation of the third generation IWMP will start following Council 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 report 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.

a. 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

6.3 Legal Implications

This report complies with all relevant legal requirements

6.4 Staff Implications

All vacancies as per the organogram needs to be filled to ensure successful implementation of the IWMP.

6.5 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.

6.6 Risk implications

None

6.7. Comments from Senior Management:

No input required

6.7.1 Comments from the Municipal Manager:

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



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

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JGA REF. NO. 5955	DATE: 11/07/2024	REPORT STATUS Final		
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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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Annexure E: Education and Awareness Flyers and Brochures.

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 (IWMF):** The IWMF 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, IWMF 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	<p>Develop financial mechanisms to enforce compliance to license conditions.</p>

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.

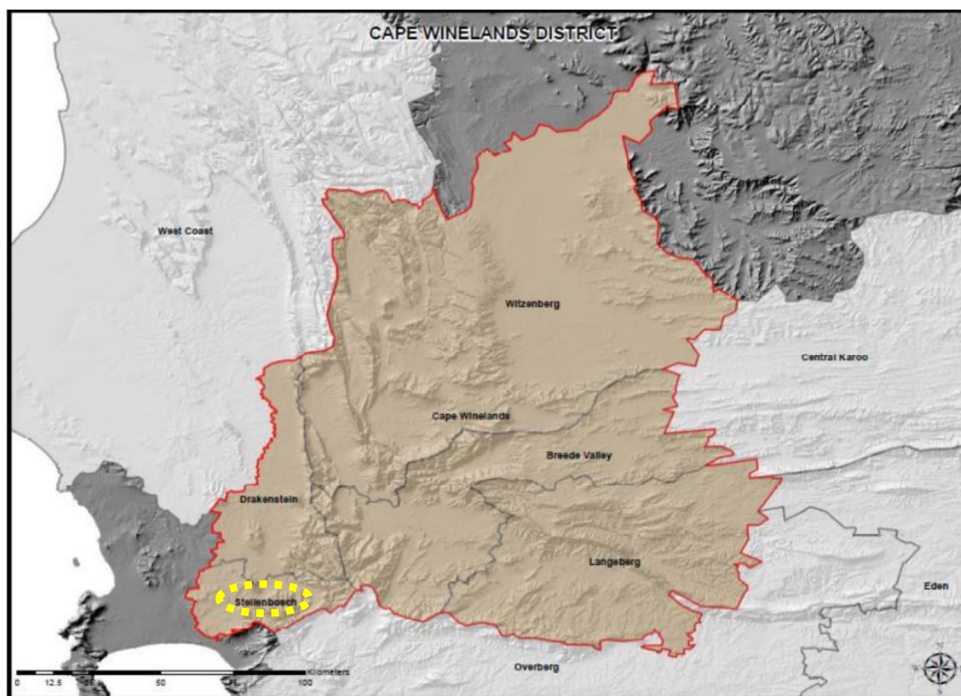


Figure 1-2: Locality map of Stellenbosch Municipality (highlighted in yellow) in relation to Cape Winelands District Boundaries (5th Generation, IDP 2022 -2027, May 2022)

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

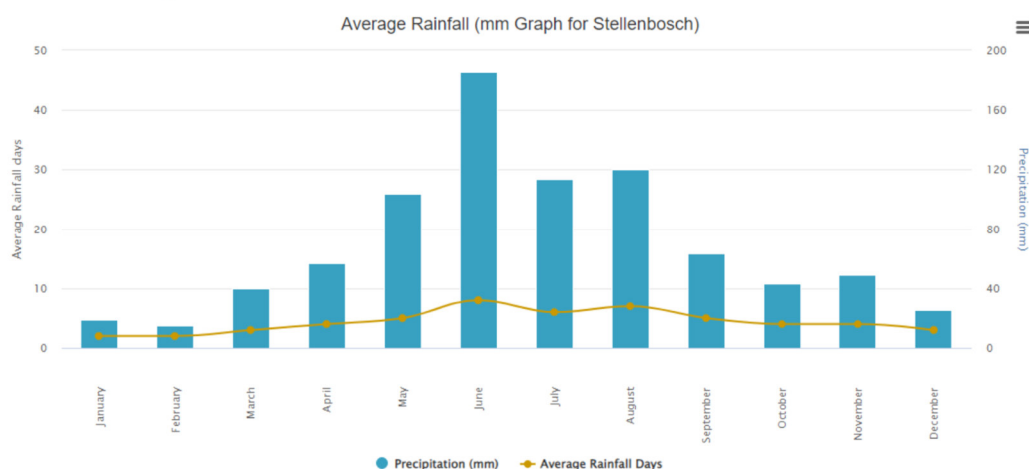


Figure 1-3: Average rainfall (mm) graph for Stellenbosch (worldweatheronline.com, July 2023)

Average Temperature

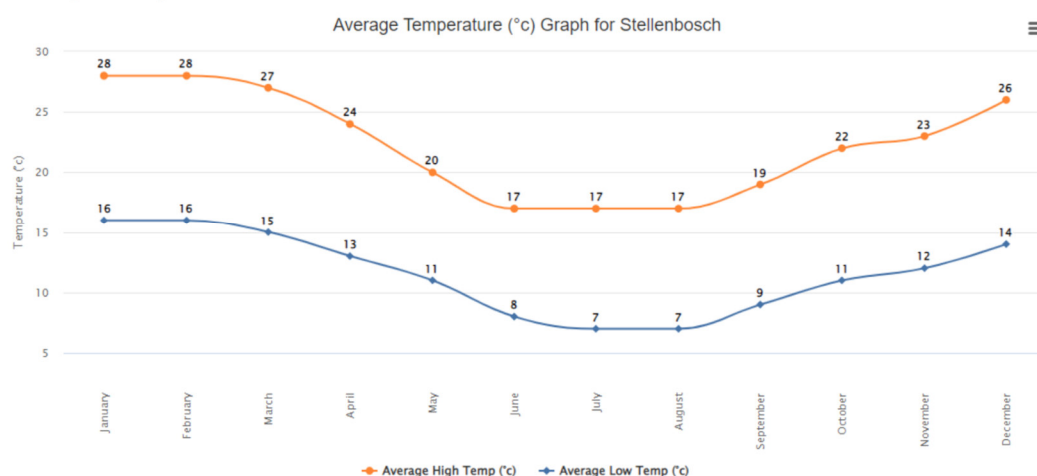


Figure 1-4: Average temperature graph for Stellenbosch (worldweatheronline.com, July 2023)

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**).

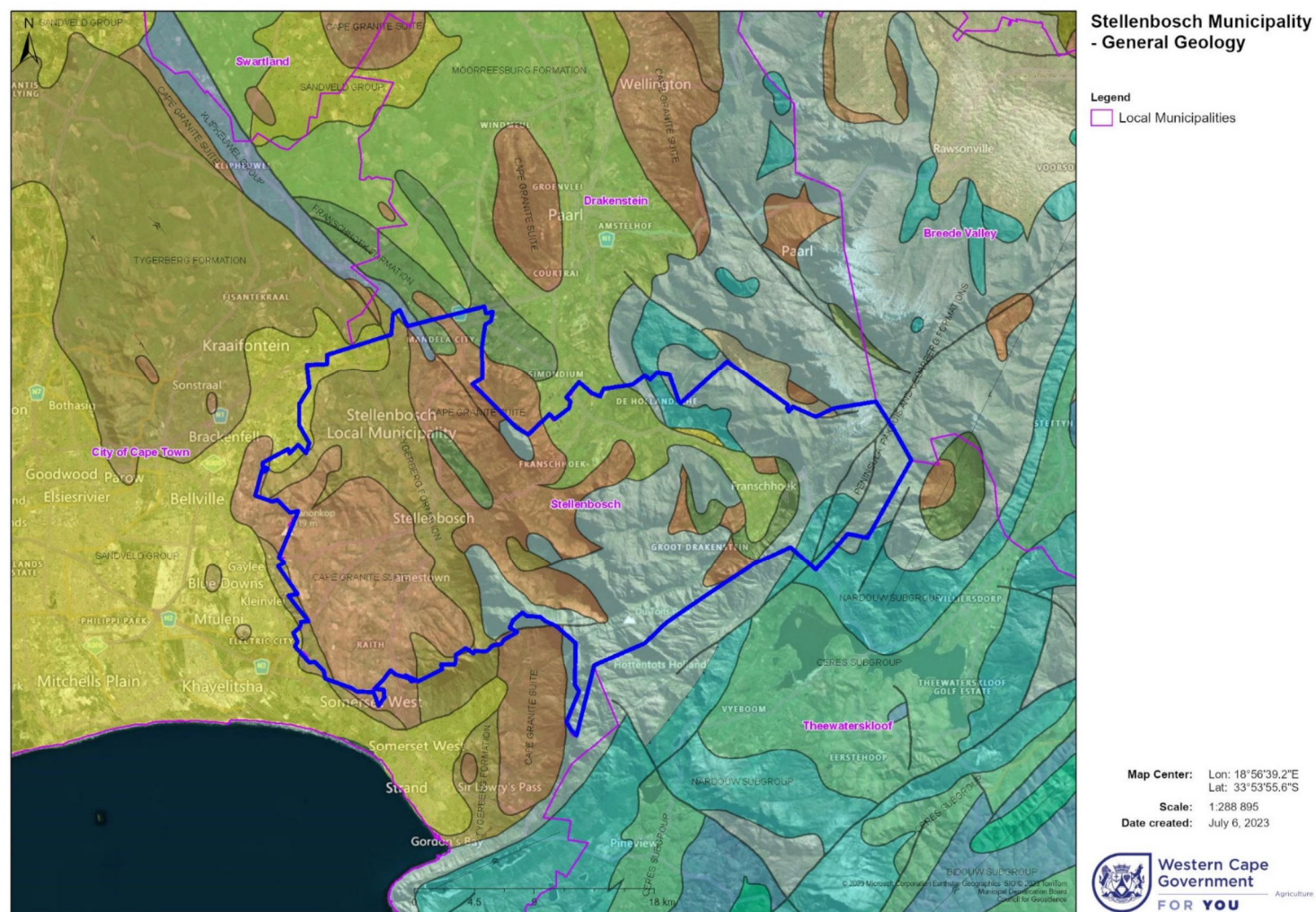


Figure 1-5: General Geology (Cape Farm Mapper, July 2023).

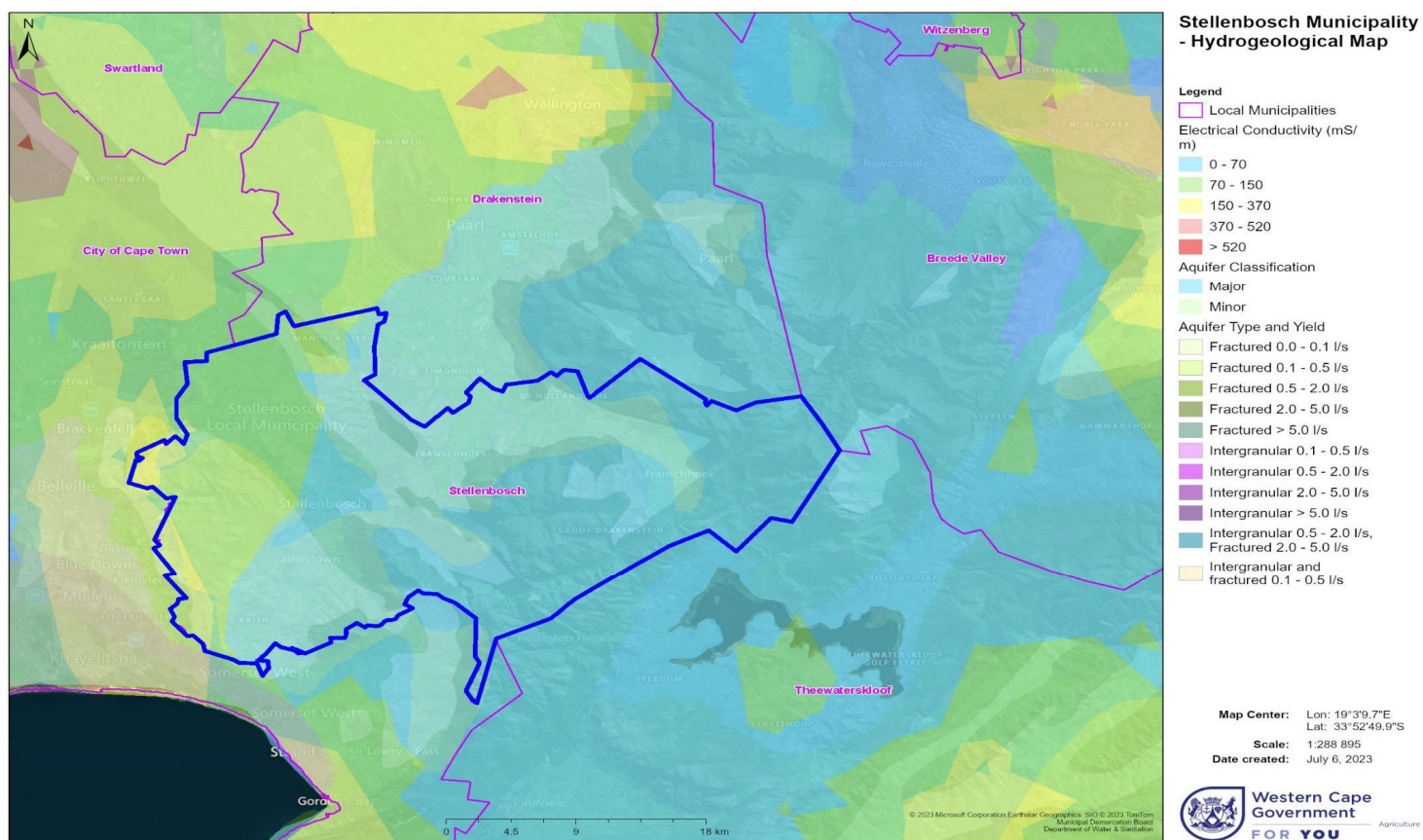


Figure 1-6: Hydrogeological Map (Cape Farm Mapper, July 2023).



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.

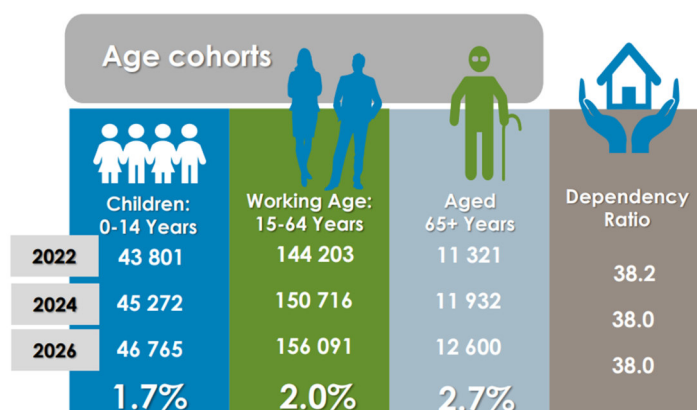


Figure 2-1: SM current population and estimated population. Source: Stellenbosch Socio-Economic Profile, 2022

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

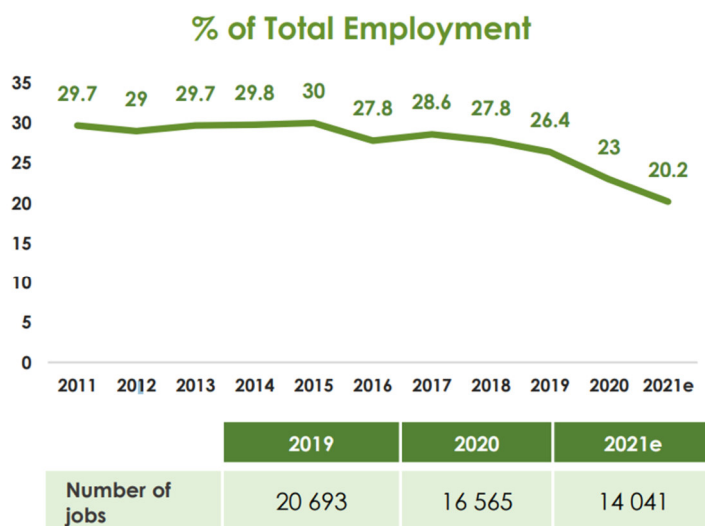


Figure 2-2: Informal employment statistics. Source: Stellenbosch Municipality Socio-Economic Profile, 2022

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.

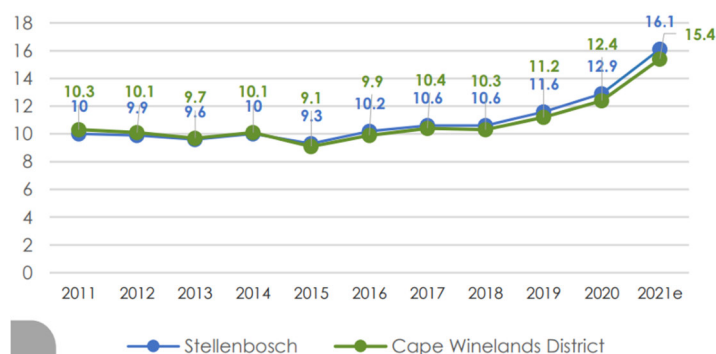


Figure 2-3: Unemployment rate 2011 - 2021. Source: Stellenbosch Municipality Socio-Economic Profile, 2022

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.

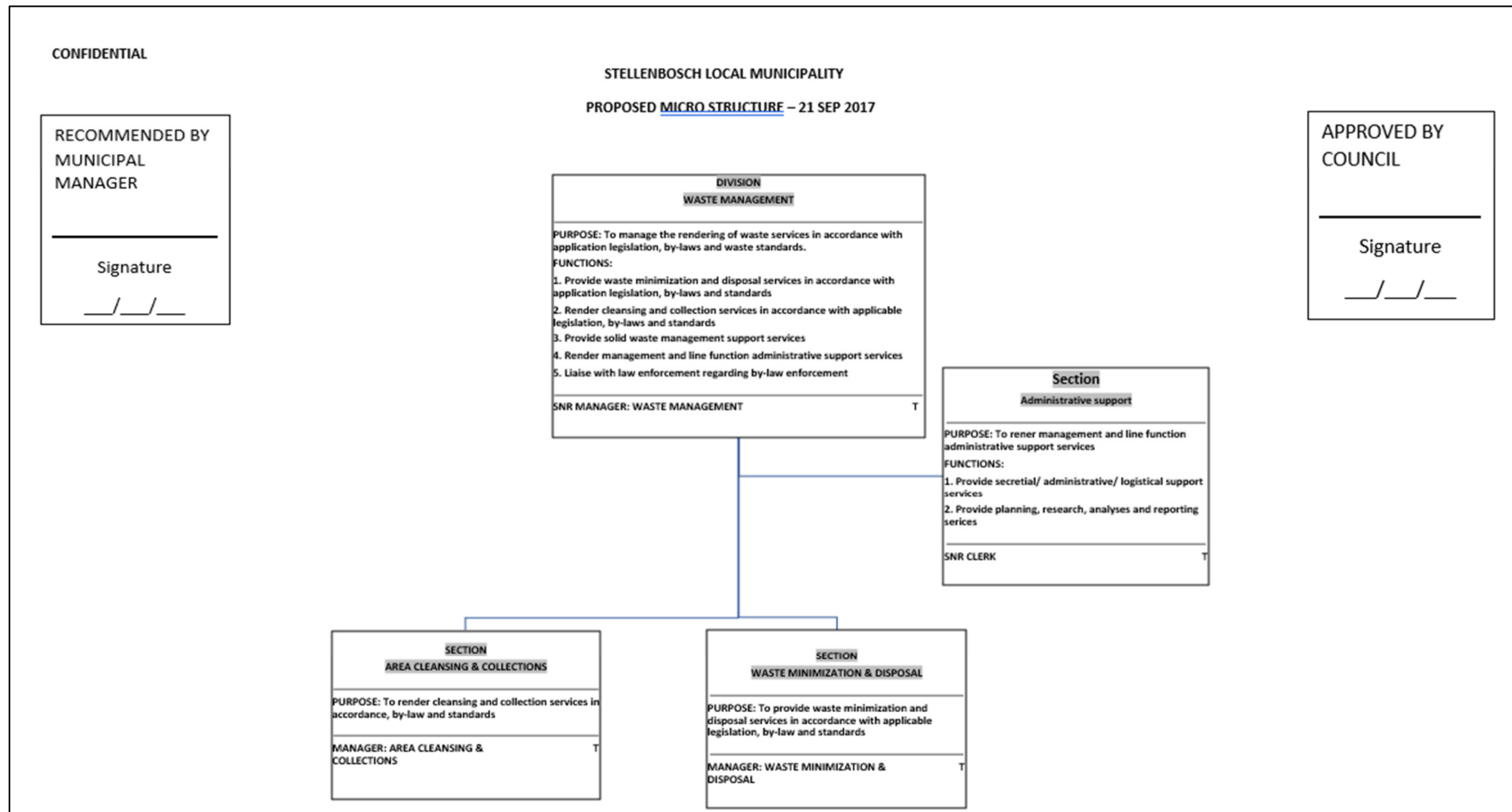


Figure 2-4: Structure of Stellenbosch Waste Management Division

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE – 21 SEP 2017

RECOMMENDED BY
MUNICIPAL
MANAGER

Signature
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APPROVED BY
COUNCIL

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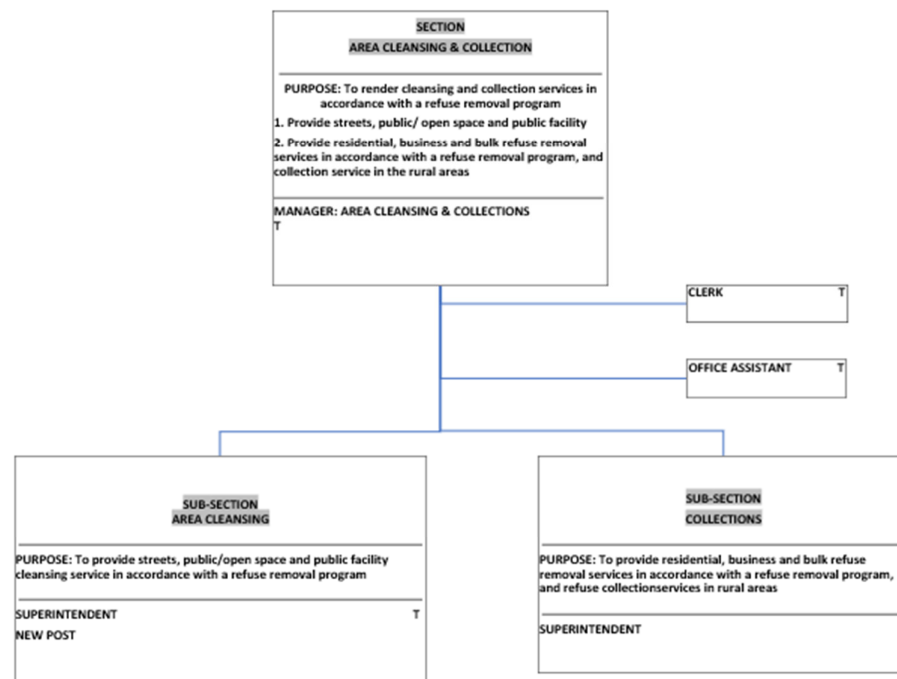


Figure 2-5: Structure of Area Cleansing & Collections Section

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE – 21 SEP 2017

RECOMMENDED
BY MUNICIPAL
MANAGER

Signature

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SUB-SECTION: AREA CLEANSING	
PURPOSE: To provide streets, public/open space and public facility cleansing service in accordance with a refuse removal program.	
FUNCTIONS:	
1.Render a street cleansing service	
2.Provide public spaces, facility / toilet cleaning and cleansing service	
3.Ensure disposal of dead animals	
4.Supervise, administer and monitor small maintenance contractors and EPWP / MIG projects	
5.Ensure cleaning of illegal dumping	
SUPERINTENDENT NEW POST	
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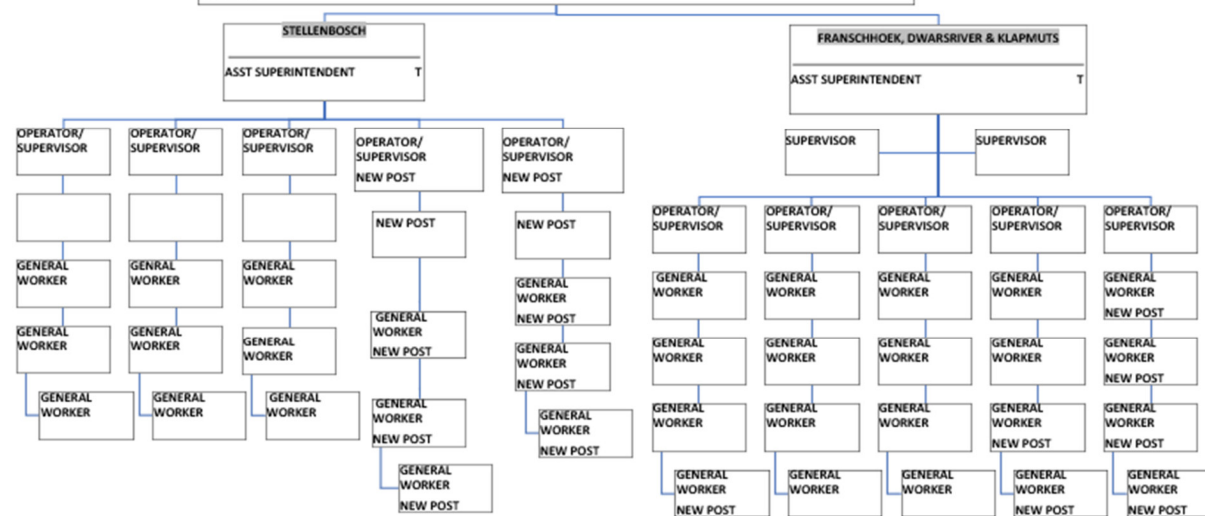


Figure 2-6: Area Cleansing Section Staff Structure

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE – 21 SEP 2017

RECOMMENDED
BY MUNICIPAL
MANAGER

Signature
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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

SUPERINTENDENT
NEW POST

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COUNCIL

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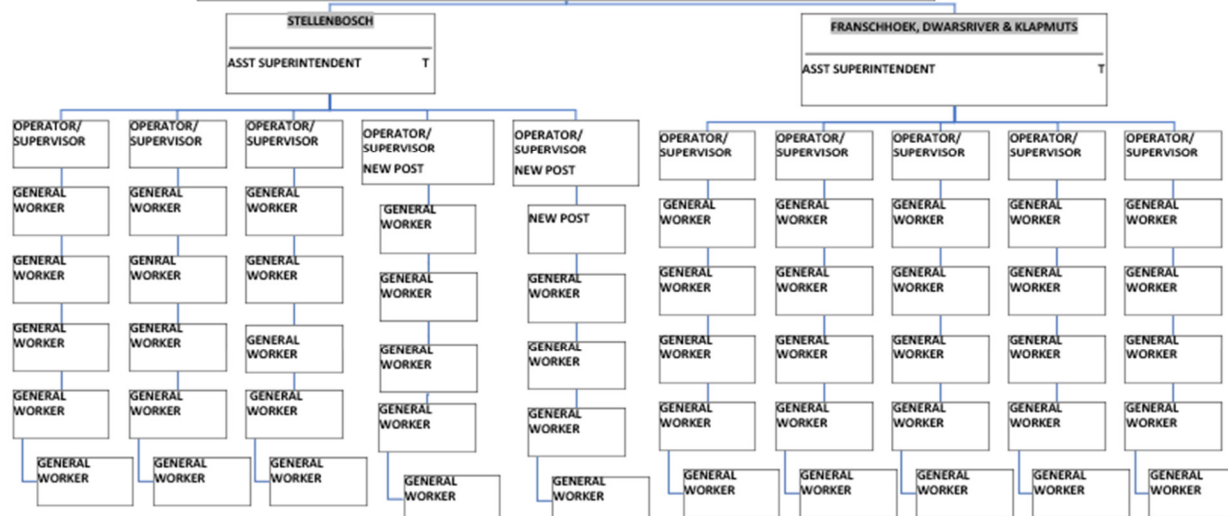


Figure 2-7: Collections Section Staff Structure

CONFIDENTIAL

STELLENBOSCH LOCAL MUNICIPALITY
PROPOSED MICRO STRUCTURE – 21 SEP 2017

RECOMMENDED
BY MUNICIPAL
MANAGER

Signature
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COUNCIL

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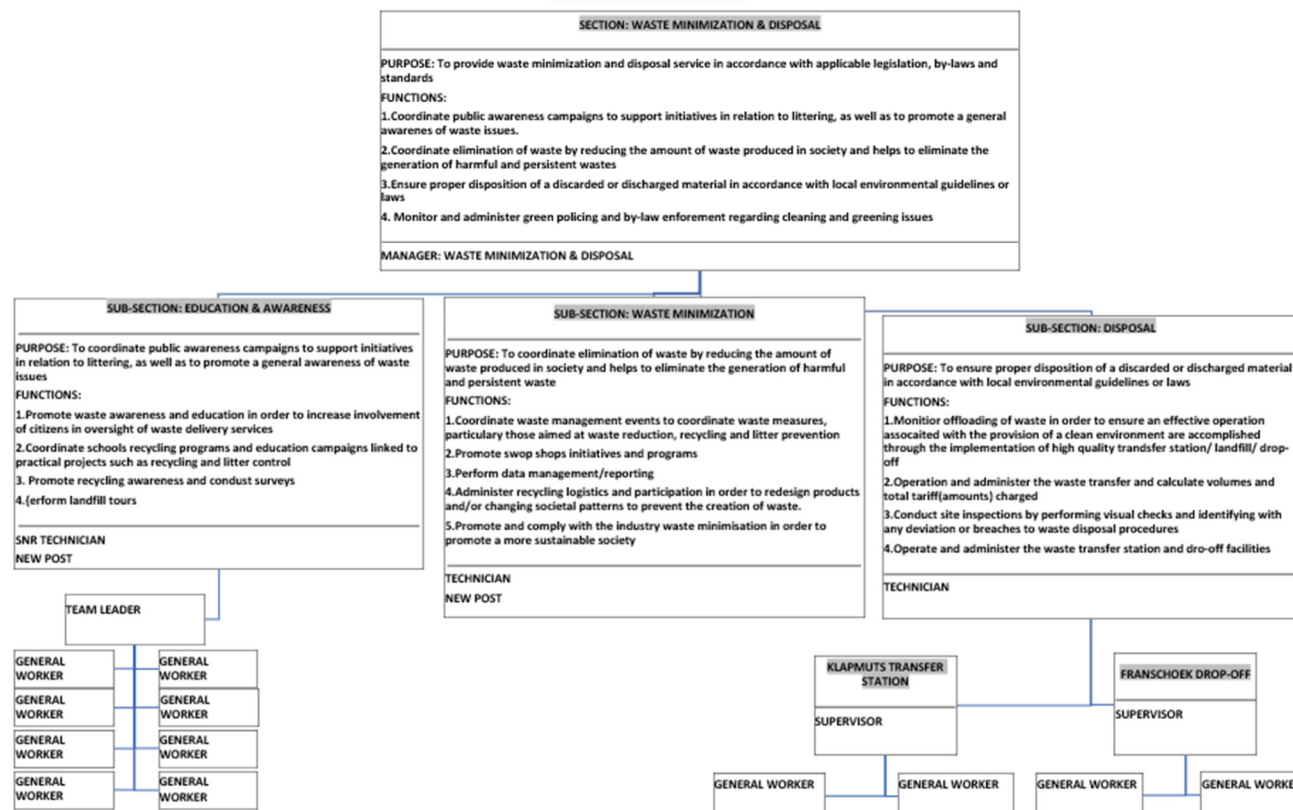


Figure 2-8: Waste Minimisation and Disposal Section Staff Structure

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.

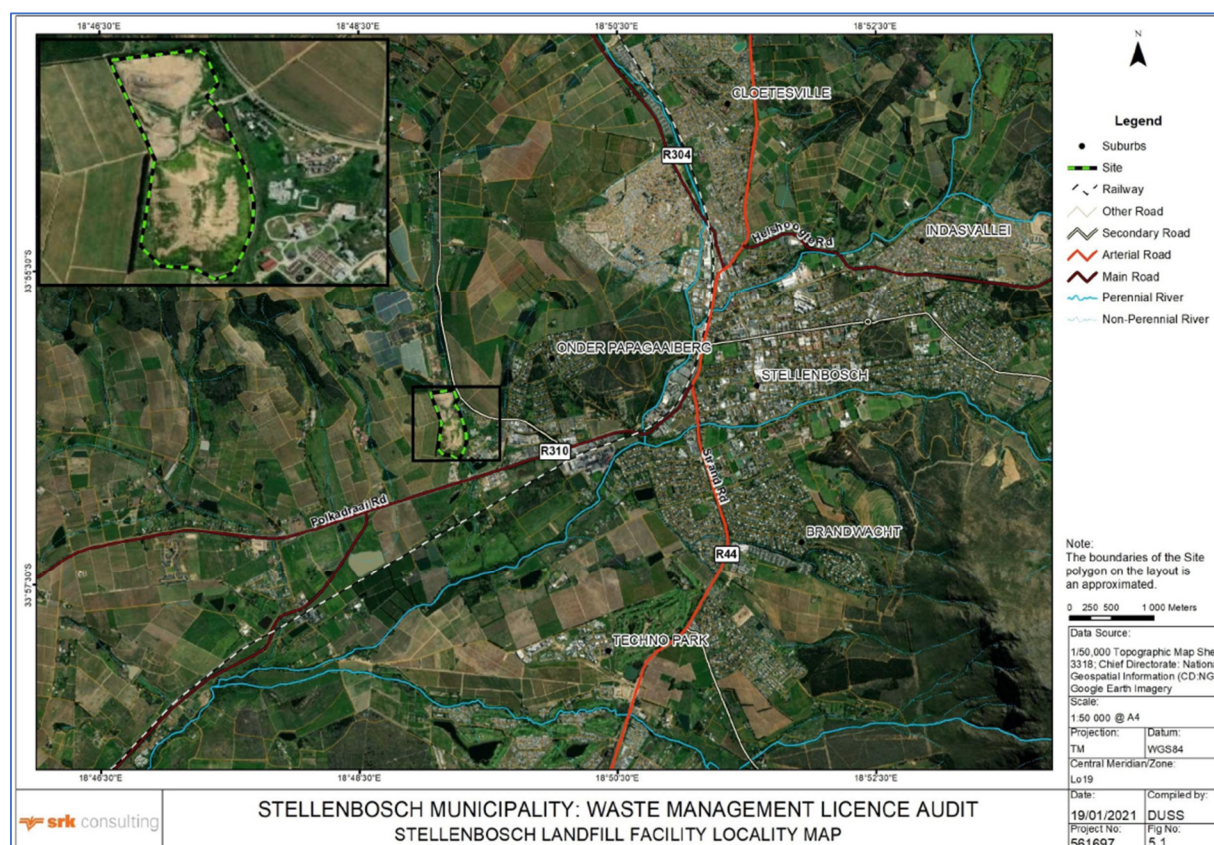


Figure 2-10: Stellenbosch Landfill Facility – Locality Map (SRK Consulting, External Audit Report, March 2023).

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.

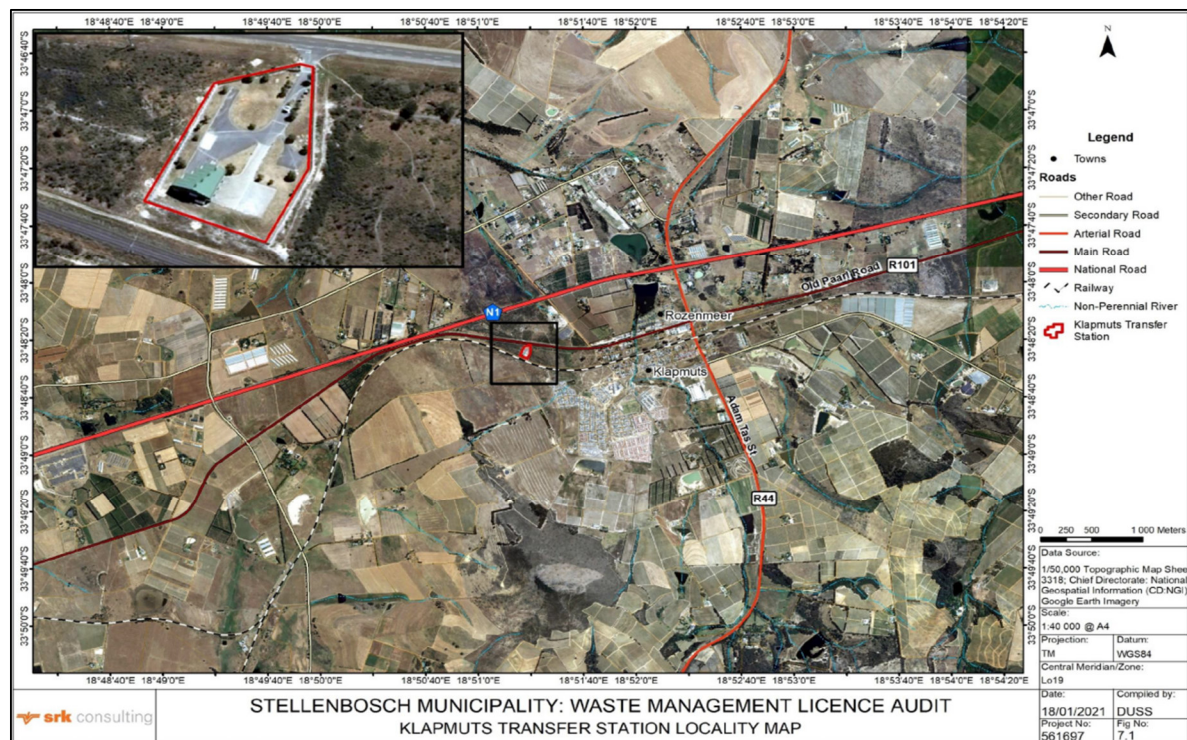


Figure 2-11: Klappmuts Transfer Station – Locality Map (SRK Consulting, External Audit Report, March 2023).

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 Viessershok Landfill Site by a private waste management service provider.

As indicated by the SM the transport of waste disposal services to Viessershok 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 Viessershok 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.

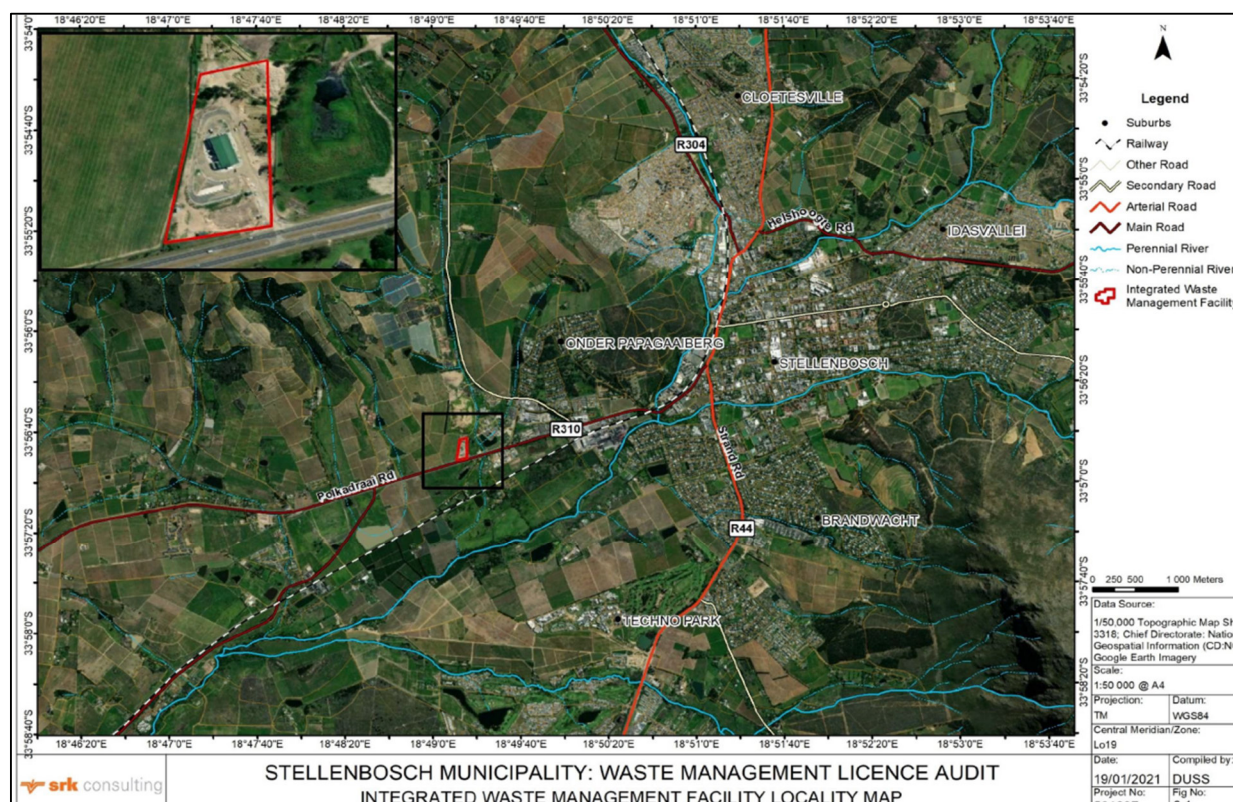


Figure 2-12: Integrated Waste Management Facility – Locality Map (SRK Consulting, External Audit Report, March 2023).

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 Viessershok 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																															
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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		
Registered in terms of GN 926. [Reference No: 19/2/1/2/3/2(0033/21)]	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.

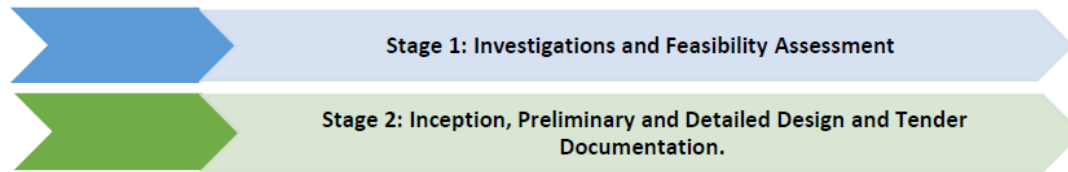
The main objective of this assignment is to design and establish a landfill gas extraction system over various stages as follows:

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.

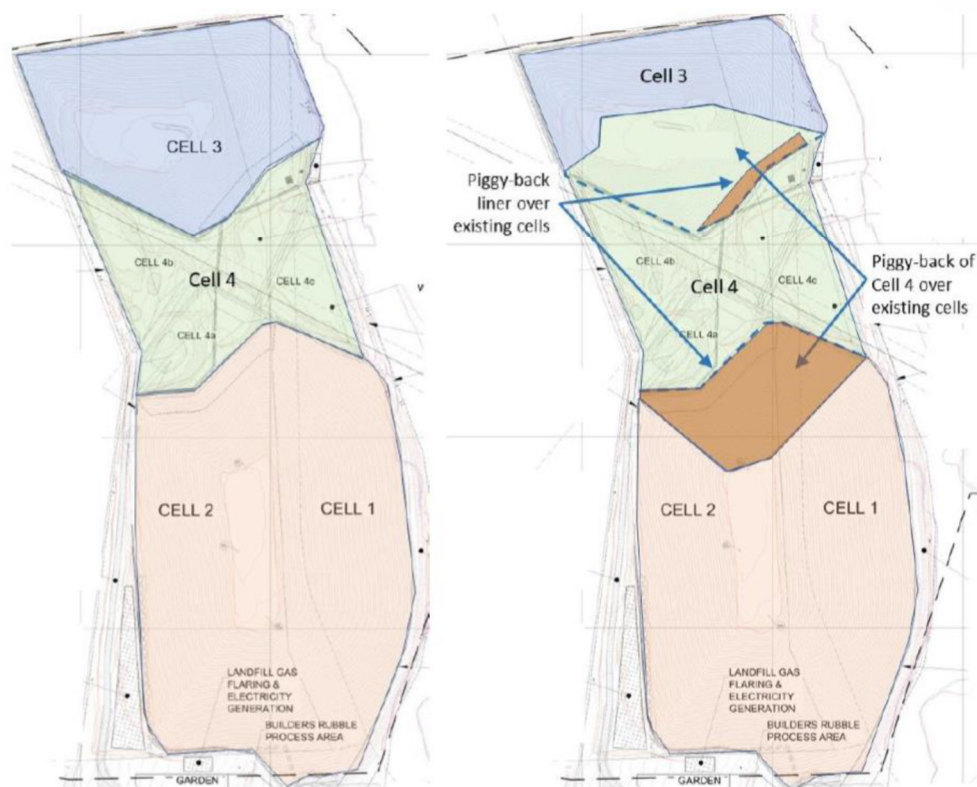


Figure 2-14: Cells 1, 2, 3 & 4 – Construction areas and Final capping and piggy-back areas (Ingerop, March 2023).

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.

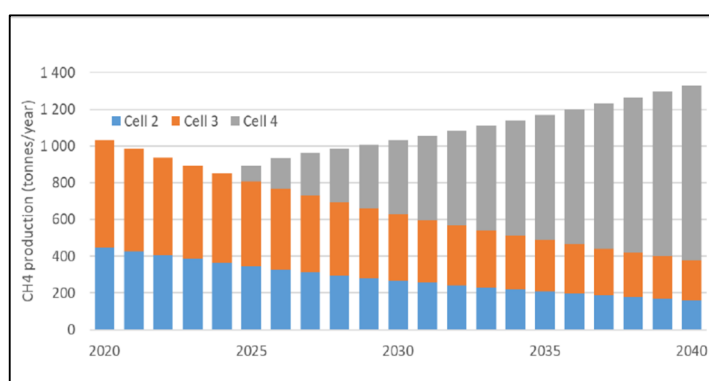


Figure 2-15: CH₄ production by cell 2020 to 2040 (Ingerop, March 2023).

Figure 2-16 - Figure 2-18 present the prediction CH₄ and LFG extraction, by cell, and compare these with gas production.

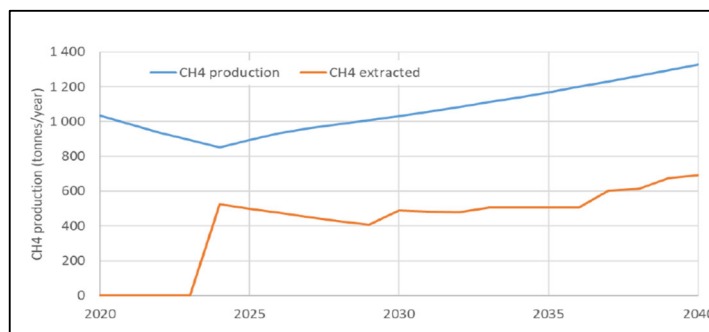


Figure 2-16: CH₄ production vs. extraction, 2020 to 2040 (Ingerop, March 2023).

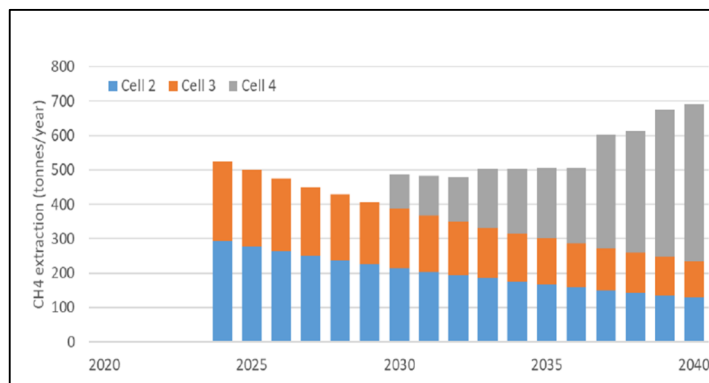


Figure 2-17: Estimated CH extraction by cell, 2020 to 2040 (Ingerop, March 2023).

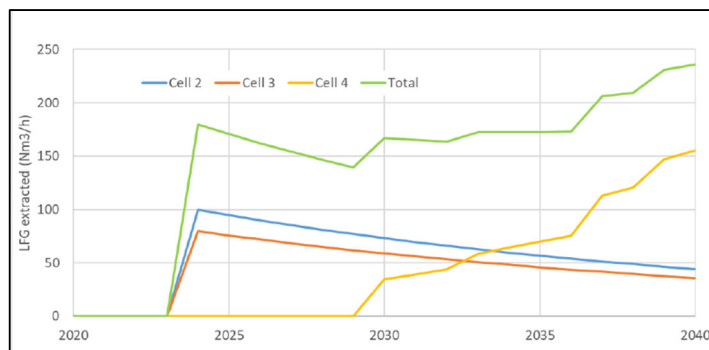


Figure 2-18: Estimated LFG extraction by cell, 2020 to 2040 (Ingerop, March 2023).

Landfill gas collection

Figure 2-19 - Figure 2-21 present the predicted CH₄ and LFG extraction, by cell, and compares these with gas production.

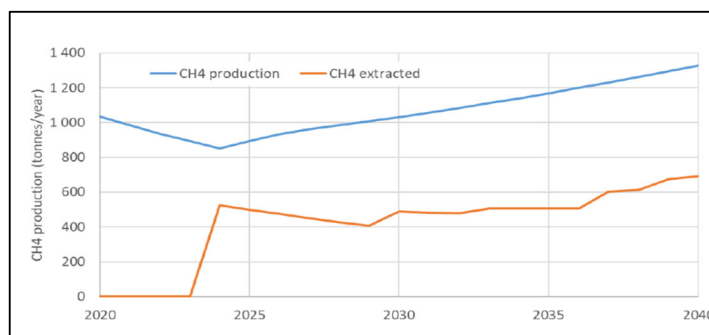


Figure 2-19: CH₄ production vs. extraction, 2020 to 2040 (Ingerop, March 2023).

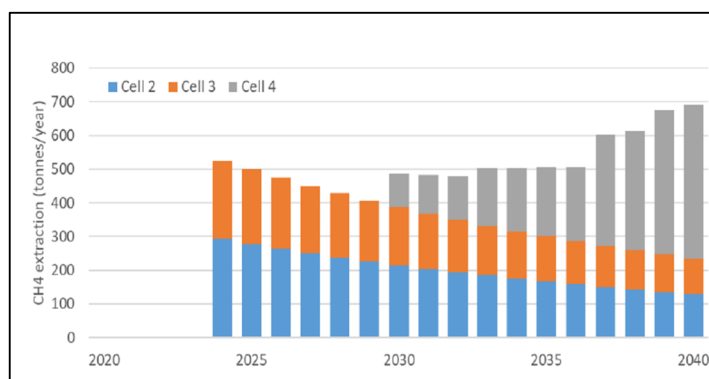


Figure 2-20: Estimated CH₄ extraction by cell, 2020 to 2040 (Ingerop, March 2023).

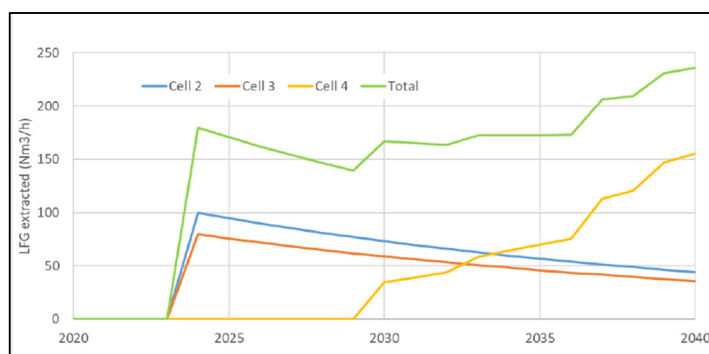


Figure 2-21: Estimated LFG extraction by cell, 2020 to 2040 (Ingerop, March 2023).

Baseline comparison

Figure 2-22 compares emissions of unburnt CH₄, with and without the project.

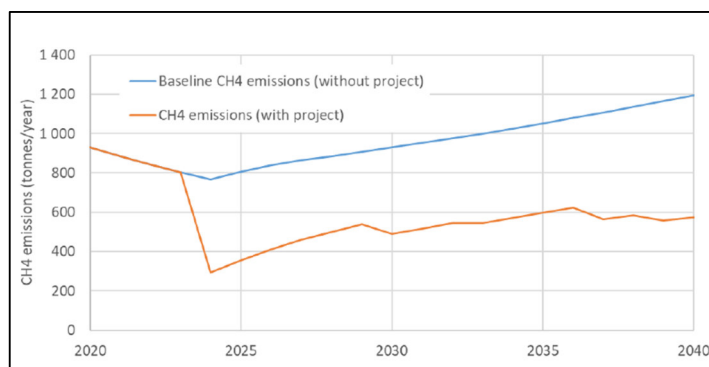


Figure 2-22: Emissions of unburnt CH₄, project vs. baseline 2020 to 2040 (Ingerop, March 2023).

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.

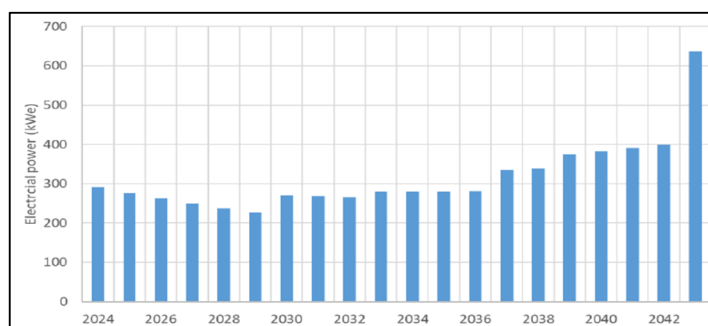


Figure 2-23: Estimates of potential electrical power production, 2024 to 2043 (Ingerop, March 2023).

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.

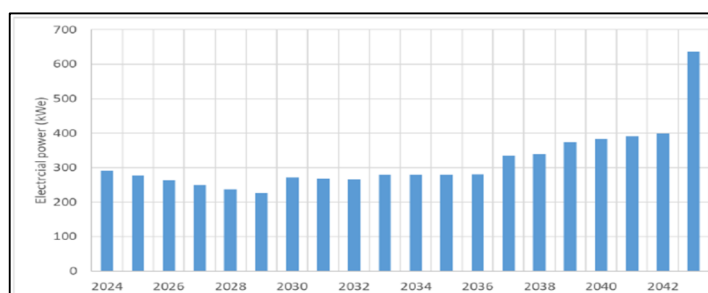


Figure 2-24: Estimates of potential electrical power production, 2024 to 2043 (Ingerop, March 2023).

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.

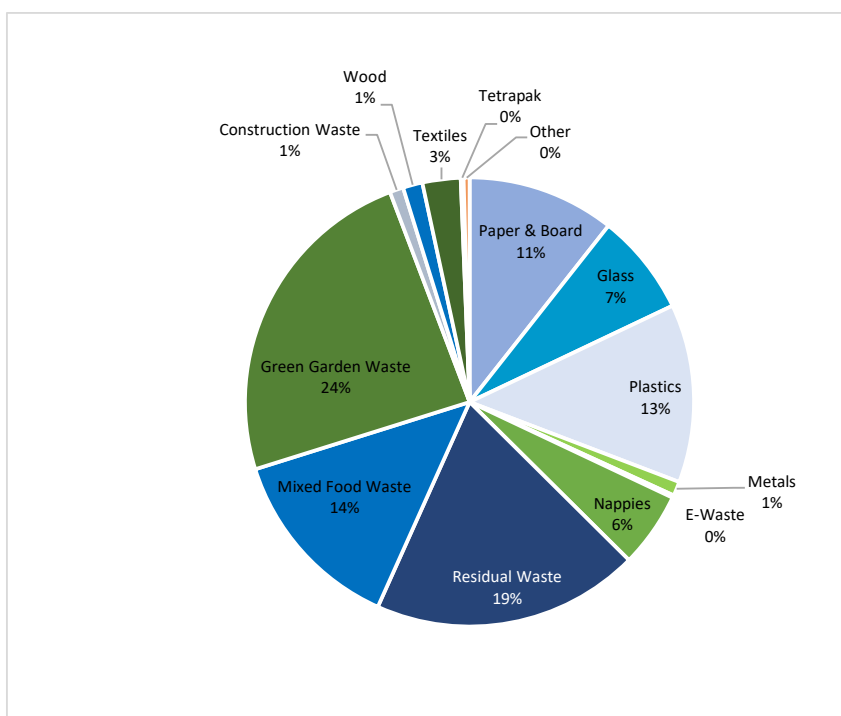


Figure 2-25: SM waste characterisation results of all areas combined (by weight)

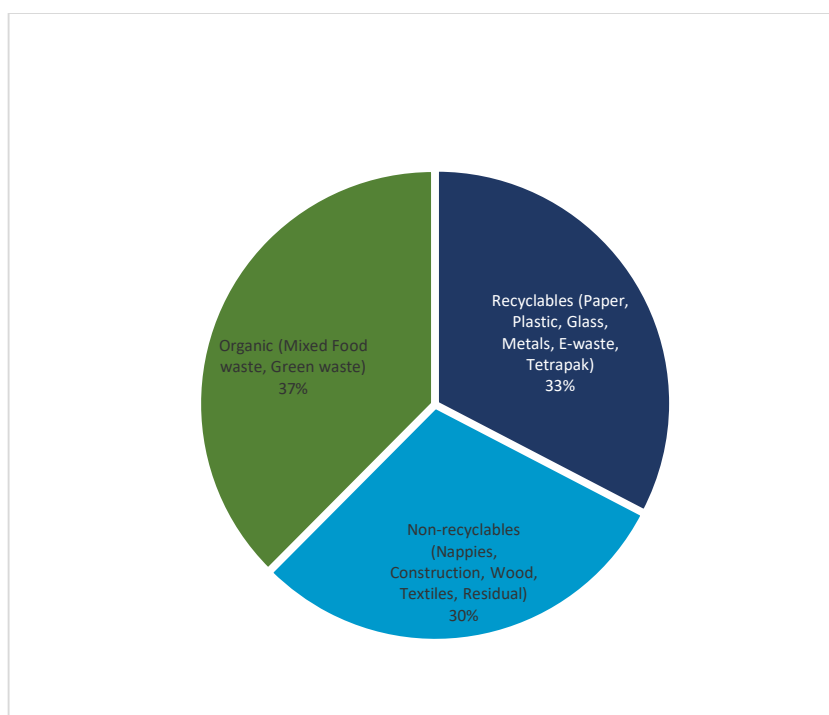


Figure 2-26: SM waste characterisation results in broad categories (recyclables, non-recyclables, and organics)

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.

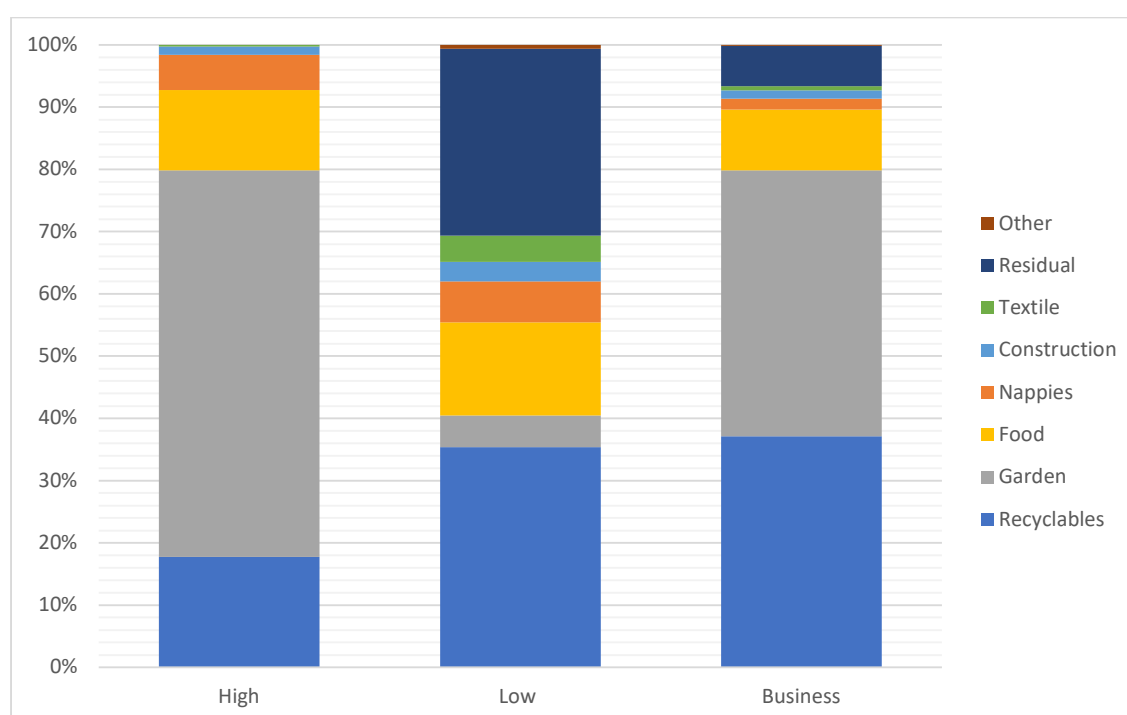


Figure 2-27: Comparison of waste characterisation for high income, low income, and business samples

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	

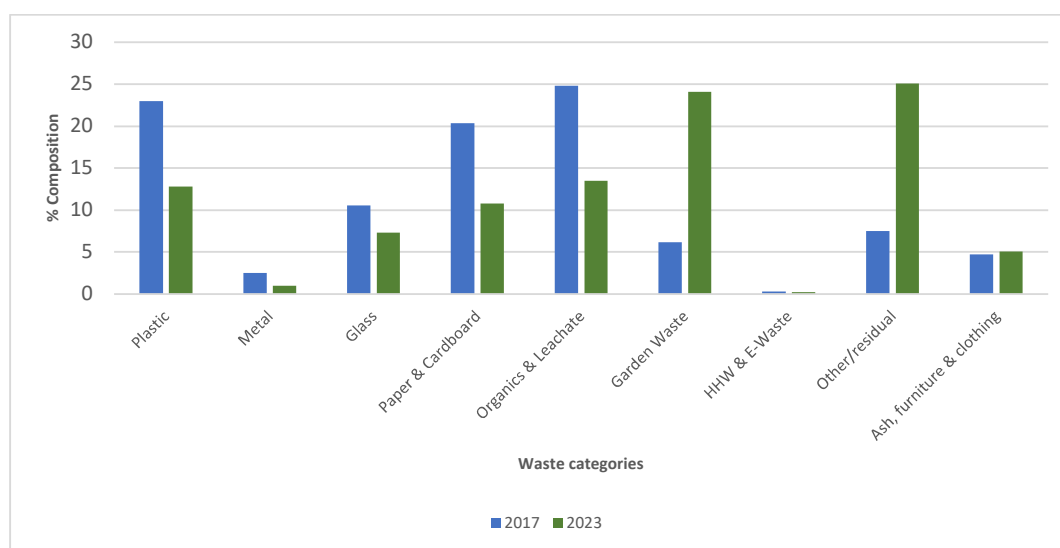


Figure 2-28: Comparison of the 2017 and 2023 waste characterisation results

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.

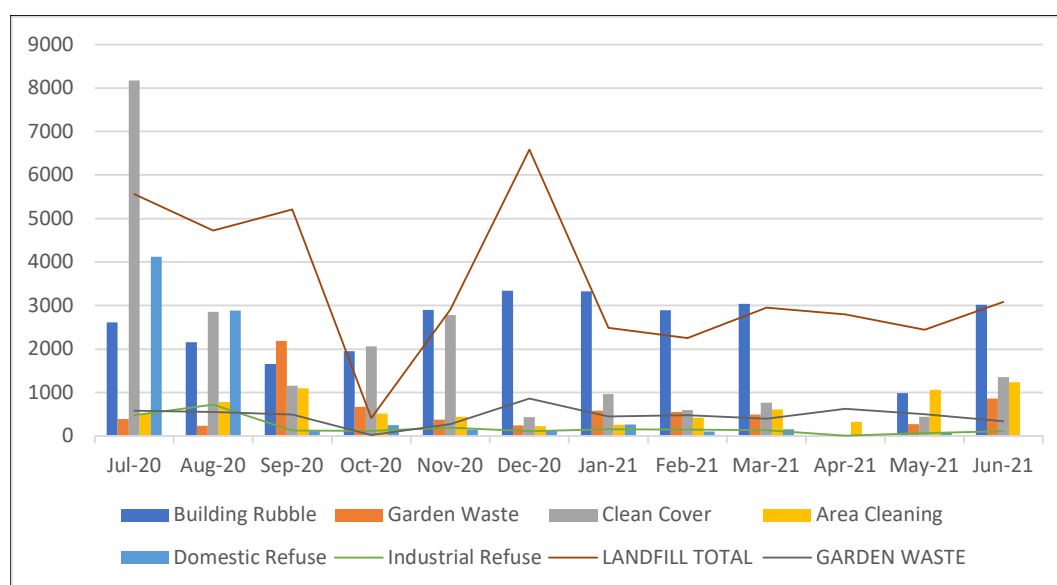


Figure 2-29: Waste received at SLF from July 2020 - June 2021

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: Klamputs and Lanquedoc) which should result in increased tonnages.

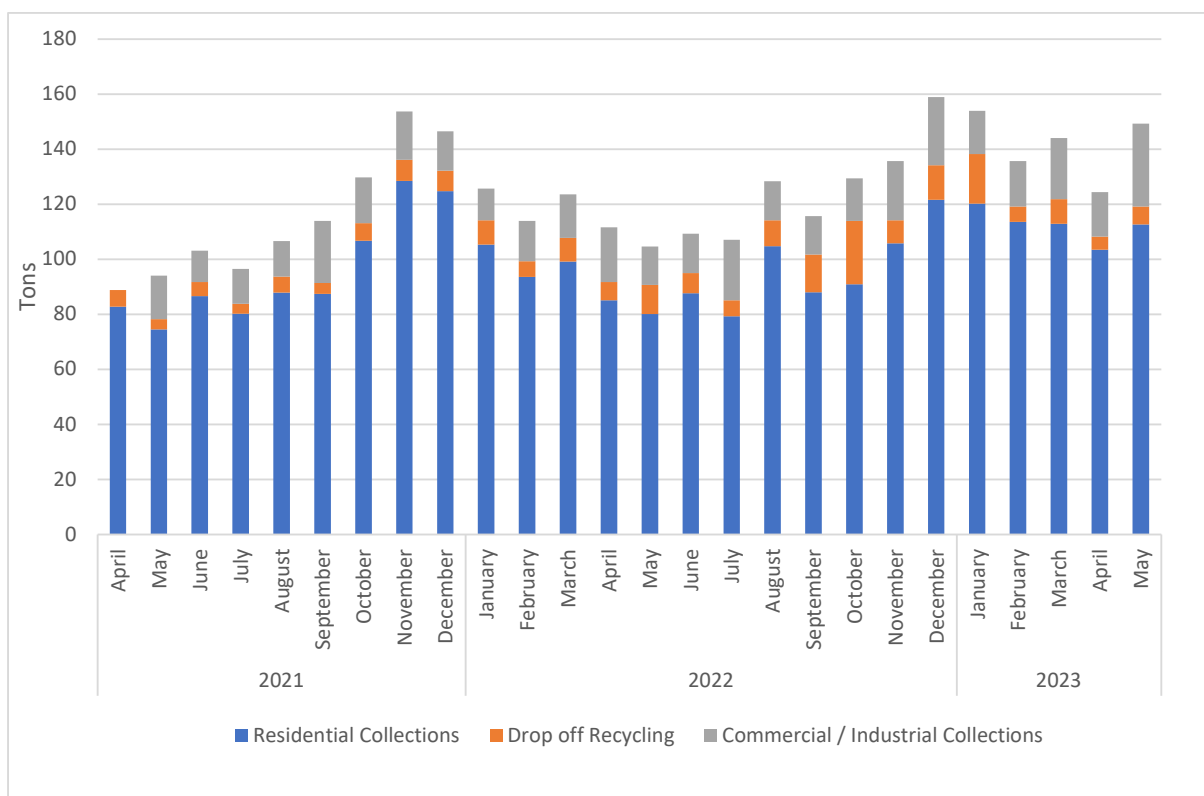


Figure 2-31: Split of waste received at the IWMF from April 2021 - May 2023

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.

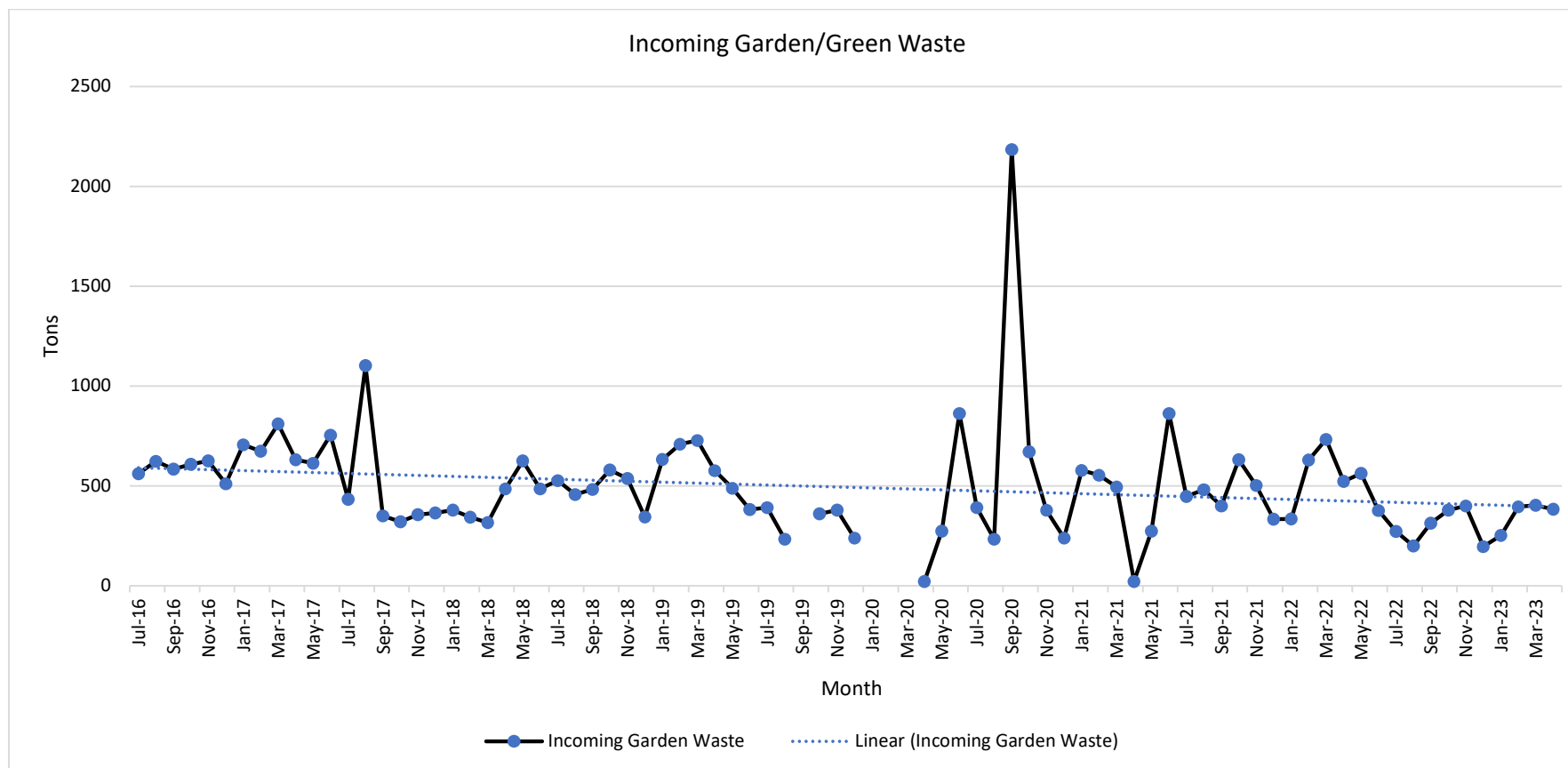


Figure 2-32: Incoming Green Waste Tonnages from July 2016 to March 2023

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.

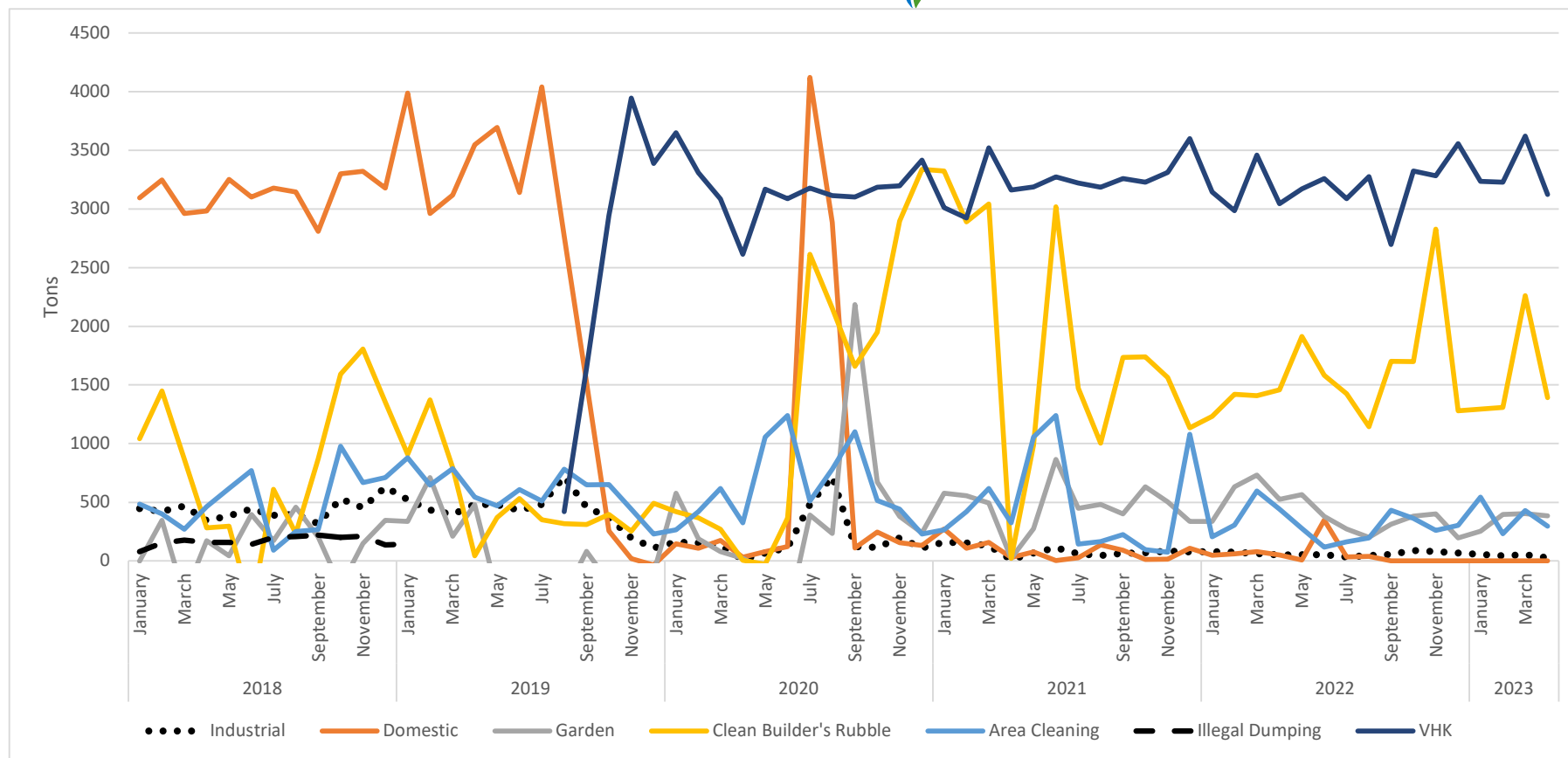


Figure 2-33: Waste tonnages handled by Stellenbosch Municipality from January 2018 to April 2023

```

graph LR
    PD[Public drop-off] --> HH[Household hazardous]
    PD --> CC[Clean cover  
1 017 mt³]
    PD --> BR[Builder's rubble  
19 093 mt]
    PD --> GG[Garden greens  
4 929 mt]
    HBC[Household & business refuse collection] --> R[Recyclables²  
Drop-off: 121 mt  
Collect: 1 376 mt  
Total: 1 497 mt]
    HRD[Household refuse drop-off: domestic (including rural/farm areas), and industrial.] --> GW[General waste  
43 345 mt]
    AC[Area cleaning] --> GW
    HH --> TIW[Transfer: Stellenbosch IWMF]
    CC --> LC[Landfill cover: Stellenbosch Landfill]
    BR --> CR[Crushing: Stellenbosch Landfill]
    GG --> CH[Chipping: Stellenbosch Landfill]
    R --> SM[Sorting: Stellenbosch IWMF MRF  
Tailings to WTE²: 23 mt  
Tailings to landfill: 150 mt  
Bulky waste to landfill: 18 mt]
    SM -.-> V[Disposal: Vissershok Private Landfill]
    TIW --> V
    LC --> V
    CR --> V
    CH --> V
    SM --> V
    TIW --> K[Transfer: Klapmuts RTS / Stellenbosch Landfill  
39 690 mt]
    K --> V
    GW --> K
    GW --> DL[Disposal: Stellenbosch Landfill (Cell 3)  
3 655 mt]
    K --> V
    DL --> V
    V --> WD[WASTE DISPOSAL  
43 345 mt]
    TIW --> WD
    LC --> WD
    CR --> WD
    CH --> WD
    SM --> WD
    K --> WD
    DL --> WD
    
```

WASTE DIVERSION²
26 368 mt

WASTE DISPOSAL
43 345 mt

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.

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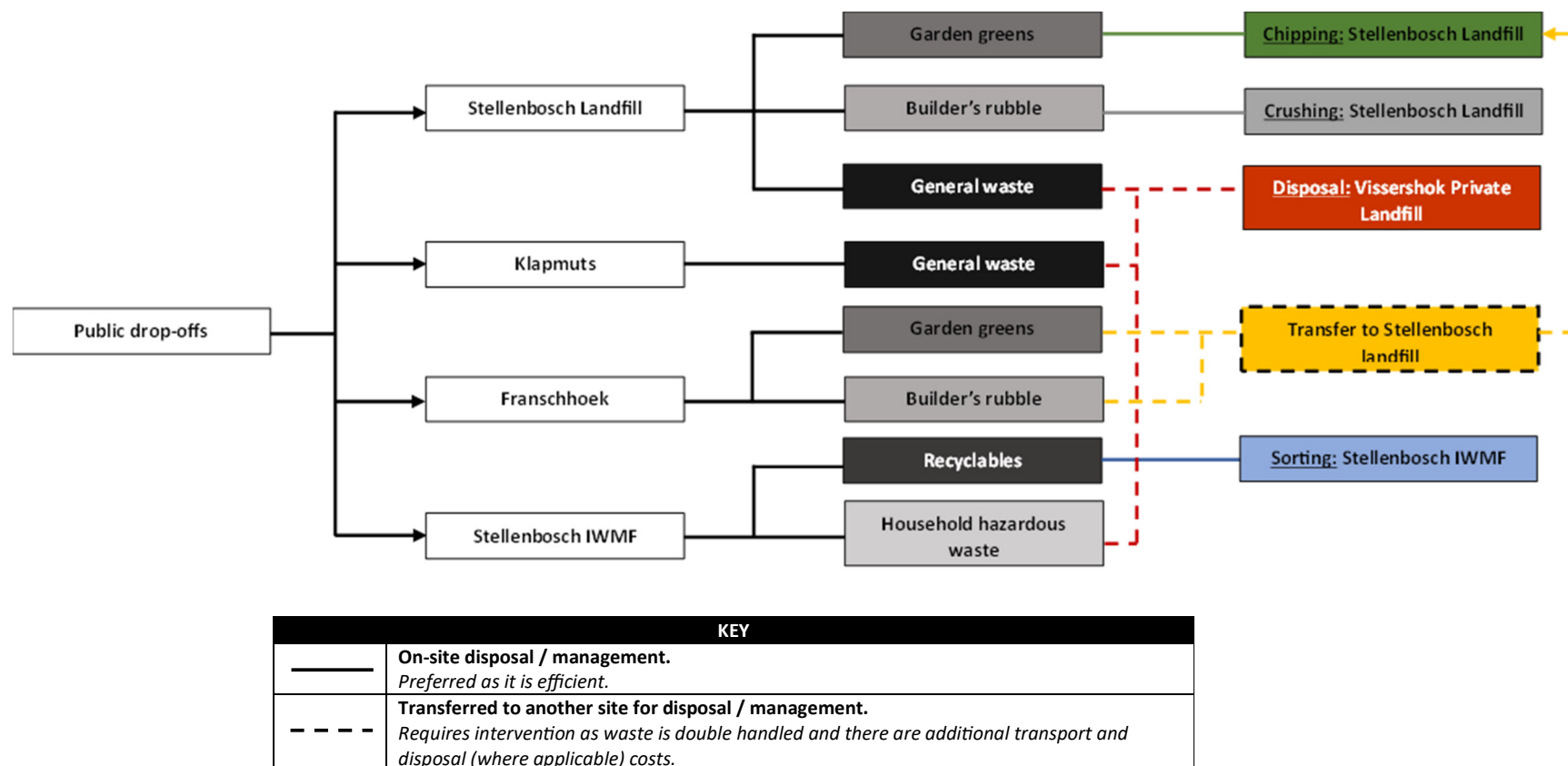


Figure 2-35: Summary of current waste flows within the SM

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	

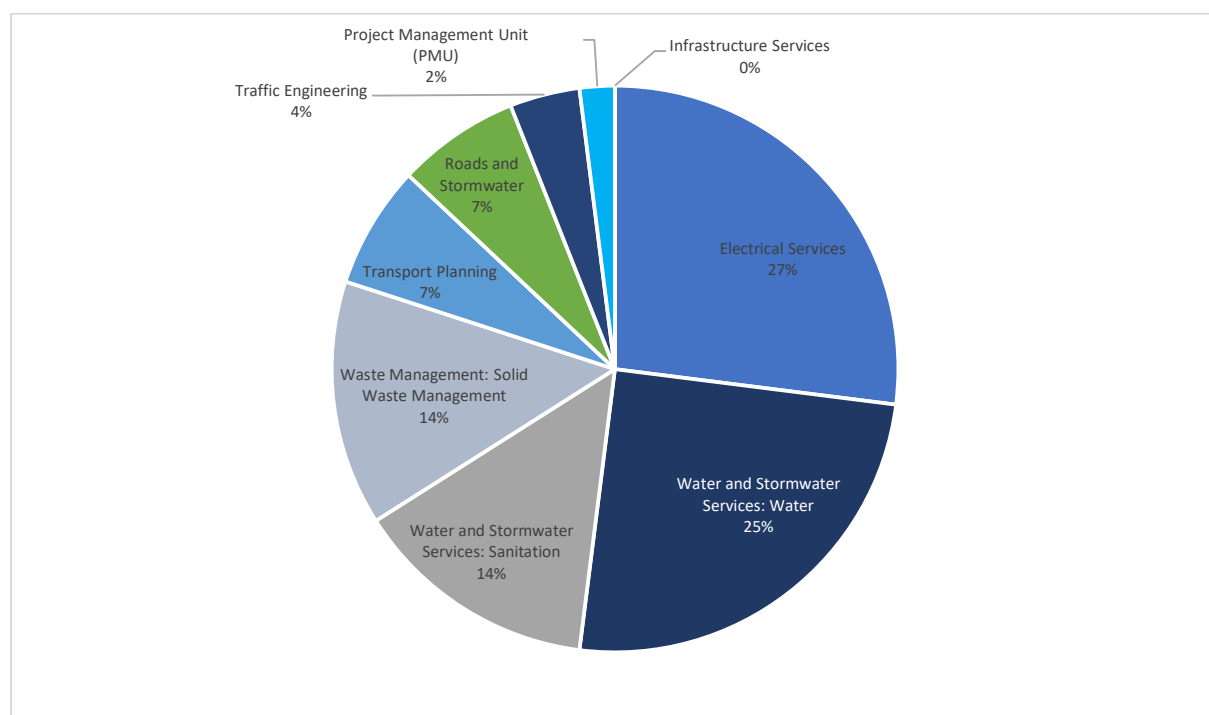


Figure 2-36: CAPEX Budget Split – By Division for FY 2023-2026.

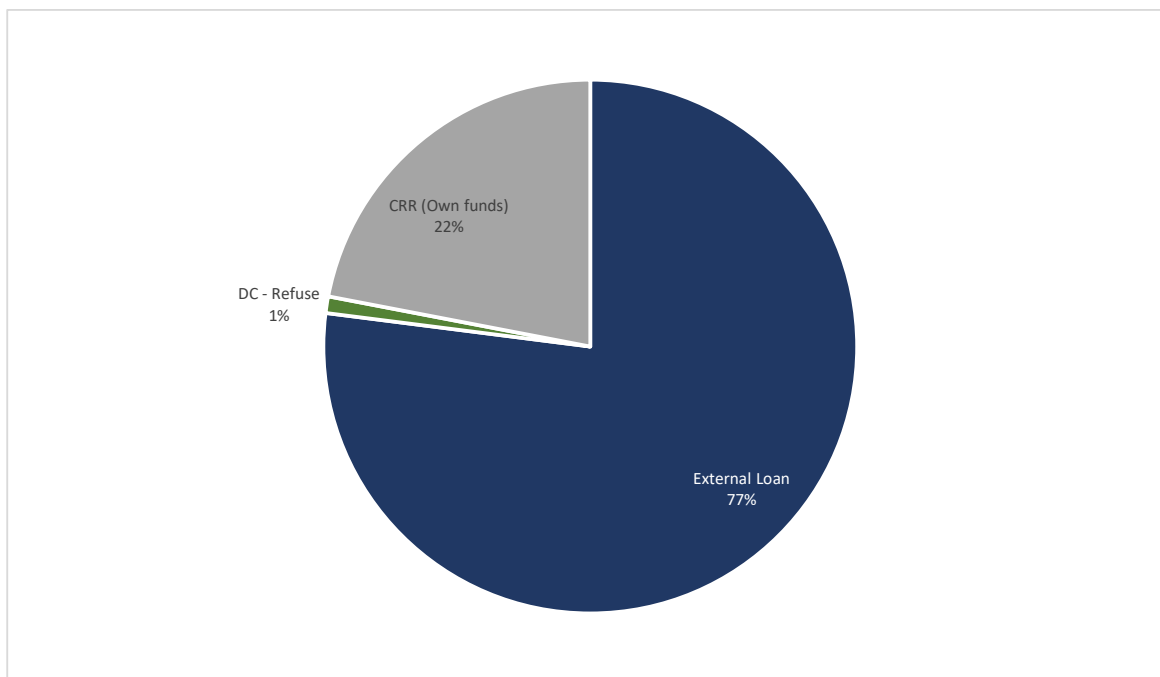


Figure 2-37: CAPEX Budget by Investor Source.

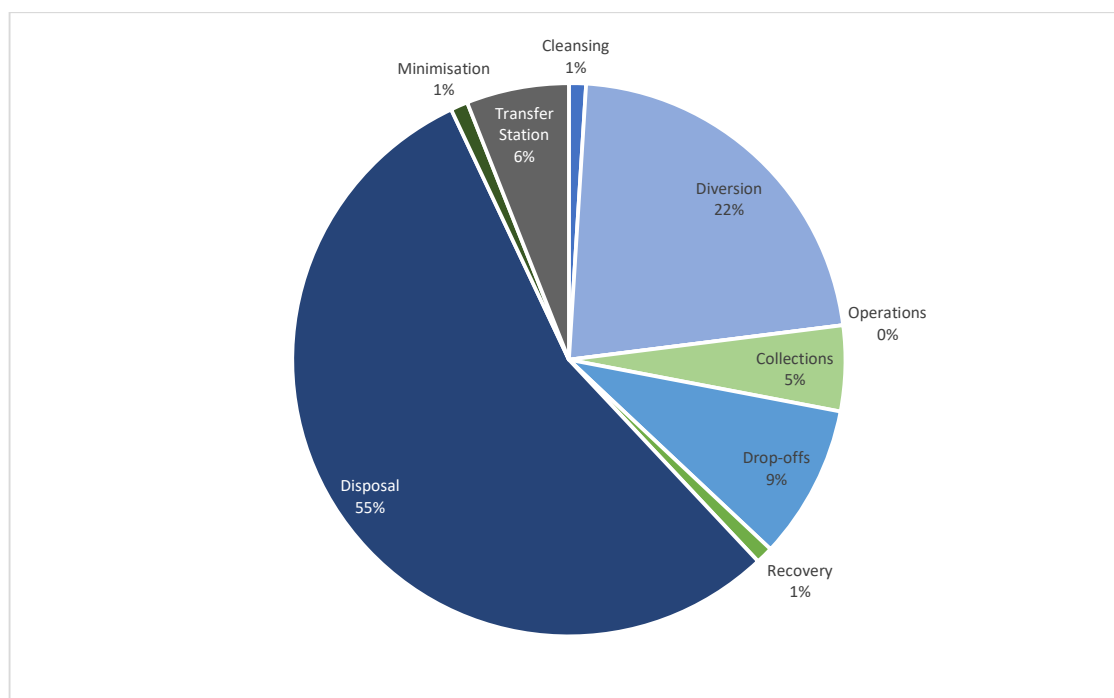


Figure 2-38: CAPEX Budget by Investment Area.

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 clean private erf/ erven	per hour	Residents will be required to pay per hour for the clean-up operation of all general waste including green waste builder's rubble	R 1 296.00	R 1 412.64
	Disposal waste from cleaning operation	per ton	All waste will be transported and disposed of at a licenced waste disposal facility and will be charged per ton.	R 1 137.24	R 1 239.59

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 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>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>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

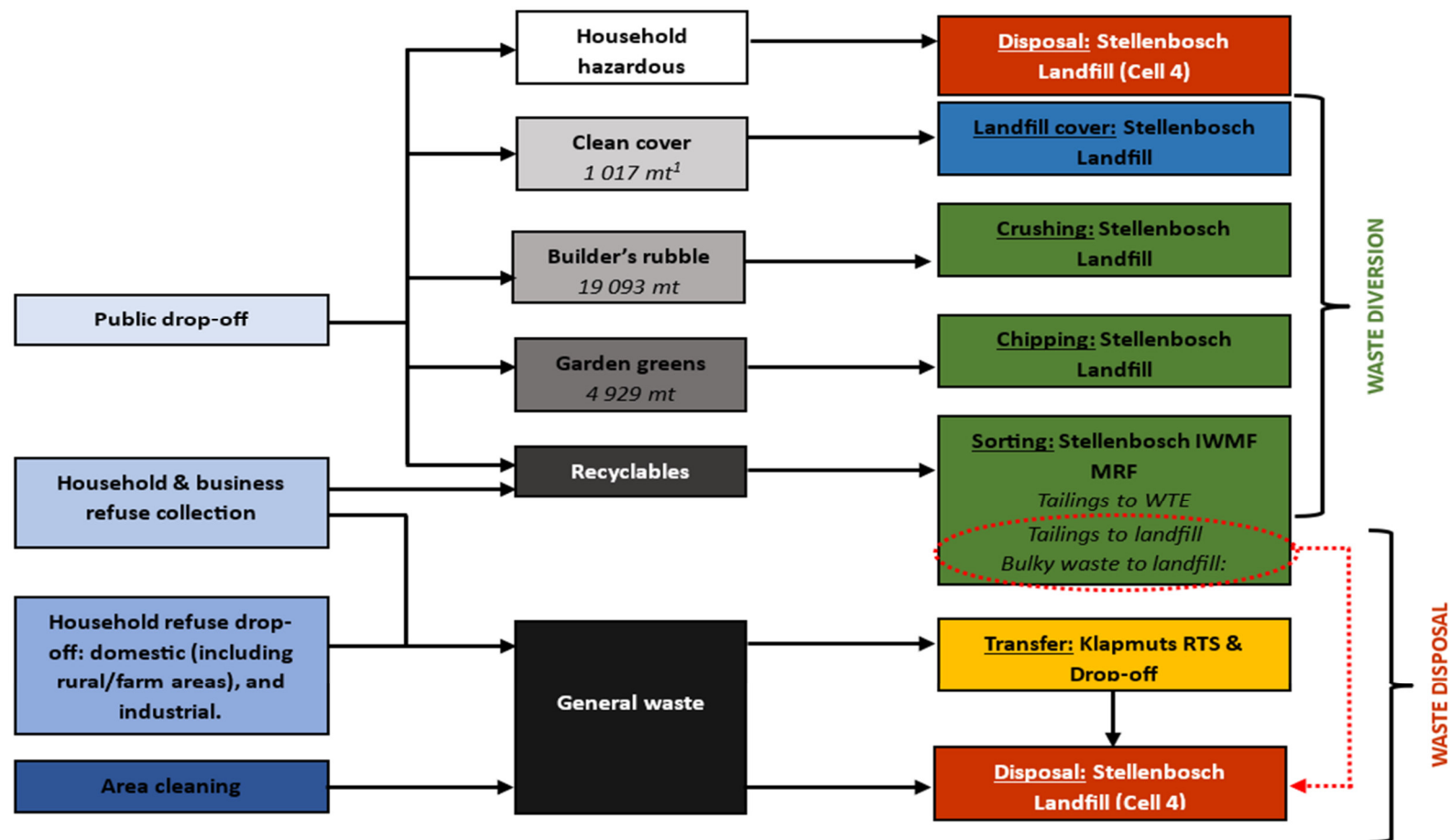


Figure 4-1: Potential/future waste management system within SM

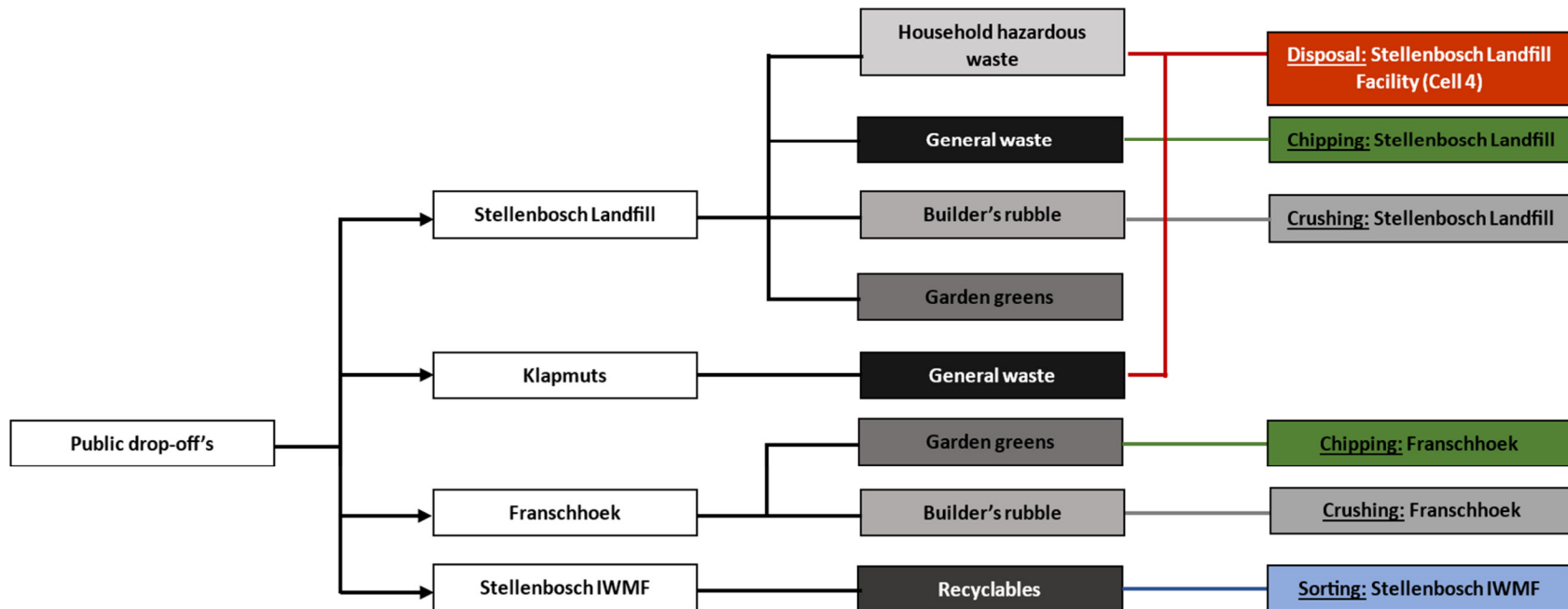


Figure 4-2: Potential future Waste flows within the SM upon implementation of the actions contained in the IWMP

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:

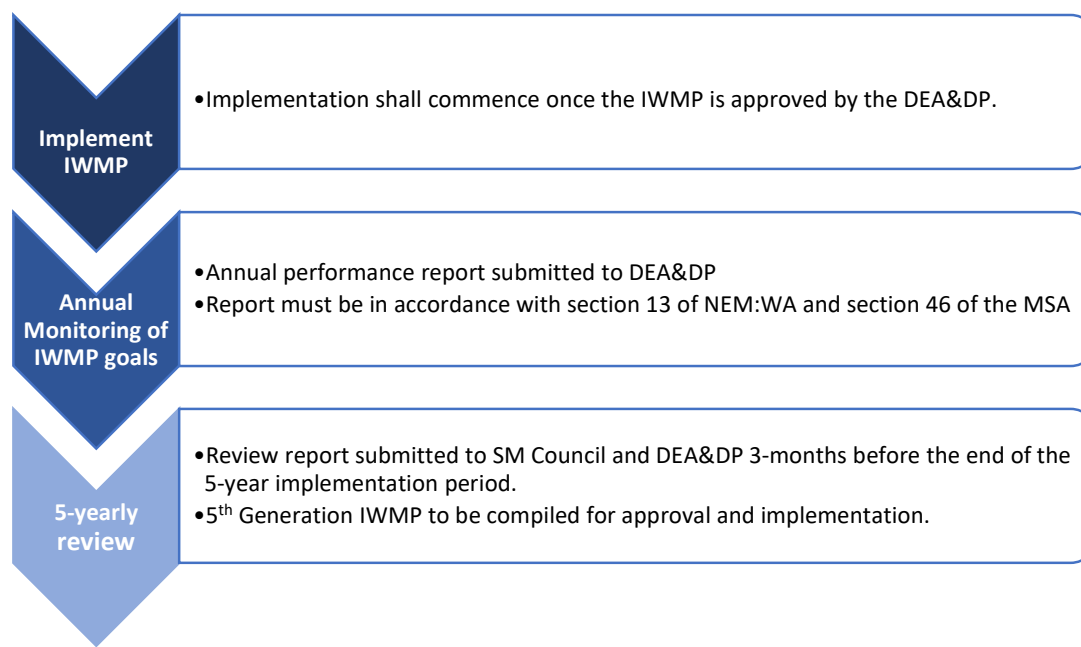
1. The extent to which the plan has been implemented during the period.
2. The waste management initiatives that have been undertaken during the reporting period.
3. The delivery of waste management services and measures taken to secure the efficient delivery of waste management services, if applicable.
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, Klipmuts, 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 – Klampmuts 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 Section 2.4.2.1 <i>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

7.6.2	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

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 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.

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.

FOR FURTHER DETAILS CONTACT:

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REPORT DATE	7 November 2024

7.6.3	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

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).

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.

6.2. Discussion

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.

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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.

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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 endeavor to meet and adhere to.

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.

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

7.7	PARKS AND OPEN SPACES: (PC: N OLAYI)
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NONE

ANNEXURE 1



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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.

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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

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ANNEXURE 2



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STELLENBOSCH MUNICIPALITY

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:
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STELLENBOSCH MUNICIPALITY

Disclaimer

This report has been prepared on behalf of and for the exclusive use of STELLENBOSCH MUNICIPALITY and GLS Consulting, and is subject to and issued in accordance with the agreement between GLS Consulting Ltd and iX engineers (Pty) Ltd. iX engineers (Pty) Ltd accepts no liability or responsibility whatsoever for it in respect of any use of or reliance upon this report by any third party.

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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
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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 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. 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	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 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	22.0	21.0	39.7	51.6	49.2	51.0	77.1	71.5	69.4

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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="9">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="7">Water Losses</td><td rowspan="2">Commercial Losses</td><td>Unbilled Metered Consumption</td><td rowspan="7">Non-Revenue Water</td></tr><tr><td>Unbilled Unmetered Consumption</td></tr><tr><td rowspan="5">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>Leakage and Overflows from the Utilities Storage Tanks</td></tr><tr><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
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				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	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 Klapmuts, 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 Klampmuts.
- 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 (Ml/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.

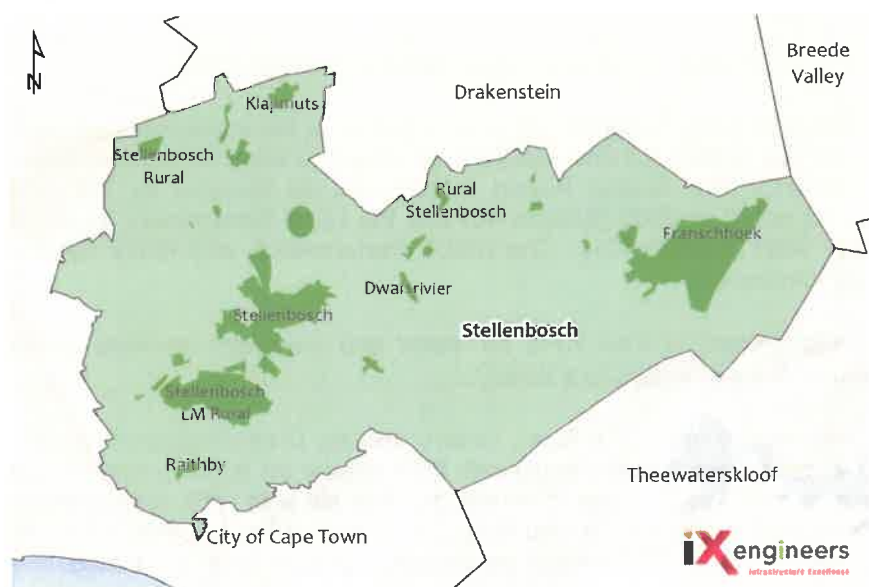


Figure A.1.2: Stellenbosch Municipality’s Management Area

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	2019/2019	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 Digtby 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.

Table B.4.1: Past Financial Year Project Impact Declaration

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: Vlootenburg	Reservoir Storage	Vlootenburg	Unknown	Unknown	Ensure adequate storage capacity for Vlootenburg
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	Vlootenburg 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.

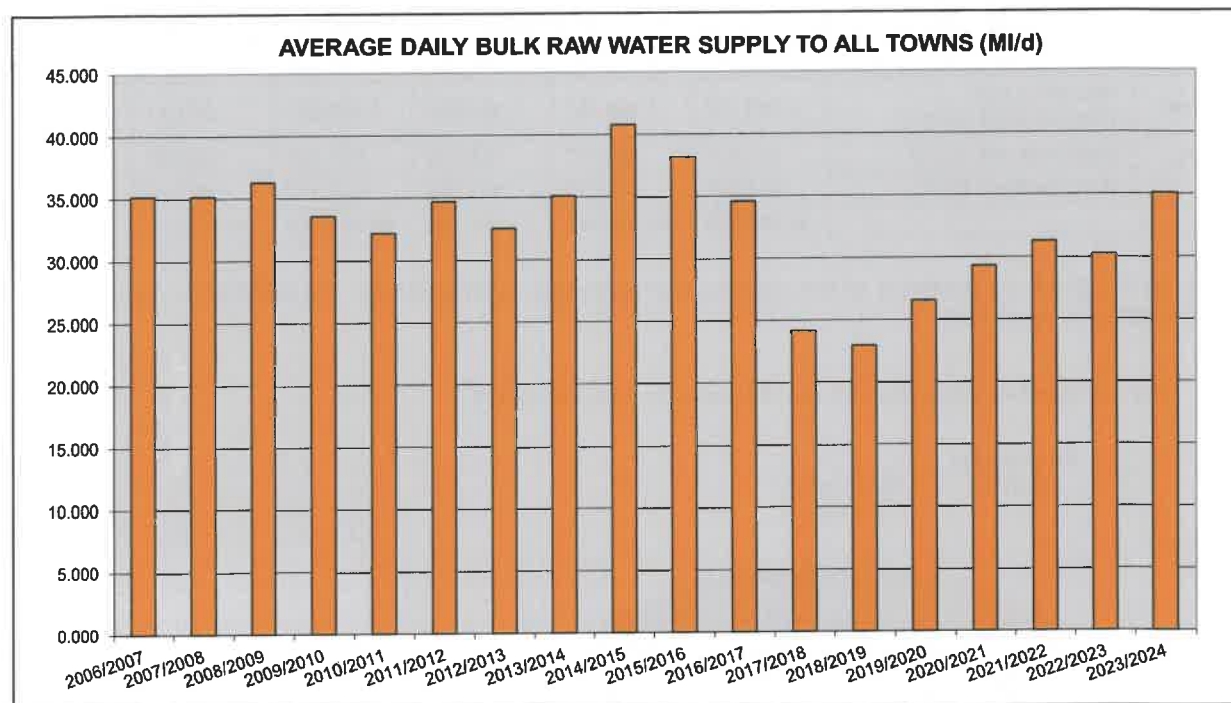


Figure C.1.1: Average daily bulk raw water supply to all the towns in Stellenbosch Municipality

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.

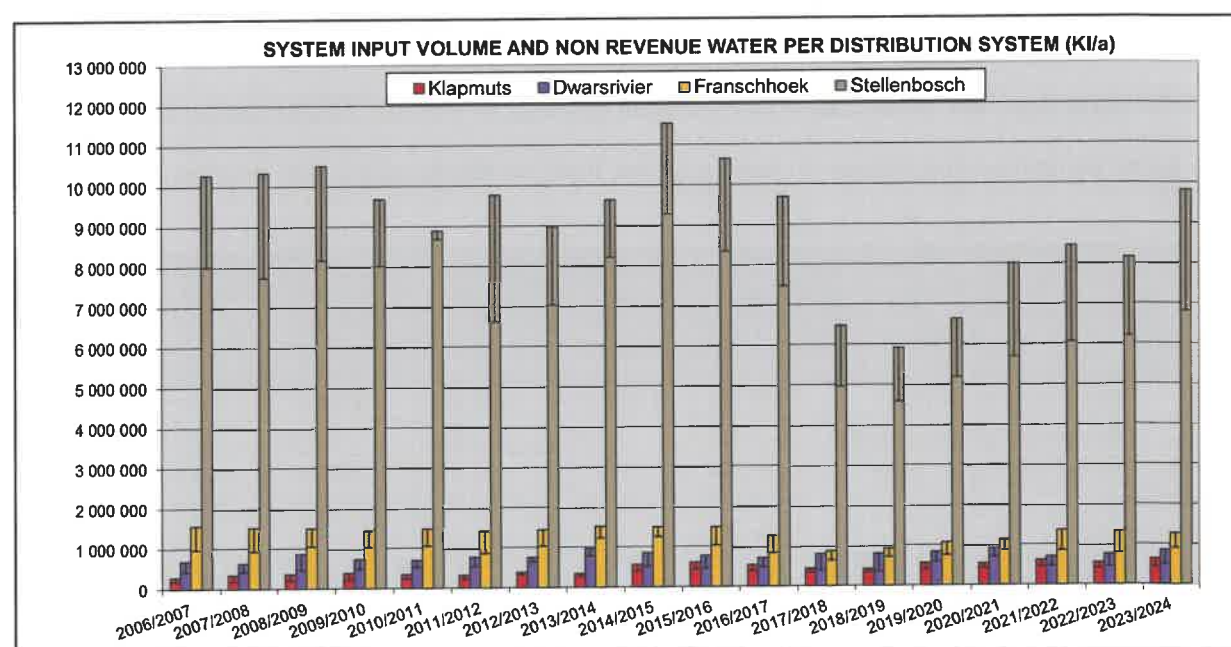


Figure C.1.2: System input volumes and NRW for the various water distribution systems

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

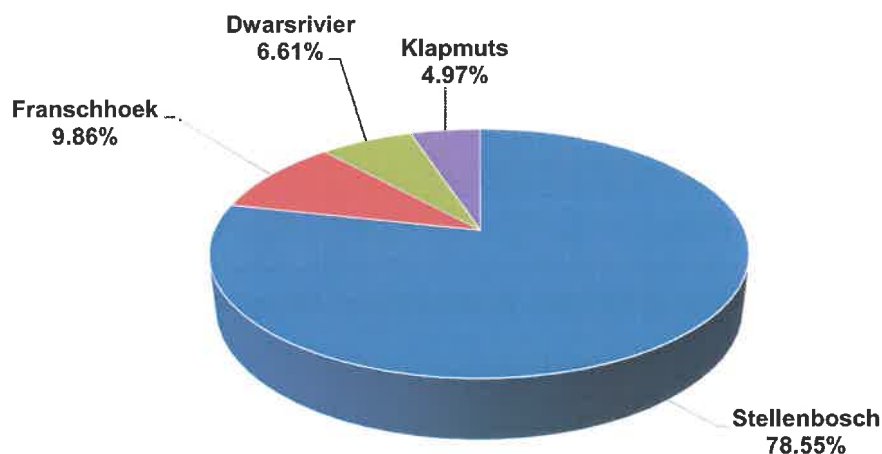


Figure C.1.3: Percentage Raw Water Distribution between Systems for the 2023/2024 financial year

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.

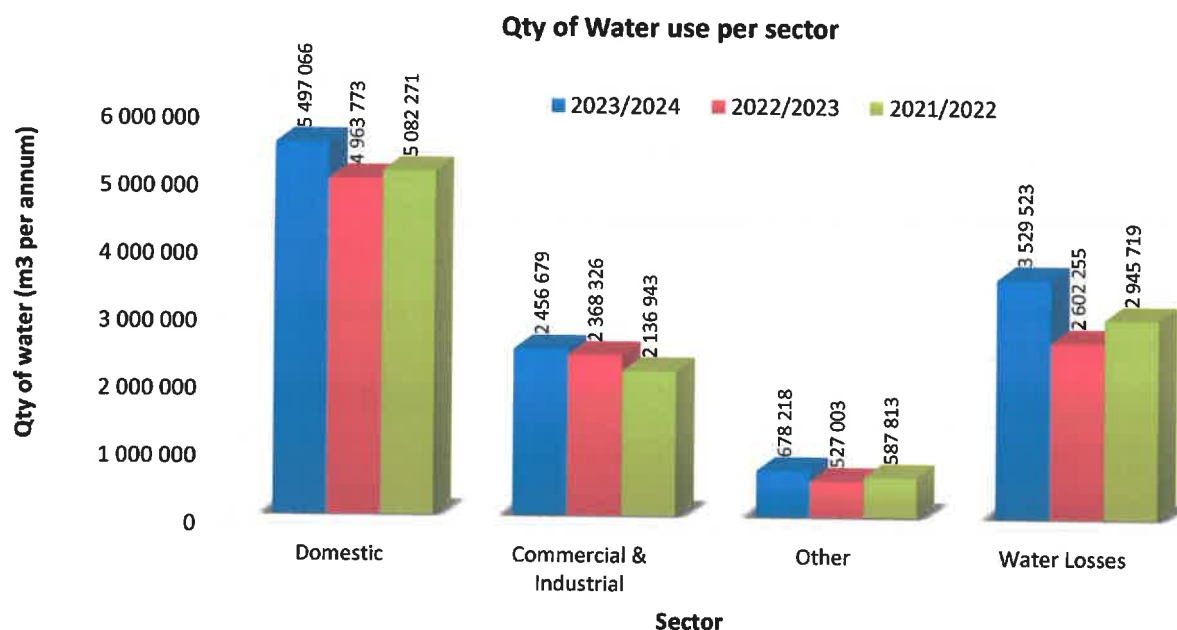


Figure C.1.4: Quantity of water services provided / water balance

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 tariffed.
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 tariffed.
	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 tariffed.
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 tariffed.
	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 tariffed.
	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)

Table 3.2.1.1: Water Connections (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	%	
	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

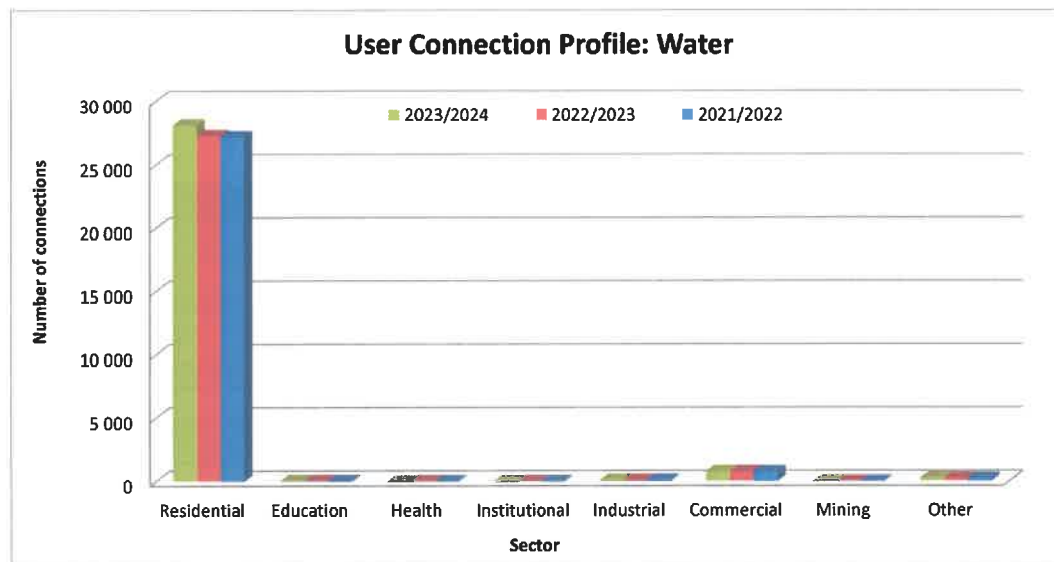


Figure C.2.1.1: User connection profile for water

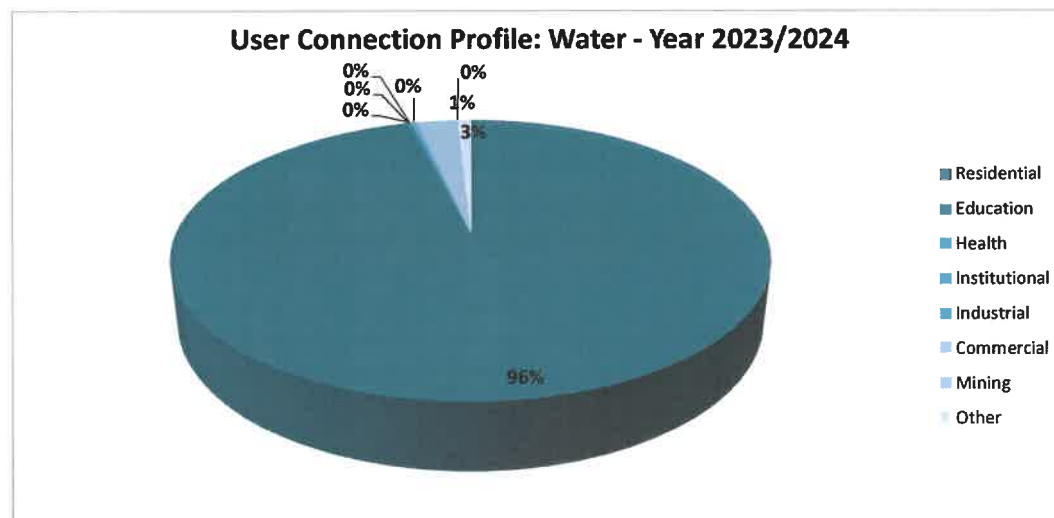


Figure C.2.1.2: User connection distribution for water – Year 2023/2024

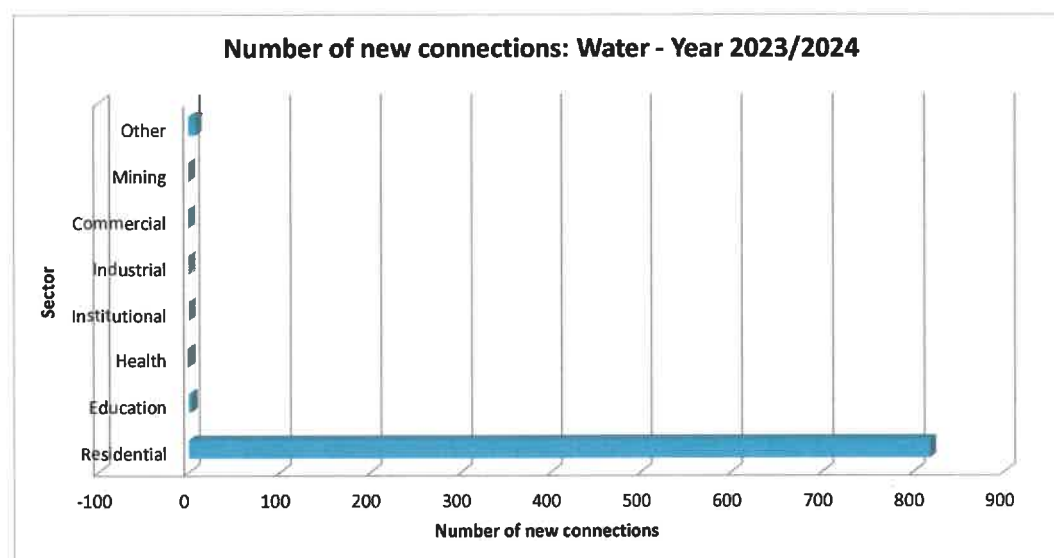


Figure C.2.1.3: Number of new water connections provided during 2023/2024

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

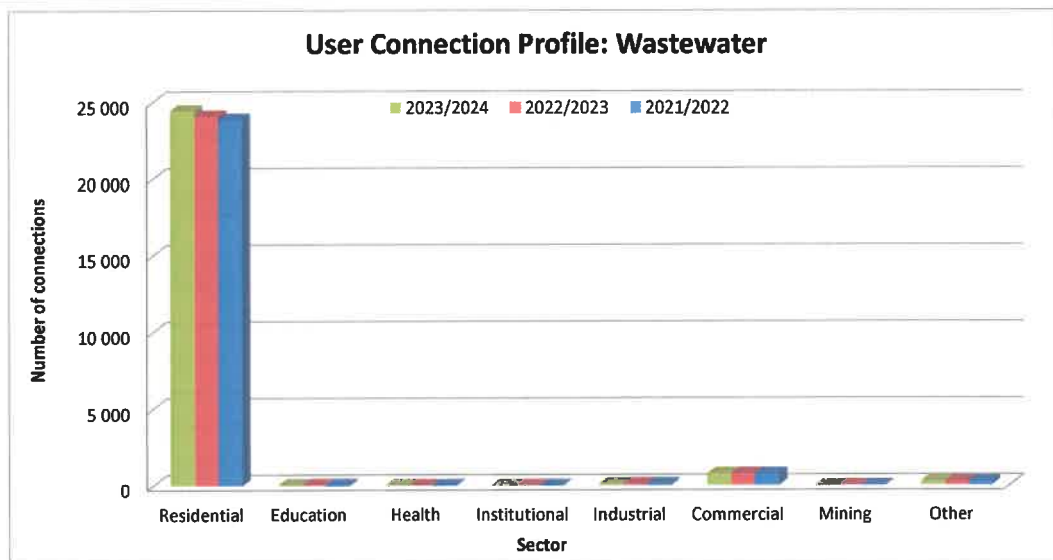


Figure C.2.1.4: User connection profile for wastewater

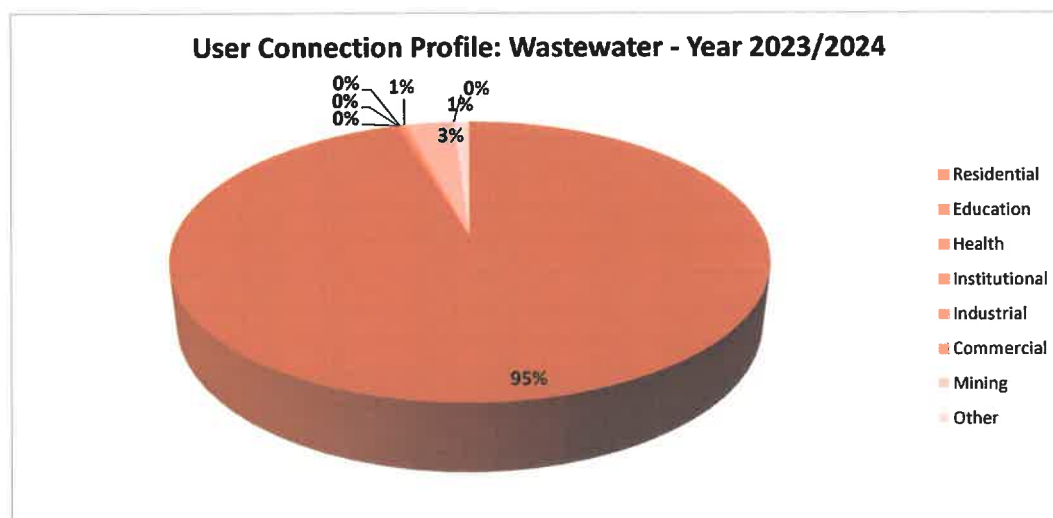


Figure C.2.1.5: User connection distribution for wastewater – Year 2023/2024

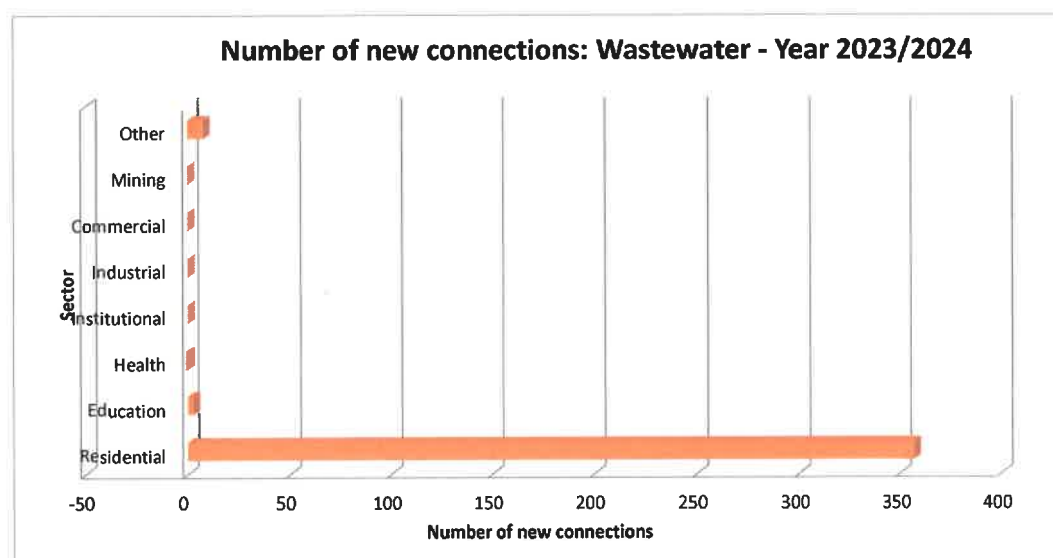


Figure C.2.1.6: Number of new wastewater connections provided during 2023/2024

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.

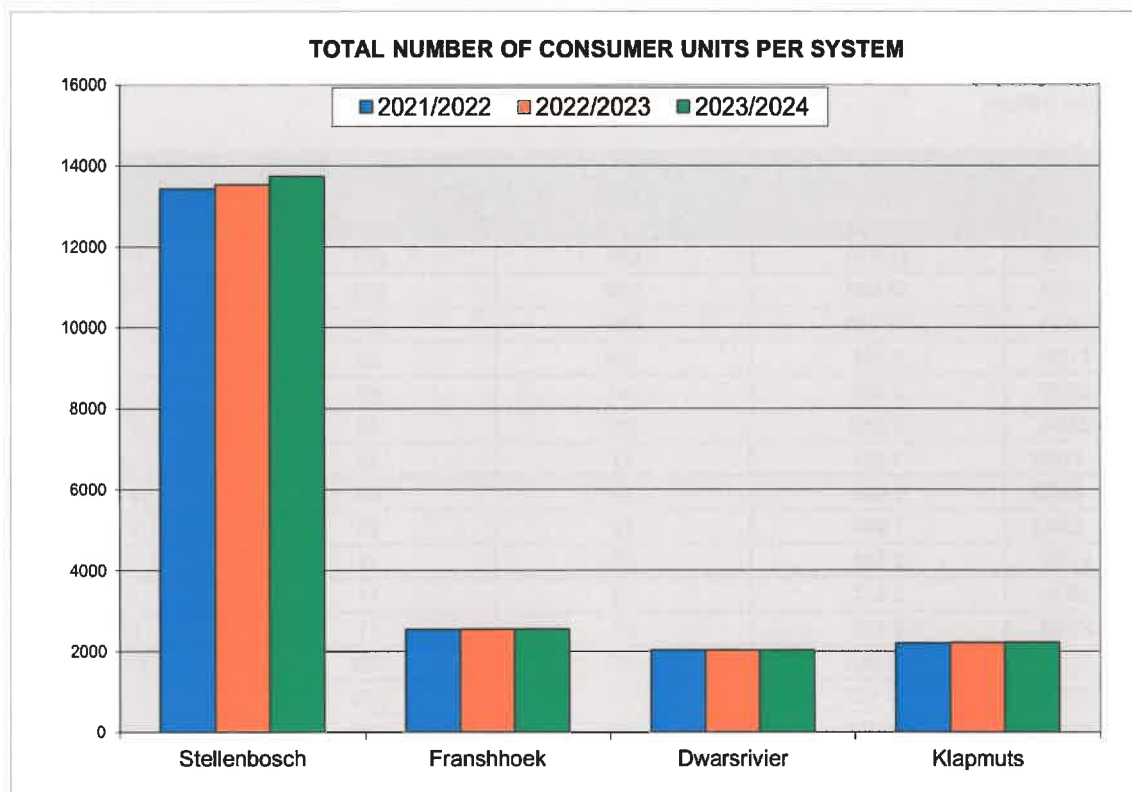


Figure C.2.1.7: Number of billed metered consumers per system.

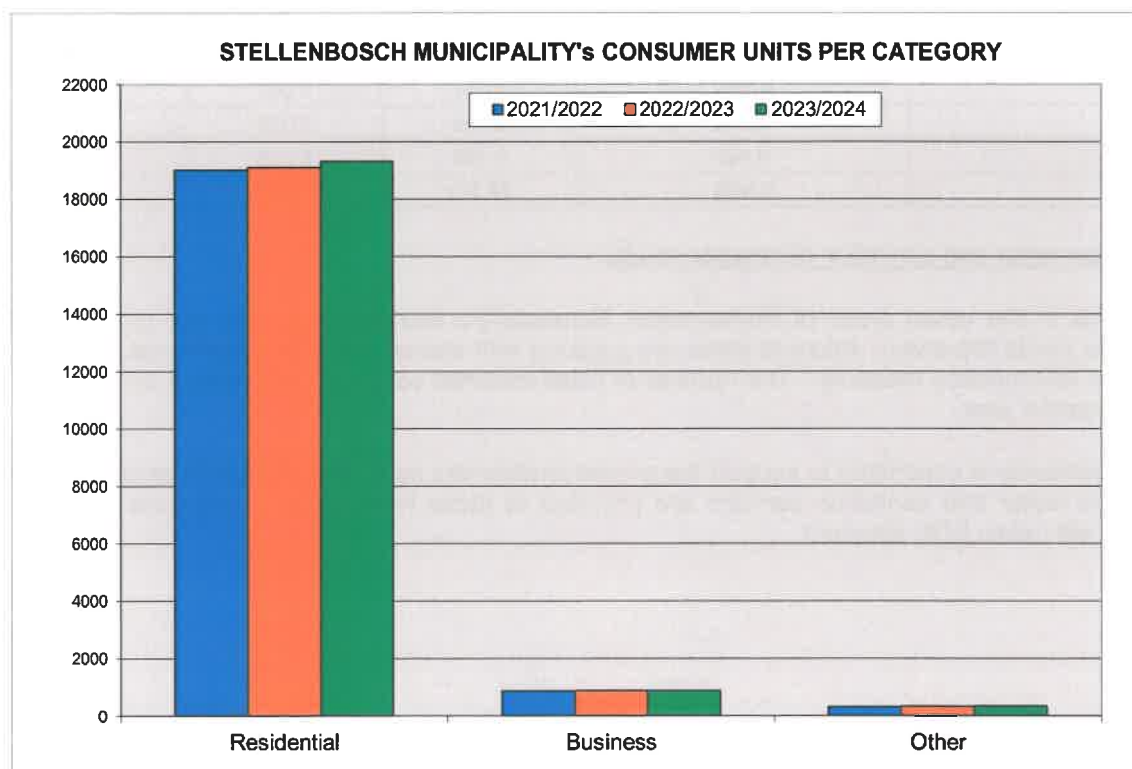


Figure C.2.1.8: Number of billed metered consumers per category for all systems

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%

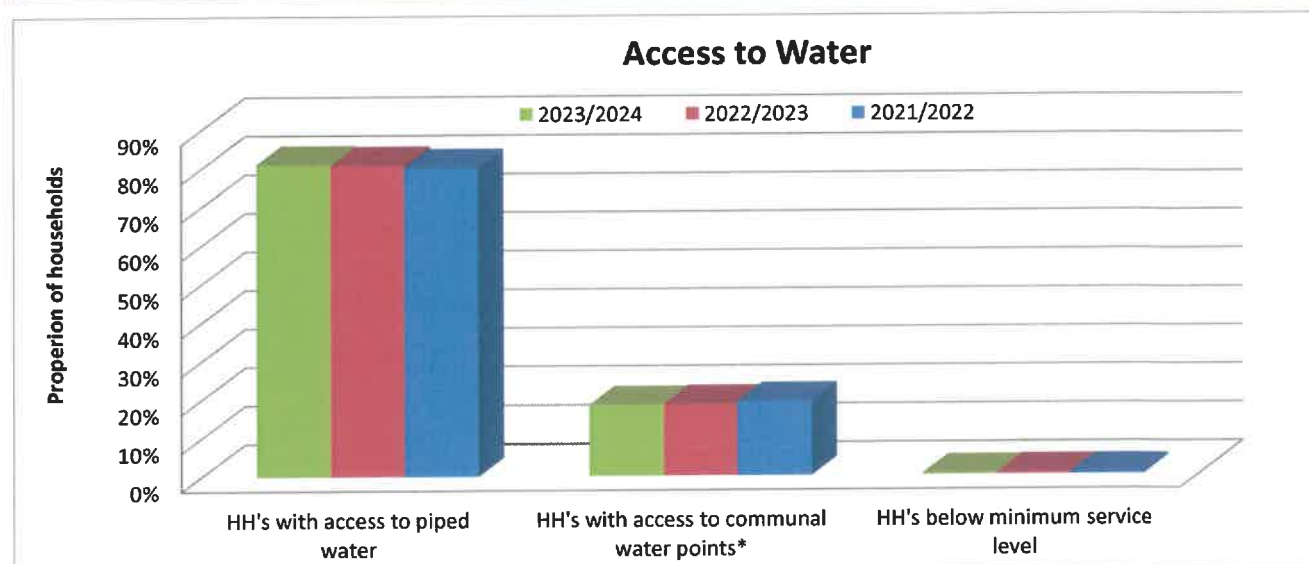


Figure C.2.2.1: Household water access profile

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%

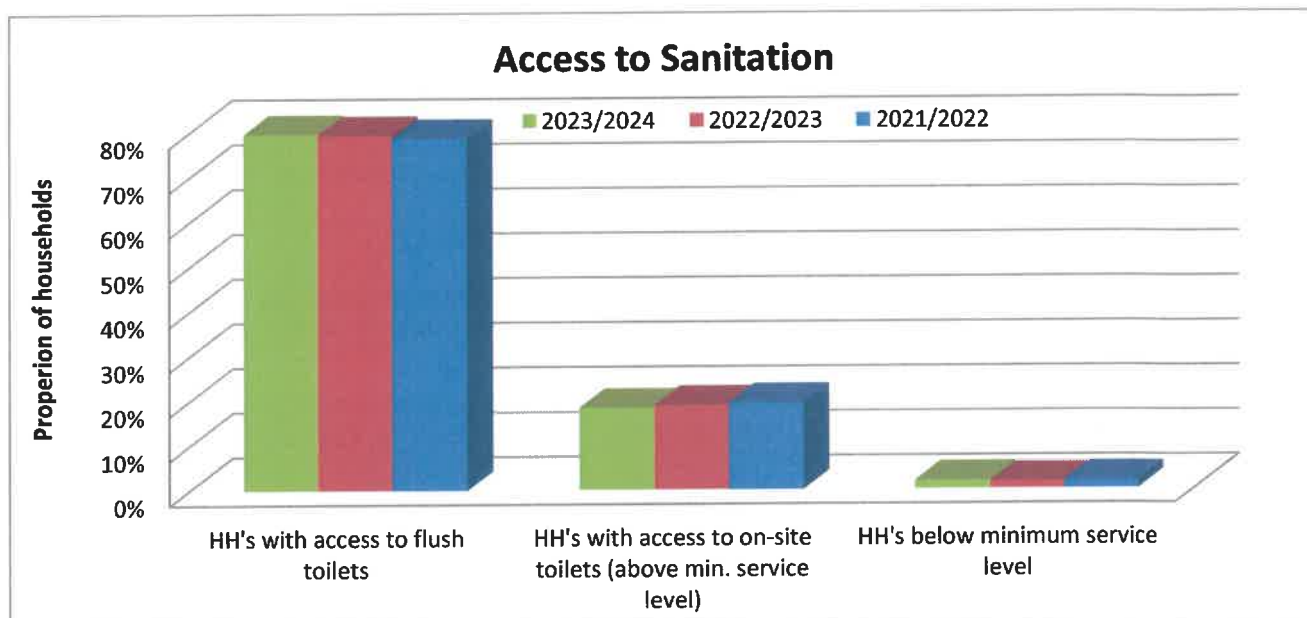


Figure C.2.2.2: Household sanitation access profile

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
							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
Cloeteville													
19	Slabtown (under the bridge)	26	0	10	2.6	2	0	0	8	3.3	0	0	4
Total Cloeteville		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

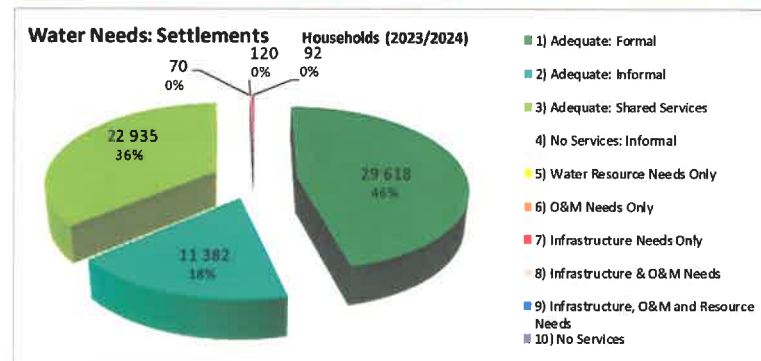
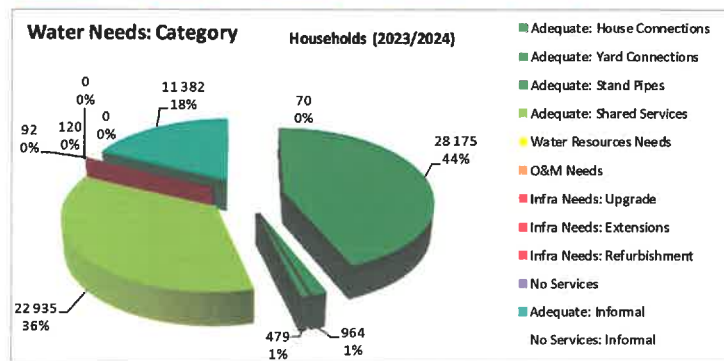
Source: Number of Medical Facilities from the Socio-Economic Profile of Stellenbosch Municipality, Western Cape Government Provincial Treasury, for 2023.

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

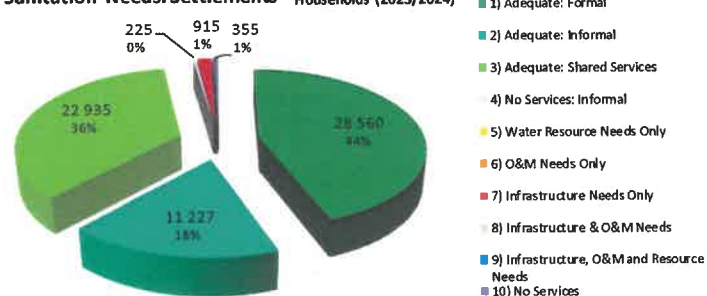


The existing residential sanitation service levels in Stellenbosch Municipality's Management Area are estimated as follows.

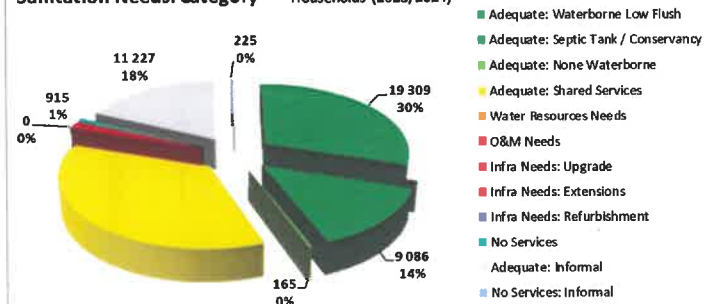
Table C.2.3.2: Residential Water Services Delivery Adequacy Profile (Sanitation)

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	%
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		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.

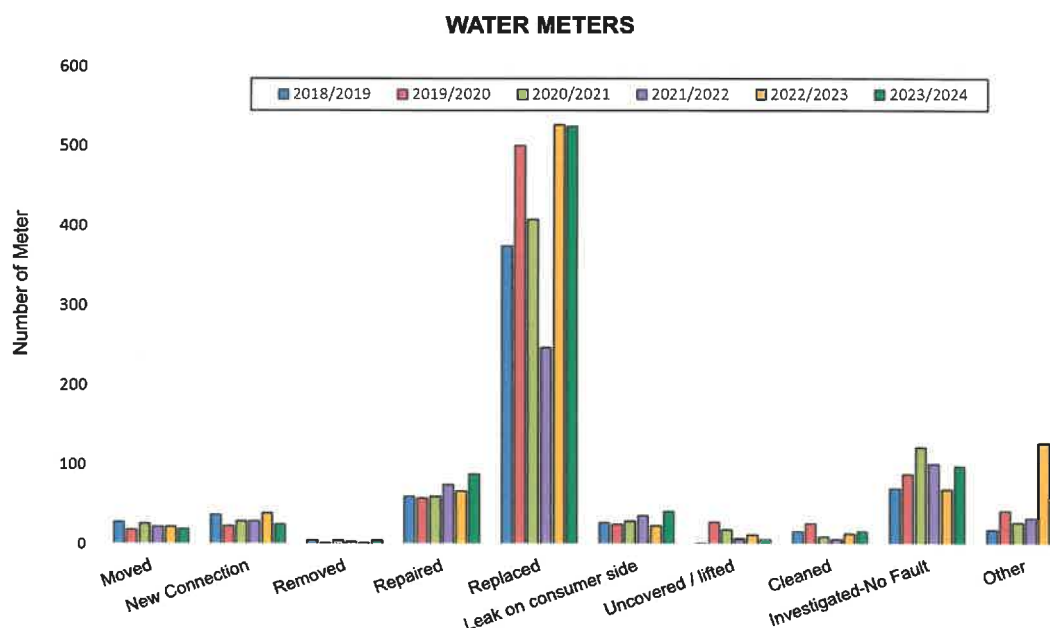


Figure C.3.2.1: Operational work done on the water meters

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.

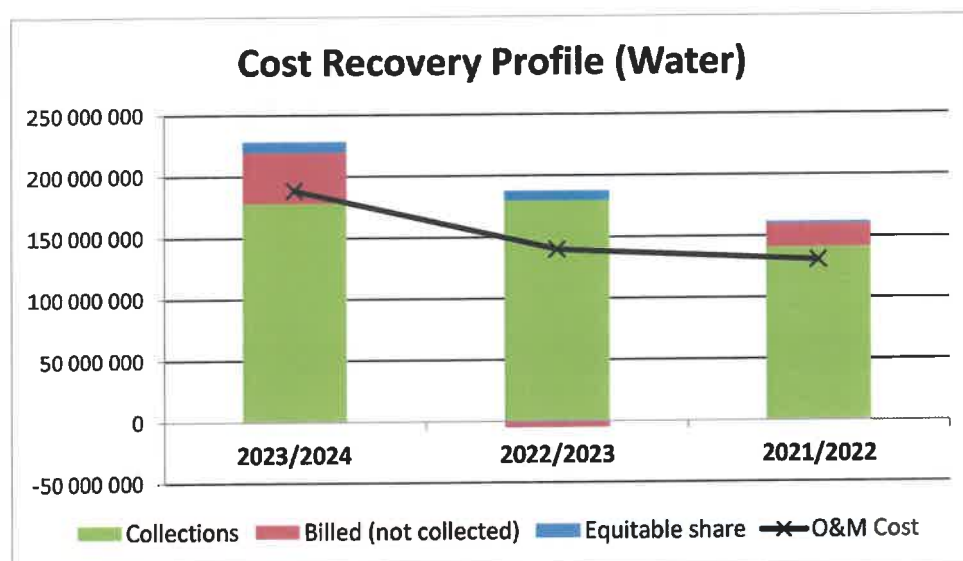


Figure C.3.3.1: Revenue collection and cost recovery profile (Water)

The figure below gives an overview of the revenue collection and cost recovery profile for wastewater services for Stellenbosch Municipality.

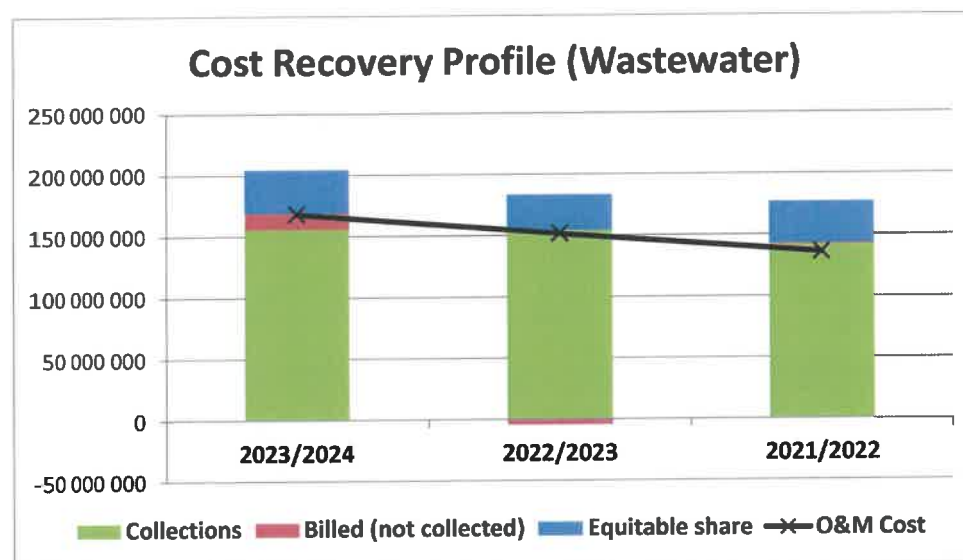


Figure C.3.3.2: Revenue collection and cost recovery profile (Wastewater)

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

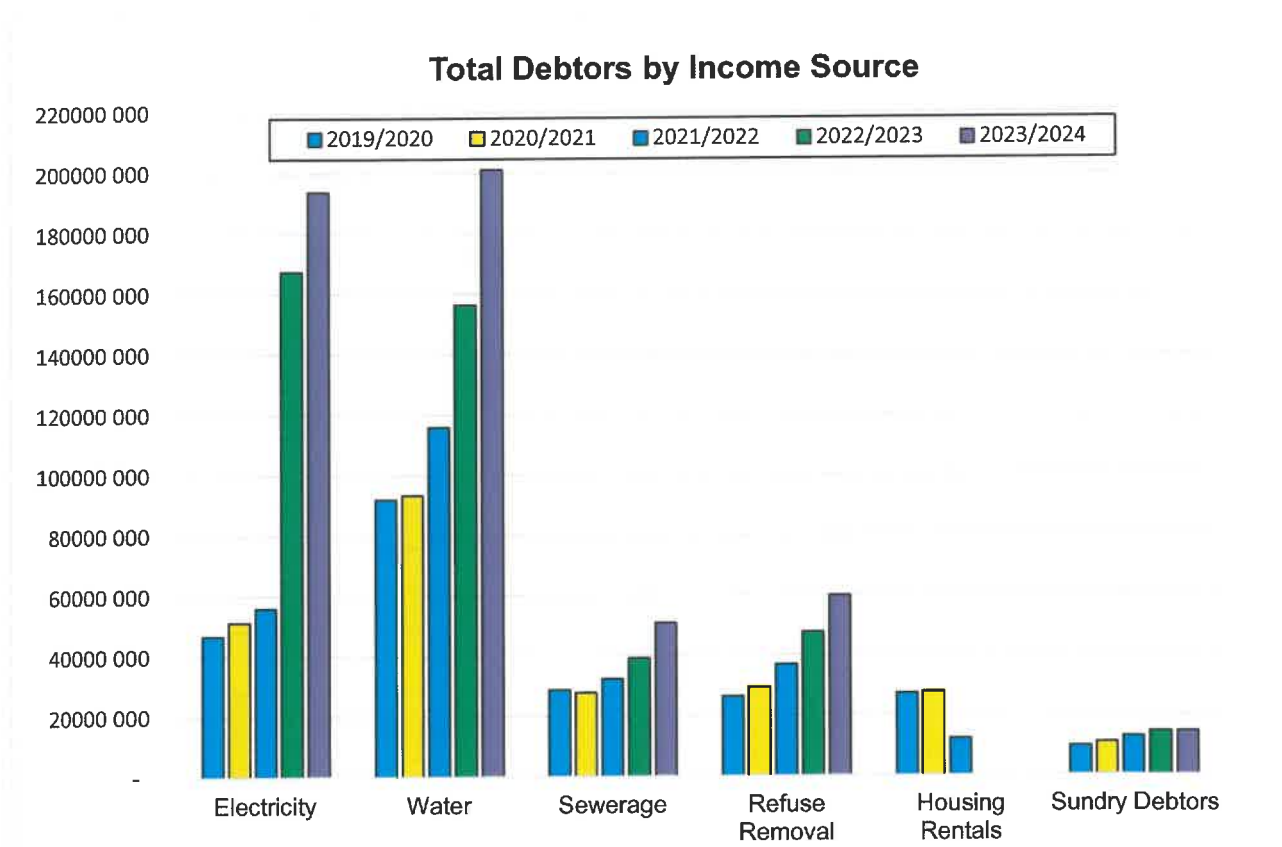


Figure C.3.3.3: Total Debtors by Income Source for the last five financial years

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	Vloetburg 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 kI/d and City of Cape Town 8 933 kI/d (1 675 kI/d via Blackheath WTW; 1 990 kI/d via Faure WTW and 5 268 kI/d via Wemmershoek WTW), accounting for 100% (31 840 kI/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.

- 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 (Ml/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 Servies 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)	

- 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.

Table C.5.5: System input volume, average billed metered consumption and non-revenue water in litre per connection per day for the various water distribution systems for 2023/2024.				
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

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.**

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
Cloetesville reservoir	49.6	59.1
Cloetesville 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).

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%

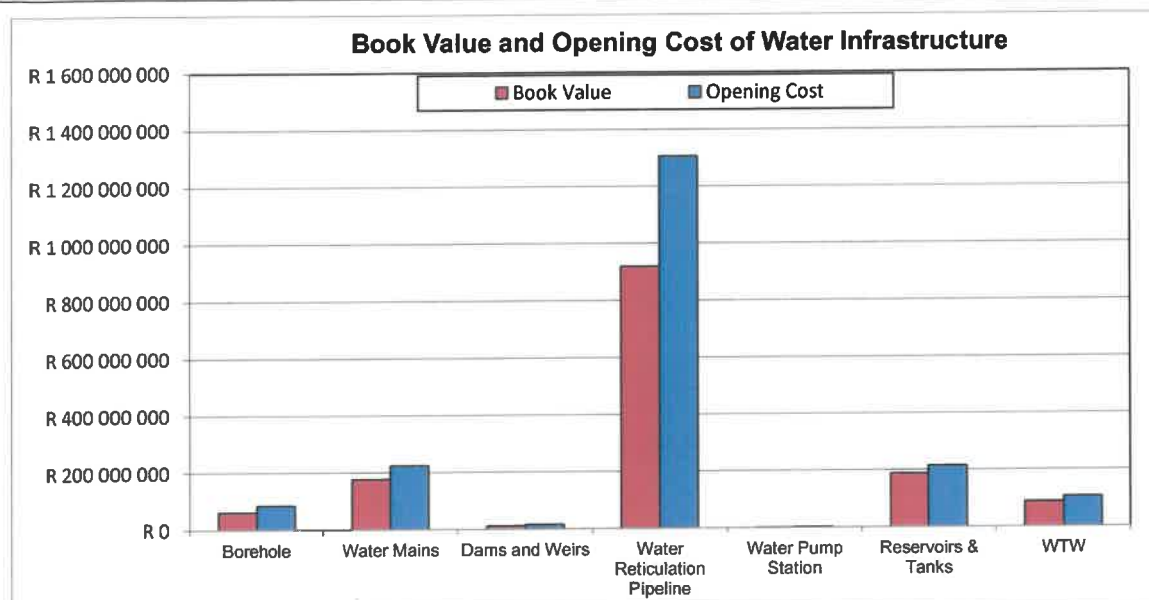


Figure C.6.1: Book Value and Opening Cost of the water infrastructure

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

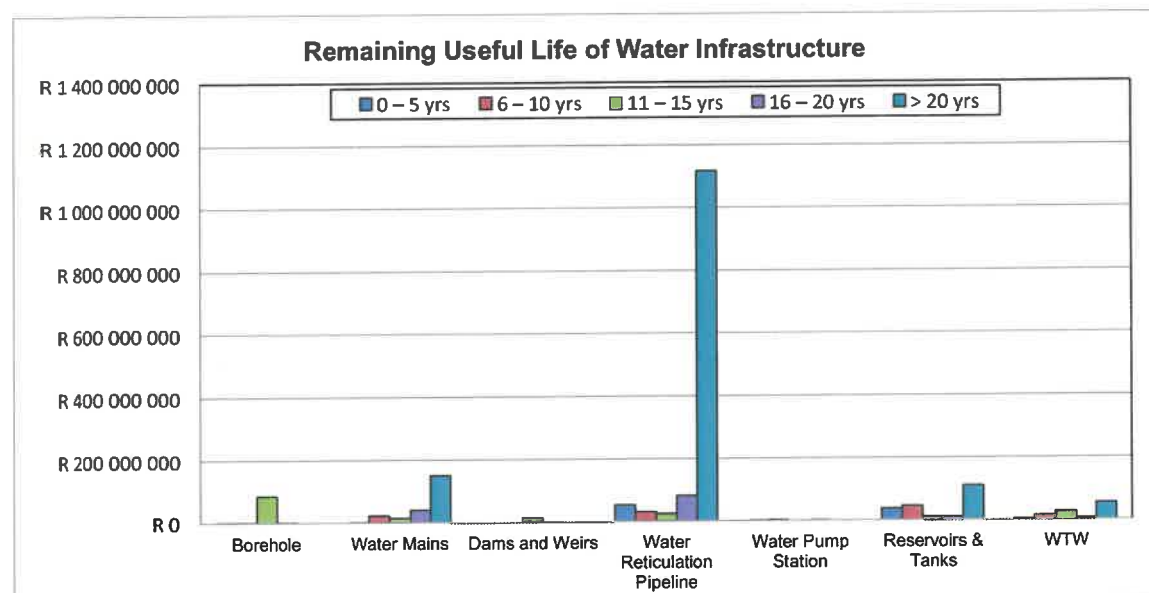


Figure C.6.2: RUL of the water infrastructure

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

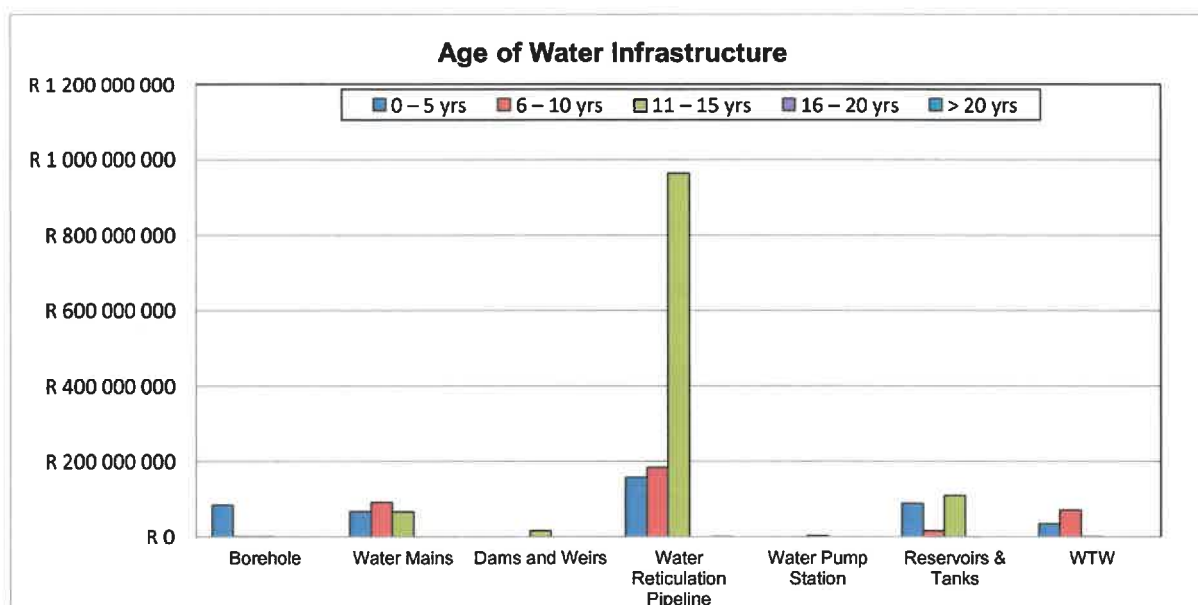


Figure C.6.3: Age distribution of the water infrastructure

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%

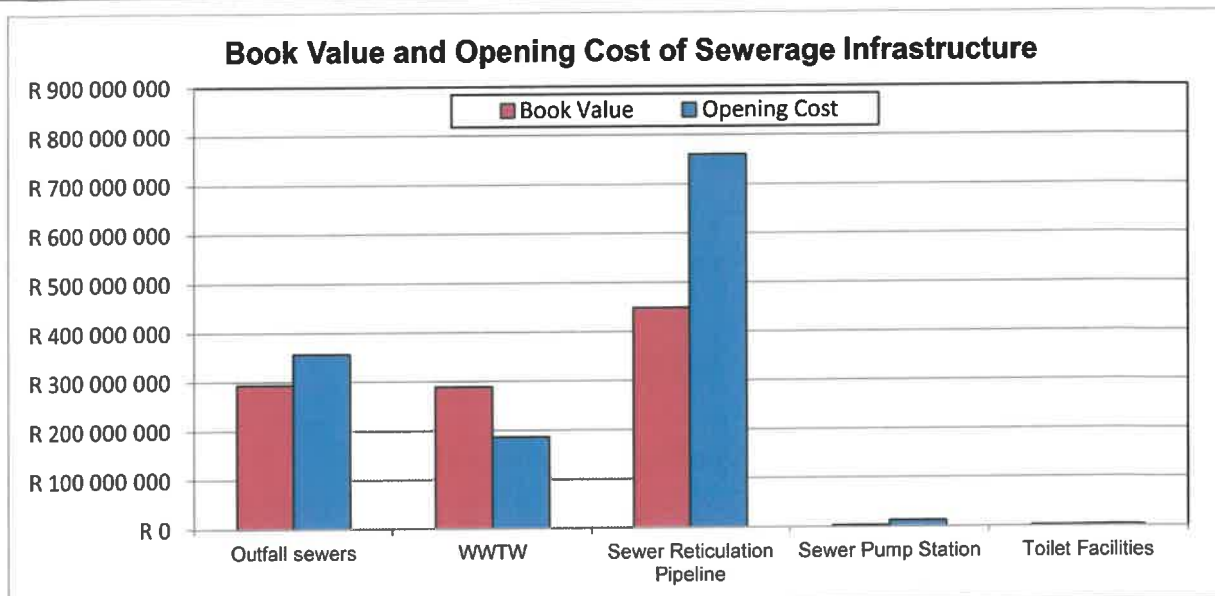


Figure C.6.4: Book Value and Opening Cost of the sewerage infrastructure

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

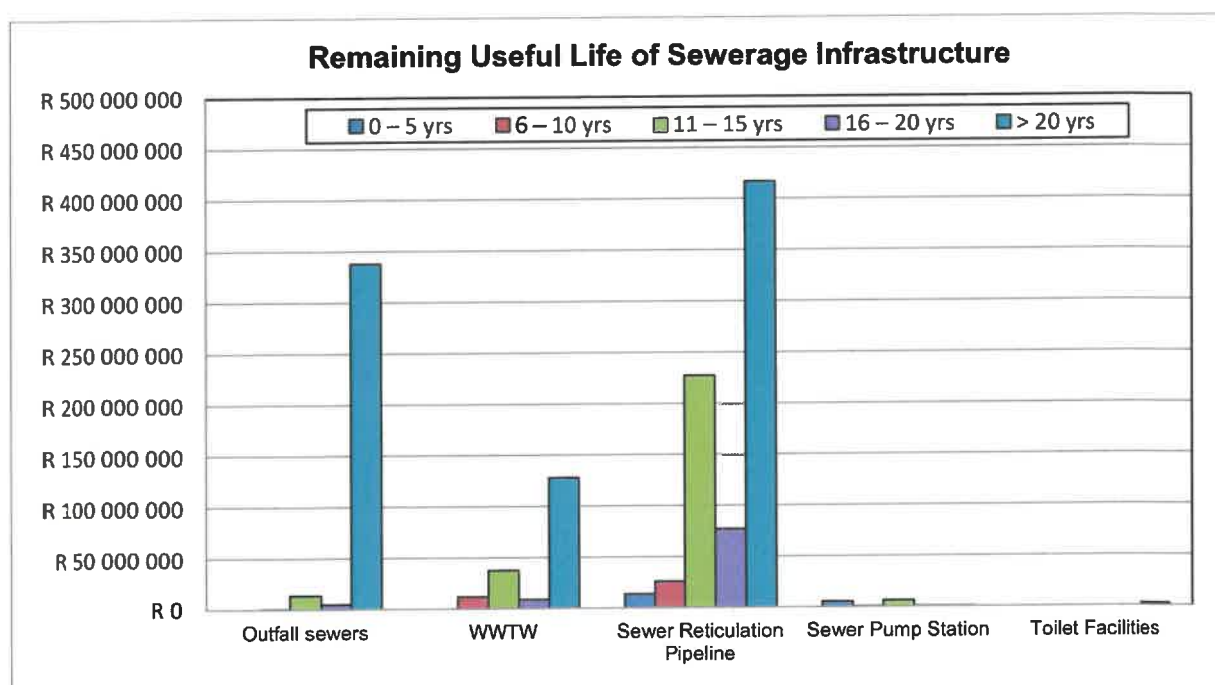


Figure C.6.5: RUL of the sewerage infrastructure

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

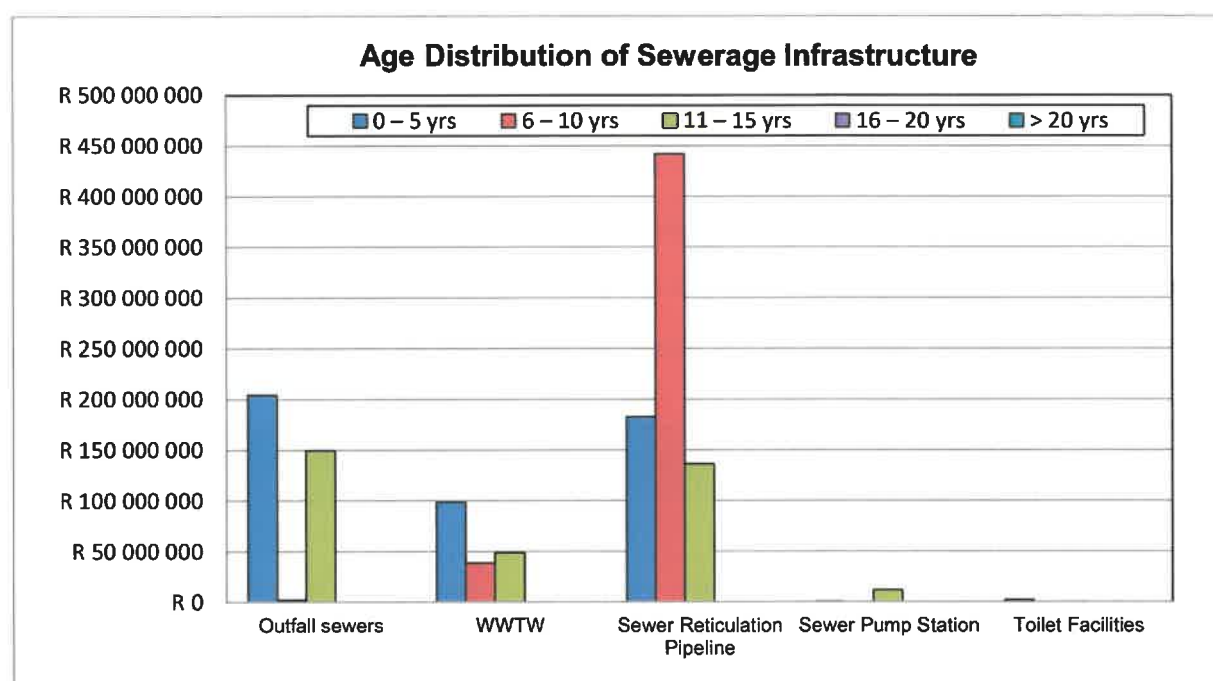


Figure C.6.6: Age distribution of sewerage infrastructure

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.

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

$$\text{PRP} = \text{LF} \times \text{CF} \text{ (In the range of 1 to 25)}$$

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.

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 Vlothenburg 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.

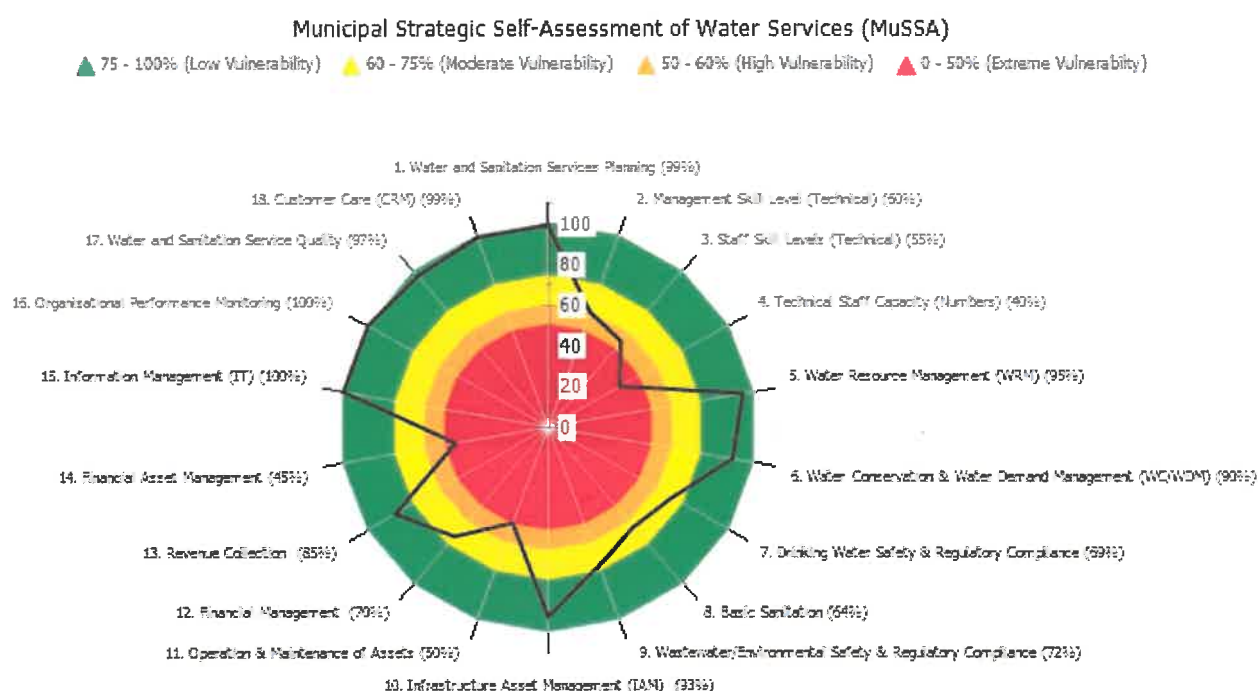


Figure C.9.1: Spider Diagram of the vulnerability levels of Stellenbosch Municipality for 2023

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		

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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:

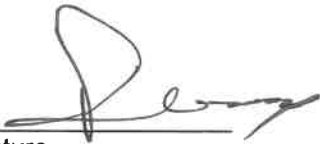


Signature

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

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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

7.8	PLANNING AND LOCAL ECONOMIC DEVELOPMENT AND TOURISM :(PC: DEPUTY MAYOR M SLABBERT)
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7.8.1	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)
-------	---

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Valley of Opportunity

22 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 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.

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 Klapmuts 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;
- (b) 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 Klapmuts 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.

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	Lesley.vangensen@stellenbosch.gov.za
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.

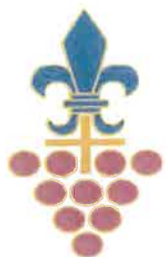
3. SLUITINGS DATUM

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

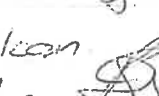
MUNICIPALITY • UMASIPALA • MUNISIPALITEIT

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@parade.com	
2	6/6/23	Z. Wuyon	068 162 0881	zokimwuyon@justice.co.za	
3		Zakile Myataza	073778 7945	zumyataza@gmail.com	
4		R. Dlanga mandla	083725377	r.dlangamandla@eys.co.za	
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					

7.8.2	CONSIDERATION FOR THE SOUTH AFRICAN MOBILE DEVICES DISTRIBUTORS AND REPAIRERS' ASSOCIATION (SAMDDRA) TO USE THE KAYAMANDI CORRIDOR CONFERENCE FACILITY AS A TRAINING SITE
-------	--

Collaborator No:

IDP KPA Ref No:

Meeting Date:

Valley of Opportunity

22 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

The purpose of this report is 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.

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



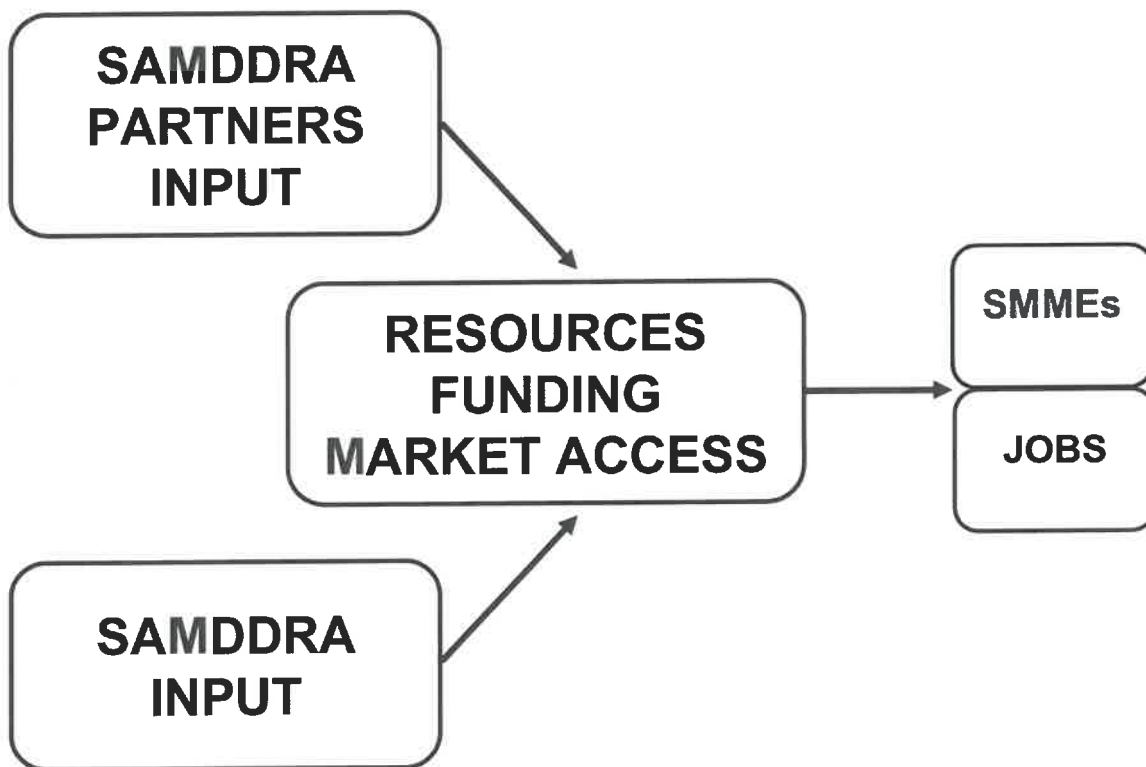
NORTH PARK TEK



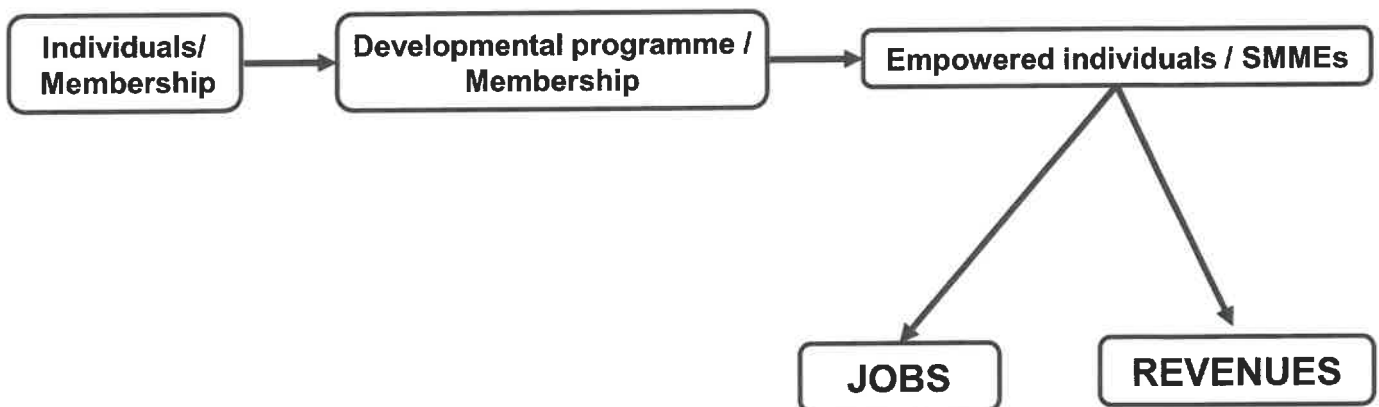
Signed agreements

- 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



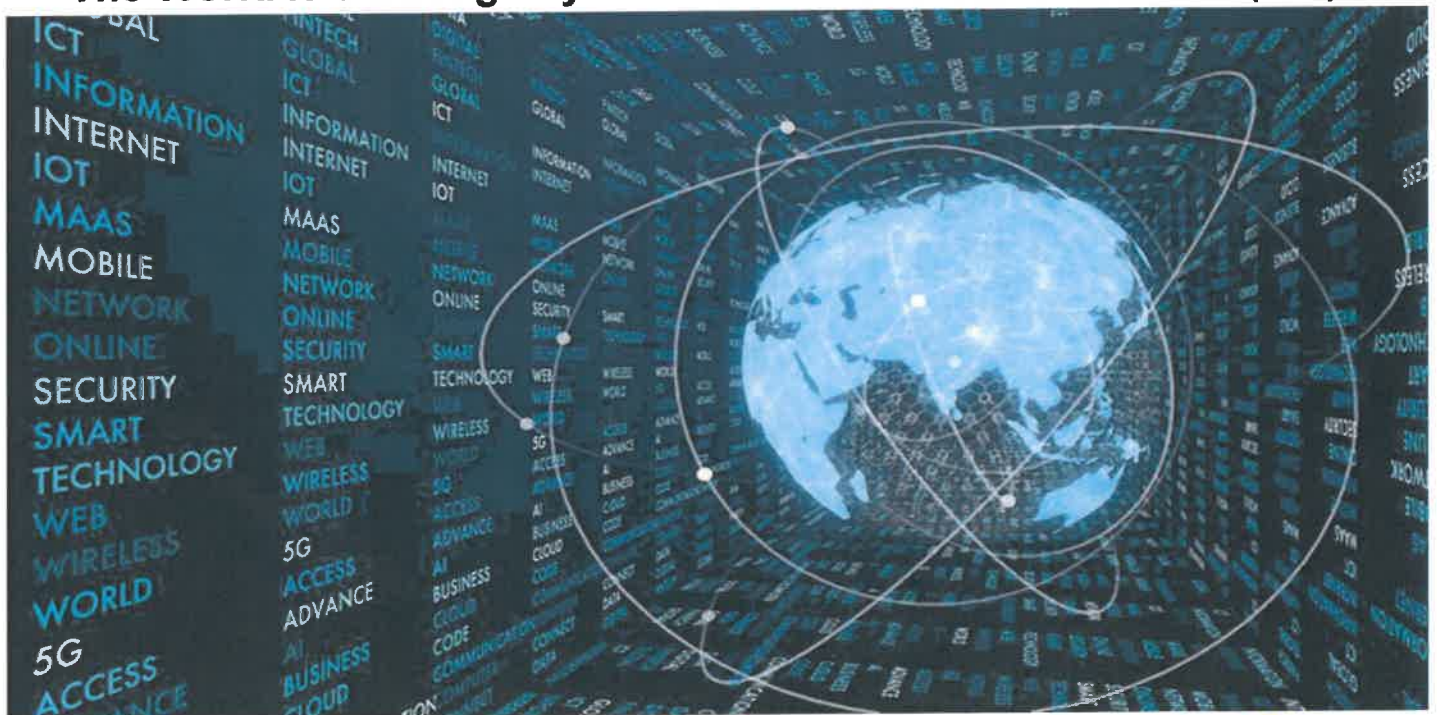
Operational Model



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).

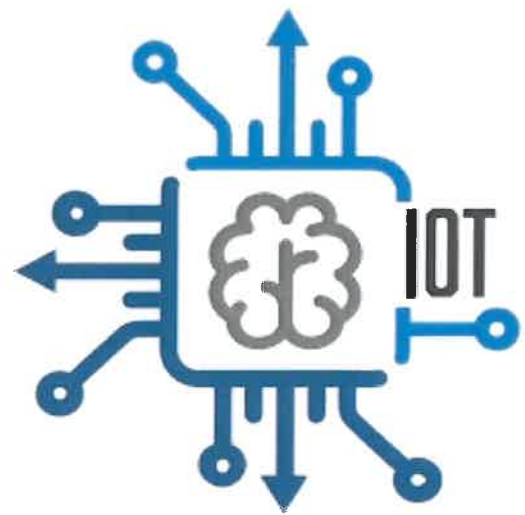
People, Data and Information

- 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

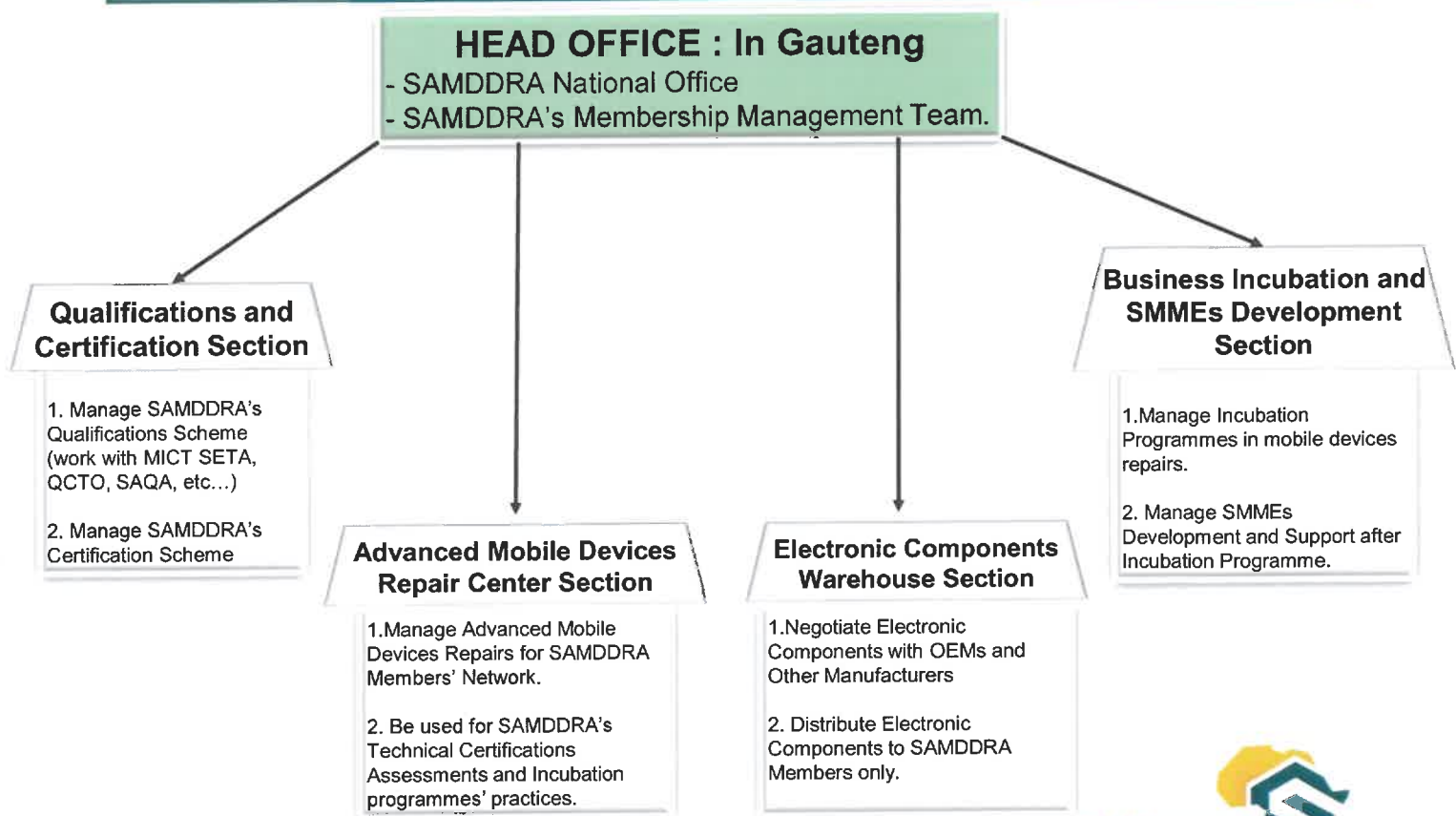
TABLETS

CELLPHONES

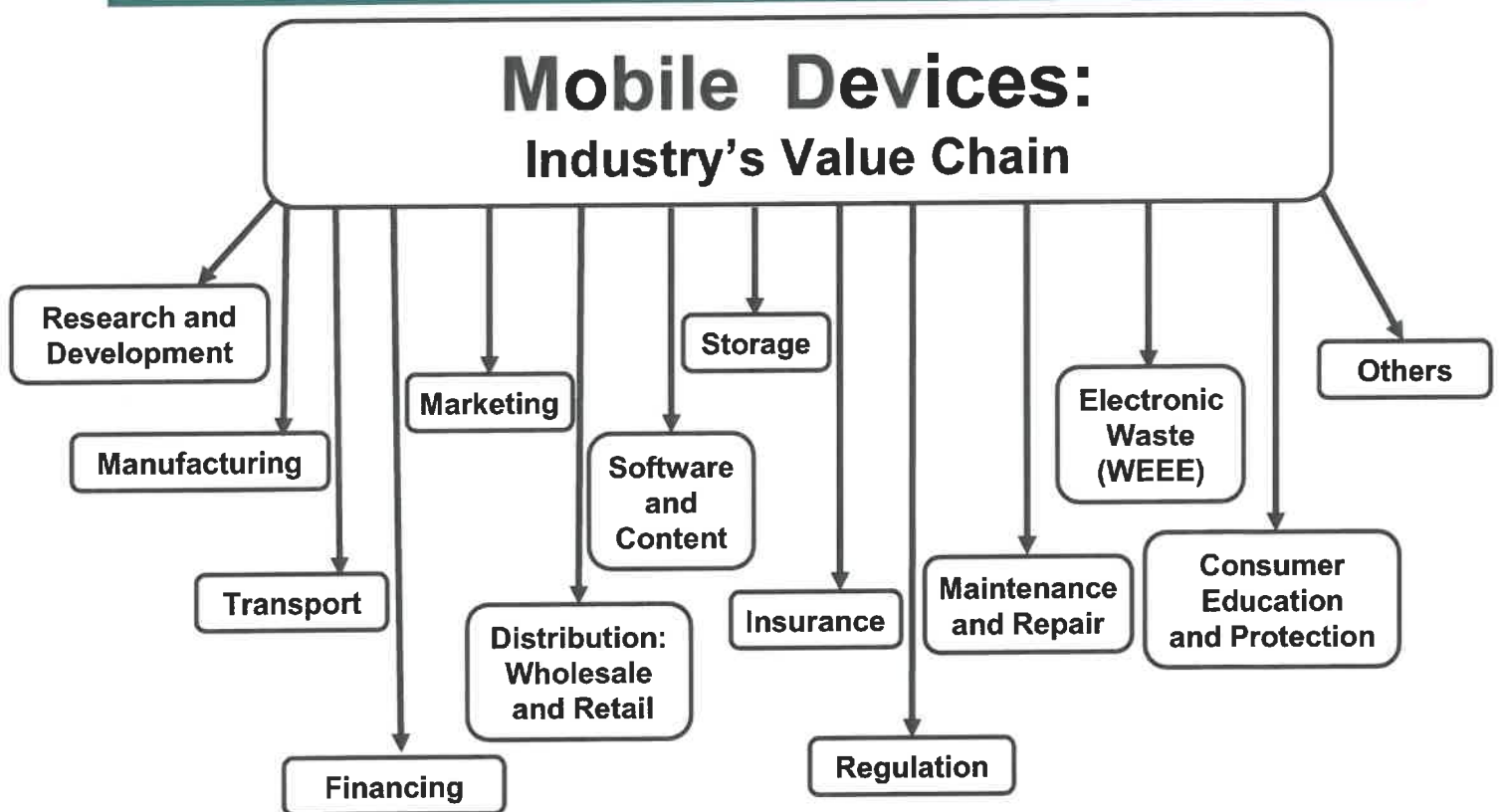
OTHERS

OUR OFFERINGS

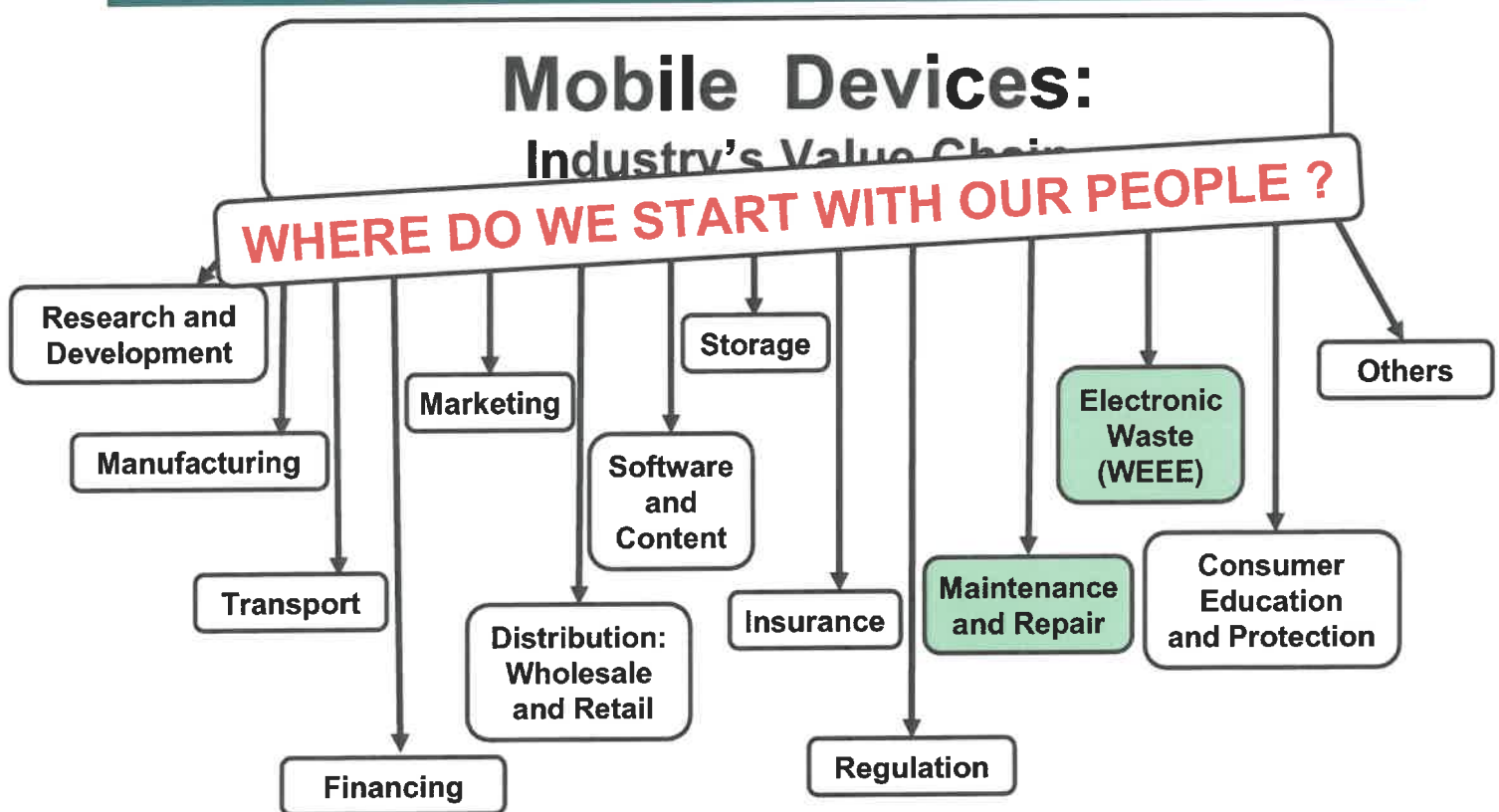
SAMDDRA's Operations



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

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, Manguang@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 4, Practicals 22 items

SAMDDRA, Cell phone repair training, Buffalo City, Group 3, Practicals 92 items

SAMDDRA, Cell phone repair training, Buffalo City, Group 2, Practicals 38 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

@samddrasamddra6813 85 subscribers 135 videos

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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

495 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)

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- 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).

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	Birjraj	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	Coct
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

7.9	COMMUNITY SERVICES:(PC: CLLR X KALIPA)
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NONE

7.10	RURAL MANAGEMENT AND ENVIRONMENT: (PC: CLLR C MANUEL)
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NONE

7.11	MUNICIPAL MANAGER
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NONE

8.	REPORTS SUBMITTED BY THE EXECUTIVE MAYOR
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NONE

9.	URGENT MATTERS
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NONE

10.	MATTERS TO BE CONSIDERED IN-COMMITTEE
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NONE